

MINUTES OF SUNSET BAY PROPERTY OWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING

August 4, 2012

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 4, 2012, immediately following the Property Owners Association Annual Meeting as required by the bylaws. The meeting convened at 3:45 p.m. A quorum was established.

The following officers were in attendance:

President	Debbie Ortiz
Vice President	Tim Raub
Secretary	Gary Sequeira
Treasurer	Joshua Staley

Kelly Flanagan, Vice President at Large, was unable to attend.

Also attending were John Schack, the new Assistant Treasurer, and Adam Malota, the new Architectural Committee Chairman.

Approval of minutes: The minutes of the May 5, 2012 Board of Directors Meeting and the July 10 and July 27, 2012 Board of Directors Conference Calls had been previously reviewed and were approved via e-mail.

2012 Annual Meeting Follow-up: Several items came up in the Annual Meeting which require Board attention and will be posted on the website:

--ACTION: Debbie Ortiz will compose a questionnaire to go to realtors in the area to find out what buyers are interested in.

--ACTION: Debbie asked for a list of companies coming to the area to advertise Sunset Bay to.

Joshua Staley and John Schack, the new Assistant Treasurer, talked about the Assistant Treasurer position.

--ACTION: Debbie asked that all Board members start looking at companies who build pavilions.....what's available, what's the price. E-mail the information to the Board and then determine the plan of action.

Putting posts and rope/cable around the parking lot has been put on hold.

--ACTION: Debbie will prepare another Vistaprint postcard to send out to property owners requesting e-mail address.

--ACTION: Debbie will update the contact list and send out to the Board.

Old Business:

Insurance – The current Directors and Officers Liability policy with Swantner & Gordon Insurance expires August 15, 2012. Debbie got a quote from Pippa Wiley Insurance Company (Farmer's Insurance) in Houston for Directors and Officers insurance and general liability insurance for the pier at a cost of \$2,600/year. The pier insurance has to be purchased with the Directors and Officers insurance for the company to write the policy. The pier insurance policy has the following exclusions:

- Excludes water recreation apparatuses. We need to make sure it actually covers the pier.
- Employee exclusion – If anyone gets hurt working on the pier, it would not cover them.
- There would be no coverage if a contractor was hurt.

--ACTION: Debbie will ask the insurance company these questions and e-mail the answers.

--ACTION: Need to inform Swantner & Gordon Insurance that the current Directors and Officers and Directors liability insurance policy will not be renewed.

HB 2761 – The following items need to be filed with the county to comply with the requirements in the bill:

- Records retention plan
- Payment plan for maintenance fees
- Records production policy

--ACTION: Tim Raub prepared the documents based on the Holt & Young documents. Holt & Young is a law firm specializing in POA's. After Board approval, Tim will file the documents with the county by August 31, 2012.

The Board approved the following policies:

- Records retention plan – Approved as drafted by Tim.
- Payment Plan for Maintenance Fees – 25% down with three remaining payments of 25%.
- Records production policy – Approved as drafted by Tim with some additional clarification.

--ACTION: Debbie requested that when a title company requests the amount of POA dues owed on a property, the title company needs to complete the form and send to Debbie. Debbie will then send to Joshua and John who will provide the data.

--ACTION: Chris Naylor should not replace the dead plants at the entrances. The Board needs to determine what low maintenance, native plants should be planted.

Joshua asked for approval to reimburse himself for the fees for six months of QuickBooks. The Board approved this.

The Board approved writing off the POA dues (\$855.00) owed by Frank Casey – the property has gone into foreclosure.

Next Meeting:

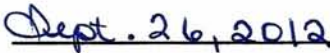
The next quarterly Board meeting will be held Saturday, November 10, 2012 at 1:00 p.m. at 139 Sunrise Dr., Rockport, Texas (Gary and Sharon Sequeira's house).

Adjournment;

The meeting adjourned at 4:45 p.m.



Gary S. Sequeira, Secretary



Date