

Sunrise Master Association

SPECIAL BOARD OF DIRECTORS MEETING

MEETING MINUTES

Sunrise Master Association Clubhouse

January 3, 2018 - 3:00 PM

BOARD OF DIRECTORS: Sloan Clack, Monica Gildea, Roger Elmore, Brenda Pearson
Eric Corliss - *Absent*

Association Management: Kathy Berrens, Simon Foster, Elizabeth Cox, Denise Rasmussen, TMT

1. Call to Order and Confirmation of Quorum: President Sloan Clack opened the meeting at 3:00 pm.
2. Discussion of 2018 assessment payments:
 - Kathy went over any questions that the board had regarding the 2018 assessment payment plan. Kathy reaffirmed the office has had a good response with homeowners paying in full or filling out the ACH form for monthly payments.
 - Builders will be receiving their billing statement in January and will be required to pay in full.
 - Homeowner mailer will be going out shortly with a reminder of new payment plan, statements will follow within the next few weeks, the due date is February 28th, 2018.
 - Board discussed internal controls for the ACH process with The Management Trust Staff
 - Roger requested that TMT provide the Board with their the most recent Internal Control Audit.
3. Discussion of additional onsite employee:
 - TMT will be moving forward on hiring a Community Relations Manager
 - Job should be posted by the end of the week, an email will go out to confirm the process and timeline will be sent out by TMT.
4. Executive Session* pending litigation matters
Motion to move to executive session regarding litigation matters at 4:55 pm was made by Sloan Clack and seconded by Brenda Pearson. Approved 4/Opposed 0.

Motion to resume to regular session at 5:05 pm was made by Sloan Clack and seconded by Roger Elmore. Approved 4/Opposed 0.

Motion to have the Manager engage Tony Rafels office as legal counsel and put in appearance for The Sunrise Master Association for our current legal matter with Oakpointe was made by Sloan Clack and seconded by Brenda Pearson. Approved 4/Opposed 0.
5. Adjourn
Motion to adjourn at 5:07 pm was made by Sloan Clack and seconded by Brenda Pearson. Approved 4/Opposed 0.


Monica Gildea, Secretary


Sloan Clack, President


Date