

**MINUTES OF SUNSET BAY PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
February 21, 2009**

**Call to order:** A Board of Directors meeting of the Sunset Bay Property Owners Association was held at the Wells Fargo Bank Building, 12<sup>th</sup> Floor, 101 West Goodwin Street, Victoria, Texas 77904 on February 21, 2009. The meeting convened at 1:15 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

Crystal Lyne, Treasurer, was unable to attend due to a work emergency.

**Approval of minutes:** Debbie Ortiz made a motion to approve the minutes of the September 27, 2008 Board of Directors meeting; the motion was seconded. Motion carried.

**Officers' reports:**

President:

Reviewed Randy Gaul's situation with Inland Management. Sunset Bay will take no action against Inland Management at the time pending the outcome of Randy's suit against them.

Entrance irrigation and landscaping are complete. Electric meters need to be installed to operate the sprinklers.

→ **ACTION:** Kelly to check with Randy Gaul and the landscaping contractor about the electric meters. Board asked for cost of electric meters.

Pond – Has been started.

Mowing bids

→ **ACTION:** Kelly still needs to obtain bids. He will get a new bid from Alan Davis.

→ **ACTION:** Board asked for a bid from a local company to mow on "as needed" basis. James will get this bid.

Treasurer's Report – In Crystal's absence Kelly gave her report.

- Books were closed on December 31, 2008.
- Financial situation looks good.
- Property taxes of \$71.70 were paid January 19, 2009 for land owned by the POA.
- There are still four property owners who are delinquent on 2008 annual dues.

→ **ACTION:** Crystal to send 2<sup>nd</sup> delinquency notice via certified mail with letter indicating accrued interest and noting that additional communication would include legal action.

The Board decided that the 2009 Annual dues notices will be sent by March 15 with payment requested by May 1. This notice will include the date of the Annual Meeting which is planned for August 1 and proposed to be in Rockport. The annual meeting will include election of officers.

→ **ACTION:** Kelly will discuss the 2<sup>nd</sup> delinquency notices and the 2009 annual dues notices with Crystal.

→ **ACTION:** Crystal will draft notice and work with Sharon on the mail out.

- Reserve account was opened, earning interest.
- Land owned by Property Owners Association will be put on the books at appraised value.

Vice President's Report:

- Welcome packet has been completed.
- Website – Not completed. Kelly submitted items to Rachel that he wanted included in website.

→ **ACTION:** Gary will check with Tammy to see if she has the information.

→ **ACTION:** Kelly to send this list to the board. He said Tammy should work with him and Debbie if she has any questions.

Vice President at Large's Report:

- Private property/no trespassing signs posted at common areas.
- **ACTION:** James to obtain two additional private property/no trespassing signs and post at both entrances.
- No luck in setting up Maintenance Committee.

Secretary's Report:

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

→ **ACTION:** Gary needs to have the property owners' responses to the newsletter scanned and e-mailed to Kelly.

- Research on water bill completed; there will be no charges until POA starts using water.

- Scott Graves will not return any phone calls so Simon hasn't been able to get an update on "what's happening".

- Thank you card for Joyce Bjork for handling mail out signed by BOD and mailed.

**New Business:**

- 2009 Annual Budget

→ **ACTION:** Crystal will prepare preliminary draft. E-mail to Board for review and additions. Finalize at the next meeting.

- Review situation with pier. \$1600 needs to be included in 2009 budget.

- Waiting for amended permit
- Draft letter needs to be drafted for payment of pier.

→ **ACTION:** Kelly will contact lawyer within seven days to draft demand letter and determine cost of preparation. Letter should be finalized and approved by board within two weeks.

→ **ACTION:** Gary to handle mailing of demand letter.

- 2009 Annual Meeting – Board set date for Saturday, August 1, probably in Rockport. Need to determine time and location. Notification needs to be sent to homeowners 45 days in advance of meeting.

→ **ACTION:** Kelly to check into availability and cost of several venues, pavilions at Rockport Beach; Paws and Taws; check with Rockport Chamber of Commerce.

**Next meeting:**

- Topic for next meeting: How to announce annual meeting

The next meeting will be April 4 at the Wells Fargo Building, 12<sup>th</sup> floor, in Victoria.

→ **ACTION:** Gary 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 3:30 p.m.

  
Secretary

5-16-09  
Date of Approval

**NOTE:** Randy Gaul is filing suit on Harry Patton.  
Randy told Simon February 23 that Harry Patton is filing for bankruptcy.