

Board of Director Meeting Minutes – Sunset Plaza East

Date: November 20, 2024

Time: 6:00 PM

Location: Virtual Meeting via Zoom

Attendees:

- **Board Members:** David Frantz, Steven Gold, Dan Teta
 - **Management:** James Myrthil
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1. Call to Order and Quorum Establishment

- The meeting was called to order by David.
- A quorum was established with all board members present.

2. Previous Meeting Minutes

- **Motion:** To waive the reading of the previous meeting minutes (Frantz/Teta).
- **Result:** Approved unanimously.

3. Roof Replacement Project

- **Discussion:**
 - Tampa Bay Roofing selected for the flat roof using a three-layer modified bitumen system (25-year warranty).
 - Munion Roofing chosen for the mansard replacement.
- **Motion:** To approve Tampa Bay Roofing for the flat roof and Munion Roofing for the mansard, totaling \$113,000 (Frantz/Teta).
- **Result:** Approved unanimously.

4. Parking Lot Resurfacing

- **Discussion:**
 - All Phase bid selected for resurfacing (\$17,000), including an additional \$3,000 for a thicker asphalt layer.
 - Expansion of parking spaces was deemed unfeasible due to cost and regulatory barriers.
- **Motion:** To approve the All Phase bid for parking lot resurfacing (Frantz/Teta).
- **Result:** Approved unanimously.

5. Landscaping and Irrigation Repairs

- **Discussion:**
 - Ishmael Landscaping proposed \$3,200 to replace damaged plantings.

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- Irrigation system repairs required to ensure proper watering before replanting.
- **Motion 1:** To approve Ishmael Landscaping’s \$3,200 bid for plant replacement (Frantz/Teta).
- **Result:** Approved unanimously.
- **Motion 2:** To proceed with irrigation system repairs (Frantz/Teta).
- **Result:** Approved unanimously.

6. Fence Replacement

- **Discussion:**
 - Reviewed Freedom Fence’s bid for PVC installation (~\$7,150 for boundary fence).
 - Decision made to delay fence work until roofing is complete.

7. Financial Updates

- **Discussion:**
 - Financial reports for September and October are missing due to transition issues.
 - Managers to work with available records and finalize reports for board review.

8. Other Motions Made and Approved

- **Motion 1:** Purchase a new laundry cart for \$100 (Frantz/Teta).
- **Result:** Approved unanimously.
- **Motion 2:** Replace the damaged laundry room cabinet with a lockable unit (Frantz/Teta).
- **Result:** Approved unanimously.

9. Scheduling Updates

- Monthly board meetings are set for the **first Tuesday of every month at 6:00 PM** starting January 2025.
- December 2024 meeting will coincide with the Annual Meeting on December 23, 2024.

10. Adjournment

- **Motion 1:** Adjournment at 7:24 PM (Frantz/Gold).
- **Result:** Approved unanimously.