**Sunset Harbor Resort Condominium Association, Inc.**

**Board of Directors Meeting** **April 7, 2026**

A regular meeting of Sunset Harbor Resort Condominium Association, Inc. Board of Directors was held on April 7, 2026 via Microsoft Teams, hosted at Hyatt Vacation Club at Windward Pointe, 3675 S Roosevelt Boulevard, Key West, Florida 33040.

**Present from the Board of Directors were:** George Detsis, President; Marilyn Gordon, Vice President and Treasurer; Diane Gilreath, Secretary; Don Heisler, Vice President/Member Relations and Dennis Thomas, Member at Large

**Present from Management Company were:** Fabian Garcia, General Manager; Bill Whelihan, Vice President, Resort Operations; Jon Dindo, Area General Manager; Adam Baraniewicz, General Manager, Hyatt Vacation Club at Windward Pointe; Jonathan Doepke, Director, Corporate Operations; Brandon Weilenmann, Regional Director, Finance; Jake Hayward, Area Director, Finance; Ben Alexander, Associate Director, Association Management; Zafera Aaron, Manager, Association Management and Colleen Keane, Specialist, Association Management

Owners in attendance were evidenced by the sign-in sheet attached to the minutes of record.

## CALL TO ORDER

George Detsis, President, called the meeting to order at 9:02 a.m., Eastern Time.

## VIDEO CONFERENCE RECORDING

Mr. Detsis confirmed the meeting was being recorded and would be treated as an official association record and maintained for a period of at least one year.

## ESTABLISHMENT OF QUORUM

Mr. Detsis announced with all Board Members present, quorum was met.

## APPOINTMENT OF RECORDING SECRETARY

Mr. Detsis appointed Colleen Keane to serve as Recording Secretary.

## PROOF OF NOTICE OF BOARD OF DIRECTORS MEETING

Notice of Board of Directors Meeting was provided via email to Board Members on December 11, 2025 and posted on site as required by the Association documents. The Agenda was posted in the lobby and placed in all arrival packets the Sunday prior to the meeting.

## APPROVAL OF AGENDA

**A motion was made by Don Heisler to approve the Agenda as presented. The motion was seconded by Diane Gilreath and unanimously carried.**

## APPROVAL OF BOARD OF DIRECTORS MEETING MINUTES

**A motion was made by Marilyn Gordon to approve the February 12, 2026 Board of Directors Meeting Minutes, as presented. The motion was seconded by Don Heisler and unanimously carried.**

## RESORT OPERATIONS REPORT

Fabian Garcia presented an update on resort operations. Highlights included:

- Year-end 2025 occupancy was 91.5%
- Water leak update

**A motion was made by Dennis Thomas to approve a not to exceed amount of $30,000 from the 2026 Reserve Fund for emergency water leak repairs. The motion was seconded by George Detsis and unanimously carried.**

- Owner and guest satisfaction scores
    - The Board inquired about the cleaning of the floors in the units, noting dirtiness

Action Item: Site leadership work with cleaning company regarding the cleanliness of floors in the units.

- Termite program update

**FINANCIAL REPORT**

Mr. Garcia and Brandon Weilenmann provided an update on financials. Highlights included:

Current Financials

- 2025 unaudited year-end operating fund balance deficit is ($58,587)
- 2026 life to date fund balance is ($137,859)
    - Club rental revenue, repairs and maintenance, administrative and general and water and sewer drove unfavorable variances while housekeeping drove favorable variances

Mr. Heisler reiterated the concern regarding the Credit Card line item and the expense charges being distributed across all owners rather than a direct charge for the credit card user issuing the transaction.

Action Item: Finance to provide a detailed forecast for year-end financials to be distributed with the April financials.

Action Item: Mr. Garcia to distribute the results of the Quality Assurance report.

Action Item: Finance to provide a breakdown of line items making up the Administrative and General line item.

Accounts Receivable

- As of February 28, 2026, 3.9% of 2026 Maintenance Fees were uncollected
- The board reviewed foreclosures and deeds in lieu
- The board discussed the current Assessment Billing and Collection Policy, adopted in 2020

Ms. Gordon requested a breakdown of both the unit weeks from foreclosures and the DIL in 2025 totaling 27 units and the list of completed to date in 2026, totaling 5, be forwarded.

