



SUNSET VILLAGE, INC.
O/A SUNSET PALMS

Vision Implementing Priorities Committee Meeting Minutes
April 29, 2024, 10:00 am
Location: Clubhouse

Notice of Meeting

Notice of the meeting was communicated on April 25, 2024 (posted and emailed).

Call to Order

The meeting was called to order at 10:02 am by Pat Osmond, chair.

Pat welcomed attendees in the clubhouse and on Zoom and noted that Karen Harding, Co-Chair is participating on Zoom and will monitor Zoom to ensure all participants can ask questions and/or comment.

Overview and Purpose of Forum

Pat reported that the Vision Implementing Priorities (VIP) Committee Charter has been drafted but has not been approved by the Board of Directors. Pat noted that Vision Implementing Priorities is about moving forward and building consensus to improve our Park. The BOD is committed to ensuring residents have opportunity to have input. The purpose of the forum was outlined: 1) Provide update on Improving Security initiatives, 2) Enlarge/Improve Clubhouse: give update on focus groups and brainstorm on potential solutions and identify needs vs wants for improving the clubhouse. Pat noted that it is important that we find a way to come to consensus on how we will improve our clubhouse to meet the needs of residents.

Security

Pat extended a thank you to the Security Focus Group under the leadership of Ralph Payne. As a result of their work and recommendations, the following initiatives are in progress or completed:

- Twelve additional streetlights are being installed in the park.
- Access to the park through two open areas in the perimeter of the park has been restricted by planting bougainvillea shrubs.
- The BOD has approved to have engineered drawings completed for the consideration of a front entrance gate. Any decision on the addition of a front gate will require a vote by residents.
- A plan for the addition of a gate and fencing at the Walmart entrance has been approved by the BOD. The plan includes a pedestrian and golf cart (sliding) gate that can be opened using a keypad, fob (as currently used at the pool, clubhouse and Oleander Gate) or by using your cellphone. Questions about the gate may be directed to Ralph Payne or Pat Osmond.



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Vision Implementing Priorities Committee Meeting Minutes
April 29, 2024, 10:00 am
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Pat reported that residents had the opportunity to participate in a Focus Group on Security on March 13, 2024. The primary concern expressed at this forum was speeding in the park and the high volume of unauthorized traffic (vehicles and people). Notes of the focus group are available on our website.

Enlarge/Improve Clubhouse

The BOD has identified a need to consider moving the administrative offices out of the Clubhouse. If realized, this could provide extra space.

Five sub-groups were established to begin exploring current challenges with space in the clubhouse and to look at short-term and long-term solutions to meet the needs of our park.

Focus Group: Gym/Pool Table:

Presenter: Judy Payne

Findings:

1. Room small – limits number of residents able to work at one time.
2. No floor space to do floor workout due to pool table requiring large space.
3. Equipment old, not working properly.
4. Multipurpose workout station not user-friendly and outdated.
5. Men's washroom door entrance is in the gym – uncomfortable for females working out.
6. Reports of residents not using the gym due to issues as outlined above.

Visit made to Fairway Village 55+ community in Largo. They have 720 units, and we have 500 units. They have a new clubhouse with a 20' x 40' gym.

Equipment for their population:

1. Three of each: treadmill, exercise bike and elliptical machine
2. Dumbbells, bench, 2 weightlifting bars and small amount of weights
3. Leg press machine
4. One multipurpose workout station
5. Two water fountains
6. Stack of floor mats

Short term goals:

1. Replace treadmill, present one no longer functioning.
2. Replace weight workstation.
3. Investigate alternative space to accommodate pool table to make a functioning gym. Pool table or gym could move, whichever works.



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Vision Implementing Priorities Committee Meeting Minutes
April 29, 2024, 10:00 am
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Long term goals:

1. Identify room for gym that is minimum of 20 ft. x 30 ft.
2. Replacement of all current gym equipment plus addition of other equipment
3. Designate space to be used exclusively for gym

Pool Table

Consensus that, taking into the amount of the actual space the clubhouse has at present, moving the pool table is difficult. If moved to another space in the building it will interfere with activities. The residents utilizing the pool table want a space they can use as well.

