

SUNSET COVE CONDOMINIUM OWNERS ASSOCIATION
Board of Directors Meeting
March 20, 2020 4:00 PM

AGENDA

Call Board of Directors Meeting to order: President

Request for Secretary to record meeting minutes: President

Roll Call of Board Members: Secretary: Nic Neumann, Ed Mitchem, Russ Walster and Connie McCann in attendance, Jim Smith, Jim Higgins, J.C. Zalog, and Cathy Freeman attended by phone

Call for approval of the minutes of the November meeting: Secretary: J.C. makes a motion to accept and Cathy Freeman seconds the motion.

Call for Final Resumes

- Announce candidates for 2 Board of Director's members: Susan Bock, Dave Kunze, Jerry Howard, Bob Nichols, and Bill Lyons
- Ballots to be sent out March 24th with ballots due on April 24th @ 9:00 a.m.

Treasurer Report: Cathy Freeman

Common Budget Checking: \$139,154

Multi Budget Checking: \$15,616.00

Common Reserve Checking: \$43,383.00

Multi Reserve Checking: \$27,093

For a Total of: \$230,246.00

Special Assessment Funds included in above: \$51,263.94

Maintenance Manager's Report for Paul: The maintenance team has been working on several projects: spraying all beds with deer off, cleaning out ditches, repairing squirrel holes in carport of condo 3, getting bids on sealing the foundation of the clubhouse and landscaping cross ties at Condos 4 and 5, and culvert at the front entrance, checked all carports for squirrel damage and repaired damages, checked heat in all condos and townhomes, replaced posts, trim and painted in carport 5 due to rotting, spreader grass seed and hay over the third tier and at the clubhouse and added more top soil to the flower bed where the clubhouse sign is, planted crepe myrtles at the exit gate, put mulch at the front gate, completed part of the remodel at the fitness room, stained the floor around the pool, fertilized all flower beds, serviced the tractor and rtv, cleaned and stained around the hot tub, received bids from nursery for flowers, repaired the rock work on the wall next to the garage on Townhome A unit 2, put two coats of sealer on the floor in the pool room, primed and painted the pool, replaced outlets and switches, that were bad in the clubhouse and changing brass to brushed nickel, washed all walls in the floor pool room, replaced the bulbs in nightlights with the LED ones, filled pool, replaced rotting deck posts on the lakeside deck on Condo 1 unit 106.

Association Manager's Report: Connie McCann: a lot of my time these past several months have been working with contractors for the clubhouse projects. Not to mention helping the maintenance team put rooms back together after construction is finished. All social functions are cancelled for now and we are not taking any reservations until further notice. The clubhouse will remain open starting Monday for swimming and workouts. Please use social distancing and clean up after your use of the fitness room.

COMMITTEE REPORTS

FINANCE & BUDGET COMMITTEE: Cathy Freeman: nothing to report at this time

LEGAL: Nic Neumann: nothing to report at this time

WATER: Nic Neumann: no leaks and water billing has been consistent with the amount of people here.

SEWER COMMITTEE: Nic Neumann: Paid Terry Simmons for lift station re-piping in the amount of \$2173.25. Nic made a motion to pay the amount and Russ seconded all were in favor. This was behind condo 5 and needed as an upgrade. The baskets installed there have been a great addition as they have caught wipes a couple of weeks ago there was an influx of wipes and it was determined to have come from the townhomes. No damage was done but wipes should NOT be being used. The sewer plant has been operating very well but with last week's heavy rain it overflowed. We will have to bring in a load of bacteria but overall the plant is running smoothly. Terri will be moving forward with the smoke testing for the homes to see which homes are coming into the plant. We will keep everyone updated as we move forward.

COMMON BUILDINGS & ROAD MAINTENANCE: J.C.Zalog: nothing to report at this time

CORPS OF ENGINEERS COMMITTEE: Bill Lyons: was not at the meeting but did meet with the Corp of Engineers with Jim Higgins.

GROUNDS COMMITTEE: Jim Higgins: when the Corp came out last week Bill Lyons and I walked the grounds and learned a lot about the history of Sunset Cove and about our vegetation permit and what it entails and what's permissible and what isn't. Overall they were glad that we were taking a proactive step in talking with them because several owners in the past have poisoned and/or cut down trees jeopardizing our vegetation permit and possibly our dock permits. In the future a meeting with owners needs to be held along the shoreline and clearly spell out the restrictions and limitations to our permit. If there is clearing to be done this will be a managed project and we must reiterate that damage to trees and fees will be charged to the person or persons responsible and to remind owners of the paperwork they signed when they moved in.

