



**SUNRISE MASTER ASSOCIATION**

**MINUTES OF THE BOARD OF DIRECTORS MEETING**

**April 20, 2016**

**BOARD OF DIRECTORS:** Sloan Clack, Monica Gildea, Fred Goehler, Brenda Pearson  
*Eric Corliss – Absent*

**Association Management:** Kathy Berrens – TMT – Sunrise Community Association Manager  
Kiara Wiggins – TMT – Sunrise Administrative Assistant  
Angie Orr – TMT – Senior Director, Large Scale Management

**1. Call to Order and Confirmation of Quorum**

President Sloan Clack opened the meeting at 4:00pm

Eric Corliss – Absent

Angie Orr arrived at 4:07 pm

Brenda Pearson arrived at 4:16 pm

**2. Consideration of Agenda –**

New Business added to agenda:

Item F – Sunrise Parkway Speeding

Item G – Arbors Landscape Replacement

**3. 20-Minute Open Forum and Homeowner Comment Period**

a) Follow up from February Board meeting, presented by Kathy Berrens

i. Sunrise Blvd Light Outage: Kathy Berrens updated Board on Jim White's previous concern. All lights along the Blvd are now fixed and the sidewalks have been replaced.

b) Homeowner Comment Period

Udo Mehlberg – 17110 134<sup>th</sup> Ln E

Mr. Mehlberg asked about the security reports posted on the homeowner website. He also asked for an update on the proposed CC&Rs and ARC guidelines. Board President, Sloan Clack, responded that the proposed CC&Rs would be posted on Website the first week of May 2016 for homeowner review, questions, comments, and/or concerns. Sloan Clack also announced that the ARC guidelines are not in the process of being revised. Mr. Mehlberg was informed that the meeting minutes of February are voted on at the April Board meeting and then posted to the web, once approved by the Board, due to the Annual Meeting in March.

**4. Review and Approval of February 17, 2016 Board Meeting Minutes**

Motion to approve February 17, 2016 Board meeting minutes was made by Monica Gildea, Seconded by Fred Goehler; Approved 3/Opposed 0

**5. Financial Report**

a) February Financials - Kathy Berrens presented a detailed financial report to the Board.

Motion to approve the February 2016 financials was made by Brenda Pearson, Seconded by Monica Gildea; Approved 4/Opposed 0

b) March Financials – Kathy Berrens presented a detailed financial report to Board.  
**Motion** to approve the March 2016 financials was made by Brenda Pearson, Seconded by Monica Gildea; Approved 4/0/0

c) CD Update – Kathy Berrens updated the Board that the CD is not up for renewal until September 23, 2016 and to remove funds before then would be an added fee. The bank and The Management Trust have agreed to cover withdrawal fees should the Board decide to withdrawal before September 23, 2016.

6. **Presidents Report** – Sloan Clack updated the Board that the CC&R revision will be available for homeowner review, comments, questions, and/or concerns during the first week of May 2016. The revision of the Architectural Guidelines may take place next year.

7. **Security Committee Report**

Monica Gildea informed the Board that the Security Committee had their second quarterly meeting in April. The security committee did a one month performance review on Securitas hours and discussed hours of the off-duty Sheriff. The committee also decided to publish an “incidents by type” report to the Sunrise website on a monthly basis. Kathy Berrens informed the Board that she has finalized the contract and hours with the off-duty Sheriffs and will be meeting with Securitas to finalize the Incidents by Type report.

8. **Management Report**

All Reports were sent to Board for review on Friday, April 15, 2016 in their Board Packet.

- a) Quarterly Managers Report
- b) Quarterly Motion Log
- c) Quarterly ARC Log
- d) Quarterly Violation Report

There were no questions; the Board members appreciated each report.

9. **Unfinished Business**

- a) Consent in Lieu Emerald Pointe Gate Repair – The Board signed a Consent in Lieu of Meeting document, unanimously approving gate repair in the amount not to exceed \$1,155.45.
- b) Consent in Lieu Sunrise Insurance – The Board Signed a Consent in Lieu of Meeting document, unanimously approving the renewal of the 2016 Master Insurance Policy in the amount not to exceed \$15,310.00.
- c) Reserve Study Approval  
**Motion** to accept the revised Reserve Study presented at the April 20<sup>th</sup>, 2016 Board meeting was made by Brenda Pearson, Seconded by Monica Gildea; Approved 4/0
- d) Collections Policy Resolution Approval – Kathy Berrens presented the new collection policy with details. The Board tabled discussion until after the executive session.

