



Board of Directors Meeting

**October 19, 2021
Meeting Minutes**

A regular meeting of the Sunrise Master Association Board of Directors was held, October 19th, 2021, by Zoom. Present were directors, Sloan Clack, Monica Gildea, JK Morgan, Brenda Pearson, and Jordan Schenk.

Also present were, Debra Porter, Angel Smalling, and Ashley Willey, HOA Community Solutions.

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

Motion to table executive session made by Sloan Clack, seconded by J.K. Morgan. Approved 5/0

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:

- a. Approval of September 21, 2021, Board Meeting Minutes
- b. Progress payment of \$14,851.86 to Americrete Fencing from Reserves on September 22, 2021, as approved in the contract between Americrete and Sunrise Master Association, for Tanglewood Phase 1, installment 1.
- c. Progress payment of \$25,029.37 to Americrete Fencing from Reserves on September 22, 2021, as approved in the contract between Americrete and Sunrise Master Association, for Tanglewood, Phase 2, installment 1.
- d. Progress payment of \$25,827.44 to Americrete Fencing from Reserves on September 30, 2021, as approved in the contract between Americrete and Sunrise Master Association, for Tanglewood, Phase 1, final installment less stain hold back.
- e. Progress payment of \$18,544.65, to Americrete Fencing from Reserves on September 30, 2021, as approved in the contract between Americrete and Sunrise Master Association, for the North Side of 168th Street, Phases 1 and 2, installment 3, less stain holdback. A credit balance of \$10,878.70 was applied to this invoice.
- f. Progress payment of \$24,988.05 to Americrete Fencing from Reserves on September 30, 2021, as approved in the contract between Americrete and Sunrise Master Association, for Tanglewood, Phase 2, installment 2.
- g. Progress payment of \$3,855.42 to Americrete Fencing from Operating on October 6, 2021, as approved in the contract between Americrete and Sunrise Master Association, for Cambria (partial stain holdback).
- h. Progress payment of \$3,920.90 to Americrete Fencing from Reserves on October 6, 2021, as approved in the contract between Americrete and Sunrise Master Association, for Tanglewood, Phase 1, final payment (stain holdback).
- i. Progress payment of \$5,723.81 to Americrete Fencing from Reserves on October 6, 2021, as approved in the contract between Americrete and Sunrise Master Association, for 166th to Greenbelt, final payment (stain holdback).
- j. Progress payment of \$19,218.90 to Americrete Fencing from Reserves on October 12, 2021, as approved in the contract between Americrete and Sunrise Master Association, for South Point, Phase 1, installment 1.

- k. Payment of \$2,888.16 to Americrete Fencing from Operating on October 12, 2021, for additional work required to install fencing.
- l. Progress payment of \$9,675.34 to Americrete Fencing from Reserves on October 12, 2021, as approved in the contract between Americrete and Sunrise Master Association, for Cambria, final payment (stain holdback).
- m. Approve The Mailbox Guy.com proposal for replacement of irreparable vandalized mailbox in The Madronas for \$2,612.50. Proposal included remove and dispose damaged box and installation of new box.

Motion to approve the Consent Agenda as written made by Brenda Pearson, seconded by Monica Gildea.
Approved 5/0

Ratification of Decisions Made between Board Meetings

- Motion to approve October Event Proposal for “Boo-ing,” “Colors of Sunrise” Volkssport Walk through Sunrise, and a Halloween vehicle parade through Sunrise, with expenses not to exceed \$2,200. Previously approved by unanimous consent by email on October 5, 2021.
- Motion to approve moving forward with the Sheriff’s sale in the matter of account number 26822. Previously approved by unanimous consent by email on October 5, 2021.
- Motion to approve Teufel irrigation repair proposal 21323 for \$3,145.00 plus tax, payable from operating. Previously approved by unanimous consent by email on October 5, 2021.

Motion to ratify the above listed decisions that were made unanimously and in writing between the September 22, 2021, and October 19, 2021, Board Meetings, made by Brenda Pearson, seconded by J.K. Morgan. Approved 5/0

Financial information for September 2021 given by Debra Porter.

President’s Report/Development Update

- Crossings – All lots are sold to builders except two. Lennar is the primary builder and has already sold several homes.
- Madronas – Wetland enhancement work is underway.
- Pines – Final plat date was missed of October 13th because of a delay caused by PSE.
- Liberty Ridge – Plat hearing will be held December 8, 2021.
- South Sunrise – Trucks are hauling dirt around the long way.
- Sunrise Park – Is nearly complete. Waiting on some final inspections and approvals.
- Apartments will be built behind Sunrise Park and filling has begun.
- Glacier Run Phase 2 is complete.
- Emerald Pointe West – is well underway. Working with the builder on some ARC violations.

Management report given by Debra Porter, see Attachment A.

