

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

Wednesday, September 9, 2026

www.sunsetbaypoa.org

Date: September 9, 2026

Meeting Called to Order: 6:37 p.m.

Meeting Adjourned: 7:14 p.m.

Attendance: 6 members present in person; 2 members attending by phone, for a total of 8 participants.

Call to order: A Board of Directors meeting of the Sunset Bay Property Owners Association was held Wednesday, September 9, 2026 at 202 Drum Dr.

The following officers were in attendance:

President	Heather Sherrod
Secretary	Stacy Thole

The following Board Member was in attendance:

Matt Ocker

The following officers were absent:

Vice President	Todd Cuell
Treasurer	<i>Open Position</i>

1. Items from Board Members / Members

The Board provided an opportunity for board members and members in attendance to raise matters of importance or concern to Sunset Bay.

A. Abandoned Truck — 2462 South Highway 188

The Board discussed the abandoned truck located at 2462 South Highway 188.

It was reported that the property owner has previously been contacted several times regarding the truck. The truck was reportedly left by a contractor and has remained on the property for an extended period. Previous attempts to address the matter included an effort to meet with the owner and assist with moving the truck; however, the truck was locked and could not be accessed.

The Board discussed the concern that allowing the situation to continue could create an enforcement precedent for other properties storing commercial vehicles, abandoned vehicles, or excessive equipment.

The Board also discussed the status of construction on the property and the need to obtain an updated construction start date or plan of action. A large hole/excavation on the property was also noted.

Action:

- Send the property owner both a certified letter and email regarding the abandoned truck.

- Request that the truck be removed within **30 days**.
- The communication will advise that, if the truck is not removed, the POA may arrange for its removal and seek reimbursement from the property owner.
- The communication will also request an updated plan regarding construction and the excavation/hole on the property.

B. Construction Delay — 214 Sunrise

The Board discussed the extended construction delay at 214 Sunrise.

Members reported observing limited activity at the property but noted that substantial construction has not occurred for more than six months. The CCRs were discussed as providing for a 30-day limit on construction delays.

The Board also discussed the approach used by previous boards regarding delayed construction: where the exterior of a home is substantially completed and the property is maintained, the Board has generally been less concerned about unfinished interior work.

The property was reported to still require exterior work and continued lawn maintenance.

Action:

- Send the homeowner a certified letter and email regarding the construction delay.
- Request a plan and timeline for completing or continuing construction.
- Advise that if the Board does not receive a response within **30 days**, the POA may begin imposing fines in accordance with the governing documents.

2. Update on New and Proposed Signage

The Board received an update regarding the new entrance signs. Two signs previously ordered were installed at the two neighborhood entrances.

Additional signage was discussed for the common area, waterfront cul-de-sac, parking area, and entrance to the private/common property.

Proposed signage included language addressing:

- Sunset Bay identification
- No public water access
- Private property / no trespassing
- Property governed by the HOA/POA
- Property-owner parking
- No overnight parking
- Unauthorized vehicles subject to towing

The Board also discussed the importance of clearly marking the common-area entrance with prominent **“No Trespassing / Private Property”** signage. Previous discussions with law enforcement indicated that additional and conspicuous signage would help establish notice that the property is private.

The Board discussed installing substantial posts and reflective signs at the entrance to the common area.

Action:

- Stacy Manlove will obtain/finalize proposed signage options and pricing and provide them to the Board for approval.
- The proposed signage will include entrance/common-area signage, no-public-water-access signage, parking signage, and no-trespassing/private-property signage.
- Upon approval, the signs will be ordered and installed.

3. Deep Hole at Neighborhood Entrance — Duckhaven Drive

The Board discussed the deep hole at the neighborhood entrance off Duckhaven Drive.

A service ticket had previously been submitted to the appropriate county authority. It appeared that the hole may have been filled on the day of the meeting.

Action:

- Follow up with the appropriate authority to confirm that the repair has been completed.

4. Appointment of Fifth Board Member

The Board discussed the appointment of a fifth board member.

