

Sunset Bay Merritt Island Condominium Association
Minutes of the Board of Directors' Meeting
Thursday, February 23, 2017

Call to Order/Establish Quorum of Directors: President Jeanette Shultz called the meeting to order at 6:03 pm in the clubhouse at 225 S. Tropical Trail. Present at the meeting was President Jeanette Schultz and Secretary Diane Dahmer. Attending by conference phone: Treasurer Coral Bailey, Vice President Dale Hartzell and Director Robert Moskovitz. Lynn Hiott with Reconcilable Differences was also present. Unit owners in attendance were: Nina Corbellini, Mary Ann Johnson, Lisa Miller, Diane King, Buck & Carol Houston, Greg and Joline Gagnon, Sharon Beck, Judy Brummer, and Barbara Webb.

Approval of the Board Meeting Minutes of November 3rd and Organizational Minutes from January 26th: Jeanette motioned to approve the minutes from November 3rd and organizational minutes from January 26th as written, Diane seconded, and all were in favor.

Financial report: Financial/Collections: Lynn reported the following: As of **January 31st, 2017**, the operating account at Sunrise Bank showed a balance of **\$269,509**, but of that amount, **\$34,475** was from prepaid assessments, leaving a balance of **\$246,005**. There is **\$267,376** in the BB&T Reserve account and **\$25,756** in Sunrise Bank Reserve account, for a total of **\$293,132** in the reserve accounts for future repairs. Accounts Receivable are at **\$30,947**. The current profit and loss statement shows the association under budget by **\$6,333 for the one month of the year**. BB&T operating account was closed at the end of December and Association opened a new operating and Reserve account with Sunrise Bank. The monthly reserve savings are going into the Sunrise Bank account.

Collections Update: Alliance is moving forward with collections for units 108, 116, 219, and 303. Cost deposits were sent to Alliance for three of these units to start the process of foreclosure. The 4th unit was started for foreclosure but due to the tenant paying monthly rental they are paying the past due amount down. Lynn continues to work with owners who have not paid their right monthly amount.

Unfinished Business:

Seawall Issues: After careful consideration, the Board discussed the seawall contracts that they had received. Lynn reported that she sent requests out to 15 contractors and only three returned proposals. Fender Construction came in with a proposal of \$137,852, Fortress Marine came in at \$39,759, and Pro Dock with a verbal came in with \$80,000. Jeanette motioned to accept and approve the contract with Fortress Marine for the \$39,759 to move forward with replacing the broken seawall of 100 feet behind the pool. The vinyl seawall will last 25-50 years. Dale seconded the motion and all were in favor.

Roof of 300 Building: Due to legal advice received from the Association attorney, the Board feels that they can move forward with accepting a different vendor to replace the 300-building roof due to the emergency nature of the leaks after the hurricane. Jeanette motioned to accept and approve the proposal with Total Home Roofing to replace the roof of the 300 building. Dale seconded this motion and all were in favor. Jeanette also motioned to approve Total Home Roofing to complete the repairs to all the roofs with the shingles that were blown off during the hurricane at a cost of \$4,500. Dale seconded and all were in favor. Jeanette stated that Watertite Gutters will need to be responsible for repairing and/or replacing the gutters along the 300 building. All Board members were in favor of this.

Well -Irrigation Update Lynn reported that sprinkler repairs were completed going up to the pool, but the well was vandalized and there was a crack in the casing of the well. We were informed that this could not be repaired. Aqua Source proposed \$3,175. The Board ratified the decision they made in between meetings to get it started. The well will be put in March 6th and the irrigation specialist will be present with the install of the new well. Jeanette made the motion to approve the cost of the new well installation from reserves, Diane seconded, and all were in favor. We are also working with an irrigation specialist to put a cover to secure the well from future vandalism. The area is also under surveillance cameras as well.

Building 900 Emergency Exterior Wall Repairs: Lynn reported that she sent proposals to 9 different contractors and only one was returned. JAG stated for \$8,775 for the repairs. Brian and Norm will help with the outside walls if needed, but the contract needs to be signed and approved to get the permit process started. Jeanette made the motion to approve the contract with JAG, Coral seconded, and all were in favor. The permitting process can take 6-8 weeks for approval.