The group propose to place a sign-up sheet in the gym/pool table room for residents to indicate on each visit what they are using the room for. This will be in place for an extended time to determine actual usage of the room.

Three quotes were obtained for treadmill replacement. All are light commercial treadmills:

1. Bandit Fitness - Spirit XT685, Cost: \$3154.36
2. Johnson Fitness and Wellness - Vision Fitness T600-03, Cost: \$4043.
3. John Fitness and Wellness, Sports art T 615 Eco Glide, Cost: \$4600.

Recommendation for purchase: Vision Fitness T600-03

Reasons:

- Larger running surface
- Heavier frame
- Better warranty

Summary Comments/Discussion:

- Add to information sheet proposed for posting: info on what equipment you would like to have added; document when you wanted to use room but could not get in.
- If anyone would like additional information on proposed treadmill, contact Pat Osmond. The request to purchase new treadmill will be presented at next BOD meeting.
- Three residents noted that pool table is regularly used – most nights someone is playing pool.
- Suggestion that if there is a person who regularly uses pool table, that person could bring forward what is needed for pool table/room.
- Suggestion to assess space that is currently used as BOD room at laundry area to see if this space could be used for gym or pool table room.

Pat noted that the goal is to improve amenities of the park, not to take away from facilities that are currently used. Proposed solutions need to adequately provide for both gym and pool activities.



SUNSET VILLAGE, INC.
O/A SUNSET PALMS

Vision Implementing Priorities Committee Meeting Minutes
April 29, 2024, 10:00 am
Location: Clubhouse

Focus Group: Office

Presenter: Maggie Stokes

The office Focus Group (Maggie, Grant Clay and Greg Jackson) met with the City of Pinellas Park to discuss implications of the possible addition of buildings, such as modular home or free-standing building, in the common areas of our park. Summary presented:

- New structures would have to be ADA compliant,
- Modular home is permitted,
- Free-standing structure can be brick and block, frame built or a metal structure
- New structures would require approval of Southwest Florida Management District (SWFWMD, AKA SwiftMud) for approval of use of additional water and sewer.

Discussion also addressed implications for potential changes to the structure of the clubhouse:

- Move office out of current space in clubhouse
- Remove office and library walls
- Upgrade kitchen

Changing the use of the space now designated for office will require meeting current standards.

Examples of some of the implications were: change in bathroom space required; all new rooms will have to meet current code requirements; removal of library and office walls could change the egress and ingress of the clubhouse (for example, may need more or larger doors).

When discussing upgrading of the current kitchen, the city recommended the hiring of an architect.

Maggie reported that the focus group, in consultation with our office, has created a wish list of what is need in a new office space. Included is a list of all equipment that is need for the office. Maggie will submit the list to the VIP Committee. Karen Harding noted that the detail is very helpful to have for planning.

In response to a question, Maggie confirmed that all changes to the clubhouse would have to meet ADA and all current standards that apply to the assigned use of the newly designed space. Grant Clay expressed concern about the confidentiality of records. Jan reported that all cabinets, that contains records, are locked.

Kevin Lawrence and Greg Jackson both expressed that we should focus on building a new, larger building that would meet current code. Pat noted that no decision has been made. The purpose of the discussions is to get resident input and explore all possible options. Short- and long-term goals must be considered as we will have to continue to use current facilities until decisions are made and implemented. The work of the focus groups will help determine what is needed for the future.

Focus Group: Kitchen

Presenter: Kevin Lawrence



SUNSET VILLAGE, INC.
O/A SUNSET PALMS

Vision Implementing Priorities Committee Meeting Minutes
April 29, 2024, 10:00 am
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Kevin reported that the Kitchen Focus Group has scheduled a meeting for April 29, 2024, noon. The group will forward a summary of the discussions. Kevin reported that the meeting will not be offered online or by Zoom. Kevin stated that those who are on the focus group but are not in the park or able to attend, will be contacted for input. Pat asked the group to consider interim needs and long-term needs for the kitchen.

