

Sunset Bay Merritt Island Condominium Association
Minutes of the Board of Directors' Meeting
Thursday, August 24, 2017

Call to Order/Establish Quorum of Directors: President Jeanette Shultz called the meeting to order at 1:08 pm in the clubhouse at 225 S. Tropical Trail. Present at the meeting were President Jeanette Shultz and Treasurer Coral Bailey. Attending by conference phone: Director Robert Moskovitz and Secretary Diane Dahmer. Vice President Dale Hartzell was absent. Lynn Hiott with Reconcilable Differences was also present. Unit owners in attendance were: Sarah Mahoney, Nina Corbellini, Signe Kastberg, Mary Ann Johnson, and Willie Johnson.

Approval of the Board Meeting Minutes of July 6th: Jeanette made a motion to approve the minutes from July 6th as written. Coral seconded, and all were in favor.

Financial report: Financial/Collections: Lynn reported the following: As of **July 31, 2017**, the operating account at Sunrise Bank showed a balance of **\$257,222**, but of that amount, **\$25,665** was from prepaid assessments, leaving a balance of **\$231,557**. There is **\$267,612** in the Reserve Accounts for future repairs. Accounts Receivable are at **\$27,310**. The current profit and loss statement shows the association over budget by **\$9,071 for the year**. Jeanette made a motion to transfer \$11,700 + \$3,200 (engineer report) from Reserves to operating which were true seawall funds. With this transfer, the association will be under budget by \$5,829. Coral seconded the motion, and all were in favor. Unit 219, 108, 303, and 614 were all paid in full. Unit 808 and 116 are currently with Alliance in collections.

Unfinished Business:

Seawall Update: The final check is still being held as final permit from County has not been issued as of this meeting.

Shoreline Update: Joe Harms is on leave. Once he returns back to work, they will move forward with the additional layers behind the pool area, drains to be added behind the pool area and the last 25 feet by the 900 building of shoreline restoration.

Roof Update: Repairs were completed on 500 building 6 times within the last year. There are now another two leaks from the roof in different areas. This roof needs to be replaced. The cost is \$34,500 from Total Home Roofing. Jeanette made a motion to approve Total Home to replace the 500-building roof, Robert seconded this motion, and all were in favor. Building 200 roof replacement cost is \$33,900 and building 100 costs is \$57,900. The leaks that were reported on

100 building have been patched and should give us time to replace in 2018, along with 200 building. The 900-building cost is \$39,850.

Bicycle/Kayak registration with decals Most residents have registered their bicycles/kayaks. Brian and Lynn went through the garages, cut locks that had bicycles not registered. Placed all bicycles into a locking garage, which we are the only ones that have a key to. If bicycles are not claimed by October 15th, we will donate all unclaimed bicycles to the Sherriff's Department. All Kayaks/canoes that are unclaimed will be donated to a church in Cocoa Beach that uses kayaks/canoes for their youth group. Deadline is October 15th before donations occur. We will have photos of everything to show the items were abandoned. Once the bicycles have been cleared away, we will open one of the three garages by the 400 building to house kayaks/canoes and two bicycle garages. That will help make storage fair for all the community. Locks will be placed on the access boxes, and ONLY those that have bicycles stored in the garages and registered will have an access key.

Additional Surveillance cameras: All cameras have been installed and are working properly throughout the common areas. Additional cameras were placed by the mailboxes, but they are not connected to the office DVR system, but they have their own DVR system.

Amendment for Assoc to approve new buyers/renters with an administrative fee applied for a background/credit check to be completed by BOD. Need attorney to write an amendment that supports the Board of Directors approving new tenants and new buyers by completing a background check on each listed occupant. The cost is \$49.99 for a background/credit check. These are done nationwide. The Board will be looking for felonies and can they pay their HOA dues monthly (for new owners). With this amendment, the Board can then require all residents to register with the office before move in. If the resident has felonies that are forbidden (sex predator, armed burgherly, drug charges, etc.) this could give the ability to the Board to deny residency here at Sunset Bay. If two names are on the lease, both occupants pay the \$50 per person and get background checks on both. Under 18 is not required to complete checks on. This will help with the rift raft that is being allowed to enter Sunset Bay with the drugs they are selling, felons hiding out here, etc. It will clean up the community for sure. Currently, the Board has no authority to approve or disapprove anyone living in the community. Yes, gate codes are required, but if they use the owners code, sometimes we have no idea who is living in the unit until they get in trouble with office, then suddenly, we find out who they are. Approval given to allow Association attorney to write amendment for owners to vote on with the proposed budget package that is being sent out in September/October.

New Business

Rules and Regulations: All Rules and Regulations were mailed to all owner units. I had one owner respond back some grammatical corrections, which have been made. Draft copies are available in the office and they were posted on the website. Jeanette made a motion to approve and adopt the rules and regulations that were mailed to the owners with the grammatical corrections, Coral seconded, and all were in favor. Lynn will put the adopted rules and regulations on the website.

