

News to the Members

From the Sunset Bay Board of Directors

September 27, 2010

www.sunsetbayhoa.org

This newsletter is being brought to you by the Board of Directors to provide you an update on the many positive happenings at Sunset Bay over the past 12 months.

The Board of Directors of the Sunset Bay Homeowners' Association is elected by the property owners of Sunset Bay to voluntarily serve its needs and those of our neighborhood. Since the 2009 election, your Board has worked diligently and effectively for neighborhood improvements, well beyond the call of duty for voluntary, unpaid service. There have been significant accomplishments during the year and we do appreciate your continued support and look forward to any comments that you may have.

ANNUAL MEMBERSHIP MEETING - First of all, we do hope that each of you will be able to attend the upcoming Annual Meeting of the Sunset Bay Homeowners Association which will be held at the Hampton Inn in Gretna, Virginia on October 16, 2010 at 1:00 PM.

ADOPTION OF NEIGHBORHOOD PUBLIC STREET MAINTENANCE BY THE STATE – A major objective of the Sunset Bay Home Owners Association (SBHOA) was to improve pavement and roadside maintenance while avoiding future costly assessments to the individual owners for repaving needs. The VDOT state requirements for adoption, including guardrail installation, minor pavement patching, provision of \$30,000 in bond funds, and completion of a required grace period were all accomplished. Our streets were adopted by the State August 17, 2010, and the encumbered bond funds are scheduled to be released back to the SBHOA by the end of September, 2010.

2011 BUDGET AND DUES – The board is in the process of developing the 2011 Budget. Details of the financials and budget will be presented at the October 16, 2010 Annual Members Meeting.

SOME GOOD NEWS – Now that our neighborhood's streets have been adopted by the State, there is significantly less need for adding to and maintaining a large reserve fund. The expected release of the \$30,000 bond back to the HOA in late September 2010 will replenish our reserve fund. Consequently, the Board will be ***ANNOUNCING A REDUCTION IN DUES*** early in 2011 upon further examination of financial details & development of the 2011 budget. **MORE DETAILS TO COME** in October!

VIRGINIA PROPERTY OWNERS' ASSOCIATION ACT – The board takes its responsibility seriously and recently spent significant time reviewing the updated Title 55, Chapter 26, Code of Virginia, 2010. This Act outlines the legal and regulatory responsibilities of the board members individually and as a collective body. To ensure that we are meeting all of the legal and regulatory requirements and that the Sunset Bay Covenants and HOA Bylaws are in compliance with this newly enacted law, the board recently met with a Lynchburg Attorney (Jim Richards) who specializes in advising HOA Boards.

BOARD AND PROPERTY OWNER COMMUNICATIONS - Part of the role of the Sunset Bay Board of Directors is to receive and respond to feedback from any HOA member. Personal contact information for each Board member is made available on the SBHOA website (www.sunsetbayhoa.org) and has been included in most all member correspondence in order to

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encourage feedback and make it easy for you to access each and every board member. We strive to provide transparent oversight for the well-being of the Association's on-going operations and assets and to plan for the future needs to ensure the long term success of our neighborhood.

We have taken a position to respond in a timely manner to comments and questions. We also have taken the position that anonymous or unsigned communication regarding the Association is unorthodox at best and does not deserve a response. We encourage and invite all members of the HOA to communicate comments or concerns to the board in an open and constructive manner.

SUNSET BAY ROADSIDE AND COMMON AREAS MAINTENANCE – Mowing and Landscape specifications were developed by the Sunset Bay Landscape Advisory Committee and mailed in late winter to solicit bids from six mowing/landscape companies. The low bid was received from Eden Environments, an insured company that has a long track record serving numerous Lynchburg neighborhoods and Runaway Bay at Leesville Lake. The contract for service was awarded to Eden just prior to the 2010 mowing season. Maintenance service has been excellent, including performance of low-cost extra work required for the State's adoption of our streets and for on-going overgrowth maintenance.

