

# Sunset Plaza East Apartments Association

## Board of Directors Meeting Minutes

**Date:** Tuesday, March 4, 2025

**Time:** 6:00 PM

**Location:** Virtually via Zoom

**Attendance:** Directors Stephen Gold, Dan Teta, and David Frantz

---

### 1. Call to Order

- The meeting was called to order at 6:12 PM by [Insert Name].

### 2. Establishment of Quorum

- A quorum was established with the all Board members present.

### 3. Approval of Prior Meeting Minutes

- Motion: A motion was made to waive the reading of the previous meeting minutes and approve them as written (Frantz, Teta).
- The motion was unanimously approved (3,0).

### 4. Reports of Officers and Committees

#### Landscaping and Irrigation Updates

- The Board acknowledged the successful completion of landscaping projects, including irrigation system upgrades managed by All Seasons Landscaping.

#### Financial and Loan Updates

- The Board discussed the status of the association's loan application, which is being pursued to supplement the special assessment and finance necessary property improvements.
- Outstanding balances must be addressed before the loan process can proceed.

### 5. Project Updates

#### Parking Lot Resurfacing and Reconfiguration

- The Board reviewed the progress of the **All Phase Paving** project, which is currently awaiting permit approval.
- Proposed parking layout changes include adjustments to discourage pedestrian cut-throughs and maximize available parking spaces.
- A discussion took place regarding the potential relocation of the dumpster to reduce proximity to certain units and improve overall convenience.

#### Roof Replacement

- The Board received an update from Tampa Bay Roofing, confirming that the roof replacement is scheduled to begin on **April 2nd**.
- The estimated project duration is approximately one week.
- Board members will follow up with Tampa Bay Roofing regarding material storage needs and any potential parking disruptions.

# **Sunset Plaza East Apartments Association**

## **Board of Directors Meeting Minutes**

### **6. Treasurer's Report**

- Financial reports for the current month have not yet been released; they are expected by the 10th of the month.
- Once available, financial reports will be posted on the association's website and emailed to Board members.

### **7. Management Report**

- Communication between the Board and management remains active, with frequent email updates.
- The outstanding balance for Unit 3 has been resolved with assistance from management.
- Owners experiencing issues with missing or misapplied payments were encouraged to reach out for resolution.

### **8. Committee Reports**

#### **Fining Committee**

- The Board is in the process of reestablishing a fining committee due to a previous member moving away. Discussions with homeowners are ongoing.

#### **Landscaping Committee**

- The need for a landscaping committee was discussed but deemed unnecessary at this time, as the recent improvements have been completed.

### **9. Building Painting Project**

- The Board discussed options for building repainting, with an emphasis on modernizing the appearance.
- A 14-day notice will be issued for a vote on the final color selection at the next meeting.
- The Board will arrange for visual representations of proposed colors, including a computer-generated mockup and a hard-copy sample for accuracy.

### **10. Towing Policy Updates**

- The Board discussed amending the towing agreement to allow Board members, rather than the management company, to authorize the towing of unauthorized vehicles.
- The management company will prepare a formal amendment to the agreement.

### **11. Adjournment**

- Motion: With no further business, a motion was made to adjourn the meeting (Frantz, Gold).
- The motion was unanimously approved (3,0), and the meeting was adjourned at 6:55 PM.