

MINUTES OF SUNSET BAY PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS QUARTERLY MEETING
Saturday, February 8, 2020
www.sunsetbaypoa.org

Call to order: A Board of Directors quarterly meeting of the Sunset Bay Property Owners Association was held Saturday, February 8, 2020 at the home of Gary and Sharon Sequeira (139 Sunrise Dr). The meeting was called to order by the President and convened at 1:50 p.m. A quorum was established.

The following officers were in attendance:

President	Debbie Ortiz
Vice President	Rick Gonzalez
Vice President at Large	Gary Sequeira
Treasurer	Nikki Bloomer
Secretary	Stacy Thole

The following Alternate Director was NOT in attendance:

Tim Raub	Executive Director
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Kelly Flanagan, our Community Liaison Officer has officially resigned. This was an appointed position and at this time the position will not be backfilled. The Board will distribute the responsibilities amongst the current members.

Financial

a. Johnson & Creekmore

Johnson & Creekmore submitted a renewal agreement for accounting services. The Treasurer reviewed the current process and ways to streamline the process were discussed. A formal annotated process will be put in place followed by a discussion with Johnson & Creekmore regarding the services we would like to maintain with them and the fees for these services.

b. Maintenance Fees

Nikki will prepare and send second notices for annual fees on 3/4/2020. The code to the pier will change on 3/1/20. Members in good standing that wish to use the pier, may send an email to: info@sunsetbaypoa.org to get the new code. In the future, annual invoices will remind property owners that there is a \$50 late fee for dues received after March 1st.

c. Status of Legal Action

For property owners that have liens pending, if payment is not received by 3/1/2020, we will proceed with filing liens. Nikki will run Accounts Receivable aging reports for an updated status on past due accounts.

d. Vendors

All contractors will need to provide a W-9 prior to commencing with contracted work.

e. Quarterly Financials

The Board reviewed the quarterly financial reports from Johnson & Creekmore and the proposed budget for 2020 – both were approved as presented.

f. Audits

Regarding audits in the Bylaws, the Board unanimously agreed to amend the last line of Section 6.02 "g" of the Bylaws. It will read as follows:

As per Article XI of the bylaws of the POA of Sunset Bay allowing the Board to amend the Bylaws, we are amending Section 6.02 "g" duties. The Board has determined that as long as an accredited accounting firm is contracted for financial statements, taxes, and monthly bank reconciliation; and a detailed quarterly review of the finances and budget of the POA with all Board members present is done and unanimously approved, as well as maintaining a two signature requirement for checks disbursed and an email notification of transactions, copied to the Secretary and President, this will provide a system of checks and balances for the fiduciary responsibility of the POA of Sunset Bay. We will then waive the audit requirement stated in the initial founding Bylaws. Nikki will have the amended Bylaws recorded with the courthouse.

Conduct at Meetings

Rules of Conduct will be included in the Board Books. One copy will be available at every meeting in the event that a property owner or guest attends the meeting. (Please see Attachment "A" to these meeting minutes.)

Meetings

Section 5.06 of the Bylaws states that a regular board meeting shall be held "at least every 3 months". Debbie suggested that due to the growth, increasing number of homes built, residents and matters that come up, we have at least one scheduled conference call between every quarterly meeting to ensure we are addressing all responsibilities and matters in a timely manner. The Board voted and approved.

Common Area

a. Pier

The lighting at the pier is complete. The lights for the parking lot are motion activated.

b. Signage

Debbie and Rick will see if they can get pricing for signs for the pier, that would be placed at the beginning of the pier walkway and on the pier gate. The signs will read as follows: "Private Property for Sunset Bay Property Owners" and will be approximately 18x24. Tim has previously handled signage and if his time permits, he may be able to provide these.

c. Nature Path

The Nature Path is complete, but grass and weeds are starting to come through. Doug and Stacy Thole will spray weed and grass killer on the path to prevent the growth.

d. Pavilion

One more palm tree will need to be removed. Rick will reach out to Sanchez Landscaping to get a price for the removal. Lighting has been installed beneath the pavilion roof as well as a GFCI outlet.

Monuments

The Duckhaven entrance landscaping and restoration is complete. Rick will work on completing the Sunrise entrance. More red rock will need to be purchased to complete the landscaping. Lighting presented by Ed Bloomer was previously reviewed and approved. We will use the lights provided by Ed Bloomer and will work on getting them installed. The goal is to have the lighting in place prior to our next onsite meeting in May.

Homes Under Construction

The Board will review the Architectural Control Committee submittals and then forward to Steve for review. Copies of all submittals will be maintained by the Secretary. The Vice President or Vice President at Large will maintain the spreadsheet.

Mailboxes

a. Pad, Parking, and Shelter

The Board has approved the bid from Isabel Garcia Construction to install a concrete slab, parking area, and shelter for the mailboxes. The slab and shelter should be completed in 3-4 weeks from the start of construction.

b. Labeling of Mailboxes

We discussed a plan for labeling of the boxes: Box 1 – Sunrise, Box 2 – Dockside, Box 3 – Trout and Drum, Box 4 – Duckhaven. We will advise Michelle with the Post Office of our plan and see if she agrees.

c. Distribution of Mailboxes

Property owners will fill out a form, give a deposit, and a key will be issued. Nikki will issue the keys. We will have a draft form for review at the next board meeting.

Board Books

Stacy will have binders ready at the next regular meeting. The binders will include the following sections: Welcome Packet, Property Owners, Vendors, Articles of Incorporation, Bylaws, Deed Restrictions, Quarterly Financial Statements, Maps, Insurance, Meeting Minutes, Title Requests, Contracts, Monthly A/R, New Home Construction, and Board Policies. The President, Treasurer, and Secretary will have additional sections for Payment Plans, Liens, W-9's, and Applications & Forms.

Drainage at 133 Sunrise

An initial inspection was completed, and a quote provided. Due to the very large cost submitted, Nikki will see about getting other bids and looking at other solutions. It is the responsibility of the POA to properly resolve the drainage issue as this is POA property. We will revisit the drainage situation at the May meeting.

New Home Application

New verbiage regarding pools will need to be added: "Fencing is required around pools and the application must include a drawing (with dimensions) of the fence and include fence materials." The State of Texas requires all pools to have a perimeter fence. If a property owner is planning to build a pool, they will need to submit a plan for approval that includes a fence.

New Title Requests

Our new policy regarding title requests: title requests will be completed upon completion of our title form.

Website

Stacy will send final minutes to the webmaster to have posted on the website. If someone writes a blog Stacy will send it the webmaster, as well as any updates.

Facebook

Nikki has sent invites to property owners to join our page.

Adversarial Property Owner Matters

When potentially adversarial issues with property owners arise, the POA President will be responsible for addressing the matter. Should the matter escalate, all Board members should be contacted for a review, discussion and action plan to resolve the matter.

Annual Meeting

Gary will check out venues to see about availability for Aug. 1 or Aug. 8. Lighthouse Inn, Fulton Inn, Drifters RV Resort, and other places may be available.

The meeting adjourned at 4:39 p.m.

The next conference call meeting is scheduled for March 5, 2020 at 6:45.

The next Quarterly meeting is scheduled for May 30, 2020 at 1:30 at the home of Gary Sequeira at 139 Sunrise Dr., Rockport TX 78382.

Stacy Thole
Stacy Thole, Secretary

3/3/2020
Date