

**Sunrise Master Association**

**BOARD OF DIRECTORS MEETING**

**Meeting Minutes**

*Sunrise Master Association Clubhouse*

**August 16, 2017 – 4:00 PM**

**BOARD OF DIRECTORS:** Sloan Clack, Monica Gildea, Roger Elmore, Brenda Pearson  
Absent; Eric Corliss

**Association Management:** Kathy Berrens, Elizabeth Cox, Robbin Coltom, Denise Rasmussen,  
John Miller and Kelli Smith

1. Call to Order and Confirmation of Quorum: President Sloan Clack opened the meeting at 4:00pm
2. Consideration of Agenda: No changes were made to the agenda.
3. Review and Approval of:
  - a) July 11, 2017 Board Special Meeting Minutes:  
**Motion** to approve the July 11, 2017 Meeting Minutes was made by Brenda Pearson and seconded by Roger Elmore. Approved 4/Opposed 0.
  - b) July 19, 2017 Board Meeting Minutes:  
**Motion** to approve the July 19, 2017 Meeting Minutes was made by Brenda Pearson and seconded by Monica Gildea. Approved 4/Opposed 0.
4. June Financial Review: Elizabeth Cox from TMT was on hand to update the Board on the progress made by the AR staff towards resolving issues requested by the Board. The AR staff has reviewed over 80 individual accounts with prepaid status and some categories have been re-categorized based on the discussion at the recent financial meeting. Elizabeth fielded questions from the Board regarding specific financial line items.  
Motion to approve the June 2017 Financials was made by Roger Elmore and seconded by Brenda Pearson. Approved 4/Opposed 0.
5. President's Report/Development Update: President Sloan Clack provided a handout including a chart and coordinating map that summarized the current and pending development projects. She noted that The Woodlands Plat should be complete by the end of the year and that the Park is under construction, but has stalled due to some drainage challenges.
6. Manager's Report: Kathy Berrens reported on the following:
  - a) 2017 Nation Night Out Recap – NNO was a success and there was a great turn out. The Fisher Scone truck was a big hit. Two henna artists were kept busy the entire evening and all the booth vendors seemed to garner a lot of attention. Law enforcement was out in full force with representation from several departments, including the K-9 unit which did a demonstration on the tennis court. Airlift Northwest was a huge hit as they landed. Many families enjoyed the bouncy toys and free snowcones and cotton candy which were served by volunteers from Target. Sloan Clack thanked the Sunrise staff for their work on NNO and for the many improvements that have developed over the last two years.

- b) Landscape update – Teufel is doing a great job and there has been a great deal of positive response over the work they are doing. After only two weeks, they are still getting up to speed with all the details of the community. They have provided a full time irrigation specialist who is working hard to get irrigation issues resolved.
- c) Insurance claim for Emerald Pointe gate control accident – The gate control pedestal was hit and destroyed by a car. The driver's insurance company has agreed to pay for the repair. Bollards will be added to provide some protection for the pedestal in the future.

**Motion** to approve estimate for addition of bollards to protect the Emerald Pointe gate control pedestal was made by Roger Elmore and seconded by Monica Gildea. Approved 4/Opposed 0.

- a) Burnt Home in Emerald Pointe – The new owner for the burnt home has been located and he has agreed to clean up the place.
- d) Emerald Pointe Developer/Builder irrigation issues – New construction crews have broken major irrigation lines and have been fined. The Sunrise Master Association will fix the irrigation breaks and will charge the cost back to the two builders.
- b) Sunrise irrigation report – A spread sheet was provided to the Board comparing irrigation charges for each billing period for 2016 and 2017. At this point, irrigation costs for 2017 have not exceeded those from 2016.
- e) Upcoming Events in Sunrise – The August community garage sale will take place August 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> and will include a recycling event in the office parking lot. P.A.V.E. will be picking up left over items curbside. The following Friday there will be a Movie in the Park Night in the clubhouse field sponsored by Foursquare church. They will be showing Beauty and Beast with an special appearance by Belle. There will be food and activities prior to the movie.

#### 7. Unfinished Business –

- a) Emerald Pointe Stop signs and stripping – Bids were provided for adding stop bars/stop signs, yellow curbs for fire hydrants, speed bumps at the entry and curb paint around key pad.

