

**MINUTES OF SUNSET BAY PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING**

August 13, 2011

www.sunsetbaypoa.org

Call to order: A Board of Directors meeting of the Sunset Bay Property Owners Association was held at the Women's Club of Aransas County Inc., 1104 E. Concho Street, Rockport, Texas 78382 on August 13, 2011, immediately following the Property Owners Association Annual meeting as required by the bylaws. The meeting convened at 4:30 p.m. A quorum was established.

The following offices were in attendance:

President	Debbie Ortiz
Vice President	Timothy Raub
Vice President at Large	Kelly Flanagan
Secretary	Gary Sequeira
Treasurer	Joshua Staley

Approval of minutes: The minutes of the July 10, 2011 Board of Directors meeting had been previously approved via e-mail.

Transition of Directors:

- President - Kelly Flanagan submitted his resignation as President of the Association. Debbie Ortiz was elected President at the Annual Meeting of the Property Owners. Debbie and Kelly will transition over the phone. Kelly gave the jump drive with the association documentation and the gavel to Debbie.
- Vice President – Tim Raub was elected Vice President at the Annual Meeting replacing Debbie Ortiz. Debbie will work with Tim on the transition.
- Vice President at Large – Dave Kasprzak resigned as Vice President at Large, and Kelly Flanagan was elected at the Annual Meeting to replace him.
- Secretary – Gary Sequeira was unanimously re-elected Secretary at the Annual Meeting.
- Treasurer – Joshua Staley was unanimously re-elected Treasurer at the Annual Meeting.
- Assistant Treasurer – No one was elected to this position. Joshua will make a list of responsibilities for the position of Assistant Treasurer and e-mail to Dave Kasprzak to see if he would be willing to take on the position. At the Annual Meeting, the position was approved to be added to the Board.

The check signing responsibility will need to be changed from Kelly Flanagan to Debbie Ortiz.

Debbie asked Kelly to make a list of responsibilities that need to be changed.

An ad hoc meeting via Web X, Skype or telecom will be held within 10 days to discuss what changes need to be made between Debbie and Kelly as President. Debbie will provide information on Web X; Tim will provide information on Skype.

Kelly will check with James Buckley, previous Vice President at Large, to see if he can return his Board book for Tim Raub.

Suggestions from Annual Meeting attendees:

- Walking area; nature trail; no concrete; no pond; sitting area; all members have an identification
- Designate drive and parking area for common area; picnic area
- Common area – children's play set, covered tables, gazebo

Minute skills volunteered by property owners:

- Don and Esther Michael: advisory role on common area plans
- Jeff Fulbright – general construction

Delinquent maintenance fees – Josh reports that there is no reason not to go ahead with filing liens on delinquent property owners. Tim Raub suggests handling through JP court. There will be a \$125 filing fee and service fee per lien. Then a petition will be served if the property owner doesn't answer. The lien will be filed in the county in which the property owners lives and also in Aransas County. Tim says that late fees and attorney's fees can be charged to the delinquent property owners who have liens filed on them.

→**ACTION:** Debbie asked Tim to look at CCR's and bylaws about filing liens and have available for Web X meeting.

Pier insurance – Kelly is talking to Swantner & Gordon Insurance company about insurance coverage for Liability and Damage for the pier. Every three years the Directors and Officers' Liability insurance has to be re-applied for.

The broken fence along the highway easement has been repaired.

The benches at the end of the pier have been installed.

The walkway pier lighting has been put on hold until the correct type of lighting can be found.

→**ACTION:** Kelly will ask Resendez Services to find the lights and have options ready to talk about in the Web X.

Resendez Services will add some more rod holders at the T-Head and repair some bad boards on the pier.

Resendez Services has cleaned the pier and applied wood preservative.

Gary reported that the door jam on the pier gate was broken. Kelly said the pier is shifting and settling causing the gate to also shift and not aligning properly with the latch plate.

→**ACTION:** Gary will see if Curtis Construction, who put in the pier and security gate, can repair the gate when Curtis works on Gary's pier.

ID Cards for property owners – This item will be discussed at a future meeting.

Debbie asked Kelly to find out how much Phil Hanley would charge to stake off the wetlands so that a designated parking area can be established for the pier.

→**ACTION:** Kelly to contact Hanley regarding the above.

A regular quarterly meeting item – look at the site plat map to see where we can do something in the common area and where we can't.

Public roads/gated community – Gary talked with the road commissioner. He said the roads in the subdivision are public roads even though the association put up private property signs. The road commissioner also said that if we gated the community and then eventually took the gates down where there were more homes, the county would not take back the road maintenance.

Josh reported that the State Comptroller has lost our information filing that was sent with the tax return. Joshua will re-send the information.

Josh also reported that the IRS has not changed our name from MMC to self-managed. He will submit this change next week.

2010 and 2011 delinquent maintenance fees – There are 31 delinquents

→**ACTION:** Josh has the notices and will send to Kelly.

→**ACTION:** Kelly will prepare the envelopes, attach postage, stuff and mail.

The board gave approval for the Treasurer to write off \$813 delinquency for two properties that have been foreclosed on.

→**ACTION:** Josh will write off this delinquency.

→**ACTION:** Tim Raub will pay his outstanding amount due for maintenance fees.

Should actual property owner be present with their guest when using the pier – discussion will be held at future quarterly meeting. This question was not raised at the annual meeting.

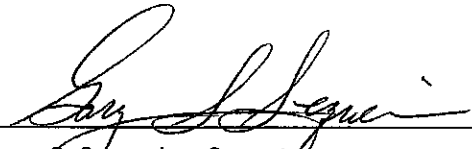
The Web X meeting is scheduled for Tuesday, August 30, at 7:00 p.m.

Next meeting:

The next quarterly meeting of the Board of Directors will be held October 22, 23, 29 or 30 depending on availability of the Board members.

Adjournment:

The meeting adjourned at 5:40 p.m.



Gary S. Sequeira, Secretary

Sept 6, 2011

Date