

**SUNSHINE CONDOMINIUMS ASSOCIATION
MEETING OF THE BOARD OF DIRECTORS
WEDNESDAY, MAY 22, 2024
4:00 P.M.
VIA ZOOM**

Present: Jeanette Marcel
Kelsey Oettinger
Kat Loughan, Toad Property Management
Brandon Cvilikas, Toad Property Management

Kat called the meeting to order at 4:05 p.m. and said there was a quorum.

Jeanette made a motion to approve the minutes of the February 10, 2024 meeting. Kelsey seconded the motion and it was unanimously approved.

Prior to the meeting an April 30, 2024 financial report was distributed to the Board. Kat explained Echo had not yet provided an invoice for snow removal but that would be provided shortly. Kat said Stone Depot had agreed to amend the chimney inspection invoice for 2023 and a corrected invoice would be received shortly. A different vendor would be used for future chimney inspections.

Kat confirmed the insurance renewal premium was approximately 42% higher than the prior year. Kat said the April increase was approximately twice as much as anticipated and the Association would exceed the Budget.

Kat explained the Spring clean up of the common areas was underway by the Toad crew and the work was expected to be within Budget.

Kat said Toad had reached out to the owners who were delinquent on dues. If payment was not received within 30 days a Certified Mail letter was sent requesting payment or a payment plan. A lien could be filed if an owner made no payment. Kat agreed to send a Certified Mail letter to the owner who had the largest delinquency, mail and through the AppFolio software. A copy of that letter would also be posted on the front door of the unit.

Kat explained American Family Insurance usually offered beneficial rates but Kat said she would continue to search for better rates.

Kat said there was approximately \$20,000 in the Checking Account at May 31, 2024. The Money Market account had been closed in the past when the Association was short of funds. After discussion Jeanette made a motion to open an interest bearing account with \$10,000 from Checking and funds would be added to the interest bearing account when possible. Kelsey seconded the motion and it was unanimously approved.

Kelsey said dog owners had been more responsive picking up dog poop. Trash was still being left outside the dumpster but the common areas were generally looking good. Kat said a unit had a lot of items stored outside the unit and Kat would provide photographs. More frequent inspections at the property did seem to make a difference. Kat agreed to research options for signage at the dumpster.

A Spring Clean Up would be scheduled for mid-June/mid-July. Jeanette and Kat would discuss potential dates and timing. Toad would be able to provide tools for a community clean up day.

Kat confirmed a chimney cap would be repaired next week and an inspection had been made of the roofs. Kat said the roof inspection had been made by Lallier Construction and a report would be provided.

Kat explained there had been a breakdown in communication regarding the chimney inspections. Future vendors for chimney inspections would prepare a detailed report for each chimney and Kat would alert owners/tenants prior to inspections happening.

Concern was expressed that not all buildings had gutter extensions in place. Gutter extensions could be purchased and a different method used to attach them to the building.

Kelsey said she would be selling her unit on May 31st, 2024. The Board would operate with two board members until a replacement was found.

At 5:18 p.m. Jeanette made a motion to adjourn the meeting. Kelsey seconded the motion and it was unanimously approved.

Prepared by Rob Harper, Toad Property Management