



Board of Directors Meeting

September 21, 2021

Minutes

A regular meeting of the Sunrise Master Association Board of Directors was held September 21, 2021, by Zoom. Present were directors, Sloan Clack, Monica Gildea, JK Morgan, Brenda Pearson, and Jordan Schenk. Also present were Debra Porter, Angel Smalling, Ashley Willey, HOA Community Solutions.

The meeting was called to order at 6:02 p.m. by Sloan Clack with quorum achieved.

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.

- Approval of August 17, 2021, Board Meeting Minutes
- Progress payment of \$43,362.13 on August 20, 2021, payable from the Reserves Fund to Americrete Fencing for the first and second installments for the fence replacement from 166th St E to the Greenbelt along Sunrise Boulevard. Approved at the October 20, 2020, Board of Directors Meeting.
- Progress payment of \$20,111.44 on August 20, 2021, payable from the Reserves Fund to Americrete Fencing for the final installment for the fence replacement between 166th St E and 168th Street E along Sunrise Boulevard. Approved at the October 20, 2020, Board of Directors Meeting.
- Progress payment of \$39,814.93 on August 20, 2021, payable from the Reserves Fund to Americrete Fencing for the first installment for the fence replacement on the North side of 168th Street E, phases 1 & 2 combine. Approved at the October 20, 2020, Board of Directors Meeting.
- Progress payment of \$15,959.26 on August 30, 2021, payable from the Reserves Fund to Americrete Fencing for the final installment for the fence replacement between 166th Street E and the greenbelt along Sunrise Boulevard. Approved at the October 20, 2020, Board of Directors Meeting.
- Progress payment of \$39,814.93 on September 7, 2021, payable from the Reserves Fund to Americrete Fencing for the second installment for the fence replacement on the North side of 168th Street E, phases 1 & 2 combined. Approved at the October 20, 2020, Board of Directors Meeting.

Motion to approve the consent agenda as given made by Brenda Pearson, seconded by J.K. Morgan. Approved 5/0.

Ratification of Decisions

Ratification of all decisions that were made unanimously and in writing between the Board Meeting of August 17, 2021, and the Board Meeting of September 21, 2021. Below are the decisions that are ratified:

- Approve write-off of bad debt in the amount of \$18,819.89 in the below listed accounts, approved by unanimous consent of the Board of Directors by email on September 14, 2021.
 - Account #27295, \$3,547.24.
 - Account #29175, \$202.25.
 - Account #27293, \$682.40.
 - Account #29139, \$189.50.
 - Account# 26164, \$1,729.00.
 - Account #29160, \$1,367.00.

- Account #29163, \$972.00.
 - Account #29157, \$923.00.
 - Account #29166, \$727.50.
 - Account #29159, \$680.00.
 - Account #29161, \$541.00.
 - Account #29162, \$451.00.
 - Account #29165, \$377.50.
 - Account #29156, \$273.50.
 - Account #29158, \$272.00.
 - Account #29134, \$1,043.00.
 - Account #29131, \$1,013.00.
 - Account #29135, \$841.00.
 - Account #29137, \$697.50.
 - Account #29132, \$507.00.
 - Account #29133, \$426.00.
 - Account #29136, \$372.50.
 - Account #29124, \$422.50.
 - Account #29125, \$305.00.
 - Account #29126, \$257.50.
- Approve Eagle Asphalt bid of \$5,500 plus tax (\$6,050), payable from the Sub Emerald Pointe Fund, to repaint the no parking areas on the curbs and add a center line and keep right stencil at the gate located at 122nd and 172nd. Approved by unanimous consent of the Board of Directors by email on September 14, 2021.
 - Approve homeowner account 26387 to accept payoff offer to pay account in full minus late fees of \$925, & interest of \$471. Approved by unanimous consent of the Board of Directors by email on September 14, 2021.
 - Appoint Budget Committee of the following homeowners, Ron Pearson, Jennifer Csonka, Christian Vargas, and Brenda Pearson. Brenda Pearson will be the Board Liaison. Previously approved by unanimous consent of the Board of Directors by email on September 14, 2021.

Motion to ratify all decisions listed above that were made unanimously and in writing, between the August 18, 2021, and September 21, 2021, Board meetings made by Sloan Clack, seconded by Brenda Pearson. Approved 5/0

Financial Information for August 2021 was presented by Debra Porter.

President's Report/Development Update was presented by Sloan Clack.

