



## **Board of Directors Meeting**

### **MINUTES**

**November 17, 2020**

A regular meeting of the Board of Directors was held November 17, 2020 by Zoom. Directors present were: Sloan Clack, Monica Gildea, Roger Elmore, Brenda Pearson, and Jordan Schenk. Also present were Debra Porter and Angel Smalling, HOA Community Solutions.

The meeting was called to order at 6:02 p.m. with a quorum present.

- *Consent Agenda -The consent agenda includes items that are routine in nature and are adopted by one motion. Should the Board wish to discuss a consent agenda item, the item would be removed from the consent agenda and discussed under New Business.*
  - The following items are submitted for Board approval:
  - October 20, 2020 Sunrise Board Meeting Minutes
  - Approve Americrete invoice of \$1,311.60 to replace a broken concrete fence panel.
  - Approve the Rollins Contractors quote of \$1,935.08 to clean up a homeless camp and dumped roofing shingles.
  - **Motion** made by Brenda Pearson and seconded by Roger Elmore to approve the Consent Agenda as given. Approved 5/0.
- Financials Report – Debra Porter provided an overview of the October 2020 Financials.
- Presidents Report/Development Update - Sloan Clack provided an overview of development activity:
  - Emerald 80 – ARC applications are in for review for windows and the trash compactor enclosure. Vertical construction has begun.
  - Emerald Pointe Townhomes East (East of main entrance)– Construction is well under way and several units have already sold.
  - Emerald Pointe Townhomes West (corner of Sunrise and 110th –Final plat in in for approval. ARC applications have been submitted.
  - The Crossings (180<sup>th</sup> & – Sale should be finalized by end of the month. New buyers take over shortly after.
  - The Madronas (122<sup>nd</sup> and 180<sup>th</sup>) – Went to market and currently in negotiations for purchase and sale agreement. Plat is well under construction and expect to finish somewhere between March to May 2021.
  - The Pines – Will come along right after Madronas. No immediate plans at the moment.
  - South Sunrise – Preliminary plat was approved, and the ponds are currently underway. End of 122<sup>nd</sup>. Trying to do it all off road.
  - Park – Underway. Splash pad installation has been contracted. Shaping of the park is underway. Teufel is landscape contractor installing the landscaping and a variety of element. Will be seeing that take place now to March 2021.
  - Glacier Run – Delivering first buildings in March 2021 with occupancy in April. Expect leasing to be stabilized by December 2021.
- Management Report – Debra Porter provided an overview of activity in Sunrise:

- Administrative
  - The Budget Committee recommended a 2021 Budget
  - 2021 Budget Adopted and Notices were emailed and mailed
  - Budget Ratification Meeting is December 1
  - 2020 – 2021 Insurance policy was renewed
  - Sunrise Staff are now working from home per Governor's orders
- Security
  - An abandoned homeless camp was cleaned up in Emerald Pointe
  - Transient encampment involving 22-foot trailer was cleaned up (developer)
  - Dumping of roofing materials was cleaned up
- Events
  - Food Trucks
  - Five trucks onsite in October. Interest may increase with new restrictions.
  - Smoked cheese and salmon vendor on schedule.
  - Volkssport walk on October 24 was a huge success with 164 walkers.
  - Virtual Costume Parade - 33 submissions for 6 categories.
  - Harvest Parade had 27 decorated or classic vehicles. The homeowners loved it and are asking about something for the holidays.
  - Working on holiday events.
- Grounds
  - Silverwood playset parts are in
  - Wood fence repairs were made
  - Concrete fencing being installed by Developer along new 130th on both sides
  - Trees replaced along Sunrise Boulevard
  - A broken concrete fence panel was replaced along Sunrise
  - Provac will clean office and Cambria catch basins
- Emerald Pointe
  - Provac will begin sewer jetting and CCTV inspections within the next 30 days
  - A tree was replaced by the entrance. Another is needed on a common area
- Holiday Events - Proposals were presented for a Santa Parade, Holiday Home Decorating Contest, and Gift-Wrapping Event.
  - **Motion** made by Brenda Pearson and seconded by Monica Gildea to approve Santa Parade and Holiday Home Decorating Contest proposals. Approved 5/0
  - Gift wrapping decision is postponed pending more information regarding Covid-19 restrictions.
- Savannah Ridge Tree Trimming Tracts A & B - Annually, several owners consent to a special benefits assessment to trim the trees in the tracts behind their homes. The owners are responsible for obtaining the proposal and gathering each owner's consent.
  - **Motion** made by Roger Elmore and seconded by Monica Gildea to approve Total Grounds Management proposals for \$4910.50 to trim the trees on tracts A and B in Savannah Ridge. Approved 5/0

