



Board of Directors Meeting

**MINUTES
MAY 19, 2020**

A regular meeting of the Sunrise Master Association Board of Directors was held on May 19, 2020 by Zoom Webinar. The meeting was called to order at 6:03 p.m. by President Sloan Clack. A quorum was achieved with the following board members present: Sloan Clack, Monica Gildea, Roger Elmore, and Brenda Pearson. Association management staff present were: Debra Porter and Melinda Jobst, HOA Community Solutions.

Consideration of Agenda - Add Discussion of Personnel issues to the Executive Session.

Consent Agenda - The following items are submitted for Board approval:

1. April 21, 2020 Sunrise Board Meeting Minutes
2. In keeping with the spirit and intent of the Governor's Proclamation 20-51, effective April 17, 2020, which is intended to reduce the financial hardships created by the Coronavirus, approve waiver of all April 2020 delinquency fees. Total delinquency fees to waive are: \$7,500 late fees, \$1,174.77 interest, and \$1,860 administrative notice fees. Previously approved on April 30, 2020 by unanimous consent of the Board of Directors by email.

Motion to approve the Consent Agenda as written. Made by Brenda Pearson, seconded by Monica Gildea, approved 4/0.

Financial Information -The April 2020 Financial Report was made by Debra Porter.

President's Report/Development Update was made by Sloan Clack:

- Woodlands – Four home starts left
- Crossings – Preparing for utility install now. Water will be done this and next week. Preparing to start utilities in early June.
- Pines – Graded to virtual final grade, materials moved to Madronas
- Madronas – In process of being filled and graded
- Park – Permits are ready. There are a lot of facets and no one contractor will do all of them so working on acquiring proposals from various contractors. Hopeful that construction will begin in June.
- South Sunrise –Appeal from fire department wanting additional impact fees, so that is being looked into. Construction expected to begin in the summer.
- 122nd and 187th road construction. Final lift in next few weeks. Won't open until probably August after signals go in. Poles are in, inspected. Signals should be installed in July.
- Glacier Run is in second phase. ARC approvals have been granted.
- Emerald 80 is moving forward. Final pieces are in for ARC approval.
- Emerald Pointe "East" townhomes not yet platted but dirt is being moved around. Waiting on ARC submittals.

Management Report – The April 2020 Management Report was given by Debra Porter.

- 2021 Reserve Study in process

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- Processed several requests for account paperwork from owners who are taking advantage of low interest rates and refinancing.
- 2019 Audit is in process.
- ARC applications are quite high from owners wanting to make improvements to properties.
- Security – Asked for extra shifts due to people having extra time on hands. Traffic has been more quiet than normal, but there has been more dumping and vandalism on vacant and constructions sites.
- Emerald Pointe’s new gates and operators are in service.
- Covid – 19 – Still working from home. Working on reopening with precautions and restrictions at phase 2. Clubhouse may be able to reopen at phase 3 with restrictions and precautions.

Community Relations Update –

- Numbers of food trucks onsite are growing with regulars, a few irregular ones adding variety, and new ones suggested by community.
- National Night out will be October 6.
- Website – goal is to focus on good progress by next meeting.
- Movie Night and Concert in the Park – Still unsure about gatherings so looking into vendor cancellation policies before scheduling.

Emerald Pointe Gate Instructions Mailing –

- Many Emerald Pointe residents are not registered into the gates system or do not know how to correctly use the access system. The Door King remote access system is also in need of updating.

Motion to mail Emerald Pointe gate operational instructions and registration information to all residents at the unit address and to offsite owners. Mailing will go only to those who are not currently on electronic notification. Cost is not to exceed \$426. Made by Roger Elmore, seconded by Brenda Pearson, approved 4/0.

Annual Meeting Reschedule –

- The Sunrise Master Association Annual Meeting scheduled for March was cancelled due to the Novel Coronavirus Pandemic. The meeting should be held but a physical meeting but is not possible in the near future. The meeting will be rescheduled for early July. Debra will send out some possible meeting dates and prepare materials for approval.

Owner Request #29409 –

- An owner is requesting removal of a tree from SDC buffer area that is threatening a fence line and permission to cross common area at the side yard for landscape construction access. Debra and Sloan will review buffer area requirements and whether the back yard could be accessed from the back.

20-Minute Open Forum and Homeowner Comment Period –

Homeowners present were Darrell Janson, Paula Baldwin, Louis Sherwood, Harry Revelez, Aileen Porras and Bobby Delaporte.

- Darrell asked about parking at Emerald Pointe
- Paula asked about Emerald 80 and how parking will look for that community.

Recess to Executive Session –

Motion to go into closed executive session at 7:01pm pursuant to RCW 64.38.05 (4) to discuss violation Owner Account 27036, Collections Actions for Owners with prior account balances held at SABA Collections and Compliance Committee Recommendations. Made by Sloan Clack, seconded by Roger Elmore, approved 4/0

Reconvene Regular Session

Motion to return to regular session at 7:34pm made by Sloan Clack, seconded by Roger Elmore, approved 4/0.

Violation Owner Account 27036

Motion to allow trees that are to be removed from lot to be moved to the SMA wooded common area directly behind the lot. The trees are small and should decompose quickly. Made by Brenda Pearson, seconded by Monica Gildea, approved 4/0.

Collections Actions for Owners with Prior Account Balances held at SABA Collections

Motion to forward accounts 26822, 26387, 26871, 27235, 29209 to Attorney Valerie Oman at Condominium Law Group for collections actions. All accounts have prior account balances held at SABA for collections actions on behalf of the Association. The account balances held at SABA on accounts 26871, 27235, and 29209 are low and are not worth the expense to pull them back from SABA. The account balances held at SABA on accounts 26822 and 26387 are larger. If the Association moves to foreclose on any of those account, negotiate with SABA to waive fees and if the terms are reasonable, subsume the SABA judgements under the SMA judgements. Made by Brenda Pearson, seconded by Roger Elmore, approved 4/0

Compliance Committee Recommendations

Motion to waive \$50 late fee with a one-time waiver on accounts # 30916, 32632, 31028, 32350, all admin, interest, NOILC and certified mail fees will remain on accounts. Acct # 31382 waive \$50 late fee with a one-time waiver, keeping all admin, interest, NOILC and certified mail fees. Allowing monthly payments over 90 days to pay remaining delinquency fee balance. Made by Brenda Pearson, seconded by Roger Elmore, approved 4/0

Next Meeting is scheduled for June 16, 2020, 4:00 p.m. via Zoom Meeting.

Adjournment

Motion to adjourn at 7:38pm, Made by Sloan Clack, seconded by Roger Elmore, approved 4/0.

Approved:

Sloan Clack, President

Monica Gildea, Secretary

Date

Date