

**SUNSHINE CONDOMINIUMS ASSOCIATION
ANNUAL MEETING OF OWNERS
WEDNESDAY, AUGUST 5, 2020
5:30 P.M.
VIA ZOOM**

Present: Susan Hovey (1013a)
Debra-Ann Thomson (1003b and 1011b)
Gary Thoren (1001a)
Ann Wegert (1017a)
Carol Ann Martin (1005b)
Kathleen Fogo (1007b)
Cheryl Stockman (1019a)
Cody Carmody (1019b)
Jeanette Marcel (1021b)
Mariah Davidson (1021a)
Rob Harper, Toad Property Management

Proxy to Jeanette Marcel: Lawrence Wegrzyn (1009b)

Rob Harper called the meeting to order at 5:33 pm and confirmed a quorum. Notice of the meeting was mailed on July 16, 2020.

Jeanette Marcel made a motion to approve the minutes of the October 7, 2019 meeting. Carol Ann Martin seconded the motion and it was unanimously approved.

Jeanette Marcel said Toad Property Management had been hired and assessments and some maintenance items had been delayed due to COVID-19 restrictions but assessments had started to come in and some small projects were underway. Jeanette said the common areas needed a little more work.

Cody Carmody explained he was dealing with items at 1019b following the death of his grandfather and father but it might take a little time to complete.

Rob Harper encouraged owners to contact him or the Toad office if they had questions or concerns about invoices or maintenance.

Special Assessments were being collected and held separately and bids were being obtained for siding, painting and roof repair. The Special Assessment had been spread out over time rather than one very large assessment so the work would also be staggered over time. Jeanette Marcel said quotes and proposals were still being gathered for all the deferred maintenance projects as COVID-19 concerns and restrictions had caused delays and there would be another special assessment in 2021 and in the Spring of 2021 contractors would be ready to start work.

Estimates had been received for exterior painting at \$50,000, roof replacement for all buildings at \$150,000 and siding repair would be an additional expense. Glue and screw on the roof would occur in the Fall and the contractor would make any small essential roof repairs at that time. Two local fireplace specialists were refusing to enter units at this time to make repairs due to COVID-19. It was

generally agreed due to the disruptions to businesses during COVID-19 fireplaces could be repaired by other local contractors and inspected by the Fire Department to confirm the fireplace/stove was safe to use. Rob Harper said he would contact the Fire Department.

Rob Harper said trash, mattresses and furniture were being dumped in and around the dumpster and costs for garbage removal were high. Rob reminded everyone to take large items and furniture to the landfill at their own cost and keep the dumpster just for Sunshine regular household trash. Rob said Toad had been mowing the grass and attempting to find an efficient way to water the grass. Rob encouraged owners to contact the Toad office or use the owner portal on the AppFolio software if they had questions about receipt of assessments.

Rob Harper said financials versus Budget and a draft 2021 Budget had been distributed with the annual meeting notice. Rob explained expenses had been increasing over the years, including insurance. If buildings were not adequately maintained insurance companies could cancel policies and replacement policies would be at a much higher rate. Rob complimented the Association for attempting to build a reserve fund and scheduling contractors to work on the deferred maintenance projects and implement a plan for the large capital items in the future, such as a new roof. Rob explained there was currently \$37,000 in the Checking account and \$6,100 in the Reserve account. Concern was expressed about increased water costs and owners were asked to respond promptly to leaking faucets, etc and to remind tenants to promptly report any issues. Rob said a day would be scheduled in the Fall to inspect all crawl spaces as a pin hole leak in a crawl space pipe had been identified in one of the units. Rob explained the Town would notify the Association if there was a sudden large increase in water usage which would indicate a broken pipe.

After a short discussion Kathleen Fogo made a motion to approve the 2021 Budget as presented. Jeanette Marcel seconded the motion and it was unanimously approved.

Rob Harper said Carol Ann Martin was willing to continue on the Board and there were no additional volunteers. Kathleen Fogo made a motion to appoint Carol Ann to an additional three year term on the Board. Jeanette Marcel seconded the motion and it was unanimously approved.

Jeanette Marcel said Rules and Regulations had been drafted and the Board was finalizing the document and a fine schedule. Tenants should be notified of an upcoming fine schedule for violations of the Rules and Regulations including leaving items in the common areas. Rob Harper said he would be distributing the Rules and Regulations to owners as well as property management companies if that information was on file. Rob suggested displaying a copy of the Rules and Regulations in a visible spot in rental units.

Mariah Davidson said there were irrigation supplies at the property and Rob Harper said Toad would review what there was. Rob asked for the Board to give some guidance on how much common area work was wanted and it was agreed a walk though would be scheduled.

At 6:50 pm Kathleen Fogo made a motion to adjourn the meeting. Jeanette Marcel seconded the motion and it was unanimously approved.