



Sunrise Bay Property Owners' Association

Board of Directors Meeting

February 12, 2024

Zoom Meeting (Virtual)

4:00-5:00 pm EST

The Board of Director's meeting was called to order at 4:10 pm by Tina Rulli. In attendance were Stashia Van Deusen, Maureen Kenny, and Tina Rulli. Presently, there are two vacancies on the Board. A quorum was met for the meeting.

Meeting minutes approval is up to date.

Financial Update

Budget vs. Actuals

The president, Tina, anticipates receiving by the 20th of each month budget numbers from the new Sunrise Bay POA financial manager, Mark Marshall of Real Property Management (RPM). In January, the POA spent \$1,500 to renew our legal retainer contract and \$400 for the financial manager fee. The budget is on track.

Account Balances

To facilitate the transition to the financial manager, the certificates of deposits and accounts were closed and moved to the financial manager. As of January 31, balances are:

\$45,518.10	Operations
\$98,672.45	Reserve

Dues

As of January 31, 24 properties are remaining to pay yearly dues. One property is under contract and should be paid at closing. Some owners who mailed payments between 12/26 and 12/29 appear to have been lost somewhere in the postal system. Tina checks the P.O. Box weekly and we are in touch with the owners and financial manager on this issue. Presently, the grace period extension to March 1 was put in place in consideration of the increased dues amount (for 2024 only). A motion was made to extend the grace period another 30 days to April 1 due to the mail situation and the transition to RPM. The motion passed, and impacted owners will be notified.

Old Business

Portal Status

The new financial management member portal is now active. The Board needs to make a review of what's contained on this site and what's on the existing Sunrise Bay website and make decisions on how to handle, if at all, duplications. Also, a link to the new portal is needed on the POA website. We will discuss this at the next meeting and leave duplicate data on both for the present.

POA Packets

RPM is now handling the maintenance and distribution of the Resale Certificates. They use a third party to request them.

Tax Preparation

Taxes are completed and no payments are due. They will be signed and filed by Tina.

Decision to Retire Quickbooks Online

As the accountant and financial manager don't need Quickbooks, and all account activity is now managed by RPM, Tina reconciled and closed all information off of Quickbooks and cancelled the service. This will save the POA \$30 per month.

New Business

Review Duties and Action Calendar for 2024

- Tina prepared an action calendar to trigger actions throughout the year. It was very well received by the Board!
- Tina updated the duties description for Board members. They needed to be revised due to the addition of a financial manager.
- Tina will work with Mark as to how best to ensure our contact list stays up to date.

Mailbox Move Status

Tina will follow-up with the Post Office on whether or not some mail boxes may be required to be moved to the other side of the street as demanded by the mail carrier. She will report back to the Board.

Dock Repairs Scheduled for 2024

The new boards installed last year on the docks had to weather before they could be stained. Therefore, they need to be power washed and stained this year. Also, the pathway dock's pilings need to be checked for stability. Quotes will be obtained for these repairs. We have \$10,000 in the operating budget and \$10,000 from the reserves budget allocated to making these dock repairs in 2024.

Structural Engineer Report in 2025/2026

The Board agreed a structural engineer should be retained to analyze our docks in 2025 or 2026 to ensure our funds are used in the best and most efficient way. The engineer

will examine the structure and layout and the report will be used to prioritize piling repairs needed and any option for a more functional layout.

New Gate Code

The Board will revisit this item around April 1. If all property owners have paid their dues, there is probably no need to change the code. However, if there are still some payments outstanding, the code may then be changed.

Spring Clean Up

Tina proposed having a community spring cleanup; the Board liked this idea. Email will be used by the Board to choose a good date for this, working around the landscaper cleanup work and dock repairs.

Old Business

Amended and Restated Articles and Declaration Delay

Due to the inability to get enough members to participate in these votes and a current board of only three members, a motion was made to delay the town hall meeting discussed at the last Special Member Meeting until possibly the fall. The decision also included that only the Articles would be discussed and only if the Board is healthy (has at least four Board members). The motion passed.

The meeting was adjourned at 5:07 pm.

Maureen Kenny, Secretary
Sunrise Bay Property Owners Association