

**Sunset Royale Association
Board of Directors Meeting Minutes
July 20, 2017**

Call to Order: Frank Canino President called the meeting to order at 1:02 p.m.

Determination of Quorum of Board: Quorum determined. In person were Frank Canino and Dan Ploger. On speakerphone were Bob D'Orsi, Elvart Dikiy, Bill Guran, Paul Parr and Bob Morris, Jr. Julie Trimpe, CAM also present in person.

Confirmation of Proper Meeting Notice: Julie Trimpe, CAM confirmed the notice was posted on property minimum 48 hours in advance and was mailed out to owners.

Approval of Previous Meeting Minutes – Motion was made by Frank Canino and seconded by Bob D'Orsi to dispense with the reading of the June 8, 2017 minutes. Motion passed. Motion was made by Frank Canino and seconded by Dan Ploger to approve the minutes as submitted. Motion passed.

The minutes will be posted on the Association's website.

Officers Report – Frank Canino reported that the last 3 awnings are scheduled to be installed by the end of the week as per company.

Bob Morris, Jr. reported that there were some problems during 4th of July holiday. Three cars had to be towed for illegal parking, one pass was issued by different rental agent (this was rectified later over the phone) and some food garbage was thrown into the chute not-bagged, which led to foul smell, and garbage area has to be thoroughly cleaned with bleach. Bob Morris, Jr. recommended that we start security at 9 AM next year and that more cones and new gate chains should be purchased.

Paul Parr arrived in person to meeting.

Frank Canino asked to move up the discussion on **New Business: Law & Ordinance insurance** on the agenda, as the agent was present and did not want to hold her up.

Law and Ordinance insurance: Lisa Norman of Advanced Insurance Underwriters provide information to the Board that Law and Ordinance insurance will shelter association from complying with new building codes and requirements in case of catastrophic loss. This insurance, if taken for \$500,000 will cost each member about \$7.5 per month and in case of \$1,000,000 - \$15. Frank Canino made a motion seconded by Paul Parr to purchase such insurance for \$1,000,000 with the cost of \$6,137.00. Six votes for and one vote (Elvart Dikiy) against. Motion passed.

Old Business:

Building Lights: Frank Canino reported that the fixture previously chosen has 9 clearance issues with unit placards. He asked what other Board members are thinking about sample lights pictures of which were emailed before the meeting. Dan Ploger mentioned that most of them are projected light not in a favorable way. Elvart Dikiy

agreed and asked what dimensions should we be the most important in a search for the lights. Fran Canino replied that the base of the lights shouldn't be more that 4.5"x4.5".
The search for lights will continue.

Parking Lot Survey Bid: Dan Ploger reported that the survey by Crest Engineering has been ordered and should begin in a week or so.

Washing machine selection: Julie Trimpe, CAM, reported that laundry leasing company could install a bigger front loading washer for \$19 more per machine per month. Bob Morris Jr. made a motion seconded by Frank Canino to install a front load, double capacity washers on the 2nd floor. After Mr. Brubaker's comment that this may cause higher traffic on other floors due to higher cost o doing laundry on the 2nd floor, the discussion ensued whether to install one machine in the second floor or first floor laundry room or on all three floors. After listening to everyone's opinions, **Frank Canino made a motion seconded by Paul Parr to install double load front loaders on all three floors and charge \$2.00 a load. Motion passed unanimously.**

Building maintenance (rust stains and railing): Recently, Bob D'Orsi reported that some of the railing posts have rust at the bottom that taints the fresh building paint. He mentioned that the paint contractor verbally agreed to take care of these spots, but it was not done everywhere. He also noticed some spot on the building wall with missing stucco and paint. Also there was a missing rail cup on the false balcony of unit 200. During further discussion, Bob Morris, Jr. mentioned that our post are aluminum and do not rust and the rust must have come from steel rebars inside the walkways. It was suggested that the base of the poles would cemented and the top of the posts caulked over in order to stop water from getting to the rebars. **In addition, the CAM will look into having Lerch Painting to fix paint problems on the wall and at the door of unit #310 and installing missing railing cup by unit 200.**

Registration of Renters and Vendors: Frank Canino suggested that we use association website for registration of renters and vendors. Frank Canino also mentioned that verification if the guests arrived are the same ones who were registered could be done by TSA employee, Linda, who is on the property most of the time for \$5 per verification. During further discussion, Board members came to consensus that the form and the procedure of accessing and filling it out will be designed by Frank and run by Board members after that. **Frank Canino made a motion seconded by Paul Parr to set up registration of renters/guests on the website with the name, unit #, length of stay, # guests in the party, contact # and # of vehicles included. Motion passed unanimously.**

Further, the discussion turned to parking passes issue. Frank Canino pointed out that each owner entitled to use his assigned parking spot, but if her/his/theirs unit is rented then the renters are getting the assigned spot. In this case, owner has to ask for a pass for a permit only spot. Other Board members expressed their opinions on the matter. Paul Parr mentioned that before any actions regarding parking passes are taking parking rules has to be adopted by the Board. Elvart Dikiy agreed with Bob D'Orsi that we should use number of cars indicated during registration to issue parking passes and with Frank

Canino that in high demand periods extra parking spaces has to be limited to one per owner on a first come-first served basis. The Board agreed to table the issue.

New Business:

Establishment of Rule Violation Committee: Frank Canino reported that a “Clean Slate’ letter is going out to all members. This letter will inform members that starting September 1st, the Association rules will be reinforced. He stated that the law and Association documents require a 14-day notice before a fine can be levied for a rule violation. This Committee has to have a minimum of 3 owners who are not Board members or related to them. He suggested electing a standing committee for this purpose. After further discussion, Dan Ploger made a motion seconded by Paul Parr that such committee should be established after the violation would not be rectified after warning. Five votes for and two votes (Frank Canino and Bob D'Orsi) against. Motion passed.

Mid Year Budget Review - Dan Ploger mentioned that the budget looks good so far for the mid- year.

Change To Declaration to Allow Exchanges of Limited Common Elements - Elvart Dikiy would like to see the Board discuss this proposed amendment change. Suggested wording for the amendment will be posted on the website. Matter tabled until the next meeting.

Water Pressure Complaint 408/412 - Dan Ploger collected data over a four day period. Information will be posted on the web site. Matter tabled until next meeting.

General Comments - Mr. Brubaker asked if there was a need for a bulletin Board Committee. Frank Canino stated he would post a Question/Survey on website for owners to respond to.

Next Board Meetings: September 19, 2017 @ 1:00 pm.

Adjournment: Motion by Frank Canino and seconded by Elvart Dikiy to adjourn. Meeting called to adjournment at 3:30 PM.

Respectfully submitted,