

**MINUTES OF SUNSET BAY PROPERTY OWNERS ASSOCIATION  
BOARD OF DIRECTORS SPECIAL MEETING via conference call  
Wednesday, September 25, 2019**

[www.sunsetbaypoa.org](http://www.sunsetbaypoa.org)

**Call to order:** A Board of Directors special meeting of the Sunset Bay Property Owners Association was held Wednesday, September 25, 2019 via conference call. The meeting was called to order by the President and convened at 7:05 p.m. A quorum was established.

The following officers were in attendance:

President	Debbie Ortiz
Vice President	Rick Gonzalez
Vice President at Large	Gary Sequeira
Treasurer	Nikki Bloomer
Secretary	Stacy Thole

The following Alternate Director was in attendance:

Tim Raub	Executive Director
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The following Subordinate Officer was in attendance:

Kelly Flanagan	Community Liaison Officer
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**Financial:**

**a. Payment Plan Update**

A total of seven property owners opted for payment plans to bring their outstanding dues current. Although it is the responsibility of the property owner to make payments as agreed upon, Nikki has graciously contacted or attempted to contact these individuals to remind them a payment is due. Two property owners have paid in full, three have made payments and two are delinquent in their payments. We will have another update at our regularly scheduled Board meeting, at which time action regarding the 2 non-payments will be discussed.

**b. Legal Action**

As of now there are five property owners in which legal action will be taken. Tim is working on this and will have an update at the next Board meeting. Betty Cook, the former Treasurer provided a ledger on the five, Nikki will scan this and send it to Tim.

**Mailboxes**

The post master requested that mailboxes be located at the Duckhaven entrance to Sunset Bay. This presents a problem as the POA does not own property at the entrance. In addition, there is a safety concern since Hwy. 188, has a speed limit of 75 mph, and this could pose a hazard for the carrier as well as residents. The common area which is owned and maintained by the POA is the best and recommended place to install the mailboxes. Debbie will reach out to Michelle Soliz from the Post Office and discuss the common area location with her. *\*\*Update after the meeting: Debbie put together a list of reasons why the common area is the safest and best location for the mailboxes and forwarded this to Michelle. Michelle has replied (October 6<sup>th</sup>) and is requesting a meeting at the common area. Rick and Nikki will schedule a meeting with Michelle.*

The pedestal cluster mailboxes contain 16 boxes, and are about \$1200-1800 per pedestal. Debbie suggested that we start with 4 pedestals at this time, and we will add more as needed.

The cement pad for the pedestals would need to be about 12' x 4', or 14' x 6', the pad size will be able to accommodate all mailboxes ultimately needed for the community. The recommended placement is to the right of the common area as people drive into it. The Board voted on a covering/roof and lighting for the mailboxes; it was unanimously approved. Upon approval from the Postmaster of the location, we can get started by determining the final dimensions of the pad, roof, pillars, lighting and boxes. When these logistics are finalized, Rick will reach out to Garcia Brothers Construction who constructed the picnic pavilion to get a bid for the work.

## **2019/2020 Thoughts, Goals, Objectives**

### **a. Nature Trail**

The quote received for a gravel walkway from Gene Carter was \$3,665 for a 6 ft wide, 400 ft long walkway with white gravel. It will cover the area from where the concrete ends, all the way to the foot bridge. The previous wooden borders became warped and did not stay in place, thus it was determined we would not replace them. The Board voted regarding moving forward with the walkway bid from Gene; it was unanimously approved and Rick and Kelly will project manage. *\*\*Update, October 2<sup>nd</sup>, Gene said he would probably begin the walking path in 2-3 weeks depending on availability of the rock for the path.*

### **b. Pier and Pavilion Lighting**

The pier lighting has been completed and it looks great!

