



**Sunrise Bay Property Owners' Association
Board of Directors Meeting
March 30, 2023**

Hybrid Meeting @Louisa County Library and Zoom
881 Davis Hwy, Mineral, VA 23117
5:00-6:00pm EST

The Board of Director's meeting was called to order at 5:00pm by Tina Rulli. In attendance were C.J. Gorkos, Brandon Gray, Dan Tice, Maureen Kenny, and Tina Rulli. A quorum was met for the meeting.

The minutes from the 1/12/2023 Board meeting were read and approved.

FINANCIAL REPORT

The Treasurer, Brandon, reviewed the 2023 budget with the Board. After a few adjustments due to new information, it was approved.

Transferring funds from the Association checking account to the reserve fund was discussed. It was decided that the decision will wait to be made until after a meeting with MillerDodson on the Reserve Study.

Brandon reported that all lot owners have paid their 2023 dues.

NEW BUSINESS

June 10 Annual Members' Meeting

The library at 881 Davis Hwy, Mineral, Virginia, is being reserved for 10 am – 1 pm, with the meeting being scheduled for 11 am - 12:30pm. An agenda will be finalized over the next month and notification given to the Members.

Committees Update

Common Area Committee - Inactive members were removed from the committee.

Architecture Review Committee (ARC) - The President, Tina, proposed having a Board member (C.J.) on the committee to assist in keeping them informed of Board decisions and to track actions and offer some accountability. It was suggested a form could be

developed that the requestor/ARC fills out anytime approval is requested from the ARC. This idea will be discussed with the ARC in the near future.

Department of Professional and Occupational Regulation (DPOR) Common Interest Community (CIC) Board License Renewal

Tina reported that she initiated renewing our license with the CIC Board for this year. She will notify us when she receives notification it's been renewed.

New Property Owners' Association (POA) Packet Requirements

Maureen, the Secretary, reported that a new Common Interest Community (CIC) Board form has been obtained that must be included with the packet. As a result of the new form and some new rules, some changes to the packet were necessary.

- Packet fees must now be paid at closing instead of when the packet is sent out. Wording on that was added.
- Information was included on what to do if an owner has a complaint for the SBPOA. This will be replaced with an official SBPOA Complaints Procedure and Complaint Form when approved.
- Text was added to reference the annual report being filed with the Common Interest Community Board and the license number. Notification was received that the license is in place (license number 0550010495).
- Articles of Incorporation are now included as required.

In addition, cleaner drawings of the dock areas are now included.

The Board will investigate putting the request for the Disclosure Packet on the Sunrise Bay POA web site.

Improved Board Processes

POA's Email

A dedicated email address has been set up for Sunrise Bay POA (sunrisebaylka@gmail.com).

Digital Files

Hard-copy POA documents are being transitioned into digital form and stored on a dedicated google drive. The President and Secretary have access to the drive.

Annual Training

The yearly attorney retainer fee provides for annual training. Also, the president has materials available from a previous training session that can be given to new Board members.

Transition "Binders"

Digital “binders” are being developed for the roles of main Board members. They include items such as account logins and dates of required actions. C.J. offered to investigate if software is available that will facilitate interactions.

Reserve Study

Next steps include:

1. Board members should continue review of the draft Reserve Study.
2. Board members should send questions or edits to Tina. She will summarize all comments.
3. The Board will meet to discuss.
4. Tina will get back with MillerDodson.
5. The Board will decide whether MillerDodson will be hired to help us put together a financial plan.

Docks

Tina visited the docks as much of the improvement/repair work has been done by the contractor. She found that some of the pilings’ solar light caps are broken. These caps help protect the pilings from water damage and keep the docks lighted for safety. They are available on line for around \$10 each. The Board agreed that lights should be replaced as needed on at least the outer piles and caps placed on the remaining piles to allow for longer pile life.

Sunrise Bay POA Complaint’s Procedure

A draft procedure and complaint form were distributed to Board members for review on March 19. There was a short discussion concerning determining the best way for complaints to be submitted. The regulations will be reviewed to determine requirements.

Actions

- Maureen will research the rules to determine if there are fixed rules on complaint submission and whether a form must be used and report back to the Board by Monday, April 3.
- Board members should forward their comments/edits and approval if there are no recommended changes to Tina by Friday, April 7.

UNFINISHED BUSINESS

Governing Documents

The three governing documents were sent for final legal review in September 2022. A response was received in mid-March. Tina and Maureen reviewed the suggested changes and the documents and a summary of changes were sent out to the Board Members for review on March 27. Next steps were discussed. The Board will review these final edits and will hold a special Board meeting Wednesday, April 12, at 5 pm to

address any concerns and finalize the documents. The Board will try to post the new documents for all the Members soon after that.

Our next steps after Board approval are to:

1. Post all three documents to the SBPOA website with access for Members only to view. Questions/comments to be sent to sunrisebaylka@gmail.com and will be answered and posted each week on a website FAQ document.
2. Mail ballots out, with 45-day notice of Annual Member Meeting, providing link to documents on the website, question/answer process, and voting instructions (members will have option of submitting ballots via email, proxy, or in-person at meeting).
3. Hold vote during Annual Member Meeting on June 10, 2023, to conclude voting and adopt restatements. If any governing document fails adoption, we will continue the iterative update process to get to a successful adoption.

Outstanding actions:

- Edit Articles of Incorporation to show a majority of all members is required for approval of revised and restated to this document.
- Get a definition of majority
- Determine if a leasee needs to be evicted by the Association, who pays for associated costs.

Barn Agreement Status

The requested updates have not been incorporated and latest version sent was the same letter as the original version from May of last year. The Board still hasn't heard back and will continue pursuing. Tina will send an edited letter to the Board for final review before sending to the Clawsons.

Executive Session

None

The meeting was adjourned at 6:12pm.

Maureen Kenny, Secretary
Sunrise Bay Property Owners Association