

SUNSET INC.

Board of Directors Meeting
January 28, 2021 9:00 a.m.

Todd Dawson called the meeting to order. Lloyd Shroyer called the role. Lloyd Shroyer, Steve Walz, and Bob Collins attended the meeting in the Sunset office. Mark Bishopp, Todd Dawson, and Jonathan Stoner attended by phone. Owners Doug Daniel, Emidio and Carol Carrico were present in the office.

Todd Dawson confirmed that proper notice was posted on January 25, 2021 and was forwarded via email as a courtesy to the owners. The meeting is also being recorded.

Confirmation of a Quorum:

- Todd Dawson confirmed with all board members present the quorum requirements were satisfied, and the meeting can be held.

Secretary's Report

- The minutes from meetings on December 16, 2020, December 21, 2020 and January 15, 2021 were reviewed. All minutes were approved without correction by motion. The approved minutes will be posted to Sunset's webpage.

Treasurers Report

- Steve Walz provided a review of the December/year end financials for Sunset.
 - The Operating fund is ended the year \$21,596 over budget which is about 5% of our total operating budget. The major contributors were our insurance costs, elevator maintenance and our cable/internet costs this year.
 - The Replacement fund ended the year substantially under budget with a balance of \$175,060. As reported earlier our budgeted spend for the year was under since the only major project undertaken was the stairway project.
- In our 2021 budget we increased our insurance budget by 25% based on advice we received from our agent which makes insurance for 2021 37% of our Operating budget compared to the 31% spent this year.
- Based on the increased costs and (to delay an increase in maintenance fees) the board this year, elected to reduce the quarterly contribution from maintenance fees from \$225/qtr/unit to \$125/qtr/unit which obviously slows the growth of our Replacement fund by \$26,400 annually from maintenance fee contribution.
- The reduction or slowing of the Replacement Fund is practical if we limit our use of the Replacement fund to the 7 projects currently budgeted for 2021 which are:
 - Grounds Update - \$5,000
 - Pool Heaters - \$18,000

- Pump Room Wall - \$10,000
- Electrical Panel Upgrade - \$10,000
- Estero Blvd Project - \$50,000
- Entry System Panel - \$5,000
- Dumpster Room Doors - \$5,000
- Comment was made that based on increases in insurance and projects that need to be tackled to keep our building and grounds in shape it may not be practical to hold maintenance fees at the \$1,700/qtr and an increase may be necessary for 2022.
- With no questions, Lloyd Shroyer moved to accept the December financials. Todd Dawson seconded the motion and the motion carried.

Presidents Report:

- Annual Meeting discussion:
 - The First Notice of the Annual Meeting was emailed to all owners.
 - As always, we have three board positions up for election at the annual meeting.
 - Only three owners, Mark Bishopp, Steve Walz, and Jonathan Stoner provided notice of their intent to run for the board.
 - As only three owners provided notice of their intent to run for the three open positions by Florida law and our documents no election will be held this year and the board will consist of: Todd Dawson, Jonathan Stoner, Steve Walz, Lloyd Shroyer, and Mark Bishopp.
 - The Second Notice of the Annual Meeting, which will be held outside at Sunset this year, will be e-mailed by the due date of February 3, 2021.
- Member Survey. Todd Dawson will be developing questions, with board input, to be turned into a member survey to take the owners' temperature on items of importance and to get a broader range of opinions from owners that may not be as vocal or present as often at Sunset. As we live in a community the survey will be a good way to get the input from everyone interested enough to respond.

Manager's Report:

- We have completed the remediation for the fire inspection with the exception of the dumpster room doors, the wall in the fire pump room, and a final check of all of the owner's cribs. The quote for the dumpster room doors was approved and Bob is working with the contractor to get proper forms signed for the town. Construction on that project will start as soon as all approvals are obtained, and the doors arrive. We are waiting on a quote still for the pump room fire wall. Bob will contract the contractor again to push him for a quote. Bob received a sign that he can put up in each of the storage units to again remind/warn owners that combustible material cannot be stored within 24" of the ceiling per fire code. Todd Dawson will circulate an email version of the signage to all owners as a reminder to get their storage cribs in order.