**A motion was made by Diane Gilreath to approve the foreclosure timeline workflow presented to the Board of Directors in the February 12, 2026 board meeting. The motion was seconded by Don Heisler and unanimously carried.**

Reserve Update

The Board reviewed the below 2026 projects, noting all statuses are in progress with the exception of the lock upgrade which is complete.

Project

Install new PMS System

Replace two HVAC unit handlers

Replace compressor on rooftop

Replace gazebo roof

Replace televisions

Cycle 4 – Pre-development

Replace luggage carts
Replace icemaker
Replace pool/spa pump/filters/spa heater
Assess pool/spa
Lock upgrade

Mr. Whelihan presented an overview of the Property Management System.

The Board discussed the HVAC project.

**A motion was made by George Detsis to approve an additional $20,000 from the 2026 Reserve Fund for the HVAC Unit replacement as contingency. The motion was seconded by Dennis Thomas and unanimously carried.**

**A motion was made by George Detsis to approve $220,000 from the 2027 Reserve Fund for the HVAC Unit replacement and to enter a vendor agreement in 2026, in the best interest of the project's cost and execution. The motion was seconded by Dennis Thomas and unanimously carried.**

An update to the gazebo project was presented to the Board. Quotes obtained for replacement were provided to the Board. Materials and architecture were discussed. It was noted that a site plan may be required from the City.

**A motion was made by Dennis Thomas to approve an additional $11,700 from the 2026 Reserve Fund for the Gazebo Replacement Project, as presented, bringing the project total $84,150. The motion was seconded by Don Heisler and unanimously carried.**

Mr. Garcia presented eleven 2027 project placeholders. Mr. Heisler stated for the record that the proposed villa makeover project is the MCs recommendation to the board and that the board does not necessarily have to accept or agree with all the proposed items for the project.

Action Item: Obtain and provide the Board with design documents for the cycle 4 refurbishment.

The Board discussed holding a reserve strategy review and projects meeting in June or July.

Mr. Thomas requested there be three pools of money for tracking purposes: one for SIRS, one for capital and one for budget.

Mr. Whelihan noted that in the October Board meeting more refined estimates and a more refined scope would be presented relative to 2027 projects.

## ACTION ITEMS
The Management Company provided updates on the action items.

## NEW BUSINESS
2025 Audited Financial Statements
**A motion was made by Dennis Thomas to authorize George Detsis to accept the 2025 Financial Audit on behalf of Sunset Harbor Resort Condominium Association, Inc. The motion was seconded by Don Heisler and unanimously carried.**

Record Date
**A motion was made by Dennis Thomas to set the record date on behalf of Sunset Harbor Resort Condominium Association, Inc. to August 7, 2026 for the 2026 Annual Meeting. The motion was seconded by Marilyn Gordon and unanimously carried.**

Call for Candidates Application Review
**A motion was made by Dennis Thomas to approve the 2026 election timeline and Call for Candidates**

**Application, as presented. The motion was seconded by Diane Gilreath and unanimously carried.**

Zafera Aaron presented an update on the 2026 annual meeting schedule and meeting times. The Board had consensus agreement in planning to recess the October board meeting to return and vote on the 2027 budget following the announcement of member voting results in the Annual Meeting.

Expense Policy

**A motion was made by Dennis Thomas to affirm the Expense Policy for Sunset Harbor Resort Condominium Association, Inc., as presented. The motion was seconded by Don Heisler and unanimously carried.**

Ben Alexander presented a brief overview of Nasdaq's Boardvantage for potential future Board use of meeting documents and materials.

Action Item: Mr. Garcia to share Matterport file conversion with the Board once converted.

Mr. Thomas opened discussion on board email addresses. The item was tabled by the Board until further notice.

Announcement of Next Meeting Dates

Tuesday, August 18, 2026 – Board of Directors (Budget) Meeting

Tuesday, October 6, 2026 – Board of Directors, Annual and Organizational Meetings

**ADJOURNMENT**

**There being no further business to come before the Board, a motion was made by Diane Gilreath to adjourn the meeting at 1:24 p.m. The motion was seconded by Don Heisler and unanimously carried.**

Submitted by: Approved by:

Colleen Keane 8/18/26 George E. Detsis 8/18/26

Colleen Keane, Date
Recording Secretary

George Detsis, Date
President