

SUNRISE MASTER ASSOCIATION  
MINUTES OF THE BOARD of DIRECTORS MEETING

October 13, 2010

**BOARD OF DIRECTORS:** Present: Eric Corliss, Gloria Bauch, Tom Boyle  
Absent: Tony Sims  
Arriving Late: Sloan Clack

**Association Management:** Judy Nordstrom – South Sound Regional Manager  
Angie Orr – Site Administrator

**1. Call to Order**

The meeting was called to order by Eric Corliss at 6:00 p.m.

**2. 20-Minute Open Forum and Homeowner Comment Period – No Comments**

**3. Budget Advisory Committee – 2011 Draft Budget Presentation**

Udo Mehlberg presented the 2011 draft budget via Power Point presentation. Discussion included consideration for landscape specific projects, potential insurance increases, and potential utility increases. The Board thanked the committee for their great work and will review the presented draft budget.

**4. Review and Approval of August 18, 2010 Working Session Minutes**

*Motion: To approve the minutes as written on a G. Bauch - T. Boyle M/S/C*

~ The agenda was amended to move the Presidents Report to later in the meeting.

**6. Financial Information and Community Updates**

- a) August 2010 Financial Information – An overview was presented by Angie Orr. The new Reserve Money Market Account was opened with CAB as of the end of September 2010. The Developers contribution for 2010 has been received in full.

*Motion: To approve the September Financials as presented on an E. Corliss – T. Boyle M/S/C*

- b) Summary of Collection Accounts – Discussion included a request that a column be added to the report to reflect the date an account is submitted to collections.

- c) Projects in Process or Recently Completed – The Office and Clubhouse exterior renovations are now complete and the Park Renovations are near completion.

~ NOTE: Sloan joins the meeting.

**5. Presidents Report**

- a) Community Center Use Agreement – Sloan presented a “Use Agreement” between Sunrise Master Association and Sunrise Development Corp. of Washington for the HOA’s use of the office, clubhouse, and community center in exchange for the maintenance of the buildings.

*Motion: To approve the use agreement with a change of name correction to Sunrise Development Corp. of Washington on an E. Corliss – G. Bauch M/S/C*

7. **Unfinished Business**

a) William West – He is meeting the payment terms of the agreement with SMA.

b) Natural Spring on 122<sup>nd</sup> – Repairs have been made. SMA is continuing to monitor.

c) Bids in Process

1) 10 Monument Sign Replacements – Eagle Ridge, Silverwood, The Meadows

*Motion: To approve 10 sign replacements using Spectrum Sign Co. for a total bid price of \$4,893.74 on a T. Boyle – S. Clack M/S/C*

2) Monument Pressure Washing

*Motion: To approve the pressure washing of 10 monuments and award to TGM for a total bid price of \$874.40 on a T. Boyle – E. Corliss M/S/C*

*Motion: To approve TGM to pressure wash the additional 20 monument signs for a total bid price of \$1,967.40 on a T. Boyle – E. Corliss M/S/C*

3) Median Tree Replacements – 3 trees at Savannah Ridge median

*Motion: To approve TGM to replace 3 median trees for a total bid price of \$868.94 on a G. Bauch – E. Corliss M/S/C*

4) North Rim Pond – Irrigation and Turf Restoration

*Motion: To approve TGM to renovate irrigation and turf area surrounding the North Rim pond for a total bid price of \$3,833.15 on an E. Corliss – T. Boyle M/S/C*

5) Tanglewood Parcel Renovation – Turf Restoration

*Motion: To approve TGM to restore the turf at the common area parcel on 168<sup>th</sup> St Ct E for a total bid price of \$464.53 on a G. Bauch – E. Corliss M/S/C*

6) Clubhouse Carpet & Interior Paint – Angie presented bid comparisons and a recommendation for painting and carpet replacement in the clubhouse.

*Motion: To approve the proposal from Son Trust General Contracting for painting the interior of the clubhouse for a total bid price of \$1,475.55 on an E. Corliss – S. Clack M/S/C*

*Motion: To approve the proposal from Great Floors for carpeting in the clubhouse for a total bid price of \$2,073.42 on a T. Boyle – E. Corliss M/S/C*

d.) CC&R Review and Rewrite update – The committee has met a few times and is working to put questions and concerns together for the attorney to consider. The target timeline is to have the information ready for the homeowner comment period by February 2011.

e.) Website Renovation update – The committee is meeting to consider various website companies specific to HOA's.

f.) Half-Time Site Staff Position

*Motion: To approve to continue Gina's half-time employment throughout the full year on a T. Boyle – E. Corliss M/S/C*

**8. New Business**

- a) 2009 Audit & Tax Return – The audit for 2009 is completed. There were two tax returns prepared for 2009. Shall the Board file an amended tax return?

*Motion: To not submit an amended 2009 tax return on a G. Bauch – T. Boyle M/S/C*

- b) 2010 Tax Return – Engagement Letter

*Motion: To approve hiring Cagainut and Co. to prepare the 2010 tax return on a total bid price of \$2,100 on an E. Corliss – T. Boyle M/S/C*

**9. Upcoming Board Meetings**

- November 3, 2010 at 6:00 PM – Board Meeting – 2011 Board Budget Approval
- November 17, 2010 at 4:00 PM – Board Working Session
- December 8, 2010 at 6:00 PM – Budget Presentation Meeting to Homeowners

**10. Adjournment**

*Motion: To adjourn – 6:00 PM on a S. Clack – E. Corliss M/S/C*

**Approved:**

  
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Gloria Bauch, Secretary

11.3.10  
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Date

  
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Sloan Clack, President