

SUNSET HARBOR OWNERS ASSOCIATION, INC.
Members Annual Meeting and Board Elections
April 4, 2023 7:00 PM
On-site Clubhouse
3873 South Banana River Blvd., Cocoa Beach FL 32931

ANNUAL MEETING Minutes

I ESTABLISH QUORUM –

- Quorum was met with 17 in person and 8 by proxy

CALL TO ORDER BY TEMPORARY CHAIR

- Mike Sadowski was appointed to be temporary chair.

II ELECTION OF PERMANENT CHAIR

- Mike Sadowski

III ELECTION OF PERMANENT SECRETARY

- Mike Sadowski nominated Allison DuBois to be Secretary and take minutes *not a board member, Tom Bealieu seconded, Motion carried.

IV INTRODUCTION OF BOARD MEMBERS

- Mike Sadowski
- Tom Beaulieu
- Steve Stephens
- Leonard Smith

V READING AND DISPOSAL OF UNAPPROVED MINUTES

- a) Members Annual Meeting April 2021
- b) Members Special Purpose Meeting November 2021, approval of partial funding of the 2022 annual budget.
- c) Members Annual Meeting 2022.
- d) Members Special Purpose Meeting December 2022.
 - Dick Charpentier made a motion to waive the reading of the minutes and approve. Chuck Weaver seconded the motions. All in favor, Motion carries to waive the reading of the minutes and approve.

VI PROJECTS UPDATE See Attached Presidents Report 2023

- Mulch
- Power washing
- Balcony repairs
- Sprinkler system roof
- Pool/deck refinish
- Dock damage

VII UNFINISHED BUSINESS

- None

VIII NEW BUSINESS

a) Members' general discussion

- Insurance discussion and how much it will go up.

X ADJOURNMENT

- Dick Charpentier made a motion to adjourn, Robin Beach seconded, all in favor. Motion carried, meeting adjourned at 7:25pm.

Board of Directors Organizational Meeting Minutes

I ESTABLISH QUORUM – CALL TO ORDER

- Quorum was met with 3 board members present and Steve Stephens present via Speaker phone.

II PROOF OF MEETING NOTICE

- Meeting was properly noticed per statute 718

III ELECTION OF OFFICERS FOR FISCAL YEAR 2023

- Tom Beaulieu nominated Mike Sadowski to be President, Leonard Smith seconded, Mike Sadowski accepted. All in favor Motion Carried
- Mike Sadowski made a motion for Tom Beaulieu to be Vice President, Leonard Smith seconded, Tom Beaulieu accepted, all in favor, Motion Carried.
- Mike Sadowski nominated Leonard Smith to be Vice President in charge of Maintenance, Tom Beaulieu seconded, Leonard accepted. All in favor: Motion Carried.
- Mike Sadowski nominated Steve Stephens to be Treasurer, Tom Beaulieu seconded, Steve accepted. All in favor: Motion Carried.

IV APPROVAL OF BOD MEETING MINUTES Nov 9, 2021, Dec 22, 2021 & March25,2023

- Tom Beaulieu motioned to waive and accept the reading of the Minutes, Leonard Smith Seconded. All in favor. Motion Carried.

V ADJOURNMENT

- No further business to discuss, Mike Sadowski made a motion to adjourn, Leonard Smith seconded. All in favor. Motion Carried. Meeting adjourned at 7:34pm.

Minutes submitted by Allison DuBois, LCAM
Approval Date: April 27,2023

Presidents Report 2023

This has been an extremely busy year so far! As you are aware we had hurricanes hit in September and October of 2022. It has taken us a while to recover from the hurricanes disruption due to several contributing factors but the biggest issue has been trying to locate tree trimming and landscape contractors to perform annual maintenance around the condominium. With the diligent work of board members we located qualified licensed and insured contractors. We recently completed the mulch and sod of the entire property (\$4,600 maintenance expense). Sodding was completed to enhance our planting beds and to eliminate the ongoing expense of coquina sand replacement along the river which was \$5,500. Power washing of the building and walkways will be completed on 3/28/2023 (\$1,200).

(We have a walkway painting estimate of \$8,335 and this work will be considered for later in the year)

The north, south garage roofs and main building had some warranty maintenance repairs completed. Fascia on the west side of the south garage was replaced / repaired due to some rotten wood and damaged aluminum trim.

