

MINUTES OF SUNSET BAY PROPERTY OWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

JULY 10, 2011

www.sunsetbaypoa.org

Call to order: A Board of Directors meeting of the Sunset Bay Property Owners Association was held at 139 Sunrise Drive, Rockport, Texas (Gary and Sharon Sequeira's house in Sunset Bay). The meeting convened at 2:00 p.m. A quorum was established.

The following officers were in attendance:

President	Kelly Flanagan
Vice President	Debbie Ortiz
Secretary	Gary Sequeira
Treasurer	Joshua Staley

Dave Kasprzak, Vice President at Large, was unable to attend.

Approval of minutes: The minutes of the April 17, 2011 Board of Directors meeting had been previously reviewed and were approved via e-mail.

Officers' reports:

President:

A. Payment of maintenance fees –

- a. 2008/2009/2010 – Still a number unpaid; liens will be filed.
→**ACTION:** Josh will determine numbers of properties that liens need to be filed on and get a price from an attorney to assist with filing liens.
- b. 2011 – About 40% of the property owners have not paid.
→**ACTION:** Kelly and Josh will prepare the first delinquency notice for mailing. Josh to re-invoice non-pays and include letters indicating that liens will be filed if not paid on or before August 13, 2011.
- c. Report on who Dave's HOA in Houston uses to file liens: Roberts Markel PC, 2800 Post Oak Blvd., Hou 71056, tel: 713-840-1666, website: www.robertsmarkel.com
- d. Status of Kelly communicating to Resendez that POA wants lights added to pier entrance and a pole light at the T-head: Complete. An entrance light with a manual switch and a pole light at the T-head have been installed. Walkway lights are pending.
- e. Status of Carter's Mowing to mow entrances and inside fence line and apply weed killer – Done
→**ACTION:** Kelly to ask Carter's Mowing to mow again the week before the Annual Meeting.
- f. Status of recommendations on plants that are more freeze resistant and drought tolerant. Ongoing.
- g. Status of broken fence repair – Ongoing. One bid obtained for \$550. Don Smith advised Kelly that Blinka Fence installed the fence.
→**ACTION:** Kelly will get a couple more estimates. He will contact Blinka Fence also.

Treasurer's Report:

- a. Status of review of plat list to make sure all property owners have been billed for maintenance fees. Ongoing.
- b. Status of filing name change from MMC to Sunset Bay Property Owners Association with IRS. Ongoing.
- c. Status of e-mailing 1Q11 financial report to BOD. Ongoing.
- d. Status of researching old files to determine how billing for maintenance fees was handled in 2009 for property owner who owns two lots and wants them treated as one in order to pay one maintenance fee – ongoing.
- e. Status of finding company to do audit – ongoing. Need one more bid.

Vice President's Report:

- a. Status of contact with Diane Straub to help identify new property owners so Debbie can send Welcome Package. Done.
- b. Status of updating bylaws with changes – ongoing

Secretary's Report:

- a. Status of call to county commissioner to find out if they would take back the road maintenance if the subdivision were gated for a few years until more houses were built and then the gates were taken down – ongoing.
- b. Regarding the PUBLIC ROADS signs at both entrances – status of Kelly calling the highway engineer to check on why the signs were put up and see if they can be removed – ongoing.
→**ACTION:** Gary will talk to County Commissioner regarding the above two items.

Old Business:

- a. Resendez Services has painted the monuments at both entrances and added solar LED lights to illuminate the monuments at night. He found some cracks in the concrete in the monuments and sealed them before painting, but they may need to be repaired in the future.

New Business:

- a. Cost estimate from Curtis Construction to power wash and roll the pier with wood preservative – estimate was \$5,250. Kelly got a bid of \$3,250 from Resendez Services to power wash the pier, make a few repairs and apply preservative. The Board approved Resendez Services' bid.
→**ACTION:** Kelly to advise Resendez to go forward.
- b. Kelly advised prospective property buyer that he could not run a dog breeding business.
- c. Walking trail – Carter's Tractor has mowed the walking trail and applied weed killer.
→**ACTION:** Kelly to advise Carter's Tractor to mow and apply weed killer to trail quarterly. Kelly got an estimate of \$26,875 from Curtis Contracting to concrete the 1300' x 5' walking trail. Kelly and Naylor of Copano Nursery talked about options for the 1300' walking trail; Naylor advised using crushed rock 4" thick x 6' wide, , compacted to 3" to be ADA approved.

