

MINUTES OF SUNSET BAY PROPERTY OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING via conference call
Thursday, March 5, 2020
www.sunsetbaypoa.org

Call to order: A Board of Directors special meeting of the Sunset Bay Property Owners Association took place Thursday, March 5, 2020 via conference call. The meeting was called to order by the President and convened at 6:50 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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Financial:

a. Dues paid/unpaid

As of March 5th, there were 53 past due invoices for the Annual Maintenance Fee. Second notices, which will include a \$50 late fee will be sent out on March 15th. Payment via PayPal is available and the site has been corrected to reflect full payment only.

b. Liens

Liens for 6 property owners are in the process of being filed. Process should be complete by April.

Audits:

It was determined that third party audits are not mandated by the State for our community, therefore financial fiduciary responsibility will be the responsibility of the Board, with the provision that an accredited Accounting Firm will prepare quarterly financial statements, bank reconciliation and annual tax documents. This change and a more detailed outline of how financial checks and balances will be handled, will be incorporated into the POA Bylaws and filed with the County Clerk.

Johnson & Creekmore:

A new agreement was sent to the POA from Johnson & Creekmore Accounting Firm, the agreement is currently being reviewed along with processes, to ensure efficiency and economy.

Mailboxes:

The concrete pad is complete. The shelter is almost complete. Construction was delayed due to wind and material delivery. Boxes will be installed once shelter is complete. Residents can get a mailbox and two keys by completing the Mailbox Form on our website at www.sunsetbaypoa.org. There will be a \$75 fee should a key replacement be needed.

Building Update:

Five homes are currently under construction. Gary is working on a spreadsheet that will list New Home Applications and status of the builds.

Vehicles and Large Equipment:

Large equipment and machinery, commercial motorized vehicles should not be stored/kept at any property. Exceptions would be homes that are currently under construction.

Drainage:

It was noticed that some drainage ditches have overgrown grass. There was a question about whether the county takes care of the ditches or is that up to the homeowner. The county comes out periodically to maintain the ditches. The Board has reached out to the county and asked that they perform clean up and maintenance on the county drainage ditches.

New Home Application:

The New Home Application is being updated to include information on pools and driveway clarification. Community guidelines and policy regarding motorized vehicles will be addressed in an updated summary of Community CCR's, Guidelines and Policies.

Nature Trail:

The Nature trail has been sprayed for weeds and is looking better. Doug Thole will spray the trail at least one more time to ensure the weeds are taken care of, then we will see about routine maintenance.

Signage:

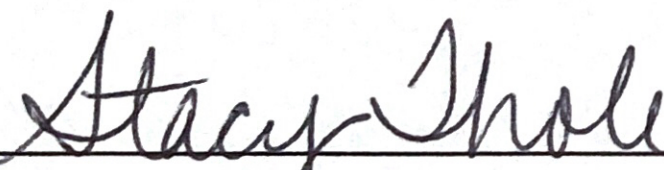
Tim will send out the proposed verbiage for pier signage, then order the signs.

Annual Meeting:

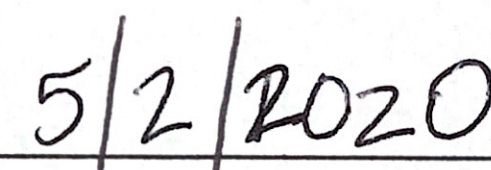
Annual Meeting will be on August 8, 2020 at 1:30 p.m. at the Fulton Inn.

Meeting adjourned at 7:52 p.m.

The next Quarterly meeting will be Saturday May 30, 2020 at 1:30 p.m. at 139 Sunrise Dr. (Gary and Sharon Sequeira's house).



Stacy Thole, Secretary



Date