



Sunrise Bay POA

2023 Annual Member Meeting

June 10, 2023

Your Sunrise Bay Board

President - Tina Rulli

Vice President - Vacant

Treasurer - Brandon Gray

Secretary - Maureen Kenny

Director at Large - C.J. Gorkos

WELCOME! The meeting will start at 11:00.

Please sign in!

- **In Person** - sign-in sheet located in the room
- **Online** - put your name and Lot # in the chat

We have tech!

- The room mic is active so our Zoom attendees can hear you. Please keep the room quiet and don't talk over each other to ensure only one person is speaking (and heard) at a time.
- There is a speaker in the room so we can hear our Zoom attendees.
- The room video is active so our Zoom attendees can see you.
- There is a shared screen in the room so we can see our Zoom attendees.
- Each topic will have a time for questions. Hold until the end please.
 - In the room - Raise your hand and you will be called on.
 - Online - Put your Lot# and question in the chat. When called on, you can unmute yourself if needed.
- When we have a meeting vote:
 - In the room - Stand up until all are counted
 - Online - "Raise your hand" until all are counted
- We have much to cover and need to be out of the room no later than 1:00pm.



Agenda

11:00 – 12:30 ET

- Call to order
- Roll Call
- Approval of 2022 Minutes
 - 10/22/22 Special Member Meeting
 - 5/21/22 Annual Meeting
- Committee Reports
 - Common Area Committee
 - Water Quality Committee
- Amended & Restated Governing Documents' Results & Next Steps
- 2023 Budget & Financials
- New Business
 - Reserve Study Status
 - Association Next Steps
- Vacancies
 - Board

Committee Reports

Common Area Committee | Water Quality Committee

Amended & Restated Governing Documents

Recap | Results | Next Steps

Recap

- We have three governing documents:
 - Articles of Incorporation
 - By-Laws
 - Covenants (Declaration)
- These governing documents are now 15-20 years old
- Amending all three of these documents was initiated by the 2020 Board, continued with the 2021 Board, and finally brought to vote by the 2022 Board with our Association attorney's guidance
- Your ballot indicates your vote "For" or "Against" each of these three governing documents individually
- The voting process has entailed
 - A summary of changes to all three documents
 - A Redlined version of all three documents ("Redlined" version is a comparison of old and new verbiage)
 - A written process for questions any member needed answered to cast their vote
 - A written ballot to cast your votes
 - A Member Meeting for vote results

Results to Date

*2/3 properties = 59

59+ "For" = Pass
30+ "Against" = Fail

- **Articles** = Require 2/3* vote of properties
 - As of today, 31 For and 9 Against
- **By-Laws** = Require a majority of votes cast when a quorum present (meeting)
 - As of today, 26 For and 14 Against
- **Covenants (Declaration)** = Require an instrument (ballot) signed by owners of at least 2/3* of properties
 - As of today, 25 For and 15 Against

Next Steps

- Keep amended version voting open until we meet the 2/3 requirement
 - Follow up with members who have not turned in ballots (57 properties as of today)
 - Continue to answer questions property owners may have before submitting their ballot
- The amended-versions that pass will be finalized by our attorney and recorded.
- The amended-versions that fail will be addressed by the 2023 Board. Until they are, we will abide by the original outdated documents

2023 Budget & Financials

Budget | Actuals | Account Balances | Questions | 2023 Budget Approval

Where We Are

- We budget based on prior-year's actuals (looking backwards)
- Dues cover both operating budget expenses and Reserve contributions
 - Operating fund pays the bills
 - Reserve fund pays major repair and replacement expenses
- Members vote on the budget during the Annual Member Meeting
 - Today we will vote on the 2023 Operating Budget
- Operating costs have increased (inflation and repairs)
 - We've had to adjust contributions to the Reserve Fund to accommodate

Where We're Headed

- We are working on a funding plan that includes budget projections for 2024 and reserve projections for 2024 forward
 - Budget projections will account for inflation and additional expenses
 - A Reserve Study (required to be completed every 5 years by the Commonwealth of VA) will account for long-term repairs and replacements
- The Reserve Study will provide a known schedule for repair and replacement expenses
- In late 2023, members will vote on the 2024 budget



2023 Operating Budget

2023 Operating Budget

Sunrise Bay POA - 2023 Budget			
As of 5/31/23			
Category	2021 Actuals	2022 Actuals	2023 Budget
Utilities	(\$1,903)	(\$2,000)	(\$2,100)
Insurance (Liability)	(\$1,976)	(\$2,506)	(\$2,500)
Maintenance (Lawn Care, Storm Damage, etc)	(\$6,600)	(\$11,295)	(\$14,400)
Postage and Supplies	(\$73)	(\$434)	(\$500)
Entrance way support	(\$48)	\$0	(\$50)
Accounting Services/Software	(\$300)	(\$574)	(\$1,134)
Web site Tony Smith	(\$240)	(\$264)	(\$260)
Taxes Fed & State	\$0	\$0	\$0
Common Area Repairs	(\$3,822)	\$0	\$0
Annual Report State Corporation Commission Fee	(\$25)	\$0	(\$25)
Common Interest Community Board License Fee	\$0	\$0	(\$75)
P.O. Box renewal	(\$166)	(\$198)	(\$200)
Annual Meeting Committee (post meeting event)/ Meals	\$0	\$0	\$0
Facility Rent Annual Mtg	(\$100)	(\$100)	\$0
Annual Block Party	\$0	\$0	\$0
CNA Surety Bond Ins.	(\$234)	(\$234)	(\$234)
Legal fees	(\$4,743)	(\$4,650)	(\$4,000)
Misc	(\$204)	(\$401)	(\$400)
Zoom Account	(\$15)	(\$157)	(\$160)
Reserve Study (every 5 years)	\$0	\$0	(\$2,750)
Total Expenses:	(\$20,450)	(\$22,814)	(\$28,788)