Review Plans to conceal compactor area by Maintenance: This topic was tabled for the next meeting to look at all the plans and suggestions. Cost is approximately \$600-\$1,300. Lynn reported that she ordered an additional 4 recycle bins as there were only 4 to start with that continuously were overloaded. Coral stated that residents are putting full boxes into the recycle bins and not breaking them down, which is also causing overload to the bins. Lynn also reported that Brian has submitted drawings for adding a stationary charcoal grill inside the pool court yard, to be installed by the fountain, with concrete blocks and pavers. Lynn asked the Fire Marshal if this would be allowed, and her response was if it was 10 feet from the building and overhangs and no food was brought within 10 feet of the pool due to County regulations. Lynn reported that the cost of this installation would be approximately \$600 with Brian and Norm constructing it. There was also a request to add a picnic table close to the grilling area for families to sit and enjoy their cooked meals. The Board would have to approve Board-made rules regarding the grill and cleanup. The Board requested more time to discuss and go over the drawings. This will be discussed at the next Board meeting.

New Business:

Ratify expenses for new well (\$3,175) Completed.

Clarify Association versus Owner Responsibilities-Unit Boundaries-Servicing one unit This topic will be tabled for the next meeting to gather further information.

Approve CSC contract (Air/Vacuum) The current air/vacuum machine is under contract with CSC, with an auto renewal every 5 years. The Board did not want to allow auto renewal without a few changes from 5 years to 3 years, so those changes were written into the new contract. Jeanette motioned to approve the contract with the changes, Diane seconded the motion, and all approved. Association gets 20% on revenues, and to date, the machine has only brought in about \$300 in the last 3 years.

Approve Shoresox contract after seawall repairs-The contract has already been discussed at earlier meetings, along with the Shoresox representative coming to the last meeting to provide a presentation. The Board was waiting on approving and getting the seawall repairs started before approving the Shoresox contract. Jeanette made the motion to approve the Shoresox contract as presented, Dale seconded, and all were in favor.

Discuss to hire Engineer to review completed roofs by Rock Roofing to move forward-Lynn reported that this is tabled until information is received from association attorney and a proposal for the review to be submitted from Engineer.

Ratify ARC approvals-

- Unit 502-Install White Anderson Screen/Glass door
- Unit 910-Repair/replace gypsum flooring from flood area bathroom, hallway, bedroom, with carpet/vinyl with proper sound barriers
- Unit 305-replace carpet with laminate flooring with proper sound barriers
- Unit 921-replace carpet with laminate flooring living room, hallway, bedroom, walk in closet with proper sound barriers
- Unit 208-install laminate flooring in living room and bedroom with proper sound barriers.

Jeanette made a motion to approve all stated ARC approvals stated above as all proper documentation was provided. Diane seconded and all were in favor. Management will complete approval letters of these requests and place in unit files.

Need committee for new pool furniture-Board felt that a committee was not needed and the pool furniture that was present was in good shape just needed to be cleaned. Coral did state that little side tables were needed to be purchased for around the pool area as the ones there are in bad shape. Coral stated that she would purchase a few and donate them to help with the start of

summer. Owner requested that the pool lights need to be reviewed and updated to working pool lights.

Manager's Report: Lynn asked that the Board review the Rules and Regulations so that it could be discussed and agreed upon for the next meeting. The rules will address the Doggie DNA, registration of bicycles and kayaks, boat storage area, etc. Once the Board agrees, the new rules and regulations will be mailed out to the owners. The owners will be given 30 days to review and respond, then the Board will meet to review the owner's concerns regarding the new rules and regulations. The Board will then vote to adopt the new rules and regulations. Once the new rules are in place, the fining committee will be moving forward with fines for those that don't follow the rules of the community.

Owner Input: An owner commented on the enclosure of the compact/recycle area and that she highly supports the enclosure and would encourage the Board to move forward with this enclosure. Another owner requested that the wire down the wall along back side of unit 621 be removed and dealt with immediately. Owner asked how they are notified on when the next meeting was to occur. Lynn reported that the agenda is posted onsite 48 hours prior to the meeting. If an owner wants something put on the agenda or has an issue, they are encouraged to complete the "Attention Form". The forms can be found on website or they are printed in the clubhouse. These forms will be reviewed by the office and attended to.

Set Next Board Meeting: It was agreed that the next meeting will be held on **Thursday, March 23rd at 5 pm** in the clubhouse.

Adjournment: There being no further business to discuss, the meeting was adjourned at 7:08 pm by Jeanette Shultz.

Respectfully Submitted,

Lynn Hiott, CAM #35322
Reconcilable Differences, Inc.