



SUNSET VILLAGE, INC.
3401 Gandy Blvd., Pinellas Park FL 33781
Manager@SunsetPalms.org

Census Committee Minutes

DATE: Tuesday, February 28, 2023
TIME: 3:30 PM
WHERE: Library and via Zoom

Zoom Meeting Links:

<https://us06web.zoom.us/j/89581956448?pwd=RU1Ec25uZnYyYWtPejJoU1c3b0VKQT09>

Meeting ID: 895 8195 6448

Passcode: 304128

One-Tap Mobile: +1 305 224 1968

Call to Order: by Maggie Stokes at 3:36PM

Participating Members: Maggie Stokes, Chairperson, Roberta Maynard, Co-Chairperson
Committee Members: Jan McCoy, Mary Peddle, Karen Harding, Janet Pauley, Brenda McCarthy, Evelyn Chambers, Kathleen Russell, Lisa Bunnell and Larry Smith all present. Joan Jackson, Greg Jackson, Kim Paquette, Dan Paquette, Tina Boske, Tom Leppanen and Judy Lappanen via zoom.

Proof of Notice of Meeting: February 25, 2023, at 6:14PM

Review of the Forms: Maggie Stokes presented the forms to all members to review and discuss the format. Instructions included the reasons for gathering the information and how the information will be input into a data base.

-First form is the most important page to be completed. We need to verify who and age of the people residing in the community to maintain our 55+ status in the state of Florida. There must be a government issue form of identification recorded on the form. The census person must physically review and record the document. It may be a driver's license, passport, or some form of legal documentation with name and date of birth. There is an area to include Emergency Contact Information. In the event, that an emergency occurs, this person would be the contact person.

-Second form is information of vehicle decals. Decals are required for all vehicles and golf carts. Some Shareholders information is outdated, and the decals are no longer in use. The updated vehicle decals will be kept current in the data base.

-The third form is to identify who lives in the community. Several Shareholder's certificates have person/people names listed but they do not live here. It is usually done for estate planning. This form clarifies occupancy verse non occupancy. It is to address the status of the occupants. Shareholders, renters, sublets, care takers and children. All guests should be documented in the office. Also included are telephone numbers, emails,

birthdays, and anniversary dates. There is an option to allow or not allow them to be listed in the Community Directory and/or Sunset Palms Spotlight Booklets.

-Resident will be asked about pets in their homes. The form will be revised to include this information.

Comments: The park is divided into 28 groups and a master list of the groups will be compiled. The board members and volunteers will work in groups of two and the goal is to start the process in the next week. Maggie Stokes will revise the forms based on the discussions and suggestions during the meeting today. The revised forms will be emailed to all participants for review. Lisa Bunnell will work on the decal form.

Next Committee Meeting Schedule: March 7, 2023, at 11:00AM in the library

Adjournment: Jan McCoy motioned to adjourn the meeting at 4:31PM
Second by: Larry Smith

Respectfully submitted: Roberta Maynard