



Sunrise Bay Property Owners' Association

Board of Directors Meeting

November 1, 2023

Zoom Meeting (Virtual)

4:00-5:00 pm EST

The Board of Director's meeting was called to order at 4:00 pm by Tina Rulli. In attendance were Stashia Van Deusen, Maureen Kenny, and Tina Rulli. C.J. Gorkos, not in attendance, gave his notice of resignation on October 16, 2023, upon the sale of his lot. As noted in prior minutes, Brandon Gray had previously offered his resignation. A quorum was met for the meeting.

Financial Update

- a. *Resignations* - Brandon's resignation was effective August 21, 2023; his name will be removed from the signature card at Truist Bank. C.J.'s name (C.J. was acting as Treasurer upon Brandon's departure for a short period) was never added to the signature card. SCC, CIC, and CWMEB have been notified as required.
- b. *QuickBooks Software* - The QuickBooks financial data files will be saved and kept onto a new hard drive. A simple version, QuickBooks Online, is being used until the new financial manager comes aboard in January 2024.
- c. *2024 Annual Assessments* - Email and U.S. Mail notices went out to members about the dues increase. The U.S. mail notice included a paper invoice, and emailed invoices will be pushed within the next week. Tina will be using QuickBooks to generate statements and email all future reminders.
- d. *Financial Manager Contract Review* – Our POA lawyer reviewed and made suggested changes to the financial manager contract. Those edits were agreed upon during this meeting and Tina will send them to Real Property Management, Inc. (RPM). Tina is still waiting to receive all of the quotes from our insurance carrier to possibly add additional coverage needed by the financial manager firm. Pending the cost of that additional insurance, and RPM requirements, we may not be able to afford hiring them.
- e. *2023 Budget vs. Actuals* – The October expenses have not been reconciled yet; but there were no unexpected expenses in October.

New Business

- a. *New Government Form to File* – The Corporate Transparency Act’s Beneficial Owner’s Information Report requirements may impact associations. If required, our POA law firm, Chadwick Washington, should be sending us the form to complete. The Association will be required to complete and submit it annually.
- b. *New Written Policies* – As part of the transition to a professional Financial Manager, the Association needed to have clear policies in place regarding the budget process and assessment collections based on the authorities of our governing documents and association law. The Board, therefore, developed three new policies for discussion at this meeting, resulting in the following:
 - i. *Assessment Collections Policy* – The Board voted to adopt this policy, effective today.
 - ii. *Annual Budget and Reserves Policy* - The Board voted to adopt this policy, effective today.
 - iii. *Architectural Review Committee ARC Submission Agreement* - This document combined two existing ARC checklists into a single, less confusing document that will be sent to ARC for review. When completed, it will replace the two documents presently included in the resale certificate packet for new owners and will be posted to the Association website.
- c. *Fall Community Event* – The possibility of holding a community potluck was discussed. Further discussion will be held outside of this meeting.
- d. *Suggestion of Formation of Rules Committee at Special Member Meeting* – Board members agreed that until we identify replacements for the open Board positions, no new committee will be considered for formation.
- e. *Landscaping Contract Bids* – Charlie Passut is getting proposals for next season’s service.
- f. *Development of Welcome Letter for New Owners* – Tina proposed developing a welcome letter(s) for new lot owners. The Board will consider this idea.

Old Business

- a. *Cul de Sac Street Repair on Sunrise Bay Dr. Status* - Tina will follow up with VDOT on the status of this repair.
- b. *“Bellmont” Street Sign Spelling Correction Replacement Status* - Stashia says she noted the correction has been completed.
- c. *Governing Documents* – Tina proposed holding a Town Hall meeting as the next step in moving toward consensus on updated Articles and Covenants; the Board concurred. Tina also passed on that she investigated the “Votehoanow.com” site that was recommended by our POA law firm. This site offers secure association voting online for a fee. This would be very useful to make voting easier for our members.

The meeting was adjourned at 5:02 pm.

Maureen Kenny, Secretary, Sunrise Bay Property Owners Association