HOME & LOT OWNERS COMMITTEE: J.C. Zalog: Russ home is coming along nicely, Dan Rovell's cleanup is finished and the lot has been listed. The sewer drains has also been plugged. Mr. and Mrs. Kistler's plans have been approved as well as Mr. and Mrs. Goessling's plans. Dave Kunze purchased two more lots at the top of the hill and will be turning in plans. Mr and Mrs. Jalili are in the process of selling their lot and the new couple will be building there as well.

MULTI-UNIT OWNER COMMITTEE: Russ Walster: Lyle Reed has submitted a drawing to add on to his townhome. In exchange for approval on the addition he will re-side his townhome to match what is there. Nic made a motion to allow his proposal as long as he met the criteria set forth in the building guidelines and it's approved by the ARC and a contract is signed. Cathy seconds and all were in favor. Russ will contact Lyle Reed and let him know the conditions.

SOCIAL COMMITTEE: Deb Grace/Lory Tripses: As of right now there will be no social gatherings the Social Committee will let everyone know when things are rescheduled.

OLD BUSINESS:

1. Status of Special Assessment Collections: There are a couple of owners who have not paid yet the deadline is March 27th after that date we will send out notices to those who haven't paid.
2. Status of Renovation Projects: The roof of the clubhouse is finished both inside and out. The painting will be done both inside and out around the end of the month. The fitness room is finished and its beautiful special thanks to Jennie Smith for helping with this. The swimming pool area is finished and the pool is filled it's a beautiful blue a big thanks to our maintenance team for making it look new again. Furniture is on order but with the current situation it may be a few more weeks. The carpets will all be cleaned and disinfected as well as the tile throughout the clubhouse by the end of next week. Acoustic panels are on order for the meeting room downstairs to cut back on the echo and sound issues in that room. A new fireplace insert for the clubhouse has been ordered and will be replaced next week. We do have a drainage issue in the front of the clubhouse bids are being obtained and as soon as the chosen contractor begins the front of the walkway will be replaced. Kitchen and Bathroom projects are on hold until after the

front of the clubhouse is finished. The entrance drain is also on hold for now.

NEW BUSINESS:

- Discussion on Closing Clubhouse facilities (pool, exercise room, meeting rooms) for now they will leave the clubhouse open. But it's important to wipe down the exercise room with the available wipes in that room and clean any other surfaces you use. Option to re-evaluate in the future if things continue to progress.
- Discussion on Remote operation of office by Association Manager: all were in favor of letting the Association Manager work from home for the next couple of weeks. She will come to the office to pick up mail etc.
- CAI certification for Association Manager: While working from home she will get her CAI certifications in Association Management with an online course.
- Discussion on Maintenance Operations going forward: for now the maintenance team will continue to work but will not be going into anyone's homes and will stay 6 to 10 ft away from people at all times.
- Discussion on placing liens on owners who do not pay the special assessment (due 3/27) the board unanimously decided to place liens on anyone who did not pay the special assessment.
- Approval of invoices for clubhouse renovations to date
 1. Check made out to Push, Pedal and Pull for \$14,351.08 for the fitness room. Jim Smith made a motion to pay the bill and Russ seconded all in favor.
 2. Check made out to Solutions Roofing for the roof over the clubhouse in the amount of \$3500.00 for materials and \$31,000 for finished product. Nic made a motion to pay and Russ seconded all in favor.
 3. Check made out to Brashears furniture for the down payment \$2198.10. Ed Mitchem made a motion to pay and Jim Smith seconded all in favor.
 4. Check made out to Branson Signs for signage \$5883.28. J.C. made a motion to pay and Jim Higgins seconded all in favor.
 5. Check made out to Alfa Painting for \$6141.88. J.C. made a motion to pay and Cathy seconded all in favor.
 6. Visa down payment to SCS Home Entertainment in the amount of \$2000.00. Nic made a motion to pay and Ed seconded with all in favor.
- Discussion on postponement of Annual Meeting to June 26th and 27th (Pending CDC recommendations of group gathering. All were in favor of postponing the annual meeting.

Adjourn: Russ made a motion, Cathy seconded the motion all were in favor.