

**SUNRISE MASTER ASSOCIATION
MINUTES OF THE BOARD OF DIRECTORS MEETING**

December 16, 2015

BOARD OF DIRECTORS: Sloan Clack, Monica Gildea, Fred Goehler, Brenda Pearson
Eric Corliss – Absent

Association Management: Angie Orr – TMT – Senior Director, Large Scale Management
Kathy Berrens – TMT – Community Association Manager

1. Call to Order and Confirmation of Quorum

President Sloan Clack opened the meeting at 4:00 p.m.

2. Consideration of Agenda – None

3. 20-Minute Open Forum and Homeowner Comment Period

Udo Mehlberg – 134th Lane E

Udo congratulated Kiara on updating the SMA website. Kiara did a fantastic job.

Pam Winslow – 163rd St Ct E

Pam Winslow provided the board with pictures of trees and bushes in the common area next to her home. Pam is requesting that the SMA look into removing the trees and brush and lighting the area, she feels this is a hiding area for the drug activity in her neighborhood.

Kathy from TMT told Mrs. Winslow that she will be meeting with WSP and they are going to visit the site and assess the situation and be back in touch with her and the Board.

Moyra Jordon – 133rd Ave E

Moyra Jordon is requesting a meeting with the board regarding her appeal for the painting of her home. Angie from TMT told Mrs. Jordon that she will set up a meeting with the board, but it will be after the 1st of January.

4. Review and Approval of October 21, 2015 Board Meeting Minutes

Motion to approve the October 21, 2015 board meeting minutes was made by Brenda Pearson, Seconded; Fred Goehler – Approved 4/Opposed 0

Review and Approval of November 18, 2015 Board Meeting Minutes

Motion to approve the November 18, 2015 board meeting minutes was made by Brenda Pearson, Seconded; Fred Goehler – Approved 4/Opposed 0

5. Presidents Report – Nothing to report

6. Financial Information and Management Report

- a) **November Financials** – Angie from TMT requested to table November 2015 financials until next month.

Motion to table the review and approval of November 2015 financials until January 2016 board meeting was made by Sloan Clack, Seconded; Monica Gildea – Approved 4/Opposed 0

7. Unfinished Business

a) **Fence Replacements** –

- i. Meadows – The board signed Consent in Lieu of Meeting document
- ii. Silverwood – The board signed Consent in Lieu of Meeting document
- iii. The Rim & Silverwood – The board signed Consent in Lieu of Meeting document

b) **Office Copier Proposal** – The board reviewed the copier proposals that TMT provided. **Motion** to approve Pacific Office Automation's lease bid in the amount of \$280 a month was made by Fred Goehler, Seconded; Brenda Pearson – Approved 4/Opposed 0

c) **Security Update** – Monica updated the board on the security committee meeting and interviews with the security companies that have taken place.

8. New Business

a) **Request from Homeowners for Tract A and B Maintenance**

Kathy with TMT provided the board with the request from the homeowners of Savannah Ridge requesting the authorization of annual trimming of the trees in Tract A and Tract B. The homeowners will be providing the board with the Savannah Ridge homeowner's signatures and will request approval from the board at the next meeting in January 2016.

b) **Revised Reserve Study** – Angie from TMT presented the board with the 2016 Reserve Study for their review. More follow up is planned at the January meeting before the Board approves the draft study.

c) **2015 Accounts to Write Off** – Kathy from TMT provided a list of accounts for the SMA to write off for 2015.

Motion to write off \$19,603.90 of bad debt for 2015 was made by Sloan Clack, Seconded; Monica Gildea – Approved 3/Opposed 1

The board discussed what the SMA can do in the future to avoid having to write off a large amount of bad debt in the future. TMT will review the current collection policy.

d) **2016 Board Calendar** – Kathy with TMT provided the board with the proposed 2016 Board Meeting Calendar.

Motion was made to accept the 2016 Board Calendar, with changes to the year, was made by Sloan Clack, Seconded; Fred Goehler – Approved 4/Opposed 0

Adjournment to Executive Session at 5:15 pm

Motion to adjourn to executive session was made by Sloan Clack, Seconded; Monica Gildea – Approved 4/Opposed 0

Adjourn from Executive Session at 5:33 pm

Motion to adjourn from executive session was made by Sloan Clack, Seconded; Brenda Pearson – Approved 4/Opposed 0

Homeowner's delinquent account

Motion to offer a one time opportunity to accept payment of \$325.00, which includes January 2016 dues from homeowner. Payment must be received by January 29, 2016. Once payment is received, the HOA will remove \$275.00 in late fees from the homeowners account. Motion was made by Brenda Pearson, Seconded; Fred Goehler – Approved 4/Opposed 0

A notification letter will be sent to the homeowner by Certified Mail.

With no further business to go before the Board, the meeting was adjourned at 5:38 p.m. moved by Sloan Clack, Seconded; Brenda Pearson – Approved 4 /Opposed 0

Monica Gildea
Monica Gildea, Secretary

1-20-16
Date

Sloan Clack
Sloan Clack, President