

SUNSET BAY PROPERTY OWNERS ASSOCIATION

A Corporation Not-for-Profit

Minutes of Board of Directors Quarterly Meeting, Wednesday, February 20, 2019

Via Teleconference

Call to order: A Quarterly Meeting of the Board of Directors of the Sunset Bay Property Owners Association was held via teleconference on Wednesday, February 20, 2019. The teleconference convened at 6:40 p.m. A quorum was established.

The following officers participated:

President	Debbie Ortiz
Vice President	Tim Raub
Vice President at Large	Rick Gonzalez
Treasurer	Betty Cook
Secretary	Gary Sequeira
Alternate Director	Nikki Bloomer, Community Missions Officer
Alternate Director	Kelly Flanagan, Special Projects Officer

Sharon Sequeira took minutes.

Approval of Minutes: The minutes of the November 10, 2018, quarterly Board meeting and the January 10, 2019, Special Board meeting via conference call, having been approved by e-mail stood as approved.

Old Business:

A. Financial

- a. Status of collection of unpaid 2018 Maintenance Fees and list of 2018 payments still outstanding – 18 out of 40 unpaid 2018 Maintenance Fees have been now been paid, but about half of them without the late fee.
- b. Betty will mail out the 2nd notice for the 2018 unpaid maintenance fees by March 31.
- c. The 2019 Maintenance Fee invoices have been mailed out. About 39% of the 2019 Maintenance Fees have been paid. So far none of the invoices have been returned due to bad addresses.
- d. Status of reconciling the maintenance fee payments in QuickBooks – 2018 and 2019 have been done. Reconciliation for prior years is still to be done.
- e. Betty plans to have a list of multi-year delinquent accounts possibly by the May Board meeting.

- f. Process for delinquent maintenance fees:
- i. Send maintenance fee invoice
NOT PART OF THE MINUTES: Debbie proposes this should be completed by the last week of January each year.
 - ii. Send 2nd notice informing property owner that maintenance fee and late fee have not been paid.
NOT PART OF THE MINUTES: Debbie proposes this ideally should be completed by the second week of March, since payment is due March 1st.
 - iii. Send 3rd notice informing property owner that the maintenance fee and late fee still have not been paid and of the intent to file a lien.
NOT PART OF THE MINUTES: Debbie proposes that this ideally should be sent the last week of April/first week of May.
 - iv. If the maintenance fee is still not paid, file for abstract judgement in small claims court and then a lien will be filed.
NOT PART OF THE MINUTES: Debbie proposes that ideally this should be sent to the attorney for filing by July 1st.

Betty will discuss with Tim the past year delinquencies and what we can act upon now and/or need documentation for in order to pursue.

Betty asked Tim to draft a delinquency letter for the 2nd and 3rd notices. Tim will review the law to make sure what the process is and to make sure what should be covered in the letter to comply with the law. Tim will prepare the letters in the next 2-3 weeks.

- g. Betty Cook advised the Board that she intends to resign as Treasurer early to late April.
- h. Betty will talk to several accounting firms in the Corpus Christi and Rockport areas about what they would charge to handle the accounting, billing and invoices for the POA.
The Board needs to decide who would write checks and sign them.
Betty recommends that the checkbook not be turned over to the accounting firm and that checks should still need two signatures.

When Betty has the information from the accounting firms, she will share with the Board and a special Board meeting will be scheduled via conference call to discuss financial matters.

- i. Audit vs. review - Debbie e-mailed a write-up on audit vs. review to the Board. Tim talked to his accountant. The cost of an audit is prohibitive. Tim did not get the cost for a review. Betty will discuss an audit vs. a review with the accountants she talks to.
Debbie would like to make a determination in the April financial conference call regarding audit or review.
- j. Betty will talk to the accountants about whether the old pier needs to be written off or capitalized.
- k. Betty sent an e-mail to the Board before the quarterly meeting reviewing the financials for the previous year.
- l. Process for approving charges – The Board discussed if there is an unplanned expense, the Board should be sent an e-mail advising of the expense and the Board should approve payment – consensus rules. The Treasurer should send the Board a monthly recap of expenses.

Debbie and Betty will put together a process for approving charges.

- m. Debbie asked Betty to send log in information and the password for QuickBooks to Debbie and Gary to place on file before she leaves the Treasurer position.
- n. The Board advises that the P. O. Box will remain in Rockport after Betty vacates the Treasurer position. Rick and Nikki will be responsible for checking the P. O. Box.

B. Pier update

- a. The contractor is installing pilings by auger across the wetlands. When installation is in the water, the pilings will be driven in.
- b. Rick has shared several photos of the pier installation.
- c. A bid for the electrical on the pier has not been obtained yet. The pier contractor wants to bid the electrical when the pier is almost completed. When the contractor provides a bid, the bid for the electrical at the pier should be itemized and a bid also included for the electrical at the pavilion.
Betty suggested installing a photo cell sensor for the pier lights in case they are left on a night.
- d. The Contractor is waiting on a bid for the 4 foot wide galvanized gate; it is expected to be \$2,000-\$3,000. When he obtains the bid, he will pass it on to the Board. As soon as the gate is installed, a combination lock will be purchased and installed.