Focus Group: Social Activities

Presenter: Kim Paquette (on Zoom)

Kim reported that the focus group convened on Monday, April 1st, at 10:00 AM in the library with the goal of gathering insights, setting achievable goals and timelines, and assigning responsibilities in reference to improve/enlarge the clubhouse. After careful consideration, the consensus was that while renovating the current clubhouse was appealing, the main objective of needing "more space" necessitated the creation of a new facility. The group felt that a space that accommodates approximately 500 people, is required. The space needs to accommodate small on-going events, such as sewing; needs to have more storage area; needs washrooms available for all activities, such as shuffleboard; and if there are dividing walls, the walls should be sound proof.

The group suggests maintaining the current clubhouse with some minor expenditures, such as investing in new tables and improved seating. The group feels that a library is needed but may not require a dedicated space. Library books could be strategically placed around the clubhouse.

The costs and regulatory challenges associated with renovating the existing structure, including addressing issues like low ceilings, inadequate truss height, ADA compliance, and kitchen renovations, were deemed too significant compared to the benefits.

The committee unanimously concluded its discussions and will not convene further. It is the groups belief that pursuing clubhouse renovations at this time would be redundant and not in the best interest of shareholders. We recommend focusing financial resources on developing a larger multipurpose center that can accommodate the growing community while utilizing the existing clubhouse. Therefore, there are no plans for additional committee meetings.

Focus Group: Audiovisual

Presenter: Darlene Arsenault

Darlene reported that the current audiovisual system in the clubhouse is analog and recommended that the system be updated to a digital system. The group recommends the immediate purchase of three headsets, two monitors and new cords for a total cost of \$4000.00. The group also identified the need for new speakers (cost \$4000.00) but suggested that this purchase be delayed until decisions on the future of the clubhouse is determined. The specifics of the recommended equipment purchases have



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O/A SUNSET PALMS

Vision Implementing Priorities Committee Meeting Minutes
April 29, 2024, 10:00 am
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been submitted to Pat. Pat noted that copies of equipment recommendations were circulated today and will be posted on the website under the VIP Committee.

Joan Murphy stated that the need to improve the sound system was immediate. Joan noted that people on Zoom and in the clubhouse need to be able to hear all discussions. Joan expressed that she would like to see the kitchen upgraded as soon as possible. Decisions on renovations or a new clubhouse could take quite some time. Darlene responded, stating that she agreed with Joan and feels the clubhouse should be immediately brought to useable status for all to enjoy.

It was suggested that we should obtain expert advice on the recommendations for audiovisual equipment. Darlene noted that Wilfred MacEachern was part of the working group and has expertise in audiovisual equipment. It was noted that, within the past 4-5 years upgrades had been done on the clubhouse audiovisual system. Wayne Tibbo reported that there are two systems used in the clubhouse and only one, the one for meetings, was upgraded. Greg Jackson stated that, even with a new building, the audiovisual systems will need to be effective in both buildings.

Conclusion:

Grant Clay noted that we currently have approximately 50 rental properties. A plan needs to be put in place to pay for projects and improvements. Karen agreed and noted that first we have to get input from residents and determine needs vs wants. Options for budgeted may well mean an increase in monthly fees and an increase in rental for non-shareholders.

Pat stated that no decisions have yet been made. This is generation of ideas and discussion is of value and will guide decisions. Pat noted that if we do not articulate our vision, we stay in the present. We have to stay focused and work together to move forward to make our park a better place to live. Pat noted that if you have current concerns, please bring these forward using Communication Form or speak with a Boar member. Additionally, if residents have a suggestion for better way to get input or improve the process for vision, please let us know.

Recorder: Patricia Osmond, Chair-VIP, BOD,



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O/A SUNSET PALMS

Vision Implementing Priorities Committee Meeting Minutes
April 29, 2024, 10:00 am
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Attendance:

Attendees: Clubhouse	Unit #		Attendees: Zoom	
Greg P. Jackson	283		Karen Harding	447
Jan McCoy	263		Wayne Tibbo	308
Patricia Osmond	289		Phyllis MacEachern	044
Maggie Stokes	182		Kim Paquette	040
Kevin Lawrence	692		Kevin Kane	541
Ralph Payne	129		Bram Piercey	624
Judy Payne	129		Diane Greene	436
Drew Lawrence	279			
Carol Eitenmiller	665			
Harold Harvey	569			
Ed Burke	041			
Joan Murphy	232			
Darlene Arsenault	602			