

MINUTES OF SUNSET BAY PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS AD HOC MEETING – TELECONFERENCE
February 21, 2012

Call to order: An ad hoc meeting of the Board of Directors of the Sunset Bay Property Owners Association was held via teleconference on February 21, 2012. The teleconference convened at 6:45 p.m. A quorum was established.

The following officers participated:

President	Debbie Ortiz
Vice President	Tim Raub
Vice President at Large	Kelly Flanagan
Secretary	Gary Sequeira

Joshua Staley, Treasurer, was unable to participate.

Discussion items:

1. Bids for concrete for the parking lot – Criteria for the parking lot:
 - 8 parking spaces
 - Approximately 140 foot driveway/10 feet wide.
 - 4 foot wide concrete walkway from parking lot to pier

The Board considered several bids comparing specs and costs. The Board voted to accept the bid from Garcia Brothers Construction at a price of \$24,395. The specs for the parking lot are as follows:

- a. Before proceeding with work verify dimensions and elevations
- b. Shoot elevation for parking lot, sidewalk and driveway
- c. Place the select fill approximately 4".
- d. Label the select fill
- e. Dig grade beams. The beam to be 10"w x 10"d.
- f. Set forms and label the sand.
- g. Tie rebar. Rebar is 3/8" and 12" center.
- h. Place the brick and expansion joint.
- i. Place the concrete. The concrete is 3000 P-S-I.
- j. Concrete finish to be fine finish. (Gary suggested a broom finish so it wouldn't be so slippery.)
- k. The slump to be 4".
- l. Garcia Brothers to remove all material and lumber.

→**ACTION:** Kelly to talk to Jose Garcia on Wednesday, February 22, to verify the following: does the bid cover the striping of the 8 parking spaces; how long will it take to finish the job; can he broom finish instead of fine finish, negotiate financial terms with Garcia and put in writing. Kelly will e-mail this information to the Board after talking with Garcia.

Kelly indicated that the parking lot slab would be moved forward a little to avoid the water line.

The funds for the parking lot will come from the money market fund. After collecting the annual association dues, this money will be put back into the money market fund.

Addendum to minutes: Kelly talked to Jose Garcia. His bid did not include striping of the parking lot spaces (9' x 19") and ADA striping on the north end parking spaces. Jose Garcia quoted \$800.00 additional for materials (using epoxy paint) and labor. This would increase his bid package from \$24,395.00 plus \$800.00 to a total of \$25,195.00.

Garcia was agreeable with a 30% payment at the start of the job, 30% when ready to pour concrete, and 40% (balance) upon job completion.

Garcia will be able to start work this coming Monday, February 27, 2012.

The estimated time of completion is 7 to 8 days pending any weather delays.

The concrete finish will be "broom" finish.

The Board unanimously approved the revised bid of \$25,195.00 from Garcia Brothers Construction via e-mail on February 23.

Driveway permit – Kelly said the form is available on the County Bridge and Roads website.

→**ACTION:** Kelly will print out the form and complete and submit to the county.

2. Cost of signs reading "Protected Wetlands" and "No Fires on Pier" and "Property Owners and Guests Only" – Tim did not have a chance to get this information so it was deferred to a later meeting.

3. Annual association dues – Since the notices went out a little late, the Board approved extending the due date two weeks until March 15, 2012.

→**ACTION:** Kelly will post this on the website.

Next meeting:

The next meeting of the Board of Directors is scheduled for Saturday, May 5, 2012 at 1:00 p.m. at Gary and Sharon Sequeira's house in Sunset Bay.

Adjournment:

The Ad Hoc meeting was adjourned at 7:20 p.m.



Gary S. Sequeira, Secretary

2-27-2012

Date