

Sunshine Estates Property Owners, Inc. BOARD OF DIRECTORS MEETING

(REQUIRED) Minutes “Hybrid” Meeting: Retzlaff Hall & Google Meet

- 1) **Call to order** – President Jim Kennedy called the meeting to order at 4:00 P.M.
- 2) SEPO Board Roll Call - Randy Davis, Scott Kronshage, Tracy Wagner, Tom Perrier, Gay Paxton, Lisa Seiser, and Pat Heinerikson. (Jim Kennedy presiding until new president elected)
- 3) Verify the Notice and Agenda were made available to the community by the required day/time.
- 4) Board Members Consideration/Adoption of any Amendments to the posted Agenda.
- 5) Election of Officers:
 - President – Randy Davis (Jim Kennedy stepped down and Davis presided over meeting)
 - Secretary & Oversight of Governing Documents – Gay Paxton
 - Treasurer – Tracy Wagner
 - Vice President – 1 – Tom Perrier
 - Vice President – 2 – Lisa Seiser
- 6) Assignment of duties:
 - Golf course – Scott Kronshage
 - Common Grounds 1 (SEPO buildings) – Pat Heinerikson
 - Common Grounds 2 (Streets, Irrigation & Drainage Ditches, Texas Ave) – Tom Perrier
 - Common Grounds 3 (Storage & Shop Area, Tennis/Shuffleboard) – Lisa Seiser
- 7) Appointment of Assistant to:
 - Secretary (if applicable) – None required at this time.
 - Treasurer (if applicable) – Currently looking for an assistant with accounting knowledge.
- 8) Pursuant to Article V in our covenants, the board must approve 3 members to the Architectural Control Committee every two years. The Board appointed Architectural Control Committee members – Terry Lacy, Matt Lyne, and Brad Anderson
- 9) Announced next regular meeting of Board of Directors: March 10, 2025
 - Activities Requests for the coming season will be approved at this meeting. The required Activity Requests for 2025-2026 need to be given to Valerie by March 1, 2025.
 - <https://www.sunshinecountryclub.com/activity-mtg-request>
 - (Required are SEPO Board and Residents’ Meetings, Women’s Club meetings and events, Golf events, ACC and NW meetings.)
- 10) Pat Heinerikson spoke about his priorities for the Common Grounds 1 area (see attached).

There being no further business to come before the Board, on motion duly made, seconded and passed, the meeting adjourned at 4:18 p.m. Gay Paxton, SEPO Board Secretary

Remove live oak tree and stump north of office-per Manny trees leaves blocking drainage of roof and causing increase rot in roof-replace with smaller decorative palm tree cluster or what community decides

Top Priorities

Metal roofs both hall and office- repair/replace along with gutters and down spouts and soffits-paint to match if possible

A/C units-clean outside units along with interior units' condensation pans

Change out HVAC air filters-start a schedule of maintenance

Update/replace existing toilets with taller models along with grab bars and extra toilet paper holders in ladies' restroom

Flush out hot water tanks- Replace rusted hot water tank in kitchen and install catch pan

Repair brick work around office building

Level or slant existing sidewalk concrete to move rainwater away from brick work and seal around same brick work

Change out water filters on drinking fountains- start a schedule of maintenance-fountain in pool room does not cool or have a filter

Repair/replace non-working emergency exit lights in all areas one buildings

Replace rotted steel door-south library entrance

Replace bad or missing weather stripping on all exterior doors-seal/paint

Improve traction on tile ramp into northside hall door-slippery when wet

Clean out gutters on Sunburst Hall and power spray off dirty roof shingles

Repair/replace gas stove-oven not maintaining desired temperature and is difficult to light

Repair/replace kitchen refrigerator-not recovering to desired settings once opened

Change out discolored ceiling tiles-all buildings

Repair/replace floor tiles-hall and office buildings