

May 2024 Newsletter

Association of Apartment Owners at Sunset Shores

Greetings to all Sunset Shores owners,

I am Dan Clarizio, the President of the Board of Directors for the AOA at Sunset Shores. Along with the Vice President Ed Boettcher, Director Mary Anne Bruno, Secretary Tim DeBord, and Treasurer Mike Gordon, we make up the AOA Board of Directors as of March 9, 2024.

In the spirit of transparency, I am writing this newsletter to not only provide valuable information about every owner's investment, but to also open a two-way dialog between the board of directors and as many owners as possible (actually, hopefully, all owners). I will also outline the steps we are taking to organize, streamline, and document the work, and subsequent actions, that the board does on the owners' behalf going forward.

Transparency and why we need it

Many of us don't know what the board actually does and there are probably a lot of assumptions that owners have about this. What we own are homes, be them for us, for renters, or for guests of ours. In order to protect the investments we have in our homes, we all need to be aware of not only the benefits (lovely beach, ocean views, elevator, parking, etc), but also the challenges (lawn care, aging plumbing, security, building maintenance, etc) involved with our ownership.

The board produces a document of minutes for each meeting that can be found on the Sunset Shores AOA homeowners' website (<https://sunsetshoresaoao.com>), but currently only 50% of our owners have an account there. I also doubt that many of us actually look at the minutes, which are typically posted about a month after the actual meetings. We are currently working on a process to get the minutes out within 2 weeks of the meetings, but that is a work in progress.

Regardless, if we had all of our owners' email contact information, they could opt-in to receive the board meeting minutes as soon as they are approved by the board. Board meeting minutes are probably the best way for us to communicate with you, the owners, as to what is currently going on at Sunset Shores. Owners are also welcome to join our board meetings where they can bring up topics of interest during the Owner's Forum near the start of the meeting.

Here are some other steps the board is taking to help owners be aware of upcoming challenges at Sunset Shores:

- We have approved a Reserve Study with a reputable vendor to analyze the major maintenance, replacement, and upgrades that a building like ours requires over time. This will help us prioritize and plan for some of these major expenses and to try to build up our reserves to help pay for them when they become needed. It is also essential going forward as we prepare our 2025 budget this fall.

- After a major water leak claim with our insurance company in 2023, it was a challenge to get our 2024 insurance policies renewed at reasonable rates. Kudos to our team of board members for working with our providers to get some decent rates in these times of rising insurance costs. To help with this next year, we plan to have inspections done later this year on some of our main building infrastructure so we can identify and fix, or plan to fix, important items. This will help us when applying for our new policies in 2025.
- **Attached to this letter is an owner's contact information form that we would like all owners to fill out and email back to us.** We need to move into the digital age and get email addresses and phone numbers (mainly for emergencies) from everyone. If we can't reach you, we can't let you know what's going on with your investment.

Organization, streamlining, and documentation

We are creating projects for all current and future work items and tracking them to avoid confusion and to document estimated vs final costs. Like a business, each month we have income and expenses. Once our financials for each month are laid out, we can use this project list to determine which projects are ready, affordable, and have high enough priority, to be completed with the remaining funds.

We have also begun creating documented processes to handle things like the reporting of violations and the processing and payment of invoices. Other processes will be created going forward so that future boards, with potential new members, don't need to start from scratch.

The board is now using Google as our communication and data storage system. All 5 board members now have matching email addresses:

- ssaoao.president@gmail.com
- ssaoao.vp@gmail.com
- ssaoao.director@gmail.com
- ssaoao.secretary@gmail.com
- ssaoao.treasurer@gmail.com

There is also an ssaoao.board@gmail.com address for easily communicating with all 5 board members at once. Our site manager can be reached at ssaoao.sitemanager@gmail.com as well. These new email addresses not only provide clarity and ease of use, but will also be passed on to future board members so that nothing gets lost during the transition.

Our Google accounts also provide the board with Google Drive, which allows us to store all documents, such as vendor quotes, invoices, insurance policies, etc. The board is currently using the shared drive to track projects (mentioned above), create financial spreadsheets, store building events, and basically save all of the important information needed to make our jobs easier and more transparent. This is a big step up from having to search through emails for important documents.

In Conclusion

Our board of directors here at Sunset Shores is composed of homeowners just like yourself. We have all volunteered to work for all of the other owners to not only keep our investments intact, but to improve them going forward. When the board votes for an assessment, remember that we are all owners and will be paying that assessment along with you. That's just to say, we don't take it lightly when spending our collective money. Just like owning a house, there are times when repairs are needed before we have the money saved up.

My goal is that with the above changes to transparency and organization, we can improve cash flow and decrease expenses, all while making sure that you, the owners, are kept informed as to what, why, and how the board is making decisions to help protect our investments.

Special Offer

In light of the expensive leak we had in 2023, two of our board members would like to offer free installation and setup of a water leak sensor system in everyone's units. The cost for the system is under \$200 for up to 10 sensors placed at all of the water inlets in your unit (i.e. toilets, sinks, water heaters, washer, etc). The more units we can get this system installed into, the more protected we are from future damage due to water leaks. The system is made by YoLink (search on Amazon for more info) and connects to your WiFi so you can check status and battery levels on all of your sensors at any time.

I, personally, had a sensor under my kitchen sink sound the alarm. My friends that were staying in my unit woke up at 11pm and were able to shut off the valve (it can also send text and email alarm notices). It turned out that my faucet was leaking and I had it quickly replaced. Left unchecked (who looks under their sink every day) it could have caused major damage to my unit and anyone near or below me. Money well spent!

Check the box on the contact information form and we will email you the details, but this is one of the best under \$200 improvements you can make to your unit.

Thank you for allowing our board to serve you to the best of our abilities. I hope to send out future newsletters in the future to keep everyone apprised of what goes on at Sunset Shores.

Mahalo,

Dan Clarizio, Sunset Shores AOA President

Phone: (916) 705-6840 - Text or call, I would be happy to hear from you.

**Sunset Shores
Owner Contact Information Form**

Unit Number: _____

Owner Name(s): _____

Mailing Address: _____

Email(s): _____

Phone(s): _____

Receive Emails (chose one):

- ☐ All Emails (i.e. Newsletters, Insurance information, Board Meeting Agendas and Minutes, etc)
- ☐ Only Board Meeting Minutes and Newsletters
- ☐ No Emails (except emergencies)

☐ **Contact Me via Email for the Special Offer on Water Sensor Install/Setup**

Please fill in all details, then scan or take a picture and send it to the board email address (ssaoao.board@gmail.com).

You can also mail it to this address:

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