- The Crossings – The majority of the lots have been purchased by Lennar and they are building quickly and several homes have sold. Azure and High Country Homes have also purchased lots in The Crossings.
- The Madronas – Richmond American purchased the majority of the lots and is already under construction. A national builder is under agreement to purchase most of the remaining lots soon. Wetland enhancement is underway.
- The Pines – The parcel was sold to Century Homes and the plat should finalize soon. They have run into problems with working with utilities.
- Sunrise Park – Near completion. The restrooms are almost complete and the developer is working with a security provider to install a camera and alarm system. The system will be monitored and the contractor will assist Comcast in internet in.
- Area 27 across from the Park and the area West of the Park are under evaluation for multifamily. This was originally planned for in the master plan.
- Emerald 80 – In the process of building and should have certificate of occupancy on first two buildings in early 2022.
- Emerald Pointe East townhomes are almost completely sold.
- Emerald Pointe West – Units in first two buildings are being sold.
- Liberty Ridge – Preliminary plat is in for approval and it will be up for hearing in the next few months.
- South Sunrise (Areas 22, 23, and 29) – Rough grade on pond (area 29) is done, and the final grade will be done this winter. Areas 22 and 23 (West side) are logged and will be graded.
- Commercial – A commercial developer is interested.

- Uplands – This is a Tarragon project next door to Sunrise. Grading has commenced and looking to build a park and community building. First phase will be multi family, with early 2023 as the target for completion.
- Day Break – Day Break is a Lennar project outside of Sunrise. They have a sewer easement and will be connecting to sewer in May of 2022.

Unfinished Business

Motion made by Sloan Clack, seconded by Monica Gildea to reject the Compliance Committee recommendation to grant a variance for account 26816 to the ARC Guidelines. Approved 4/1.

Management Report was presented by Debra Porter.

Administrative

- Park Committee met 8/4
- Compliance Committee met 8/14
- Board Meeting 8/21
- 2020 Audit Preparation in progress.
- Insurance Claim involving the Emerald Pointe Gate was denied.
- VendorSmart is being adopted to properly vet contractors and make sure they remain compliant with insurance and licensing requirements.
- Reserves Study is underway with separate funds being set up for Cambria and Emerald Pointe private elements.

Collections Related

- One lien released.
- Delinquency cycle run on 8/15 and pre-collections letters were mailed to 10 owners. Late fees were applied.
- 27 Emerald Pointe Owners are delinquent on the Specific Assessment due April 1.

Community Relations

- Food Trucks onsite in August: Fat Zach's, Pecos Pit, Hot Corner, Stacks, and Flavorworks
- Food Trucks scheduled: Fat Zach's, Pecos Pit, Hot Corner
- Summer Garage Sale was August 13-15
- Pave picked up curbside donations on Aug 15
- Uptekk Recycling was onsite 8/28

Compliance

- Violations – 52 new, 5 reopened, 5 escalated, and 35 closed.
- Builders are being monitored for compliance with their ARC submittals and compliance with governing documents.

ARC summary

- Assisted current and future builders in new developments with ARC process, applications, and information.
- Monitoring violations for unapproved elements added by builders.

Grounds

- The Deer Ridge and The Arbors fence pressure washing, repairs, and staining was scheduled, and owners notified. (It is now complete and looks really good.)
- The Crossings and The Madronas mailboxes were mapped by the post office and appropriate keys were given to the builders.

- A dangerous tree threatening a homeowner backing up to the SDC tract near the ponds was removed.
- Cambria Sidewalks - Obtained proposals bids on replacing the lifted/broken panel in Cambria's sidewalk on 159th.
- The North Rim Pond fountain pump was shut down because the water level is too low.
- The North entrance pond is very low and being monitored so that the fountain pump can be shut down if needed.
- One of the Madronas mailboxes was vandalized and is not repairable. A proposal to replace it has been requested.
- Hornet nests were reported in the Retreat and in the Woodlands Dog Park. They were sprayed by staff and removed by Teufel.
- Concrete Fencing
 - Owners backing up to 168th on the North side were notified of the concrete fence installation.
 - Specific owners were contacted if there were issues affecting only them, such as the need for trimming trees near the fence, retention walls against the fencing, etc.
 - Tanglewood and South Point owners bordering common area fence were notified of upcoming fence replacement.
- Irrigation problems have been resolved in several areas and they are starting to improve, but there are still some problem areas.
- A proposal to replace several heads and valves has been submitted.
- A meeting has been scheduled with Teufel to discuss irrigation deficiencies.
- Requested and received proposals from Teufel for 2022 Budget planning.
- Requested and received a five-year irrigation plan from Teufel.
- Requested and received proposals from Teufel to maintain the Eagle Ridge detention pond and refurbish monument areas.

Emerald Pointe

- Proposals being sought to add play chips. May need excavation due to infiltration of sediment.
- Playset repairs were made by RW Anderson, and new slide was installed.
- Obtained proposals to replace the gutters on the picnic shelter.
- Coordinated phase two sewer jetting and inspections with Drainpro and notified homeowners. Work complete.
- A proposal has been approved to repaint the curbs, speed bumps, and add a center line and keep right stencil at the back gate.
- Park irrigation is not receiving power and the irrigation tech will do wire tracing to find where the problem is.
- All the sensor loops at the East Townhomes are shorted out.

