

# **Sunset Plaza East Apartments Association**

## **Board of Directors Meeting Minutes**

**Date:** Tuesday, June 3, 2025

**Time:** 6:00 PM

**Location:** Virtually via Zoom

**Attendance:** Directors Stephen Gold, Dan Teta, and David Frantz

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### **1. Call to Order**

- The meeting was called to order at 6:02 PM by director Frantz.

### **2. Establishment of Quorum**

- A quorum was established with all Board members present.

### **3. Approval of Prior Meeting Minutes**

- Motion: A motion was made to waive the reading of the previous meeting minutes and approve them as written (Frantz, Teta).
- The motion was unanimously approved (3,0).

### **4. Reports of Officers and Committees**

#### **President's Report**

- Repairs to a common condensate drain line were made by an independent plumber and
  - Motion: Approve reimbursement for the expenses incurred by Director Frantz for the plumbing repair (Gold, Teta).
  - The motion was unanimously approved with one abstention (2,0,1).
- Sable palms need annual trimming. James will contact last year's vendor (Ishmael) to arrange services again at the previous rate of \$40 per tree.

#### **Financial and Loan Updates**

- The \$50,000 loan from South State Bank has been approved at a 6.8% interest rate over 60 months (~\$980/month).

### **5. Project Updates**

#### **Parking Lot Resurfacing and Reconfiguration**

- The attempt to include additional street parking was denied.
- The revised plan includes repositioning the dumpster and adding two diagonal spaces.
- Awaiting final permit approval.

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### Roof Replacement

- The roof replacement was completed recently; however, issues with water pooling were discovered.
- The contractor acknowledged the issue and agreed to remove and redo the affected portion.
- Estimated cost for the corrective carpentry is unknown; the board hopes the expense will remain under \$5,000.
- The board discussed potential future gutter installation and related drainage/code compliance considerations.

### **7. Management Report**

- The report was submitted via email and includes key events from the past month and a summary of the May financials.
- Financial system updates were completed: old Truist accounts were closed, leaving only South State accounts (operating and reserve).
- James Myrthil will be out of the country from June 13 to June 23. During his absence, Keith Phillips will provide management coverage.

### **8. Old Business**

None discussed beyond the items above.

### **11. Adjournment**

- Motion: With no further business, a motion was made to adjourn the meeting (Frantz, Gold).
- The motion was unanimously approved (3,0), and the meeting was adjourned at 6:41 PM.