



Sunrise Bay Property Owners' Association

Board of Directors Meeting

August 21, 2023

Zoom Meeting (Virtual)

4:30-5:30 pm EST

The Board of Director's meeting was called to order at 4:30 pm by Tina Rulli. In attendance were Carl J. (C.J.) Gorkos, Brandon Gray, Stashia Van Deusen, Maureen Kenny, and Tina Rulli. A quorum was met for the meeting.

Brandon Gray officially offered his resignation from the Board during the meeting, 8/21/23, due to family commitments and offered to assist in the transition of the treasurer duties. C.J. Gorkos will act as treasurer until a replacement is identified.

No previous meeting minutes needed to be approved.

Financial Update

a. Transition of Brandon

C.J. and Brandon met Friday, 8/18/2023, to talk about transitioning the treasury duties and files. The transition should be completed by mid- September. The QuickBooks software account will also transition to use one Sunrise Bay login with potentially multiple (Board) user access and one administrator. Brandon has researched and recommended that the QuickBooks online advanced version be obtained to facilitate dues' collection and tracking and budget activities. Brandon and C.J. will investigate the pricing and options available for decision and inclusion into the 2024 budget.

b. Income Reporting

Since our dues are due January 1, the income is received across multiple years and is currently confusing as reported on the Balance Sheet. It was decided by the Board that income received will be logged in QuickBooks so that the reports clearly show the income breakdown for different-year dues, POA Packets, etc. instead of showing one total income amount that is confusing to members.

New Business

a. Professional Management quotes

Tina reached out to several Professional Management organizations to investigate what the costs would be to have a management company assist with the treasurer and administrative duties for Sunrise Bay. She hasn't heard back yet. Meanwhile, Tina will send out a request for a member to join the Board to become treasurer and fill the vacancy.

b. Board Training

Sunrise Bay's retainer with our law firm includes 2 hours per year where a lawyer will attend a meeting of our choice, including providing Board training. Tina recommended that we select Board training this year, preferably in October or November and the Board agreed. However, we will make a final decision as to how best to use those hours after the September special member meeting, in case we don't have budget or dues closure and yet another Member meeting is required this year.

c. SCC, CIC, CWMEB Notice of New Treasurer

Our law firm, CWMEB, has been notified of our change of Treasurer. Within 30 days of Brandon's resignation date, forms must be submitted to SCC and CIC identifying who will be assuming the office of Treasurer. The forms are online and will be submitted by September 22, 2023.

d. Cul-de-Sac Repair on Sunrise Bay Drive

On the D side of Sunrise Bay, the road in the cul-de-sac was damaged by heavy trucks working in that area. Tina has put in a request with VDOT to get it repaired.

e. "Bellmont" Street Sign Replacement

The Belmont Road street sign on the corner of Belmont Road and Cedar Hill Drive has Belmont misspelled. Maureen will check with Spotsylvania County to see if they are the ones who correct street signs. Tina will send the location and a picture to Maureen.

Old Business

a. September Special Member Meeting

For the September meeting the 6/30/2023 budget vs. actuals will be used unless we can get caught up through August. The 6/30 budget vs. actuals have been verified by Tina and Brandon. Notice of the meeting will be sent out by September 1.

b. Governing Documents:

The amended and restated By-Laws don't get recorded with County; just a Board Member signature is needed. Tina has the language from our attorney and will sign. The signed version will be posted on the Website.

The amended and restated Articles of Incorporation have to sync with the By-Laws. Therefore, it is important that the updated Articles get approved. Our lawyer stated that the Articles are still open for voting until the September 30 Member meeting. Tina, Stashia, and Maureen will work with the Community on getting vote approval. We also need to remove votes from Members who have sold their properties while voting is open, and reach out to the new Members.

The Declaration doesn't require another meeting and can stay open until 2/3rds of current Member approvals have been received. We also must track any Members who sell while voting is open, as only current Member votes count. The Declaration only requires an instrument that is signed by the approving Members so it can be recorded along with the Declaration. We recently learned the current language on the voting ballot is insufficient. Our attorney is writing up a new signature page to be signed by those approving the revised Declaration. Since we are struggling to get enough interest from Members to even vote, for now we will focus on approvals for the Articles' deadline first and let the Declaration vote remain open. We will provide an update at the September 30 meeting and discuss next steps at the next Board meeting or Board Training.

c. Lot 4

The Board has received the approved letter from the Clawsons on lot 4 and their agreement on the public and Association's use of their barn. The signed letter was forwarded to the ARC (Andy Seelinger) to maintain in Lot 4 files, and the Association's use of the barn will be included in the next update to Members.

The meeting was adjourned at 5:31 pm.

Maureen Kenny, Secretary
Sunrise Bay Property Owners Association