

**MINUTES OF SUNSET BAY PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
September 27, 2008**

Call to order: A Board of Directors meeting of the Sunset Bay Property Owners Association was held at the Wells Fargo Bank Building, 101 West Goodwin Street, Victoria, Texas 77904 on September 27, 2008. The meeting convened at 2:40 p.m. A quorum was established.

The following officers were in attendance:

President	Kelly Flanagan
Vice President	Debbie Ortiz
Vice President at Large	James Buckley
Treasurer	Crystal Lyne
Secretary	Gary Sequeira

Approval of minutes: Motion was made by Gary Sequeira and was seconded to approve the minutes of the July 25, 2008 Board of Directors meeting. Motion carried.

Gary Sequeira made a motion and it was seconded to approve Crystal Lyne as Treasurer, and she accepted. The Board accepted Jerry Bjork's resignation as Treasurer.

→ **Action:** Gary to write thank you note to Joyce Bjork for preparing mailing labels and handling mail out of Property Owners' Information Sheet.

Officers' reports:

President:

Construction of Fishing Pier, Pond with Fountain, Entrance Irrigation – Incomplete. The permit application had to be filed again because of the transfer of the property from Southeast Land Partners, LLC to the Sunset Bay Property Owner's Association. It will take 60-90 days to obtain the permit.

Pond - Started / dozer spreading dirt.

Entrances - No work.

Water well - To be discussed by Gary Sequeira in his officer's report.

Malvaiz House Update - No update. Pier completed. It was reported that his property owner's dues are delinquent.

Security gate and lighting on pier: Should receive two quotes from Scott Graves.

The Board will put together a list of items Scott Graves has committed to and request a time line for completion and validation of the details. The Board also will get confirmation that the list of amenities due are funded by South East Partners and the POA will not incur any expenses.

→ **Action:** Kelly to work with Scott Graves on the above.

Treasurer:

Update on bank account - Crystal reviewed balance sheet as of September 27, 2008.

Monthly financial statement – Board of Directors agreed that the Treasurer will e-mail financial statements to the BOD after monthly reconciliation. It will also be posted on the website when it's operational.

Reserves status – Board of Directors agreed that 80% of the reserves should be in an interest bearing account and 20% should be held in checking account.

→ **Action:** Crystal will open a new money market account in the name of the association.

Delinquent assessments – Kelly provided a first draft of a delinquency notice. Crystal will amend to include language that the \$50.00 administrative fee and interest will be waived if paid within 30 days of the notice. She'll also include bylaws wording that states enforcement can be, "up to filing a lien on the property". She will also put together a letter to those that just have administrative fees and interest due and tell them that the Board has voted to waive the outstanding fees this year and request timely payment for next year.

There are sixteen past due accounts, of which eight are fees only and eight are fees and POA dues.

→ **Action:** Crystal to draft delinquency letters and submit to Board for approval and then send letters out.

Procedure for handling bills – Board of Directors agreed that Kelly would receive bills in Sunset Bay PO Box and scan and e-mail to Crystal. Hard copy would be given to Gary for filing. All checks require two signatures, one of which must be Crystal's. Crystal will send the checks to Kelly for signature. He will scan a copy of checks and send to Crystal.

Crystal will use Quickbooks as the accounting program as of July 31, 2008.

Committee Reports – none

Officer Reports:

Gary reviewed property owners' responses to newsletter.

→ **Action:** Gary to have responses scanned and e-mailed to Kelly.

Gary reviewed Quadvest water system information. Two wells are complete. A third well will be drilled as needed. There are 15 flush valves that firefighters can use as a secondary water supply, but they should not be construed as fire hydrants.

Quadvest contact information, connecting rates – Can be obtained on Quadvest website: www.Quadvest.com. There is also a sign on the water tank giving the telephone number for Quadvest.

Kelly passed out hard copies of the Quadvest website.

Gary reviewed the proposal to use the Quadvest water supply to maintain the pond and for the fish cleaning dock instead of drilling a separate water well. Gary explained that using the Quadvest water supply for these amenities would help keep the water flowing in the water pipes and thus avoid having to flush the lines as often. A water meter would be installed at the park to be used for all of the amenities in the common areas. Gary also discussed that eight test wells had to be drilled on the property to find suitable locations with acceptable water to drill the two water wells.

Crystal made a motion to use Quadvest water for the pond and fish cleaning dock and the motion was seconded. Motion carried.

→ **Action:** Gary to research Quadvest water bill sent to the POA.

→ **Action:** Gary to get chemical analysis of test wells near common areas and provide to Board.

Unfinished Business:

Insurance for Common Area – Several quotes have been received. General liability and coverage for common area is to be researched further and a decision to obtain coverage was deferred until the fishing pier and common areas amenities are more developed. Any policy obtained needs to cover entrance.

→ **Action:** Kelly to follow up with Scott Graves to see if they cover everyone working in the common area now with insurance.

→ **Action:** James to obtain and post private property and no trespassing signs at entrance.

New Business:

Insurance: Directors and officers personal liability policy effective August 15, 2008 through August 15, 2009, has been obtained through the following company:

Swantner & Gordon Insurance
Contact: Kelly Norton
Tel: 361-643-6596
Fax: 361-643-2649
E-mail: knorton@s-gins.com
601 Moore Avenue
P. O. Box 1267
Portland, TX 78374

Maintenance/Mowing Bid Quotes: Scott Graves will have property mowed one more time and then will turn it over to POA.

Bid from Davis Clearing Services (who does the mowing now for Scott) was discussed.

→ **Action:** Kelly to obtain three more bids for mowing, preferably in the Rockport area and for mowing on an “as needed” basis.

Property owners are now responsible for mowing their own lots. This needs to be communicated to the property owners.

Website: Incomplete

→ **Action:** Gary to follow up with Tammy Sequeira on website.

Establish standing committees - It was agreed that each committee would consist of three individuals: Chairman, Board contact and one other member.
The Board of Directors agreed on the following committees:

- Architectural – Jerry Bjork and two other members

→ **Action:** Kelly to contact Jerry about chairing this committee.

- Financial – Crystal to chair.

→ **Action:** Crystal will contact volunteers for two other members.

Communications – Debbie will be Board member contact on committee. Need Chairman plus 1 other member.

→ **Action:** Debbie will work with Tammy Sequeira on the website.

→ **Action:** Debbie will work on a “Welcome Packet” for new owners

- Maintenance – James will be the Board member contact on committee. Need Chairman + 1 other member

- Community Improvements – Gary will be the Board member contact. Need Chairman + 1 other member

It was decided that a Legal Committee was not needed at this time.

Add Pet Guidelines – This was discussed and a decision was deferred to a later date.

Design and Master Plan for Development of Common Areas – Deferred until needed.

→ **Action:** Gary will ask Simon Sequeira to talk to Scott Graves to find out “what’s happening”.

Open Discussion and Questions:

Big billboard inside fence at entrance – This lot is not owned by Sunset Bay. The owner has a one-year contract with the advertiser so nothing can be done at the time.

Next meeting:

It was proposed that the next meeting be held the first week of December in Victoria. Kelly will let Gary know the date and time in order to prepare the meeting notice and distribute to the Board.

Adjournment:

Gary made a motion to adjourn the meeting and it was seconded. Motion carried. Meeting adjourned at 5:30 p.m.

Secretary

Date of Approval