10. **New Business**

- a) ARC Board Representative Appointment  
**Motion** to appoint Sloan Clack as the new Board Representative to the ARC committee was made by Brenda Pearson, Seconded by Monica Gildea; Approved 4/0
- b) Emerald Pointe Gate Damage #2  
**Motion** to table request for further review until May 18, 2016 board meeting was made by Brenda Pearson, Seconded by Fred Goehler, Approved 4/0
- c) Fence Bid Damage Repair  
**Motion** to include damaged fence in the larger fence repair project was made by Brenda Pearson, Seconded by Fred Goehler; Approved 4/0. Kathy to provide bids on reserve study fencing projects.

d) National Night Out

i. Clowns Unlimited Expense Approval

Motion to approve Clowns Unlimited Bid for National Night Out was made by Fred Goehler, Seconded by Monica Gildea; Approved 4/0

ii. Food Truck Invitation – Kathy Berrens introduced the idea of replacing hot dogs with food trucks at this year's National Night Out. The Board agreed with the idea and would like Kathy to continue gathering information.

e) Storage Fee Increase

Motion to approve moving 38 boxes from secured location at the cost of \$528, by April 29<sup>th</sup>, to Sunrise Storage with a monthly rate of \$63 was made by Brenda Pearson, Seconded by Monica Gildea; Approved 4/0

f) Sunrise Blvd Speeding

Fred Goehler informed the Board of his concerns regarding the speeding on Sunrise Blvd. Kathy Berrens spoke with the Sheriffs' Department officers and they will be patrolling the Blvd and issuing citations. Angie Orr with TMT also suggested a speed trailer.

g) Arbors Landscaping

Motion to approve the replacement of trees at the Arbors by Earth Tech at a cost not exceed \$9165.00 plus tax was made by Monica Gildea, Seconded by Fred Goehler; Approved 4/0.

**Recess to Executive Session at 6:28 pm**

Motion to recess into Executive Session was made by Sloan Clack, Seconded by Monica Gildea; Approved 4/0/0

**Reconvene Meeting at 7:30 pm**

Motion to reconvene Board meeting was made by Sloan Clack, Seconded by Fred Goehler; Approved 4/0/0

Legal Expenses

Motion to pay legal expenses in the amount of \$10,959.50 to Eisenhower Carlson for The Management Trust contract negotiation was made by Brenda Pearson, Seconded by Fred Goehler; Approved 4/0

Past Due Accounts

Motion to have onsite manager work with SABA and Associates using her discretion to lien SABA accounts \$500 and over as she deems appropriate was made by Sloan Clack, Seconded by Brenda Pearson; Approved 4/0

Motion to have onsite staff call homeowners and send account ledger to all accounts owing \$100 and under was made by Sloan Clack, Seconded by Fred Goehler; Approved 4/0

Motion to send account ledger, new collection policy, and payment options to accounts owing \$100-250 was made by Sloan Clack, Seconded by Fred Goehler; Approved 4/0

Homeowner Violation

Motion to draft letter to homeowner account 555551 stating they have until May 6<sup>th</sup>, 2016 to sign recorded document and to pay fine by May 30<sup>th</sup>, 2016 otherwise offer voided was made by Sloan Clack, Seconded by Brenda Pearson; Approved 4/0

Homeowner Delinquent Account

Motion to offer a one-time waiver of late fees in the amount of \$100 for homeowner account 555364, provided payment is made of remaining balance due to Sunrise and/or SABA by

May 6<sup>th</sup>, 2016 and mandatory enrollment in auto payment if home is still in their ownership was made by Sloan Clack, Seconded by Fred Goehler; Approved 4/0

**Motion** to offer a one-time waiver of late fees in the amount of \$200 for homeowner account 673667, provided payment is made of remaining balance due to Sunrise and/or SABA by May 6<sup>th</sup>, 2016 and mandatory enrollment in auto payment if home is still in their ownership was made by Sloan Clack, Seconded by Fred Goehler; Approved 4/0

**Motion** to offer a one-time waiver of late fees in the amount of \$175 for homeowner account 745289, provided payment is made of remaining balance due to Sunrise and/or SABA by May 6<sup>th</sup>, 2016 and mandatory enrollment in auto payment if home is still in their ownership was made by Sloan Clack, Seconded by Monica Gildea; Approved 4/0

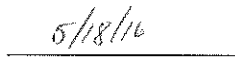
**Motion** to offer a one-time waiver of late fees in the amount of \$100 for homeowner account 608215, provided payment is made of remaining balance due to Sunrise and/or SABA by May 6<sup>th</sup>, 2016 and mandatory enrollment in auto payment if home is still in their ownership was made by Sloan Clack, Seconded by Monica Gildea; Approved 4/0


Collections Policy

**Motion** to accept Collection Policy Resolution 2016-001, effective June 1, 2016 with notification via mailed letter, EBlast, and web posting of policy by April 29, 2016 was made by Sloan Clack, Seconded by Fred Goehler; Approved 4/0

With no further business to go before the Board, the meeting was adjourned at 7:40pm; moved by Sloan Clack, Seconded by Monica Gildea; Approved 4/0/0

  
Monica Gildea, Secretary

  
Date

  
Sloan Clack, President