

**SUNRISE MASTER ASSOCIATION  
MINUTES OF THE BOARD OF DIRECTORS MEETING  
January 20, 2016**

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

**Association Management:** Kathy Berrens- TMT- Sunrise Community Association Manage  
Kiara Wiggins- TMT – Sunrise Administrative Assistant  
Angie Orr – TMT – Senior Director, Large Scale Management

1. **Call to Order and Confirmation of Quorum -**  
President Sloan Clack opened the meeting at 4:01 p.m.  
Eric Corliss- Absent
2. **Consideration of Agenda – None**
3. **20-Minute Open Forum and Homeowner Comment Period –**
  - a) Follow up from December board meeting Presented by Kathy Berrens
    - i. Waiver Request- Homeowner came in by deadline to pay off balance on HOA account in full.
    - ii. Common Area concern- Meetings held with security to address Pam Winslow's concerns and meeting with landscapers in the future to further address Mrs. Winslow concerns.
    - iii. Home paint color appeal- Mrs. Jordan is unable to attend January 20, 2016 or February 17, 2016 board meetings due to scheduling conflicts. Kathy with TMT requested on the behalf of Mrs. Jordan that the board meet with her on separate occasion yet to be determined. Board agreed.
    - iv. Tree Replacement- As a follow up, Kathy would be meeting with Udo Mehlberg to address his concerns about trees along 170<sup>th</sup> & Sunrise Blvd.

b) Homeowner Comments

Calvin Lovering- 16506 136<sup>th</sup> Ave E

Calvin informed the board that he ran into a Common Area Fence with his vehicle on January 6, 2016. The fence repairs were completed on January 12, 2016. Mr. Lovering expressed concerns about the price of repairs. Sloan Clack thanked him for being a responsible homeowner in Sunrise and assured him Kathy with TMT would provide him a price breakdown for the fence repair.

Carol Andersen- 17001 138<sup>th</sup> Ave E

Carol requested clarification on HOA rules for trailers, boats, and motorhomes. Sloan Clack stated that per our CC&Rs all trailers, boats, and motorhomes are to be screened from view of street behind 6ft fence. Kathy with TMT informed Mrs. Anderson that she will be dedicating one

afternoon each week to conduct site visits and that any violations can be reported to the office. Kathy with TMT also stated the management team will be sending out an eBlast for CC&R refreshers.

Steve Koleszar- 17119 135<sup>th</sup> Ave Ct E

Steve was there to attend his first Sunrise Board Meeting. Mr. Koleszar was thanked by the board and members of management for coming out.

**4. New Business-**

a) Request from homeowners for Tract A and B Maintenance –

Motion to approve Tract A and B annual maintenance was made by Brenda Pearson, Seconded; Sloan Clack – Approved 4/Opposed 0.

**5. Review and Approval of December 16, 2016 Board Meeting Minutes –**

Motion to approve December 16, 2016 board meeting minutes was made by Brenda Pearson, Seconded; Monica Gildea – Approved 4/Opposed 0

**6. Presidents Report – Nothing to report**

**7. Financial Report**

a) November Financials - The board reviewed the November 2015 financials.

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

b) December Financials – The board reviewed the December 2015 financials. Angie Orr with TMT informed the board that they would see a decrease in delinquent accounts due to 2015 year end write offs.

Motion to approve the December 2015 financials was made by Brenda Pearson, Seconded; Monica Gildea- Approved 4/Opposed 0

**8. Management Report**

Kathy Berrens with TMT provided board with 2015 year end report. Fred Goehler stated how great and beneficial the ARC log report was. Kathy informed board she would be reaching out to each board member to schedule one on one meeting to decide what reports the board wanted to see.

**9. Unfinished Business**

a) Emergency Fence Replacement Update-

Kathy with TMT updated the board that all fence repairs from windstorms have been completed. Kathy informed the board she met Damon onsite of all repairs to inspect work and compared invoices to work completed.

b) Security Committee Update –

Monica updated the board on the security committee meeting. The security committee received a resignation from Tanya Manley and the committee appointed Roger Elmore to replace Tanya. The committee also decided to meet quarterly to discuss any security issues.

- c) Tree Replacement transfer to Working Capital Fund –  
Kathy with TMT requested the board approve the transfer of funds for the replacement of 16 Red Maple Sunset Trees along Sunrise Blvd.  
Motion to reimburse the Working Capital Fund in the amount of \$5,257.22 from the Operating Account was made by Sloan Clack, Seconded; Monica Gildea – Approved 4/Opposed 0
- d) 2016 Revised Reserve Study –  
Angie Orr with TMT informed board that the November 7, 2015 reserve study was revised on December 7, 2015. Sloan Clack had questions about reserve funding for 2016 fence replacements. Angie Orr with TMT stated she will get in contact Association Reserve and bring more information to the board at the February 17, 2016 meeting.  
Motion to table the revised December 7, 2015 reserve study until February, 17, 2016 board meeting was made by Brenda Pearson, Seconded; Fred Goehler- Approved 4/ Opposed 0

## 10. New Business

- b) Request to change Annual Meeting Date –  
Motion to change Annual Meeting date to March 17, 2016 was made by Brenda Pearson, Seconded; Fred Goehler- Approved 4/Opposed 0
- c) Collection Review Policy –  
Angie Orr with TMT presented to the board a proposed 2016 collection policy. Fred Goehler agreed to meet with TMT management to refine the 2016 collection policy. TMT management will revisit the 2016 collection policy with board at February 17, 2016 board meeting.  
Motion to table 2016 collection policy until February 17, 2016 board meeting was made by Fred Goehler, Seconded; Brenda Pearson- Approved 4/ Opposed 0

### **Adjournment to Executive Session at 5:31 pm**

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

### **Adjourn from Executive Session at 6:25 pm**

Motion to adjourn from executive session was made by Brenda Pearson, Seconded; Fred Goehler- Approved 4/ Opposed 0

## Security Committee

Motion to enter into 2016 Security contract negotiations with Securitas, USA and Pierce County Sheriff Deputies for a total amount not to exceed the budgeted amount of \$98,200 was made by Brenda Pearson, Seconded; Fred Goehler- Approved 4/ Opposed 0

Motion to give WPD written 30 day cancellation per their contract was made by Sloan Clack, Seconded; Brenda Pearson- Approved 4/ Opposed 0

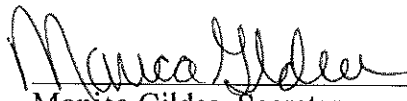
## Waiver Request

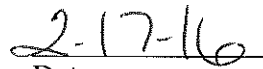
Motion to offer one time waiver in the amount of \$400.00 for late fees of Homeowner account #655460. Provided he pays in full dues owing for October 2014 thru August 2016 in the amount of \$1,070.00 AND any and all collections fees due at SABA. All payments must be made by February 10, 2016 was made by Brenda Pearson, Seconded; Sloan Clack- Approved 4/ Opposed 0

Pond Proposal/Contract

Motion to accept 2016 proposal from Aqua Technex for pond management and fountain maintenance for north and south main entrance ponds/fountains and for the North Rim pond/fountain in the amount of \$10,710 plus tax and parts was made by Sloan Clack. Seconded; Monica Gildea- Approved 4/Opposed 0

With no further business to go before the Board, the meeting was adjourned at 6:35 pm moved by Sloan Clack, Seconded; Monica Gildea – Approved 4/Opposed 0

  
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Monica Gildea, Secretary

  
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Date

  
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Sloan Clack, President