

**SUNSHINE CONDOMINIUMS ASSOCIATION  
MEETING OF THE BOARD OF DIRECTORS  
MONDAY, JUNE 8, 2020  
5:00 P.M.  
VIA ZOOM**

Present:           Jeanette Marcel  
                      Mariah Davidson  
                      Carol Ann Martin  
                      Rob Harper, Toad Property Management

Rob called the meeting to order and said some progress was being made on maintenance. Pete Oeflein of Blue Dog had been asked to inspect the roof but no report had been received. Immediate repair of the roof was required in several places, glue and screw was needed and an inspection of the roof to help prepare the Capital Improvement Plan.

Rob said he would prepare a letter to Unit 1017 regarding significant damage to the entry door which would be an owner responsibility as the damage was not due to normal wear and tear. The door needed to be replaced, within 30 days, with a door approved by the Board.

Chimney and stove inspection reports, by Mountain Fireplace, had been shared with all owners and owners needed to attend to the action items. If the fireplace or stove problems were not addressed prior to winter the Fire Department would be contacted and use of the fireplaces/stoves would be prohibited.

Draft rules and regulations and a fee schedule for violations had been prepared but had not been shared with owners. Rob explained the process to approve the rules and regulations and give owners the opportunity to comment.

Rob said the financial information was now in AppFolio and confirmed no owners were more than 30 days late on payments. Email and phone numbers needed to be updated for some and Rob said he would send statements by regular mail where necessary until updated information was received. Rob said he would work on the quarterly financials, circulate to the Board and enter the Budget into AppFolio.

Concern had been expressed by one owner regarding the special assessment due towards the end of the year and Rob confirmed the owner had paid the dues and the special assessment in full.

The tax return would be prepared by Doug Gorman.

Rob said Toad had received a call from Waste Management regarding an overflowing dumpster and Toad had responded immediately to remove garbage so Waste Management could empty the dumpster. Rob explained the service had been increased to three times a week and should be sufficient to address regular trash although tenant move-outs from various units might be causing the current problem. Items, a boat and woodchipper, etc, were still being stored under the pine tree and it was agreed those items needed to be moved within 30 days.

Online access to the bank statements was requested by the Board and Rob agreed to follow up with Community Banks.

Rob agreed to follow up and make sure all the dog poop stations were stocked.

Availability at the Community Center for the annual meeting would be checked and other options would be researched if necessary. A start time of 5:30 pm was preferred.

Rob said there were smaller maintenance items which could be tackled while the larger capital expenses were being researched. Rob said a draft Budget would be prepared and circulated to the Board for presentation to the owners at the annual meeting.

The City had confirmed some pin hole leaks in the copper piping in the crawl space and it was agreed an inspection was required as soon as possible. Rob agreed to follow up and contact a plumber to make the inspection and access to the crawl spaces was from the inside of units.

The meeting adjourned at 6:04 pm.

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Prepared by Rob Harper, Toad Property Management