

MINUTES OF SUNSET BAY PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS REGULAR MEETING

Wednesday, January 13, 2021

[www.sunsetbaypoa.org](http://www.sunsetbaypoa.org)

Call to order: A Board of Directors meeting of the Sunset Bay Property Owners Association was held Wednesday, January 13, 2021 via conference call. The meeting was called to order by the President and convened at 6:35 p.m. A quorum was established.

The following officers were in attendance:

|                |               |
|----------------|---------------|
| President      | Debbie Ortiz  |
| Vice President | Rick Gonzalez |
| Treasurer      | Nikki Bloomer |
| Secretary      | Stacy Thole   |

The following Alternate Director was in attendance:

|                    |          |
|--------------------|----------|
| Executive Director | Tim Raub |
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The following officers were *not* in attendance:

|                         |               |
|-------------------------|---------------|
| Vice President at Large | Gary Sequeira |
|-------------------------|---------------|

On Tuesday, January 12, 2021, Gary Sequeira submitted his resignation to the Board. Gary and Sharon Sequeira have been Board members since the Associations inception, 12 years ago. In the role of Board Secretary their contributions were invaluable! They helped organize and guide our Association and we are extremely appreciative of their selfless time and efforts dedicated to the Board. A few years ago, they passed the Secretary "torch" to Stacy Thole, who has been doing a terrific job as Board Secretary! At that time Gary took on the role of Vice President at Large and has had that position to date. The Board sincerely thanks Gary and Sharon Sequeira for all their time and contributions and wishes them the very best!

**A. Distribution of 2021 Annual Invoices**

All of the 2021 invoices have been mailed. Fees are due March 1, 2021.

**B. Financial**

**a. Financial Report**

The Board will review our financial report at every meeting to ensure that our numbers are in congruence with Johnson & Creekmore. The Board unanimously agreed that a list of requirements regarding the association's financials will be incorporated in the Bylaws in order to replace costly audits.

**b. New Directors & Officers Policy**

The Board approved a new Directors & Officers policy with a reduced annual premium.

**c. Johnson & Creekmore**

Nikki met with our accounting firm, Johnson & Creekmore to do an in-depth review of the quarterly financial statements and review line items on the report to determine relevance.

**d. Update on Liens**

We still have an outstanding account that we will move forward with the lien process for that property.

### C. Bylaws

#### a. Finalize Changes

Stacy will collect the changes that have been discussed over the course of the year and send them to the Board for final review.

#### b. Filing

Once the Bylaw changes are complete and the Board approves, Tim will record them with the county.

### D. Mailboxes

#### a. New Owners

The only form that a new owner needs to fill out is a Change of Address form with the Post Office. Nikki will verify that no other documents are required.

#### b. Driveway in front of mailboxes

The contractor that extended the driveway in front of the mailboxes has stated that he will repair the cracks at the edges. He also suggested making the driveway wider at the street, over the culvert, to avoid people driving off the corner. We will consider this in the future.

### E. Building/Property activity

#### a. Properties sold

One property is currently pending a sale.

#### b. Builds in process

There are 4 homes currently under construction, with one more about to break ground.

#### c. \$1,000 New Home Build Deposit

One home that is now complete will receive their deposit back at this time. Upon completion of a home, the homeowner is supposed to reach out to the Board to receive their deposit back, assuming the home is complete and all provisions of the CCR's have been adhered to.

#### d. Spreadsheet of homes under/completed construction

The Board reviewed homes that are complete and those that are under construction to create a spreadsheet. This will help the Board keep a better record of construction in the subdivision. The spreadsheet will become an agenda review item at each board meeting.

#### e. List of contractors

##### i. Add contractors

The Board has copied business cards from various contractors, which we will ultimately put into a list for property owners. We will continue to add to this list of contractors that homeowners have used and would recommend to others. Making this list available on our website, and/or putting together a directory was discussed, we will discuss this further at our next meeting.

##### ii. Advertising on our website/directory

Discussed potentially allowing recommended vendors to advertise on our website and/or directory. We will revisit this at our next meeting.

**F. Property Owners List**

Nikki continues to update the property owners list of addresses and emails. An updated master list was distributed. We will also review this at each board meeting to ensure our list is current.

**G. Trash pick up**

Trash pick-up is and will be maintained by private entities. It is up to the homeowner to secure a trash service.

**H. Potential projects for 2021**

Rick will inquire about adding 2 flush valves for our water system through Quadvest.

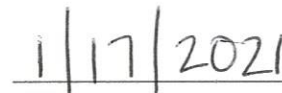
**Open Discussion and Questions**

- The Board discussed a potential candidate in Kelly Baggett to fill the open position. An official invite will be sent to Kelly. Upon his acceptance, he will immediately fill the vacancy, left by Gary's resignation.
- The Board will officially meet every other month, in person or via conference call.
- If a Board member responds to an email, please "Reply All" so that we do not send multiple responses to the same email.

The meeting adjourned at 8:28 p.m.

The next meeting of the Board of Directors is scheduled for Saturday March 20, 2021 at 1:45 p.m. at the home of Ed & Nikki Bloomer (133 Sunrise).

  
Stacy Thole, Secretary

  
Date