The bid we received from George Ramos for running the electrical for the lamp posts, replacing and installing the lamp posts, and providing electrical to the pavilion is \$6,500. Ramos will provide all services and materials, except for trenching. Rick has said he will take care of the trenching and rent the equipment. He estimates it will take a day or two; approximate daily cost for the equipment is \$60-70/day. Lighting on the pavilion and at the mailboxes was discussed and Rick will reach back out to Ramos to see if this can be included in the bid, or what the additional costs would be. Rick sent information on the lamp post light model to all Board members. The new lighting will provide a greater, brighter "light field" than the previous lights. The Board voted on Ramos' bid and it was unanimously approved. Rick will get with Ramos regarding start date and approximate completion time. He will also discuss the additional lighting for the picnic and postal area with Ramos.

### **c. Monuments**

Rick has been working on repairing the landscaping at both entrances. The Duckhaven entrance is complete and looks terrific! The foliage at the Sunrise entrance is good, it just requires some clean up. He is working on the irrigation and adding lava rock to the area; as time and weather permits he will work on completing the Sunrise entrance monuments.

### **d. Signage on Pier Gate**

Tim is working on getting a sign on the pier that states the pier is for exclusive use by property owners and their guests. This will replace the very large one that was at the beginning of the sidewalk. It was mentioned that signage should be at the pavilion and the entrance to the pier. Tim will send out proposed verbiage for the signs to the Board for review.

#### **e. Banking Updates**

Banking signatures have been updated, all parties have completed the required documentation at the bank and old signatories have been removed.

#### **f. Audits**

In reviewing the Bylaws, the Board has the authority, with a majority rule, to amend the audit requirement stated on the Bylaws. *\*\*Update, the Board will discuss for adaption a new policy for reviewing the finances of the POA. This will be an Agenda item for the next regular scheduled Board meeting.*

#### **g. Ponds**

The topic of ponds was discussed. The concerns regarding ponds are mosquitoes, snakes, algae, potential smells, etc., along with proper drainage and location. Some pond owners have already been contacted. Debbie will draft an email to all current property owners that have or will have ponds requesting additional information and what measures they plan to take to address the concerns. The New Home Application will be updated with a section on ponds that property owners who are planning to build a pond will need to complete.

#### **h. Garbage Collection**

There are two private companies that pick up trash in our area: Jennifer Olvera and The Bag Lady. A question about having the city/county pick up trash was raised. Since these two private companies appear to be working out fine, the matter need not be addressed unless raised again by a member(s) of the community.

#### **i. Common Area Improvement**

Several ideas for improvements/enhancements to the common area were mentioned on the 2019/2020 Thoughts, Goals, Objectives. Since we are upgrading and adding electricity, lights, the walking trail and potentially postal area, it was determined these improvements would be the focus this year and additional suggestions can be reviewed again next year.

#### **j. Facebook**

If residents take pictures throughout the subdivision, post it on our FB page. Sunsets, fishing, morning walks/runs, etc.

#### **k. Insurance Policy**

The insurance renewal period is coming up shortly; we will discuss this further at our next regularly scheduled Board meeting. It is the hope that finalization of the lawsuit will have a favorable impact on the premium for the POA.

#### **l. Board Book**

Stacy is working on the Board Books for the Board members. The plan is to have a comprehensive book that will outline policies and procedures and provide information that will be beneficial to Board members today and for the future.

**m. Pier Code**

Rick, Nikki, and Kelly will respond to pier code inquiries since they have the list of those that are paid in full to date on their POA dues.


**New Business**

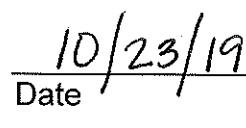
**a. Round Houses**

A property owner inquired about building a round house. The Board is not opposed to round homes, as long as they are not in violation of the CCR's. The CCR's state that pre-fabricated homes are not allowed. A Board member mentioned that a popular round home builder, DelTec, builds round homes that are pre-fabricated; this would be unacceptable since it does not comply with the CCR's.

The meeting adjourned at 8:22 PM.

The next Board meeting is scheduled for Saturday, November 2, 2019 at 1:30 p.m. at the home of Nikki Bloomer.

  
Stacy Thole, Secretary

  
Date