

**Sunset Royale Association  
Board of Directors Meeting Minutes  
September 19, 2017**

**Call to Order:** Frank Canino President called the meeting to order at 1:05 p.m.

**Determination of Quorum of Board:** Quorum determined. In person was Dan Ploger. On speakerphone were Frank Canino, Bob D’Orsi, Elvart Dikiy, 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 emailed out to owners.

**Approval of Previous Meeting Minutes – Motion was made by Frank Canino to dispense with the reading of the July 20, 2017 minutes and seconded by Elvart Dikiy.** Frank Canino reported that Paul Parr sent an email mentioning that a conversation regarding extra parking passes during 4th of July wasn't reflected in the minutes. Elvart Dikiy replied that this issue was mentioned in the minutes in Bob Morris, Jr. report about 4th of July but not exactly what Paul Parr had written in his email. Frank Canino summarized that because the recording of this meeting wasn't done and no one present remembered what exactly had been said and Paul Parr is absent, then the minutes will stay as they are and Paul Parr would have an option to get back to this issue at the next meeting. After another small clarification regarding painting, motion was made by Frank Canino and seconded by Bob D’Orsi to approve them as submitted. Motions passed.

**The minutes will be posted on the Association’s website.**

**Officers Report –** Frank Canino reported that the rental registration is available now via the link on the website and we are collecting information only. That information is seen only by the webmaster and will be entered into Excel spreadsheet to be looked into when needed. Elvart Dikiy suggested that a second person should be designated as being able to access the information. Bob Morris Jr. suggested to nominated people responsible for extracting such information by position, not by name, It was suggested the it will be webmaster and Board secretary who will be responsible for that. **Frank suggested to send an email to all owners asking to start to use this system.**

Frank Canino asked Julie Trimpe to report on storm damage to the property. Julie Trimpe said that there was damage to the light globes and other fixtures that had been fixed already. The light fixture at the end of the north carport was damaged and was removed. Also some screws came off from the carport roofs; they were collected and are in the office now. General property clean up was also done.

Dan Ploger was in residence during the storm and said that the windows held very good. Only leaking in his unit was under the front door through the weather seal.

Bob D'Orsi reported that there was some leaking through doors' weather strips in some unit doors and there was a gutter downspout (not sure - Bob said fascia ?) from the new carport came down and in need of repair. Some screws came off from the old carport and even if carport doesn't look damaged, its integrity has to be checked. Royal palms at front of the building took a beating but should survive and come back in a couple of years as per US Lawns. Some bushes on the north side were stripped of leaves and this needs to be taken care of. Sand bags on 1<sup>st</sup> floor units should be at the discretion of those unit owners.

Frank Canino reminded that all damage to the interior of the units is not covered by SR insurance and should be a responsibility of the unit owners. He also pointed out that because of the possible high storm surge first units could be flooded (which didn't happen). Dan Ploger reported that ground floor elevation is 7 feet above zero.

Dan Ploger reported that he just received the parking lot survey and will send out a copy and the engineer's report should be done by next week. **This will be sent to everyone in a couple of weeks.**

#### **Old Business:**

**Mid-Year Budget Review:** Julie Trimpe reported that the August report showed the association is running close to the budget for the first eight months of the year. General maintenance is slightly over budget due to some repairs. Also, we are slightly over budget in grounds expenses which will even out over the rest of the year. We are over budget in insurance because the Board decided to take an extra Law and Ordinance insurance coverage. Julie Trimpe explained that increase in garbage collection expenses was due to the decision to have three times a week instead of two times collection during season. Elvart Dikiy inquired about the reason for repair and maintenance expenses to be a quarter over the budget. **Julie Trimpe will send a detailed report for those expenses.**

#### **Change to Declaration to Allow Exchanges of Limited Common Elements-**

Elvart Dikiy has supplied the Board with suggested by his attorney changes to the Declaration in regard to this matter. Frank Canino read the wording and noted that it was posted on the website. Motion was made by Frank Canino to accept the wording and put it out to the owners for a vote at the annual meeting. After some concerns expressed by some Board members and the request to look at the wording once more, the matter was tabled to the next meeting.

**Water Pressure Complaint 408/412:** The Board members discussed the readings of water pressure taken on 4<sup>th</sup> floor. The suggestion was made to check the water pressure on all floors on the supply side. Bob D'Orsi recommended allowing the owners to install by a licensed plumber a single booster in their unit. It was also suggested that a straw vote to be taken by owners to see if there is an interest in exploring the installation of a booster pump for the whole building. **It was requested to get a quote for a booster pump system by the next meeting.**

## **New Business:**

**Window Washing Discussion:** Windows are scheduled to be cleaned twice a year at the association cost. Some windows weren't cleaned because the cleaners have been instructed not to remove screens in order to avoid their damage. However, owners has the ability to remove screens themselves before the windows being washed and the CAM will inform the owners about scheduled window washing in advance. In between washings or when needed, either a maintenance person could wash the windows or the owners could do this by themselves. **CAM will get a window washing quote for owners if they want to have windows cleaned by a company.**

**Storm Related Maintenance Issues- A/C Disconnect Boxes /Door Seals:** Bob D'Orsi suggested that owners check their door weather seals for needed replacement as this is the owners responsibility. Also, an email was sent out to the owners listing the units which A/C rooftop disconnect boxes are in need of repair after the storm. It was suggested that pricing should be obtained for replacement of door seals as well as for needed disconnect boxes repairs from Badger Bob's and Affordable Air. **The quotes will be passed to the owners.**

**2018 Budget Wish List:** Julie Trimpe mentioned that the budget worksheet is in process of being put together and wanted to get a wish list from the Board of items they wanted considered for the budget.

Bob D'Orsi suggested an increase in landscape expenses, budgeting for pressure washing of the building, looking into having an electric gate installed at the entrance and exit of the parking lot, having vinyl canopies treated as part of their maintenance and install security system with wireless cameras. Elvart Dikiy suggested that upgrade of the elevator interior to be done.

**General Comments:** Bob D'Orsi wanted to thank Bob Morris Sr. for his efforts at the property before and after the storm. Elvart Dikiy inquired if the new contract with laundry company was signed. Julie Trimpe said that after some going back and forth it was under the same conditions with new front loading washers and new dryers of the same type as before.

**Next Board Meetings:** October 17, 2017 @ 1:00 pm.

**Adjournment:** Motion made by Frank Canino and seconded by Bob D'Orsi to adjourn. Meeting called to adjournment at 3:01 P.M.

Respectfully submitted,