

**MINUTES OF SUNSET BAY PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
February 16, 2013**

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) on Saturday, February 16, 2013. The meeting convened at 2:17 p.m. A quorum was established.

The following officers were in attendance:

President	Debbie Ortiz
Vice President	Rosa Raub for Tim Raub
Vice President at Large	Kelly Flanagan
Secretary	Gary Sequeira
Treasurer	Joshua Staley (via teleconference)
Assistant Treasurer	John Schack

Approval of minutes: The minutes of the October 27, 2012, Board of Directors Meeting were approved via e-mail and stood as approved.

Old Business:

- A. Invoices for 2013 maintenance fees – Josh and John Schack prepared the invoices for the 2013 maintenance fees. Sharon will mail them February 18.
- B. Postcards:
 - a. Debbie sent out the Happy Holiday card to property owners. This included the extension of the waiver for the New Home Application Processing fees until June 1, 2013.
 - b. Debbie prepared the post cards to the realtors asking what buyers are interested in. She is waiting for the cards to come back from Vistaprint. Debbie will mail these about the 2nd week of March.
 - c. Debbie prepared postcards to property owners requesting e-mail addresses and offering a one-time credit of \$5.00 off POA annual dues if e-mail addresses are provided. This credit is per owner not per lot; Kelly will blog this explanation. Sharon will purchase stamps and mail cards on February 25.
 - d. Debbie did a web search on any companies moving to the area and did not find much.
 - e. In order to market the subdivision, the Board will review becoming a member of the Chambers of Commerce in the surrounding areas. This will be an agenda item at the next Board meeting.

→ACTION: Kelly will look into the cost of joining the Chambers. John Schack will check on the cost of joining the Ingleside Chamber of Commerce.

- f. Debbie e-mailed an updated Property Owners Contact List to the Board.
- g. Directors and Officers liability insurance policy through Pippa Wiley Insurance Company – The terrorism coverage was nixed and not included in the policy. Debbie e-mailed the policy to the Board members

→ACTION: Gary will print out a copy of the policy at his office to put in the file.

- h. New Title Company Dues Statement Request form – Debbie sent this to Kelly in PDF form and it has been posted on the website.

i. Financials:

- i. Josh reviewed the financial statements and expenses with the Board. Josh will complete the financial reports and e-mail to the Board.
- ii. The 2012 Franchise tax report was filed. The charter to do business did not have to be reinstated since it was not revoked.
- iii. Josh is working on a spreadsheet showing property owners' names with outstanding dues, addresses, how many years they've been outstanding and how much they owe. Josh will complete the spreadsheet and e-mail to the Board members. The Board members need to decide on the course of action to collect the dues.
- iv. Josh suggested writing off unpaid dues on several properties in the amount of \$2,327.62 due to foreclosures. The Board approved these writeoffs.
- v. Josh and John Schack prepared the invoices for the 2013 dues; they will be mailed out on February 18. Invoices for the 2014 dues need to go out of the end of January next year.
- vi. Josh and John will review Quickbooks 1 hour before the next Board meeting. Josh will show John how to access Quickbooks to help with the title company request form.

→ACTION: Josh will send instructions on how to access Quickbooks to Gary to document in the file.

- vii. PayPal account – It is up and running. The association will assume costs for PayPal processing fees.

→ACTION: Josh needs to connect PayPal to the bank; will prepare instructions on how to pay bills so that they can be posted on the website. Josh will talk to John Ortman, the webmaster, to see how to post these instructions on the website.

Debbie will prepare verbiage on how to use PayPal and what information is required to appropriately apply payments using PayPal.

Kelly will talk to John Ortman about what needs to be done to get the PayPal link on the website.

- viii. Tax bills for the common area – Kelly received checks from Josh for the bills and will mail them February 18.
- j. Entrance monuments – Discussed getting another company to mow and maintain the two entrances. Carter Tractor Company will continue mowing and spraying the common area and fence lines.

→ACTION: Kelly will contact Roy C. Rivera, Double R Lawn Care, in Rockport (tel: 361-463-1291) about mowing and maintaining the entrances.

Gary will check on prices on bottlebrush, esperanza, miniature oleanders, and queen palms.

Kelly suggested getting new lights for the entrances. Rudy Resendez gave Kelly a bid on installing eight solar LED lights, 2 per monument; lighting to be encased in concrete 3" PVC sleeves (\$315.00 for material and labor). The Board decided to get the new plants in at the monuments; then consider the lights.

- k. Pier maintenance – The Board discussed pier maintenance. Rudy Resendez gave Kelly a bid for several items he thought needed maintenance on the pier.

- Paint electrical panels with gray enamel paint (\$50.00 for material and labor). The Board decided to wait on this; they will look at the panels and note in the file when they need to be painted.

→ACTION: Resendez will check the electrical connections on the plugs and switches, and lubricate where needed (\$85.00 for materials and labor).

- l. Pavilion – The Board discussed building a covered pavilion in the common area near the parking lot. The Board reviewed several bids and unanimously voted to accept the bid from Garcia Brothers Construction for \$11,700.00. The specifications are: 20'x24', slab 6" thick, lumber will be treated and guaranteed for 50 years; the metal roof will be painted teal.

→ACTION: Kelly will clarify the following with Garcia: the elevation and cost of raising the slab a foot; get a time frame; type of screws; height of pavilion. He will advise the board. Garcia wants 1/3 deposit; Kelly will ask him to send an invoice to the Board.

Kelly Flanagan and Rosa and Tim Raub will be the points of contact with Garcia.

New Business:

- A. Vandalism of signs at the parking lot – the T-bars were bent/broken.

→ACTION: Tim will get prices on getting heavy duty T-posts.

- B. Discuss preventative maintenance for the fishing pier and maintenance of the lighting – addressed above.
- C. Discuss getting lighting for the two entrances monuments – addressed above.
- D. Property owners Zaricor's request about what kind of fencing they can put up around their house to contain their dogs/send them a response.
The Zaricor's have sold their property so this is a non-issue.
However, this issue could be raised again. The CCR's might need to be revised.
Types of fencing should be put on the agenda for the next Board meeting.
- E. Add pictures of the Sequeira and Raub houses to the website along with the Malvaiz house to show the different styles of houses in the subdivision.

F. The 2013 Annual Meeting will be Saturday, August 3, 2013 – 1:30-3:30 p.m. at the Women's Club of Aransas County.

→ACTION: Kelly will make the reservation at the Women's Club and send them the deposit and get the date/time posted on the website.

G. Adam Malota resigned as Chair of the Architectural Committee. The Board will assume the responsibilities of the ACC until a new Chair can be named at the next Annual Meeting.

Open Discussion and Questions:

A. The next Board of Directors meeting will be Saturday, May 4, in Rockport. The time is to be determined.

B. The Board would like to discuss the following at the next meeting: discuss ID cards for the property owners and finalize the agenda for the Annual Meeting.
(Reminder: The Board would like to invite the Sheriff and the Game Warden to the Annual Meeting.)

Adjournment:

The meeting adjourned at 4:47 p.m.



Gary. S. Sequeira, Secretary

4/10/2013

Date