

**MINUTES OF SUNSET BAY PROPERTY OWNERS ASSOCIATION**  
**BOARD OF DIRECTORS AD HOC MEETING – TELECONFERENCE**  
August 30, 2011

**Call to order:** An ad hoc meeting of the Board of Directors of the Sunset Bay Property Owners Association was held via teleconference on August 30, 2011. The teleconference convened at 7:00 p.m. A quorum was established.

The following officers participated:

President	Debbie Ortiz
Vice President	Tim Raub
Vice President at Large	Kelly Flanagan
Secretary	Gary Sequeira

Joshua Staley, Treasurer, was unable to participate.

**Discussion items:**

1. Duty transitions – what stays, what moves - Kelly will prepare a list of responsibilities and e-mail others later as they arise or as he recalls. Web mail from website already transitioned to Debbie.
2. P. O. Box – leave where it is in Victoria, Texas. Agreed that the P.O. Box will remain the association address. Kelly will pick up the mail and hang on to it until the next Board meeting or will send to the appropriate parties if immediate attention is needed. The P. O. Box lease is for six months. The lease was just recently signed, so it is good until January 31, 2012.
3. Bank – We will keep Prosperity Bank as they have locations everywhere we need them. Kelly will get the paperwork to add Debbie to the account. Check signing protocol will be Josh/Debbie. Board majority approved if Debbie is not available, Kelly will be able to sign. The closest Prosperity Bank to Debbie is 14060 Southwest Freeway, Sugar Land, TX 77478.
4. James Buckley's Board book to Tim Raub - Dave Kasprzak has James' Board book. Debbie will e-mail Dave and ask him if he'll let all know the next time he'll be headed to Rockport and can coordinate with Gary or Kelly to give them the book.
5. Duties of Assistant Treasurer send outline to all – will Dave Kasprzak be able to fulfill? Deferred since Josh was not on the call. Debbie will send an e-mail to Josh to see if he had an opportunity to put a list of duties together.
6. What is the service fee per lien – Tim mentioned that after 60 days of delinquency we have an automatic contractual lien. We could remedy by foreclosure, but we all agreed this is not preferable. Tim spoke with a board certified real estate attorney, and he gave some thoughts. If we wish to engage this attorney in a more in depth and focused discussion, it would cost \$300-\$500.

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7. Do we need to file the lien in the county in which the property owner lives – seems this would cost more and how do we keep track of them – what if they move or we do not have current address? Shouldn't a lien in Aransas County take care of it, since they will not get clear title until the lien is cured? Or do we file a lien on the individual owner? Also discussed getting a judgment; to determine the course of action on this we need to get additional information from an attorney that specializes in real estate or associations.
8. Holt & Young – attorneys that specialize in HOA/POA's – website:
  - i. Legislative Changes regarding HOA/POA's compliance due by January 2012
  - ii. Please review their website; lots of good information we'll need to do a "deeper dive" on this once everyone has had a chance to peruse, in particular check out the FAQ's.
  - iii. Debbie asked all to review their website ( [http://www.holtandyoung.com](#) ) before the next meeting and come with thoughts/comments. We will also work on putting together a list of questions for the attorney, to insure we cover all we need to and maximize the time/minimize the cost.
9. Pier Insurance/Directors Insurance
  - i. Attachment of insurance companies that specialize in HOA/POA
  - ii. Copy of quote form for Association Insurance Agency
  - iii. Kelly is getting a quote from Swantner & Gordon Insurance Company. He will also fill out the quote form for Association Insurance Agency, and we will compare the two at our next meeting. The pier insurance we're looking at would cover liability as well as damage.
10. Pier walkway lighting – what do we need to do to get this completed?
  - i. Were additional rod holders installed and bad boards fixed by Resendez?
  - ii. Did Curtis Construction fix the gate?
  - iii. Rudy Resendez will be in Rockport this Saturday, September 3 and will install the LED lights and test them. The vendor said if they do not work, they will accept a return. He will also install more rod holders.
  - iv. Gary or his son will speak with Curtis when he does his pier work and discuss fixing the gate.

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11. Phil Hanley is not available until maybe late September or October and that is not definite. His schedule appears to be a bit too busy. He has canceled with us at least twice (board meeting and annual meeting). Since we have the plat, can we get another company to stake it out and provide documentation so we don't have to seek this service again in the future? Kelly said Phil will be down in September. If he does make it in September, we will get him to stake the wetlands. If he does not, then we will use the surveying company, Griffith & Brundrett Surveying and Engineering, Inc. that Phil Hanley recommended.

- i. Kelly will send an update to let us know if Phil made it or not. We discussed that once the wetlands are staked, we should think about putting in permanent signage that says protected wetlands area. This would serve a multi-purpose, in that it becomes a permanent stake and it informs people, and we will not have to pay for future surveys.

12. IRS filing to self-managed – complete? Deferred to later date since Josh was not on the call.

### 13. Annual Operating Plan

- a. Proposed Objectives – All agreed that these would be our objectives for the next 12 months.

- i. File liens – discussed above and more discussion at our October meeting.
- ii. Parking area for pier – We'll talk more about posts and cable and crushed limestone and different options for this in October. We need the plat of the common area to review in October for dimensions, etc.
- iii. Border and weed killer cover for walking path – It was mentioned that some of the path is actually on the adjoining property. We need to correct this and complete the border and discuss options available for weed killer cover or as Debbie mentioned "that black cover stuff".
- iv. Pavilion/shelter - Check out website: [www.pavilionshelter.com](http://www.pavilionshelter.com) for ideas on shelter and/or pavilion. Kelly suggested fencing around the common area. We will discuss further at our October meeting. Everyone should look at the [www.pavilionshelter.com](http://www.pavilionshelter.com) website just to see the variety and types of pavilions or shelters available. A thought - if the common area is fenced, it might make it more difficult for work to be done in the common area unless the fence has a huge

opening (double wide gate) or the fence might have to be taken down to complete work inside the fence – this should be discussed further.

- v. Marketing our community (magnets/realtors/service providers in newsletter/property owner e-mail address) – At our next meeting we can come up with a list of tactics under this objective. The purpose of this objective is to engage more property owners to become involved. Perhaps our theme should be: It's your community – be involved! To be more attractive to potential buyers, to entice property owners to build. Debbie ordered magnets that she will bring to the October meeting. We should mail the newsletters to property owners and potential realtors in the area. Kelly suggested joining the Chamber of Commerce in Rockport.

14. FYI:

Drought tolerant plants: A popular choice for drought-tolerant perennials is sedum, also known as stonecrop. Coreopsis and coneflowers are valued for their long-blooming periods as well as their drought-resistant properties. These plants will also tolerate a wide range of soils. Lamb's ear provides wonderful texture in rock gardens and spreads easily. It is typically grown for its silvery foliage, which has a velvety texture. Because of its velvet-like texture, lamb's ear is very drought tolerant. We should be all set with plants at the entrance, but Kelly will show the above paragraph to the landscaper and will get his feedback. We will keep the above information for future reference.

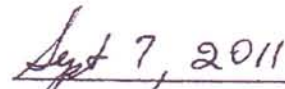
**Next meeting:**

The next meeting of the Board of Directors is scheduled for Saturday, October 29, 2011 at 1:30 p.m. at Gary and Sharon Sequeira's house in Sunset Bay.

**Adjournment:**

The Ad Hoc meeting was adjourned at 8:45 p.m.

  
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 Gary S. Sequeira, Secretary

  
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 Date