Sunset Beach Improvement Association
Bylaws Restated September 2026

1) Bylaws: The Bylaws outline the responsibilities, procedures and management structure of the organization known as the Sunset Beach Improvement Association (SBIA) and associated Board.

2) Purpose: The purpose of the SBIA organization is:

a) to make reasonable effort to maintain the Common Areas including but not limited to the shared road around the neighborhood, the emergency access roadway to Shell Road and the path and stairs to the beach.

b) to encourage, and where possible, facilitate cooperation and communication with residents as may seem necessary for the responsibilities of the SBIA and to contribute to the betterment of the community.

3) Membership and Voting: Membership in the Association shall include, and shall be limited to, all Owners of any developed or potentially developable residential Lot(s) located within the Development. Upon becoming the Owner of a Lot, each Owner shall automatically be a Member of the Association and shall remain a Member until such time as Lot ownership ceases for any reason. "Owner" shall mean the record holder or holders of title, if more than one, to any Lot in the Development.

a) Active Members are those Owners who have paid the current Fiscal Year's Dues.

b) Owners of Multiple Residences and Owners of potentially developable Lots are responsible for paying Dues for each residence and/or potentially developable lot.

c) Each Active Member shall have 1 (one) vote in matters related to the SBIA for each Sunset Beach Property owned (Residence or potentially developable Lot) for which they have paid the current Fiscal Year's Dues.

4) Fiscal Year: The Fiscal Year for the Organization shall be October 1st through September 30th, to align with the Annual Business Meeting.

5) Membership Meetings: There will be an Annual Business Meeting ("Annual Meeting") held on Sunday of each Labor Day Weekend and will be open to all Owners.

a) The presence at any meeting, in person or by proxy, of Members entitled to cast at least thirty percent (30%) of the Total Voting Power (Active Members) shall constitute a quorum for the transaction of any business (67 total potential Active Members -- 30% is 20 members).

b) The agenda for the Annual Meeting will include a review of the prior year's expenses, current account balance, proposed budget for the following year, and proposed changes (if any) to the Annual Dues for the following year. Budget summaries for the previous year and proposals for the following year will be sent out to all Owners approximately thirty (30) days prior to the meeting.

c) Active Members will be asked to vote on the proposed budget for the following fiscal year and the associated Annual Dues. Approval of the proposed budget will be by majority vote of the Active Members attending the Annual Business Meeting provided there is a quorum at the meeting.

d) Inactive Members may choose to become Active Members during the Annual Meeting by paying the Dues for the current fiscal year before the start of the meeting. By doing so, these new Active Members would have a vote during the Annual Meeting taking place and will be counted in the quorum.

e) Additional Owner Meetings may be called as considered necessary. Owners shall be given approximately a 30-day notice of any SBIA meetings scheduled.

f) Sunset Beach Residents that are leasing or renting homes (non-Owners) in the neighborhood are welcome to attend Membership Meetings but are not eligible to vote.

6) Dues and Spending: All Owners are asked to pay Annual Dues to enable the SBIA to pay for reasonable maintenance and repair of the Common Areas and to fund reserves for future major repairs and replacement.

a) The amount of the Annual Dues will be agreed to by majority vote of those Active Members attending the Annual Meeting if there is a quorum at the meeting.

b) The amount of Annual Dues will be determined based on the balance in the account and accepted budgetary expenses for the upcoming year(s). If the Board expects an increase in budgetary expenses for the coming year(s), the Board may propose increasing the Annual Dues during the Annual Business Meeting. An increase in the Annual Dues amount of 20% over the prior fiscal year will require a majority vote of all Active Members. If the membership votes to increase the Annual Dues a notice will be sent to all Owners.

c) A statement for the Annual Dues will be provided to all Owners following the Annual Business Meeting. Annual Dues are due on October 15th each year and should be returned to the Treasurer or designee.

d) Dues will be deposited in the SBIA Fund which will be kept in a FDIC insured bank account managed by the Treasurer of the SBIA board. Checks written from The SBIA bank account will have a minimum of two signatories from the SBIA Board or electronic approval/verification by another board member. Records will be kept by the Treasurer. The Treasurer will review the status of the account at each SBIA Board Meeting.

e) The Board has approval to spend SBIA funds to execute against the approved budget. If during the fiscal year the Board feels it is necessary to spend funds not covered in the budget to address maintenance, emergency repairs or other urgent issues, the board will be limited to spending $5,000. If at any time there is a need to spend more than $5,000 (outside of what is approved in the Budget), the Board will ask the Owners for approval, either during a General Meeting or by sending out notices and requests for approval by mail. Approval will require a majority vote of the Active Members.