No candidate volunteered or was identified during the meeting.

Action:

- Continue seeking an additional board member.

5. Bank Signatories and Outstanding Payments

The Board discussed the need to update the authorized signatories on the POA bank account.

The current lack of sufficient authorized signers has delayed payment of outstanding bills. The Board discussed authorizing all board members as bank signatories and potentially adding additional individuals to provide adequate coverage when board members are unavailable.

Several outstanding contractor/accounting payments were discussed.

Action:

- Prepare the appropriate meeting minutes/resolution documenting the individuals authorized as bank signatories.
- Update the bank's records so that checks can be processed promptly.
- Address currently outstanding vendor and contractor payments.

6. Private Property / Waterfront Access

The Board discussed access to the waterfront area and the interpretation of the drainage easement.

The Board discussed the distinction between a drainage easement and public pedestrian access and noted that the drainage easement is intended for drainage purposes.

Existing no-trespassing signage near the relevant property was also discussed.

Action/Follow-Up:

- Continue monitoring the issue and communicate the county's reported position regarding ownership and the drainage easement as appropriate.
- Consider additional communication/signage with the owner of the property at the end of the area to discourage unauthorized access.

7. Maintenance of Common Areas

The Board discussed vegetation and brush around the white fence, and other common-area property.

Previous herbicide treatment was mentioned, but additional maintenance is now needed.

The Board discussed having the landscaping contractor provide a price for spraying, weed-eating, or otherwise maintaining these areas, potentially on a twice-yearly basis.

Action:

- Obtain a bid from the landscaping/lawn-care provider for periodic treatment and maintenance of the vegetation around the common areas.

8. Gate Access / Card or Fob Reader

The Board discussed the possibility of installing an electronic access-control system for the pier gate.

A potential system using property-owner fobs was discussed. The system would allow authorized property owners to gain access while restricting unauthorized access.

A preliminary system discussed included a reader costing approximately \$462, plus additional costs for property-owner fobs. Hardwired power is available at the location. Other systems, including potentially phone-based access, may also be available.

Action:

- Research two or three potential gate-access systems.
- Present more specific options, costs, and requirements at a future board meeting.

9. Outstanding POA Dues

The Board reported that approximately 9–10 properties remain unpaid on current-year POA dues.

The Board discussed the need for a fifth board member, particularly someone who could assume the Treasurer's responsibilities, including calculating interest and preparing additional invoices for delinquent accounts.

10. Potential Foreclosure Proceedings — Delinquent Property

The Board discussed a property that has reportedly been delinquent on POA dues for an extended period.

The Board discussed the possibility of initiating foreclosure proceedings and the need to determine the total amount of outstanding dues, fees, and interest.

The Board also discussed contacting legal counsel regarding the formal foreclosure process and related legal requirements. It was noted that attorney Jeff Lehrman had previously indicated that he could assist with such a proceeding.

Action/Follow-Up:

- Determine the complete outstanding balance, including applicable interest and fees.
- Place the matter on a future meeting agenda for further consideration.
- Consult legal counsel regarding the requirements and process for pursuing foreclosure, if the Board decides to proceed.

11. Additional Business

No additional substantive matters were raised.

Action Items Summary

#	Action Item	Responsible Party	Timing
1	Send certified letter and email regarding abandoned truck at 2462 S. Hwy 188	Board	Immediately
3	Send certified letter/email regarding construction delay at 214 Sunrise	Board	Immediately
5	Finalize proposed signage and pricing	Board	Before approval/order
6	Follow up on entrance-hole repair	Board	Following day
7	Continue seeking fifth board member	Board	Ongoing
8	Update bank signatories	Board	As soon as possible
9	Address outstanding vendor/contractor payments	Board	As soon as possible
10	Obtain landscaping maintenance bid	Board	Before next meeting
11	Research gate-access/card/fob systems	Board	Next meeting
13	Research legal requirements for potential foreclosure	Board/Legal Counsel	Future meeting