

**MINUTES OF SUNSET BAY PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
May 16, 2009**

Call to order: A Board of Directors meeting of the Sunset Bay Property Owners Association was held at the Wells Fargo Bank Building, 12th Floor, 101 West Goodwin Street, Victoria, Texas 77904 on May 16, 2009. The meeting convened at 1:10 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
Secretary	Gary Sequeira
Treasurer:	Crystal Lyne

Approval of minutes: The minutes of the February 21, 2009 Board of Directors meeting were approved.

Officers' reports:

President:

Status of completion of community amenities – Phillip Hanley, Environmental Engineer, Ergis indicated that the wetland inspection was completed on April 30. There is one minor violation; the drainage ditch has to be cleaned up. This should not hold up getting the permit. The permit application is being reviewed by the Corps of Engineers. It will take 2-3 weeks to review before issuing the letter of approval. Hopefully funds will be released to start the pier as soon as the permit is issued.

Electric meters at entrances - A memo was received from Scott Graves about a discussion with AEP. A cost estimate has been worked up. Scott says they are looking at solar power or a different 9 volt battery system to power the irrigation. Scott Graves is supposed to call Kelly back.

Mowing bids – Reviewed three bids. The Board chose Gene Carter on an as-needed basis. The drainage easements have to be maintained; these will have to be added to Carter's bid.

→ **ACTION:** Kelly to contact Gene Carter.

Advertising sign – Kelly received an e-mail from Randy Gaul stating that the Cooper sign was there when they bought the property. The lease is still good until May 1, 2012.

→ **ACTION:** Kelly to contact Cooper about taking the sign down since it's not in use. If they won't, he will find out what options we have.

Website – Gary said Tammy did not have time to set up the web site. So options were discussed. Kelly had talked to two companies about setting up the website. The Victoria Web Design (John Ortmann) was chosen. The website will contain an e-mail contact for property owners.

→ **ACTION:** Kelly to contact John Ortmann and tell him to start working on the site and discuss pricing.

Treasurer:

Delinquency notices – There are still four property owners who have not paid the 2008 dues: Raymond Rendon, Timothy Raub, Senisa Jones, and S. Washington.

The 2nd delinquency notice was reviewed.

→ **ACTION:** Crystal will review and e-mail the 2nd delinquency notice to the board for final approval. After approval, she will send out.

Status of 2009 dues collection – Have collected \$28,000 as of May 16, 2009, which is approximately 50% of the property owners.

→ **ACTION:** Crystal will prepare the 1st delinquency notice for 2009 dues and e-mail to the board for approval and send out by May 22, 2009.

2009 budget – Reviewed and revised. Decided to keep about \$10,000 in the operating account with the rest in the reserve account.

→ **ACTION:** Crystal will e-mail revision for Board approval.

Vice President at Large

James hasn't posted additional private property/no trespassing signs. He is waiting for rain so the soil will soften up.

→ **ACTION:** James to post additional private property/no trespassing signs at entrances.

Vice President:

Discussed encouraging advertising by property owners in the newsletter and website. Discussed that the website should have a newsletter page.

→ **ACTION:** Board members should send Kelly any items that need to be included in the website.

Secretary:

Test wells – Gary reported that there were 3 or 4 test wells drilled. Chemical analyses weren't done on any of them because the water was brackish and not good water. Quadvest has a permit to drill a third well which will bring the water system to full capacity to serve the whole subdivision.

Scanning of property owners' responses to last newsletter – This has been done.

2009 Annual Meeting:

Date: August 1, 2009

Location: Women's Club Building reserved; \$50 deposit; \$175 fee for all day

Time: 2:00-4:00 p.m.

Refreshments: finger foods, soft drinks, water

Board of Directors pre-meeting will be held at 1:00 p.m. before the annual meeting to discuss final agenda, etc.

→ **ACTION:** Gary and Sharon will order food at HEB, Wal-Mart or Chili's.

→ **ACTION:** Sharon will pick up the food/drinks before the Board Meeting

→ **ACTION:** Gary and Sharon will get a sign in book, pens, and nametags.

Reviewed proposed agenda that Kelly prepared.

There should be one (1) copy of the bylaws at the annual meeting in case someone wants to review.

Should have copies of the agenda for all attendees.

In the newsletter, there should be a call for officer candidates and indicate any current board members who will be running for re-election.

→ **ACTION:** The newsletter should be sent out by mid-June. Who is handling????

→ **ACTION:** Gary to ask Rachel to find the list of homeowners' responses of what people want to do and have so they can be reviewed at the annual meeting.

→ **ACTION:** Gary needs to determine from the bylaws what the quorum is for the annual meeting.

New Business:

Gary discussed putting caps on reserve and operations accounts.

List of new property owners should be kept. By who?

Reviewed the correspondence received with the 2009 annual dues. Not many were received. Most dealt with not receiving notice of the due date. Does an early notice need to be sent out indicating dues are due by January 10 each year? Some mentioned there was no contact information included.

Bylaws – Do we need to amend?

→ **ACTION:** Kelly and Gary to review bylaws and determine if anything needs amending.

Next meeting:

The next Board of Directors meeting will be held on August 1 at 1:00 p.m. at the Women's Club immediately after the Annual Meeting.

→**ACTION:** Gary to prepare the meeting notice for the Board of Directors meeting and distribute to the Board.

Adjournment:

Gary made a motion to adjourn the meeting and it was seconded. Motion carried. Meeting adjourned at 4:00 p.m.

Secretary

Date of Approval