Sunrise Park

- Commissioning of the splash pad was delayed due to incorrect electrical part.
- The splash pad needs CO2 to operate any may use about 125# a week. We ordered three 100# canisters for deployment. A 500# canister is recommended and will be leased or purchased in 2022, with refills as needed.
- Comcast construction is working on a proposal to bring internet to the park for security cameras.

- The Parks Committee determined the types of signs needed. Impressive Signs is working on scheme and examples.
- Parking lot striping proposal was approved and will be scheduled.
- Obtained quotes for lock up services.
- Water maintenance – sourcing a local vendor.

Irrigation Repairs

Motion made by J.K. Morgan, seconded by Monica Gildea to approve Teufel Landscape proposal 21329 for irrigation repairs in the amount of \$1,864.50. Approved 5/0.

Reserves Study Proposals

Motion made by Sloan Clack, seconded by J.K. Morgan to engage Association Reserves for loyalty plan update reserve studies for the Sunrise Master Association, Emerald Pointe, and Cambria at a cost of \$2,850 for the next three years. Approved 5/0.

Condominium Law Group File Closure

Motion made by Sloan Clack, seconded by Brenda Pearson to close the file at Condominium Law Group for account 26387. Approved 5/0.

Americrete Fencing Escalation of Timeline for Tanglewood and South Point Fencing

Motion made by Sloan Clack, seconded by J.K. Morgan to move the Tanglewood and South Point fence replacements scheduled for 2022 to 2021, payable from Reserves. Approved 5/0.

20-Minute Open Forum and Homeowner Comment Period

- Chris Nammour, 11924 181st St E, asked if there was a date for the Sunrise Park to open and if there has been any change to the flagpole rule. Currently, we don't have a definite date for the park to open. There has also been no change to the flagpole rule.

Motion made by Sloan Clack, seconded by Monica Gildea to move to closed Executive Session at 7:42 p.m. to discuss matters involving possible violations of the governing documents of the Association and matters involving the possible liability of an owner to the Association. Approved 5/0.

Motion made by Sloan Clack, seconded by Brenda Pearson to reconvene Regular Session at 8:28 p.m. Approved 5/0.

Compliance Committee Recommendations

Motion made by Sloan Clack, seconded by Monica Gildea to support the Compliance Committee recommendation in the matter of account 37460 to waive the \$250 fine for unapproved marketing signs. Approved 5/0.

Motion made by Sloan Clack, seconded by Brenda Pearson to reject the Compliance Committee recommendation in the matter of account 27817, requesting a fence variance. Approved 5/0.

Motion made by Sloan Clack, seconded by Monica Gildea to reject the Compliance Committee recommendation in the matter of account 35280 to waive \$500 in fines. Approved 4/1.

Motion made by Sloan Clack, seconded by Brenda Pearson to support the Compliance Committee recommendation to defer the violation for roof in disrepair in account 26940 until December 1, 2021, conditional upon submission of an ARC application by September 30, 2021, no tarps are visible on the roof and the roof is replaced by December 1, 2021. If these conditions are not met, the fine will be levied on the account plus daily fines of \$30 a day starting from the day of the second notice. If conditions are met the fine will be waived. Approved 4/1.

Motion made by Sloan Clack, seconded by Monica Gildea to support the Compliance Committee recommendation to deny an extension for payment of the balance due in account 33592 and place a lien on the home. Late fees will continue to accrue, and the balance can be paid off when the home sells. If the homeowners remain delinquent into 2022, the account will be forwarded to collections. Approved 5/0.

Motion made by Sloan Clack, seconded by J.K. Morgan to support the Compliance Committee recommendation to deny a hardship Variance to the one-year owner occupancy requirement for owner account 39085. The owners are not in violation if the home remains vacant. If the home is rented without approval, \$30 daily fines will be applied to account.

Motion made by Sloan Clack, seconded by Brenda Pearson to support the Compliance Committee recommendation to deny a waiver for the delinquency fees in account 26907 because of the length of time that has passed. Approved 5/0

Motion made by Sloan Clack, seconded by Monica Gildea to table Collections Account 26345 to a later date. Approved 5/0

Collections Considerations New 2021 Delinquencies

Motion made by Sloan Clack, seconded by J.K. Morgan to approve using Laurel Law Group for collections and to forward accounts 27824, 32610, 30817, 26905, 28583, 34070, 27467, and 16520 for collections of delinquent assessments. Approved 5/0.

Next Board Meeting is October 19, 2021, 6:30 p.m.

Adjournment – President Sloan Clack adjourned the meeting at 8:35 p.m.

Sloan Clack, President

Date

Brenda Pearson, Secretary

Date