- **Motion** made by Sloan Clack, seconded by Roger Elmore, and approved 5/0 to approve a Special Assessment in the amount of \$4,919.59 due on January 31, 2021, to be divided among the consenting owners as follows:
  - 13609 165th St E 436.00
  - 13614 165th St E 518.00
  - 13618 165th St E 436.00
  - 13617 165th St E 608.00
  - 13612 164th St Ct E 518.00
  - 13625 164th St Ct E 172.00
  - 13621 164th St Ct E 260.00
  - 13613 164th St Ct E 436.00
  - 13609 164th St Ct E 518.00
  - 16415 137th Ave E 612.40
  - 16419 137th Ave E 396.19
- **Motion** made by Roger Elmore and seconded Sloan Clack to move to Executive Session at 6:50 p.m. per RCW 64.38.05 (4) to discuss liability of an owner to the association, communication with legal counsel, personnel matters, and potential violations of the governing documents. Approved 4/0
- Jordan Schenk left the meeting at 7:00 p.m. A quorum was still present.
- **Motion** made by Brenda Pearson and seconded by Monica Gildea to reconvene Regular Session at 7:35 p.m. Approved 4/0
- November 2020 Compliance Committee Recommendations:
  - Homeowner 31854 – Prior owner installed a fence without ARC approval.
    - **Motion** made by Sloan Clack and seconded by Monica Gildea to support the recommendation to remove the violation and fine from the account. If fence does not conform to standards, notify that they need to bring to standards when replaced. Work with owners to obtain ARC approval so no issues come up in the future. Approved 4/0
  - Homeowner 26834- Dumping on Common Area
    - **Motion** made by Sloan Clack and seconded by Monica Gildea to support the recommendation to allow the owner to spread the dirt over the area with a warning not do it again. Approved 4/0
  - Homeowner 34978 –Free standing flagpole installed by prior owner
    - **Motion** made by Sloan Clack and seconded by Monica Gildea to support the recommendation to allow the owners to keep pole. Must remove when home sells or if it becomes unsightly. Keep as on open on hold violation so that it is reported at escrow. Approved 4/0
  - Homeowner 31399–Hardship payment plan
    - **Motion** made by Sloan Clack, seconded by Roger Elmore, and approved 4/0 to support the recommendation to allow a payment plan of:
      - \$50 every two weeks with balance paid when unemployment funds are received. Spouse's bonus will pay 2021 Assessment.

- No interest or late fees will be charged if the payments are made as promised.
  - If the plan is not kept, any waived fees will be re-applied.
- Homeowner 27255- Requesting Extension to Paint
  - **Motion** made by Sloan Clack and seconded by Monica Gildea to support the recommendation to approve extending the deadline to paint. However, the deadline will be March 31, 2021 rather than June 1, 2021. Staff must make sure to follow up and immediately fine if they fail to paint. Approved 4/0
- Homeowner 27447 – Freestanding Flagpole Variance
  - **Motion** made by Sloan Clack and seconded by Monica Gildea to support the recommendation of denying variance to the flagpole regulations because existing ARC Guidelines state they are not allowed.
- Homeowner 27417 – CLG Attorney Collections RV Fines
  - **Motion** made by Sloan Clack and seconded by Monica Gildea to require owners to comply with 2016 CCRs which states that RVs may not be onsite unless they are screened from view inside a garage. Close the file with Condominium Law Group. Approve 4/0
- Homeowner Account 26822 - Attorney Collections Foreclosure Recommendation
  - **Motion** made by Sloan Clack and seconded by Monica Gildea to have Condominium Law Group file a foreclosure lawsuit. Approved 4/0
- Homeowner Account 30388
  - **Motion** made by Sloan Clack and seconded by Roger Elmore to hold filing a foreclosure lawsuit until the new year. Approved 4/0
- Homeowner 27694 - Payment Plan / Attorney Collections
  - **Motion** made by Sloan Clack, seconded by Brenda Pearson, and approved 4/0 to approve the following payment plan:
    - Ongoing late fees and interest will be suspended/waived from the date of the first payment forward.
    - After one year of on-time payments, the remaining late fees and interest will be waived.
    - All waived amounts will be reinstated if she fails to pay as agreed during the payment plan, or if she falls behind within one year of bringing the account current.
    - Ongoing legal fees to process payments and monitor the payment plan will be added to the account balance and will be collected as part of the payment plan.
    - Tenant must agree to sign a Confession of Judgment to secure these terms.
- Homeowner 26971 – Damage to Common Area Fine and Restoration Costs
  - **Motion** made by Roger Elmore and seconded by Monica Gildea to apply fine of \$500 for damage to common area property and restoration costs of \$384.65 to homeowner account 26971. Approved 4/0
- Homeowner 26984

- **Motion** made by Roger Elmore and seconded by Monica Gildea to confirm a prior decision that the Association is not responsible for replacing the homeowner's fence and to authorize Debra Porter notify the homeowner. Approved 4/0
- Sunrise Staffing
  - **Motion** made by Roger Elmore and seconded by Monica Gildea to approve HOA Community Solutions 2021 staffing proposal for up to the budgeted line-item amount of \$324,799 provided the 2021 Budget is ratified. Approved 4/0
- **Motion** to adjourn at 7:50 p.m. made by Monica Gildea and seconded by Roger Elmore. Approved 4/0

Next Meeting:

- Budget Ratification Meeting, December 1, 2020, 6:30 pm
- Board Meeting, December 15, 2020, 4:00 pm

Approved:

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Sloan Clack, President

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Monica Gildea, Secretary

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Date