

Sunset Plaza East Apartments Association

Board of Directors Meeting Minutes

Date: Tuesday, July 1, 2025

Time: 6:00 PM

Location: Virtually via Zoom

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

1. Call to Order

- The meeting was called to order at 6:05 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).
- Result: The motion was unanimously approved (3,0).

4. Reports

President's Report

- Loan processing is delayed pending proof of corporate incorporation.
 - The attorney is attempting to retrieve records from state microfilm archives.
- Palm trimming completed; pricing negotiated down to \$55 per tree.

Management Report

- Reliant Air submitted two invoices for HVAC repairs: reimbursement to be sought from Tampa Bay Roofing.
- Six painting bids received, ranging from \$10,000 to \$23,000.

5. Project Updates

Roof Replacement

- Ongoing concerns regarding ponding water and sloping issues on flat roof areas.
- No payment has been made to the contractor to date.
- Board to pursue a conference call with the contractor and project manager.
- If not resolved amicably, the board approved engaging the association attorney to send a letter outlining the Association's position and intent to seek resolution.
- Motion: To authorize the association attorney to draft and send a formal letter to the roofing contractor regarding unresolved deficiencies. (Gold/Teta)
- Result: The motion was unanimously approved (3,0).

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Parking Lot Resurfacing and Reconfiguration

- Permit delays continue; site plan updates regarding relocated dumpster caused resubmission delays.

7. Management Report

- HVAC Repairs: Reliant Air submitted two invoices; reimbursement to be sought from Tampa Bay Roofing.
- Painting Proposals: Six bids received, ranging from \$10,000 to \$23,000.
 - Stucco repairs are included in the project scope.
 - Bids will be summarized in a chart for board comparison, with recommendations included in the management report.

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8. Old Business

No additional old business was presented.

9. Adjournment

- Motion: With no further business, a motion was made to adjourn the meeting (Frantz, Gold).
- Result: The motion was unanimously approved (3,0), and the meeting was adjourned at 7:00 PM.