- Our domestic water pump broke down and our contractor installed a used pump they had on hand to keep us running until a new one arrives and can be installed.
- Address signage and our no parking, towing signs will be placed out front at least temporarily until we get a plan for the entire frontage. Bob will put those signs back up asap.
- We received new information from Direct TV that has all of the help numbers that can be called to help owners change services or call for service. Bob will print out the signs and place them on the bulletin board for people to take and Todd will send an email to all owners with the information. This will help our owners have a direct contact to the help desk and get Bob out of the “cable tv” held desk business.

Landscape Committee Report

- Lloyd Shroyer has been working with the Landscape Committee and provided a brief report:
 - The Landscape Committee met with Karras landscaping company and received a quote to handle all landscaping needs (except some tree work) for Sunset including sprinkler maintenance. The board was generally in favor but would like a quick analysis done to ensure that we are not overpaying and that we are getting all of the work done we expect. Steve Walz will develop a quick spreadsheet and work with the Landscaping Committee to confirm the contracted services are as complete as expected.
 - Karras did provide an estimate for \$500 to repair some of our existing sprinkler heads which was approved by the board.
 - On the Estero project Lloyd and the Landscaping Committee continues to work on plans for the area along Estero and are developing low, medium and high options which will be presented in the future.
 - Landscaping received a quote from our paver contractor to expand the parking lot near Estero, create a better and safer dumpster area, and re-install our right turn arrows to direct traffic. After much discussion and all that is being proposed to take care of the Estero side of the property it was felt that we should hold voting on the paver quote until we have a broader view of all the expenditures and plans.

Social Committee Reports:

- We are still looking for Social Chairs for the coming year. COVID is putting a damper on any of our normal parties.

Old Business

- Entry Door System. The system has been installed and is working. Bob loaded all the old owner codes. The new fobs have been coded as well and Bob will be delivering fobs to owners as they show up to Sunset. For safety fobs will only be hand delivered and signed for by the owners, so we know the owner received them. Each unit receives two fobs. Owners can purchase additional fobs or replace lost fobs at the cost of \$35 each.

- VoIP phones. Bob received information from Caller-IP that they would be willing to install and maintain our VoIP call boxes. Bob is obtaining a quote from them for their service which is expected to be about \$10/month which will still save us hundreds of dollars each month over our current telephone bills.

New Business:

- Extra Table by Grill: As requested Lloyd obtained a quote to purchase an additional concrete table by the grill area. The table is identical to the one already there and measurements have been made and it will fit. Concern was expressed over the \$700 cost. After discussion Jonathan Stoner said that he and his wife Leesa would be willing to donate the cost of the table in honor of all of the good times his family, including his parents before them have had at Sunset. The board greatly appreciates the gesture and sends its thanks to Jonathan and Leesa Stoner!
- Unit 303 has requested to replace the gulf side sliding doors and windows. They are being installed by Randy's glass and the products conform with Sunset specifications. The board approved the installation.

Owner Comments:

- An owner asked if more thought could be given to allowing owners to call into the meetings to, at least listen, during the board meetings. Concern was expressed over meetings being substantially lengthened with 66 participants. Todd Dawson did mention that as of late all our calls are recorded on the internet and we could provide a link to owners to listen to the board meetings after they are finished. This item will be included on the survey being developed for owners comments.

With no further topics to be brought before the Board, Todd Dawson moved, and Lloyd Shroyer seconded a motion to adjourn the meeting. Motion carried.

Respectfully Submitted,

Lloyd Shroyer

Lloyd Shroyer, Sunset Secretary

The next meeting scheduled will be the Annual Meeting on February 17, 2021 at Sunset.
The next Board Meeting is tentatively scheduled for Thursday February 25, 2021 at 9:00 a.m.