New Business

Motion to adopt the 2022 budget as presented with the modification of changing the line item b on the on the Emerald Pointe Reserves Budget made by J.K. Morgan, seconded by Brenda Pearson. Approved 5/0

20-Minute Open Forum and Homeowner Comment Period

- Steve Mortensen of 15601 133RD AVE E, commented on the increase in the landscape budget and asked whether it will increase again for 2023. The answer is that it may since some new frontages will be added and the contract is also very labor intensive and costs continue to rise.
- Mr. Mortensen asked about how the Reserves Funds are kept. They are kept in a separate fund which earns interest. Additional funds which would cause the balances kept at the Association's bank to rise about \$250,000 are held in the ICS.
- Mr. Mortensen asked if the association would consider quarterly installments. This is not currently under consideration.

Next Meeting(s)

Budget Ratification November 16, 2021, 6:30 p.m.

Adjournment – President Sloan Clack adjourned the meeting at 7:10 p.m.

Sloan Clack, President

Date

Monica Gildea, Secretary

Date

Attachment A

Management Report

Administrative

- Staff supported the Compliance Committee Meeting, The Bard Meeting, the Security Committee meeting, and Budget Committee meetings, including working with members to schedule when needed, preparing documentation, attending, and drafting minutes.
- Staff researched operating costs for the new park, worked with builders on forecasting sales, and obtained bids and proposals, when possible, for budget development.
- The 2020 Tax Return was signed and forwarded to the IRS. The Association owes no federal taxes.
- The 2020 Audit is being finalized.
- 2021 – 2022 Insurance policy was renewed, and the premium was less than budgeted for.
- The Reserve Studies for Sunrise, Emerald Pointe, and Cambria are in process.
- Thirty-two new owners were processed, with about half being new home purchases. This includes processing escrow demands, creating a new owner account when paperwork is received, posting fees as needed, depositing checks received from escrow, and mailing a new owner packet.

Community Relations

- Seven Facebook posts were made.
- Ten eblasts were sent.
- Food trucks onsite in September were Hot Corner, and Fat Zach's. The same are scheduled for October as well as Pecos Pit.
- Food truck interest is waning. They are either too busy or have not generated enough sales.
- The Events Committee organized volunteers who distributed Boo Bags to get the fun started.
- Daffodil Volskssport will host another walk in Sunrise on October 23 and dropped off a route and materials.
- The Harvest Parade will be held on October 30th and volunteers are being sought to drive vehicles.

ARC/CCR Related

- 31 ARC applications were submitted by owners for review in September.
- In September, 111 violations were closed, 34 were created, 4 were reopened, and 11 were escalated.

Collections

- Delinquencies are very low, but there are still eight owners who have not paid their 2021 Assessment in addition to the eight owners who are already at collections. Those accounts were forwarded to a collection's attorney to begin legal collections. 26 Emerald Pointe owners have not paid their 2021 specific assessment. Nonpaying owners create a hardship for other owners who then must cover the short fall.
- The Delinquency cycle was run on September 11 and late fees were applied.

Grounds/Vendor Relations

The Park

- Staff met with Comcast to bring internet to the Sunrise Park. They want to charge a hefty construction fee, so a hot spot was installed instead.
- A security/alarm system has been installed. This was paid for by the Developer.

- Staff are looking into a remote door lock system to automatically lock the restroom doors and limit access only to owners when the Splash Pad is not in service. They are expensive, but less than paying for a contractor or additional staff to do the work. During Splash Pad hours, the restrooms must be open.
- Staff are continuing to work with vendors to obtain documentation and warranties on the equipment and as-builts for the irrigation system.
- Staff and Sloan Clack met with the electrician to learn about the lighting system and with the Splash Pad installation company to learn about operating the Splash Pad.
- The monument has been installed.

Landscaping/Grounds

- Broadleaf weed control was applied. The landscape contractor hired TruGreen to do the work and TruGreen failed to communicate the application date, so they have agreed to reapply.
- The Eagle Ridge Detention Pond was cleared, and wood chips moved to the dog park.
- Fall flowers are being installed.
- The Ridge frontage was completed. The initial seeding did not take, so it was redone.
- Tree rings left bare after trees were removed by the County in The Retreat were covered with sod free of charge.
- The landscape construction contractor installed irrigation improperly next to fencing in new developments. They have been asked to correct this.
- Three drains in Eagle Ridge need to be cleaned, and bids are being obtained.
- The perimeter fencing at The Arbors and Deer Ridge was stained.
- The exterior South facing walls on the clubhouse and office were repainted.
- The interior of the clubhouse was repainted.
- A second proposal is being sought to repair the failed drain facility in the North Rim.
- The heat pump at the clubhouse is very old and becoming expensive to maintain. Proposals have been obtained to replace it.

Emerald Pointe

- The phase 2 sewer jetting was completed and came in about \$4,000 under budget.
- An Amazon delivery driver hit the exit gate on the Central Townhomes but then left the scene. Two Emerald Pointe owners saw it happen but did not get a license. The person who was having a package delivered, reported the delivery number. We have opened a claim and a proposal was obtained for the repair work.
- The broken exit loop at the East Townhomes was replaced along with a new decoder. Lennar has been billed since it was caused by the water company cutting into the asphalt.
- The operator and a control panel were replaced under warranty at the exit side of the main gate.
- Curb painting has been scheduled for early November.