The Board is striving to achieve a balance among appropriate neighborhood appearance, repair, maintenance, and cost containment within the SBHOA budget. The landscape committee has recently overseen a major clean-up of all common areas in our neighborhood. The board will strive to maintain this much improved appearance of Sunset Bay, going forward.

The Board recently received a written request by a property owner to increase the frequency of common areas mowing. This request was properly addressed at a recent Board meeting. The Board voted unanimously to continue the current frequency of mowing for the remainder of this year, but to evaluate increasing the frequency of mowing next year to better match the growing seasons, as opposed to a strict schedule.

INDIVIDUAL LOT BUSH HOGGING – During the 2009 Annual Members Meeting, there was some discussion about the policy of the HOA Board regarding property owners being required to bush hog their lots. It was reported at that meeting, that neither the Covenants nor any Board policy requires property owners to bush hog their lots.

The Board was asked by a property owner to consider having the HOA assume the financial responsibility of bush hogging those lots that are more visible as one travels through the entrance of the subdivision. This request was properly addressed at a recent Board meeting. The Board voted unanimously that bush hogging should remain the responsibility and at the discretion of the individual property owner and further, that this expense not become a financial responsibility of the entire HOA membership.

As earlier promised by the Board and to help coordinate individual bush hogging efforts, the Landscape Committee surveyed the membership to determine if any property owner(s) were interested

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in having their lot bush hogged. The contact information of interested property owners was provided to Eden Environments and they in turn provided individual quotes directly to the property owner(s) to perform the desired bush hogging. Any such transaction was between the individual property owner and Eden. The Landscape Committee is prepared to coordinate similar requests as needed.

RESERVE FUND POLICY – The Board is in the process of developing a Reserve Fund Policy to ensure that funds are available to take care of the future maintenance of assets that normally wear out over time. Fortunately, the maintenance of our subdivision public streets has now been taken over by the VDOT. However, the HOA must plan for normal maintenance and repair of neighborhood private paved areas such as the boat trailer parking area and the road that accesses the boat launch area. Other significant assets that will need on-going maintenance or replacement including the entrance signage, the fence and gravel for the boat storage yard, the SBHOA dock and boat ramp. Having reserve funds available when these repairs become necessary will prevent us having to implement periodic property owner assessments. We do not anticipate a large amount to be placed in the reserve fund annually.

ARCHITECTURAL COMMITTEE EFFORTS – The board would like to offer a special thanks to Board Member Dale Sharp and property owners David Grider and Al Wight who serve on the Architectural Committee. They met earlier in the year to review and approve plans by several property owners for the removal of trees on their personal property.

This committee also met multiple times to review and ultimately approve the Kuhrtz family's house and landscaping plan. Their new home is now under construction.

LANDSCAPE ADVISORY COMMITTEE EFFORTS - The board would like to offer a special thanks to Board Member Andy Hensley, Property owner David Johnson and Board Member Jim Nelson who serve on the Landscape Advisory Committee. They met multiple times this year to solicit bids and recommend a firm to perform common area mowing services.

This committee also met many times to identify and approve plans for spring and summer clean up projects. Their oversight of these projects proved to be very successful in removing unwanted overgrowth, replacement of the rip rap stone along the road that leads to the boat launch area, tidying up of the entrance and boat launch planted areas and the removal of most of the deteriorating white fences along Rose Street.

VOLUNTEER ACCOUNTING, BILLING AND REQUIRED FILING - The board would like to offer a special thanks to Wayne Wilkins, Treasurer who personally manages the billing, collections, banking, income tax preparation and other required filings on a volunteer basis and at no expense to the HOA. Most HOA's have employed staff available to perform these functions and these volunteer efforts save the HOA approximately \$5,000 annually. The board does maintain an on-going relationship with a CPA to review the year end financials and provide external oversight. That oversight has found the financials to be in order.

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There have been many successes over the past year. Those successes are directly attributed to a group of individual board members who are committed to work well together for the collective good of all property owners and the HOA!

Thank you....

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