- e. Electrical box at the pier – There is no meter now. The transformer was replaced by AEP. The electrical box needs to be replaced and will be included in the bid for electrical.
 - f. Rick and Kelly will try to obtain some bids for electrical before the special financial meeting in April.
 - g. Footbridge – Approximately 20 feet of the footbridge needs to be replaced. The pier contractor wants to wait till the pier is finished and use some leftover materials for repairing the footbridge. The estimate for this repair is \$1,000.
 - h. Bridge on concrete walking path – Rick will replace the boards that need replacing. When he determines how much wood is needed and the cost, he will advise the Board.
 - i. Update on plants in the pavilion area – This item was tabled until the May meeting. The pier needs to be completed.
 - j. Mowing and treating weeds with herbicide – Gene Carter mows the common area and entrances once a month.
The nature trail is in need of attention. The granite and gravel along the walkway needs replacing. Rick will check with Gene Carter on this.
This is an agenda item for the May quarterly Board meeting.
 - k. Discuss when light poles should be replaced in the common area – This was tabled until the May meeting. The pier needs to be completed.
- C. Entrance monuments
- a. Repairing and landscaping – Waiting on better weather to proceed with these.
 - b. Lighting at entrances – Nikki has been experimenting with different lights and hasn't come up with acceptable lighting yet.
- D. The county has replaced the street signs and stop signs in the subdivision.
The street signs at the entrances on 188 have not been replaced yet.
- E. Update on Private Property Signs – Ordering two signs (size: 2 x 3 feet) and the wording were approved in the January 10, 2019, meeting. Tim will order. The Board determined that the signs would be more visible mounted on poles rather than on the white fences. Kelly and Rick will mount the signs on poles and put one at each entrance. They can't be put in the county easement.
Betty said there were still a number of non-property owners fishing in the cul-de-sac.
- F. Receiving E-mails addressed to info@sunsetbaypoa.org – Nikki is getting the e-mails.
Debbie still needs to reach out to the webmaster to get added.

- G. Update on who gets the website hits – Kelly will check with the webmaster. Debbie asked Nikki to keep track of the website hits and let the Board know.
- H. Drainage – Drainage still needs to be addressed.

The drainage easement near Nikki Bloomer's house is eroding. Nikki is going to contact an engineer to determine what needs to be done and will advise the Board. Also debris has built up where the ditch flows into the bay and rainwater cannot flow efficiently. Nikki will take some pictures of the issue and provide to the POA. This issue has arisen since Hurricane Harvey. Rick will see if Gene Carter could dig out the ditch but drier weather is needed.

NOT PART OF THE MINUTES: Per Kelly, there are two 10 ft. DE (Drainage Easement), one 20 ft. DE, one 20 ft. DE / UE (Utility Easement), and one 30 ft. DE / UE drainage easement areas as per the certified POA Plat. Only the Five 5 ft. Drainage Easements are to be maintained by the POA. All Drainage and Utility easements are listed and viewable on the POA Plat that is posted in Documents of the POA website.

Nikki will talk to the Commissioner about the County maintained areas. If the POA can identify where more areas need drainage and the Property Owner agrees, the County will work on drainage at no cost to the property owner.

Nikki will talk to the Commissioner about mowing along the roads and applying herbicide, which is usually done only once a year and is inadequate. The Board might have to get Gene Carter to mow and apply herbicide.

Nikki will also talk to the Commissioner about the culvert the County removed and filled in the ditch.

- I. The debris pile at 212 Duckhaven has been cleaned up.
- J. The property owner of 209 Sunrise Dr. is in violation of CCR Section B.5 "detached buildings may be constructed on the property after or while the main dwelling is being built". The home was approved April 21, 2018, and the main construction still has not begun. The Board also needs to address the situation of individuals camping out beside the garage and in the garage and the home-made travel trailer parked beside the garage.

- K. The Board needs to address maintaining recreational vehicles in the front yard and how many are acceptable in the front yard?
- L. No updates on the lawsuit.
- M. The revised Application for New Home Construction has not been posted on the website yet. The Board voted and approved the following verbiage being kept in the New Home Construction Form; "I understand I may be subject to revocation of my Damage Deposit if construction is not completed within 12 months." construction".

NOT PART OF THE MINUTES: Per Kelly, the revised application was posted on the website following the Board meeting.

Debbie will draft a letter to property owners who have started new home construction and not completed within a year. Tim wants to review this draft for compliance with the statutes.
- M. Betty will give Gary all the New Home Applications she has for maintaining in the files.
- N. There is a Change of Address form on the Website. Betty has received one recently and will share with the Board. Debbie will update the Property Owners Contact database with the revision.
- O. Title Company Request for Sunset Bay POA Dues – Betty has been receiving and providing the information requested by the title company. These will continue to be handled by the Treasurer after Betty leaves. Debbie should be cc'd on these responses to capture any updates that are needed to update the Property Owners Contact Database.

New Business

- A. The Board agreed to have the 2019 Annual Meeting on August 10, 2019, and hold it at the Inn at Fulton Harbor. Gary/Sharon will make the reservation.
- B. Update on houses under construction
 - a. Spreadsheet of ACC submittals – This list is needed to know when construction on a home has exceeded twelve months.
 - b. This item and who will maintain this list needs to be added to the agenda for the next quarterly Board meeting.

Open Discussion and Questions

- A. The next quarterly Board meeting will be Saturday, May 4, 2019, at 1:30 p.m.
Tim volunteered his house in Portland if a suitable meeting place in Rockport is not available.

The meeting adjourned at 9:15 p.m.



Gary S. Sequeira, Secretary

March 19, 2019

Date