Sunrise Bay POA - 2023 Budget vs. Actuals			
as of 5/31/23			
Category	Budget	Actual	Variance
Utilities	\$2,100	(\$897)	\$1,203
Insurance (Liability)	\$2,500	\$0	\$2,500
Maintenance (Lawn Care, Storm Damage, etc)	\$14,400	(\$4,800)	\$9,600
Postage and Supplies	\$500	\$0	\$500
Entrance way support	\$50	\$0	\$50
Accounting Services/Software	\$1,134	(\$958)	\$176
Web site Tony Smith	\$260	\$0	\$260
Taxes Fed & State	\$0	\$0	\$0
Common Area Repairs	\$0	(\$28,481)	(\$28,481)
Annual Report State Corporation Commission Fee	\$25	\$0	\$25
Common Interest Community Board License Fee	\$75	(\$90)	(\$15)
P.O. Box renewal	\$200	\$0	\$200
Annual Meeting Committee (post meeting event)/ Meals	\$0	\$0	\$0
Facility Rent Annual Mtg	\$0	\$0	\$0
Annual Block Party	\$0	\$0	\$0
CNA Surety Bond Ins.	\$234	(\$234)	\$0
Legal fees	\$4,000	(\$4,999)	(\$999)
Misc	\$400	(\$8)	\$393
Zoom Account	\$160	(\$112)	\$48
Reserve Study (every 5 years)	\$2,750	(\$2,750)	\$0
Total Expenses:	\$28,788	(\$43,328)	(\$14,540)

Operating Account 2023

Here's where we stand in operating funds

	2023
Balance as of 6/9/23	\$49,329.23
2023 Remaining Expenses	\$13,941.00
Account Balance	\$35,388.23
Transfer back to CD (Reserve Fund)	\$10,078.14
Open New CD (2023 Reserve Fund Contribution)	\$10,000.00
Account Balance	\$15,310.09

Reserve Fund 2023

As of 6/9/23

	2023
CD #1	\$25,792.23
CD #2	\$25,951.11
TOTAL	\$51,743.38



Next Steps

- We are putting together the funding plan to cover the budget (bills) and repair/replace the docks and other Common Area items
- We will have a Special Member Meeting in August/September to discuss the funding plan and vote on the 2024 Budget

Questions & Approval



Vote is for 2023 Budget

New Business



Reserve Study Status



Where We Are

Reserve Fund

- Reserve Studies are required every 5 years
 - Our last (and only) one was February 2009
 - We missed 2014 and 2019
- We are coming up on our first 20-yr age mark as a Community
- We “own” more than just docks that draw from Reserves
- We have never had a professional Reserve Study performed
- We have no data projecting out-years so we can plan and fund for “what’s coming”



Where We're Headed

Reserve Fund

- An established Reserve Study, based on professionals' data, that identifies our entire inventory and schedule for upcoming major repairs and replacements.
- Reserve funding plan that meets the repair and replacement schedule, mitigating need for Special Assessments.
- Board's annual review and adjustment of the schedule and funding plan to ensure we remain on track.
- Member's annual review of the funding plan and vote for the *following* year's budget during the Annual Member Meeting.

Reserve Study Status

- Hired Miller+Dodson to perform Full Baseline study
 - Lists Common Area Site Items Inventory
 - Establishes 40-year repair and replacement schedule
 - Establishes a funding plan to meet that schedule
- Incorporating Reserve Study results in with our operating budget projections to put together the funding plan to present to the members when voting on the 2024 Budget

Association Next Steps

- Special Member Meeting in August/September
 - Understand Reserve Study Results
 - Review Proposed Funding Plan
 - 2024 Budget vote
- Governing Documents
 - Continue answering questions needed for members to cast remaining votes
 - Provide status at next Member meeting

Vacancies



Board Member | Committee Needs



Board Member

- We have one vacancy to fill
- Term is three years
- Office held is determined at first Board Meeting (within two weeks)
- Offices are President, Vice President, Secretary, Treasurer, Director at Large
- You do not need to be local to be on the Board

Committees

As of April 2023

Architectural Review	Common Area	Communications (formerly Web Master)	Navigation and Water
Gary Clawson (Chair) Andrew Seelinger (Secretary) Nick Rulli (Reviewer)	Charlie Passut (Chair) Andy Seelinger Don Radeke	Tony Smith Lorraine Smith Tina Rulli	Charlie Passut Rob Boyer

Description	Description	Description	Description
(See the SBPOA Covenants for more detail) The Architectural Review Committee serves the community by regulating and approving the external design, appearance and locations of improvements on our lots.	The Common Area Committee serves the community by ensuring our Common Areas (A, B, C, and D) are at their best for the use, enjoyment, and safety of our members. This Committee is the advocate of our Common Area, docks, slips, and parking policies, procedures, maintenance, and safety for our Property Owners and their liaison to the Board. They handle Common Area contract and repair services, quality control, and issue response.	The Communications Committee serves the community by establishing channels for the members to stay informed and connected. This includes the website, social media, Nextdoor, and email communication channels.	The Navigation and Water Committee serves the community by participating in LACA water sampling and monitoring 4 times a year. The primary goal is to provide a report on water quality for the annual meeting, and notify the Board when we have high algae or e coli levels so an alert notification can be sent to our members. This committee also fields issues and questions re: Foremost Creek.

Meeting Adjourned



Thank you!