

Sunset Plaza East Apartments

Board of Directors Meeting Minutes

Date: February 4, 2025

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

The meeting was called to order at 6:04 PM by Director Frantz.

2. Approval of Previous Meeting Minutes

- A motion was made and approved to waive the reading and approve the minutes as written.
- **Motion:** To waive the reading of the previous meeting minutes and approve as written. (Frantz/Teta).
- **Result:** Approved unanimously (3,0)
- The approved meeting minutes included:
 - Board of Directors Meeting (November 20, 2024)
 - Budget Meeting (November 22, 2024)
 - Special Amendment Meeting (November 12, 2024)
 - Special Assessment Meeting (November 12, 2024)

3. Website and Zoom Meeting Notices

- The board agreed that Dan would take responsibility for updating the website calendar moving forward.
- Clarification was provided regarding resident notification procedures, which include email notices and conspicuous posting on-site at least 48 hours in advance.

4. Paving Project Update

- Concern raised by residents regarding asphalt thickness for the resurfacing project.
- The board confirmed that a 1.5-inch asphalt layer is standard for parking lots and sufficient for expected loads.
- The cost of Milling (removing existing asphalt) was discussed, with an additional expense of \$10,000 deemed unnecessary.

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- The board confirmed previous approval of All Phase Paving for the project at a cost of approximately \$20,000.

5. Landscaping and Irrigation System Update

- Seasons Landscaping is scheduled to begin work on February 10, 2025.
- Discussion on relocating the irrigation system power supply.
- Stephen will consult an electrician for cost evaluation and feasibility.

6. Gutter Repair

- James secured an estimate from Absolute Gutters to repair damaged gutters for \$400.
 - The board agreed this falls under standard maintenance and does not require a formal vote.

7. Insurance Update

- The updated insurance policy was finalized and paid.

8. Rental Application Fee Adjustment

- Discussion on raising the rental application fee due to increased processing costs.
- James confirmed the maximum allowable fee is \$150.
- **Motion:** To increase the sales/rental application fee to \$150 including background check (Frantz/Teta).
- **Result:** Approved unanimously (3,0)

9. Tenant Approval Process & Fine Committee

- The board reaffirmed that all rental applications must be approved before tenants move in.
- The board discussed reinstating the Fine Committee to address non-compliance.
- Board members will reach out to previous Fine Committee members to confirm availability.

11. Adjournment

- **Motion:** Adjournment at 8:30 PM (Frantz/Gold).
- **Result:** Approved unanimously (3,0).