In August of last year we were contacted by FPL regarding 6 palm trees planted in their easement area under the utility lines on our east property line by the sidewalk. They wanted to top the trees and leave the remaining part of the palm tree standing. We found that cutting down the remaining trunks and hauling them off would cost approximately \$900. FPL Forestry was contacted and we negotiated the removal and disposal of the trees at no cost to us virtually saving the association about \$1500.

Our Dock was severely damaged by the hurricanes. The board contacted several dock companies regarding estimates for repair of the existing dock. We were advised that the dock was in poor condition and was structurally compromised in three different areas. In addition, the dock framework was rotten and attachment hardware was severely corroded requiring replacement. Three companies advised us that the dock was not repairable and needed to be replaced. We explored possibilities of reducing the size of the dock but found that replacement / modifications of the dock on a Florida Estuary is not a quick and easy process. Further the permit process to explore those options could take up to a year and might end up in denial.

One of the bidding contractors Darryl's Docks contacted us to advise us that they believed we qualified for a state emergency replacement permit due to the dock being damaged by the hurricane, but the window to secure that approval was only available until the end of January 2023. Darryl's Docks was requested to apply for the emergency permit and it was granted for replacement of the existing size and placement. Replacement will comply with current permit requirements. The new dock will be the same size (8' x 130') as the existing dock constructed out of new pilings and 2 x 8 pressure treated lumber. Two seating benches will be constructed in approximately the same location. The dock is required to be five feet above the recorded high water mark so our new dock will sit considerably higher above the water. (You can reference the Marina and Four Seasons Docks as they are newer and constructed to that standard) Removal and construction will most likely not happen until September as the contractor is backlogged with dock replacements. They assured us they would be here as soon as their schedule allowed them to get to us. The cost of the dock replacement is approximately \$46,000, which will come from our reserve funds.

Another project expedited by the hurricane was the replacement of the roof on the sprinkler enclosure out by the pool. It took us a while to find a company to fabricate a custom roof to fit our enclosure. The cost of the roof was \$4,442. Matt is currently working on the installation of the roof. I think you will agree it is a welcome improvement. The cost of the roof will come from our reserve funds.

Pool and pool deck areas are both in dire need of resurfacing. If you notice, the tile around the pool has lost most of its glazed surface and the pool bottom is starting to chip up. We contacted Sutton pool that has serviced us for many years. Based on their advice the board decided to move forward with the resurfacing of the pool and the pool deck. While it will be two different contractors doing the work they work together and will simultaneously perform the resurfacing. Currently we are on the schedule for October 30th to begin the work however they did say should they get a cancellation they might be able to do the work sooner. Sutton will drain the pool to resurface it and they estimate the work will take about 6 weeks to complete. The cost of the pool resurfacing is \$16,600 + any additional cost if needed to replace the light fixtures and pool grate, and carries a 10 year material and 5 year labor warranty. Deck resurfacing is \$9,840 and has a 3 year labor and material warranty. Funds for this work will come from our reserves.

In November of 2021 Keystone engineers performed a structural integrity study. It took over a year for us to get the report back and the report indicated that we did not have any structural deficiencies. However we had concrete spalling on a number of balconies. In January of 2023 the board entertained discussions with Keystone regarding repairs. Keystone's recommended approach was to perform major restoration of balconies by removing screen enclosures, stripping the decks making concrete repairs and recoating the decks with an epoxy coating. Keystone's budget estimate ranged from \$402,000 to \$770,000 plus extras for unforeseen conditions and the project management cost at 6% of owner approved contracted cost.

The board decided to approach the concrete repairs/ coating immediately to try and mitigate further damage and degradation of the balconies. All concrete repairs identified in the Keystone report and some additional repairs that were not identified were completed at a cost of \$60,410 plus an additional cost for coatings \$5,000 for coatings vs Keystone estimated cost of concrete repairs and coatings at \$114,900 plus balcony replacement of unit 309 at \$152,000.

By taking this approach it will allow time to plan for the next phase of removing and replacing shutters, screen enclosure removal and replacement, replacing old windows and door walls, making necessary concrete edge repairs on the balconies and recoating all balconies. This work will be budgeted and coordinated along with the waterproofing and painting of the entire building and roof replacement. Funding for this phase will be accomplished through the use of reserves, owner out of pocket cost for shutter removal and replacement, and a possible assessment to cover any shortfall.