Discussion new legal counsel for Association (Sonya Bossinger). Jeanette reported that Frank Ruggieri has not done what the Board has asked in a timely manner. The last item that turned into a bigger deal than it should have been was the amendment that the Board requested Mr. Ruggieri write up to allow the Board the authority to approve new buyers/tenants with administrative fees charged. Mr. Ruggieri added a lot of additional things that were not wanted. Jeanette made a motion to accept and allow new counsel to represent the association with general legal items with Sonya Bossinger. Coral seconded the motion and all were in favor. Lynn will see if Sonya Bossinger can come before the next meeting to speak with the Board.

Volusia Patio-Proposals for re-strapping chaise pool chairs at \$68 each (have a total of 17) Cost is \$1156. Re-strap table pool chairs at \$49 each (have a total of 24) Cost is \$1176 with tax and delivery/set up fee, total is \$2552.81. All tables have been replaced, and umbrellas have been purchased. Also, we re-strapped 4 chaise chairs and 4 sitting chairs so that everyone could see what they would look like. Everyone is very impressed and is anxious to do the rest of the chairs to match everything and to brighten the pool area. Pool area by the counter will be painted by end of week, the yellow that is on the buildings. 4 bar stools (teal in color) were purchased. All residents are very pleased with the esthetics of the pool area. New lights were purchased for the columns of the pool area that will go on dusk to dawn. Total of 6 umbrellas were purchased, 4 as manual umbrellas and 3 as crank umbrellas. Signs were purchased for the tables that read "Please put down and secure umbrellas when not in use". Management is ordering new pool rule signs as well.



Before

After

Mailbox Repairs/Charges: A resident was seen breaking into the mailboxes by finding one of the doors opened and yanking on the entire face, allowing the

entire face plate to be opened and exposing all other mail of residents. Police were called and charges are pending for criminal mischief and vandalism. The cost of replacing just the section he broke is over \$900 not including labor. The problem is going to be matching the color of the boxes to the other 180 boxes. The mailboxes are over 30 years old and eventually all of the pieces will need to be replaced. Just replacing the two along the wall where he broke, the cost is estimated over \$2500. There is a total of 8 sections in all. The Board agreed at this time to repair the best we could and would look into replacing the mailboxes in the year to come. More research needs to be done on replacement costs. Management wanted to remind ALL RESIDENTS that it is VERY important that when you retrieve your mail, to lock your mailbox before leaving. When your mailbox is open, this allows someone to pull the entire face plate of the mailboxes to expose everyone's mail in that cluster. Cameras are now installed in this area for protection.

Suspension of Amenity Rights: Lynn requested Board approval, to suspend two units' amenity rights for 30, 60 or 90 days for noncompliance of rules. The minutes will not reflect the unit numbers or names but the cause for this request is genuine. The residents of these two units have been entering the pool at all hours, drinking alcohol and being very loud at all hours of the day and night, making other residents feel unsecured at the pool area. Violation notices have been written and emailed/mailed to both units with no better compliance of the rules. Once their amenity rights have been suspended and proper notice has been given, if they are caught on common areas, the residents could be trespassed and/or arrested by the Sherriff's Department. Jeanette made a motion to approve the amenity suspension rights of both units in question for 30 days. If no violations occur within that 30 days, then the suspension will be lifted. If either resident continues to not obey the rules, the residents can be suspended again with longer penalties of suspension and or rights evoked permanently. Coral seconded this motion and all were in favor.

Ratify ARC Approvals-None currently

Neighborhood Watch Committee: Chairman Denise Hearn from 700 building was not present to speak to the Board. Lynn reported that this committee is new and still trying to work on their tasks and moving forward. Denise will update the Board at the next meeting to open the dialogue with the Board.

Landscaping Committee: A committee is needed to report to the Board areas of concern around the property. The committee's objective is to recommend plantings/bushes into areas that need updating and with sod placement. New owner of unit 802-Signe Katsberg, volunteered to be the chairman and the Board accepted her. She will put the committee together and report back to the Board at their next meeting.

Manager's Report: Lynn reminded all residents that the office hours are posted on the door. However, Monday and Wednesday's the office hours will fluctuate as these two days the manager may not be physically onsite, but the manager is always available via her cell phone number, which is posted. Tuesday and Thursday's the manager will be onsite in the office from 10 to 5 pm.

Future Repairs: I asked Joe with JAG to give us a proposal on the stack in the 300-building with the enclosed patios. Due to all the wood rot and issues, this will have to be repaired ASAP. I have not received any bids back yet, but I am working on this. Emailed again asking for proposal.

Unit 421-Roof damages-Brian looked at and stated no clear leaks from roof, but feels that the decking that is rotted up top is the cause, he is working to get this repaired with John. Unit 203/214-Back balcony walls rotted (Still in the works!)

Set Next Board Meeting: It was agreed that the next meeting will be held on **Thursday, September 21st at 1 pm** in the clubhouse. Board is hoping to have a proposed budget ready for approval to mail to all the owners with the amendment to allow Board to approve new owners/tenants.

Adjournment: There being no further business to discuss, the meeting was adjourned at 2:12 pm by Jeanette Shultz.

Respectfully Submitted,
Lynn Hiott, CAM #35322
Reconcilable Differences, Inc.