7) Board of Directors: The SBIA will have a Board of Directors that will provide oversight of the Common Areas and manage the SBIA budget and associated expenditures.

a) The Board of Directors shall consist of five (5) or (7) seven Active Members or their Authorized Resident Representative depending on the number of volunteers willing to run for the Board in any given year. An Authorized Resident Representative is a fulltime resident who is authorized by the owner to be on the SBIA board. There will never be a majority of Authroized Resident Representatives on the board.

b) Elections: Nominations for the Board of Directors can be made by the Board or any Active Member. Nominations should be received in writing by the Chairperson or Secretary at least 15 days prior to the Annual Meeting. Nominations may also be accepted during the Annual Meeting if approved by a majority of Active Members attending the meeting. Only Active Members may run for the Board. Nominees will be asked to introduce themselves to the Members during the Annual Meeting, or to submit a written introduction to be read by the Chairperson or Secretary during the meeting. Election of the Board shall be by majority vote of those Active Members attending the Annual Business Meeting as long as there is a quorum at the meeting. If there is not a quorum of Members in attendance at the Annual Meeting, ballots will be distributed to all Active Members, and returned ballots will be counted and reported by (2) two Active Members designated by the SBIA Board. Results of any SBIA elections will be announced as soon as practical.

c) Terms: Board members shall stand for re-election every (3) three years.

d) Duties for the Board of Directors: The Board of Directors will act on behalf of the Association. The officers of the Association shall consist of a Chairperson, a Secretary, and a Treasurer (which may be alternated between directors). The officers shall be elected by the Board of Directors at the next board meeting following the Annual Meeting. The Chairperson will preside at meetings of the Association and Board of Directors. The Treasurer will maintain a record of receipts and expenditures, deposit and disburse funds for authorized expenses, and prepare and distribute financial statements during and/or in conjunction with the Annual Meeting. The Secretary shall keep accurate records of all meetings of the Association and Board of Directors and general correspondence of the Association. A Board Member shall be responsible for Communication. This Board Member will ensure proper notice is given regarding the Annual Meeting and will update the neighborhood on any relevant news items affecting the neighborhood. The Board is responsible for reviewing the past year's projects and related spending and the proposed plans and associated budget for the following year at each Annual Meeting. The Board will maintain a current roster of names, phone numbers and addresses of all Members. All SBIA records shall be open to inspection by any Active Members at reasonable times and places and with reasonable notice.

e) Board of Directors Meetings: The Board of Directors shall meet quarterly or more often as required to address community interests. Board meetings shall be held on a date set by consensus of the board. All Board Members shall receive at least a 10-day notice of regular board meetings and receive advance notice of proposed agenda when possible. A quorum of the board is three (3) or four (4) members depending on the total number of board members at the time. Active Members are welcome to attend Board Meetings to raise issues or concerns. Members should contact a Board member to inquire about upcoming meeting schedules and to inform the board of the topic they would like to cover during the meeting. The Active Member will be asked to attend a part of the next SBIA Meeting to discuss the requested topic. Members are also welcome to raise questions, issues, or concerns with any member of the Board at any time throughout the year.

8) Rules of Order: Any procedure not specified by these Bylaws shall follow Roberts Rules of Order 10th Edition, Newly Revised except when the matter may be considered in a timely manner at an Association Meeting.

9) Bylaw Updates and/or Amendments: These Bylaws may be updated, revised and/or amended as needed by a majority vote of the Active Members.

10) Vote by Proxy: At all meetings of the Members, each Active Member may vote in person or by proxy. The proxy can be given to another Active Member, or family representative, to vote on their behalf. Any duly executed proxy continues in effect until the meeting is adjourned.

a) All proxies must be in writing, executed by the property owner themselves, or by their duly authorized attorneys, and be filed with the Secretary of the SBIA at or before the meeting of the Members.

b) The validity of a proxy shall be verified by an officer of the SBIA at the meeting or when otherwise presented.

c) All proxies shall be filed with the Secretary of the SBIA. If a proxy shall authorize the holder to vote at any meeting, it shall be sufficient authority for the holder to vote at any adjournment of such meeting.