- ACTION:** Kelly to obtain several more bids for concrete versus crushed rock to present at the Annual Meeting. Kelly to e-mail Naylor's estimate of \$18,700 to the Board.
- d. Phil Hanley – Kelly talked to Phil Hanley about making a presentation on the wetlands at the Annual Meeting, but he may be out of town. Hanley will stake the wetlands the next time he is at Sunset Bay so that the parking area for the pier can be designated.
Kelly to follow up with Hanley about making a presentation at the Annual Meeting.
 - e. The Women's Club of Aransas County has been reserved for August 13, 2011 for the Annual Meeting.
 - f. The water meter for the fishing pier and water line to the meter has been installed with a 1-1/2" water line laid to the fishing pier entrance with an additional side extension going out into the middle of the common area for future use such as plant/landscaping irrigation.
 - g. The Board approved Resendez Services installing LED lighting along the walkway.
Resendez's bid was \$485.
→**ACTION:** Kelly to advise Resendez to install the walkway lighting.
 - h. The Board approved the purchase of two benches for the pier for \$213.50. Resendez and Kelly will install them.
 - i. The Board agreed that Ed Zaricor, new property owner, could clear his land for preparation to build a house.
→**ACTION:** Kelly to complete the application form and return to Zaricor.
 - j. The Board approved a \$256.00 reimbursement to the Treasurer for Quickbooks software and 2010 Federal income tax payments.

Open Discussion and Questions

- a. Annual meeting preparation
 - Meeting notice package (meeting notice, agenda, proxy, information form for potential Board of Directors and directions to the Women's Club) will be mailed out July 20. Gary to prepare meeting notice and agenda and get to Kelly to prepare and mail out the package. Kelly will update the rest of the package and prepare the sign up list.
 - Debbie to draft a letter to property owners to include in the annual meeting notice package asking for the property owners' to share their expertise with the Board to help assist the community.
 - Gary and Sharon will purchase the refreshments and ice and provide coolers.
 - Debbie prepared a list of discussion items to include in the meeting:
 - Voting on Assistant Treasurer as new Board position to assist current Treasurer with finances, etc.
 - Director terms
 - Self managed vs. property management company
 - Quarterly newsletter
 - Pier – electrical, water, wood treated, benches, entrance landscaping (monuments repainted, plant beds cleaned up)
 - Membership ID cards for property owners in good standing
 - Lock code on pier gate to be changed due to unauthorized people using the pier


- Should actual property owner be present with their guest when using the pier?
- Remind property owners the website is for their use and utilize by asking questions and/or making suggestions to the board by using the available e-mail contacts
- Number of new property owners -- three
- Remind property owners that Sunset Bay is a residential community of single family homes; horses ok based on acreage, per bylaws
- Maintenance fees – it's important to keep them paid up to date – it's your community – liens to be filed on delinquent accounts
- Introduction to Rockport – fishing, birding, arts culture, area is growing
- Potential guests – Phil Handley to discuss wetlands; Diane Straub to give real estate report for Rockport
- Finances – current report including review of fiscal year 2011 expenditures and present 2012 budget
- Aransas County Road and Bridge is to re-top all paved roads within Sunset Bay as per scheduled county maintenance
- Undeveloped lots mowing – discuss mowing to be coordinated by POA and initiate a pre-payment of lot mowing expense for undeveloped lots. Prepayment will be combined with annual POA dues invoicing. Prepayment to allow for three (3) mowings at a pre-negotiated cost for each mowing. Any excess prepayment will be credited to next year assessment. If additional mowing is required during the year, then the property owner will be invoiced accordingly.
- Common Area Design and Improvements – developing and implementing

Next meeting

The next meeting of the Board of Directors will be Saturday, August 13, 2011, immediately following the Annual Meeting as required by the bylaws.

Adjournment:

The meeting adjourned at 5:00 p.m.



Gary S. Sequeira, Secretary

7-25-11

Date