

**SUNSHINE CONDOMINIUMS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
MONDAY, NOVEMBER 23, 2020
6:00 P.M.
VIA ZOOM**

Present: Jeanette Marcel
 Mariah Davidson
 Carol Ann Martin
 Kathy Fogo
 Chet Boyce, Toad Property Management
 Rob Harper, Toad Property Management

Chet called the meeting to order at 6:02 pm and confirmed a quorum with all Board members participating.

Jeanette made a motion to approve the minutes of the August 24, 2020 and October 6, 2020 meetings. Carol Ann seconded the motion and it was unanimously approved.

Jeanette said the stove reports were not as comprehensive as the prior reports. Rob explained the company had cleaned and made a visual inspection and that was reflected in the lower price but it was disappointing the reports were so brief. Previously identified stove issues had been addressed. A couple of stoves had been removed completely and other stoves had been repaired or would not be used.

Without a locking mechanism on the dumpster problems would continue but it appeared to be better than it was earlier in the year.

Chet said the water line inspection in the crawl spaces had been completed. Two emergency repairs had been made and contractors were being contacted to provide bids for the non-urgent but essential work identified by the inspector. Water shut off during the emergency repairs had caused inconvenience to all units and in the future attempts would be made to have contractors install shut offs so it was not necessary to turn off water to all units.

Chet said he had completed a walk through of the property and a few items were identified in violation of the Rules and Regulations. Some items had been removed and it was agreed Toad would complete regular walk throughs and notify tenants and owners of any items in violation of the Rules and Regulations.

Rob said two irrigation bids had been requested and he would continue to follow up with the landscaping companies.

Carol Ann suggested dues increases of at least 3% or 5% each year to attempt to keep up with utility and insurance increases. Rob suggested completing the identified work in the crawl space as soon as possible using funds from the current special assessment and scheduling some visible outdoor work in the Spring from the same special assessment when weather permitted. After a long discussion Jeanette made a motion to increase dues in January 2021 by 5% per month to keep up with increased operating expenses. Kathy seconded the motion and it was unanimously approved.

Rob and Chet agreed to revise the 2021 Budget to reflect the 5% dues increase and circulate to the Board for review.

Kathy made a motion to assess a special assessment on January 1, 2021 of \$3,000 payable over two years with at least \$750 paid by June 30, 2021, \$750 paid by December 31, 2021, \$750 paid by June 30, 2022 and the balance paid by December 31, 2022. Income from the special assessment would be applied to the multi-year project of repairing and painting the exterior of the building. Owners could pay the special assessment as a lump sum or monthly. Jeanette seconded the motion and it was unanimously approved. Rob said Toad would track the special assessments and adjust the software so the special assessment would not show as delinquent prior to the above payment dates.

Rob and Chet agreed to follow up with an owner delinquent on dues and the special assessment.

A storage closet on the end of a building would be discussed in the future. Mariah confirmed the car, boat and trailer had been moved and the School would like the remaining cinder blocks to be removed.

At 6:53 pm Jeanette made a motion to adjourn the meeting. Mariah seconded the motion and it was unanimously approved.

Prepared by Rob Harper, Toad Property Management