**Motion** to approve bids one, two and three from Eagle Asphalt Sealcoating Co up to \$5, 000 to install stop signs and stop strips, stripe curbs yellow for fire hydrants and add speed bumps in front of gates in Emerald Pointe was made by Brenda Pearson and seconded by Sloan Clack. Approved 4/Opposed 0.

- b) Emerald Pointe "No Parking" Signs – A bid was provided for adding no parking signs throughout Emerald Pointe. Upon review of the bid, the Board instructed the SMA manager to get a new bid.
- c) Emerald Pointe Surveillance – Bids to come
- d) Lighting of gate at Emerald Pointe – Bids to come.

#### 8. New Business

- a) Tree Replacement – Teufel has provided a bid of \$7,231.34 for replacing 23 trees in common areas throughout Sunrise. After a discussion on this matter, SMA Manager will provide the Board with more details about this replacement project.
- b) Asphalt Bid Parking lot – There are several areas in need of repair in the office/park parking lot. Three bids have been acquired for review.

**Motion** to approve the bid from Eagle Asphalt Sealcoating Co to repair damaged and cracked asphalt and restripe the parking lot for \$5,990.00 was made by Sloan Clack and seconded by Brenda Pearson. Approved 4/Opposed 0.

- c) Light repair/replacement SMA parking lot – The parking lot lights are not turning off during the day and upon inspection it was determined that photo eyes are out of sync. A bid has been submitted by A+ Electric Connection Inc. to repair/replace photo eye control for 5 parking lot lights and retrofit both parking lot and basketball court lights with L.E.D lamps.

**Motion** to approve bid from A+ Electric Connection Inc to repair/replace the photo controls for 5 parking lot lights and to retrofit lights with L.E. D lamps for \$5516.37 was made by Sloan Clack and seconded by Monica Gildea. Approved 4/Opposed 0.

- d) Concrete Fence Project – The fencing project year to date has cost \$214,444.80 with a price of \$50 a sq ft. The fence contractor has raised the pricing to accommodate old growth tree roots in the fenceline areas. .

**Motion** to approve the next sections of concrete fence installation with bids estimates 45, 47, 48 and 49 in the amount of \$157,663.04 was made by Brenda Pearson and seconded by Roger Elmore. Approved 4/Opposed 0.

- e) SMA Communication – Board Member Roger Elmore addressed the Board and Management team about beefing up communication about what the HOA is doing for the community. He suggested some kind of weekly update and perhaps considering more forms of social media. He also felt Sunrise Development Corporation could do more to communicate with the homeowners about all that they are doing. He noted that he believed it was particularly important homeowners hear more about the many good things that both the management team and Sunrise Develop Corporate are doing.

9. Open Forum and Homeowner Comment Period: The following comments were made by homeowners:

- Would like more communication from the declarant.
- Requested that the meeting minutes include more specific details about homeowner comments, more information be posted on the website.
- Agenda items be presented at Board meetings in a Powerpoint projected on the wall so homeowners can follow along.
- Budget needed for sprinklers in the medians of the boulevard.
- Reckless driving at the end of 122<sup>nd</sup>.
- Speeding throughout the community.
- More information about criminal activity posted for homeowner awareness.
- More positive information about what the Developers are doing because there is too much negative stuff being posted on FB.
- What is the status of the fence replacement along the Emerald Pointe park on 172<sup>nd</sup>? Manager Kathy reported that she has been in touch with 2 of the 3 homeowners from the homes that about the fence and will continue to pursue the third.
- What is the timeline for repairing the entrance in front of the townhouses in Emerald Pointe? Manager Kathy shared that there is no timeline provided by the builder. They are under the due process schedule.
- There are no barriers up during construction at the new townhouses. SMA manager noted that silt fencing may be something the county needs to enforce.
- What is being done about the speeding in Emerald Pointe? SMA manager said that both security and the sheriffs have been asked to watch for it.
- Dead tree, who's is it? SMA manager reported that the tree in question belongs to a homeowner; not SMA.
- Has Corliss hired street sweepers to manage the roads during the development of the Woodlands? President Clack reported that sweepers are running daily and sometimes twice a day and inspectors are coming regularly to ensure there is proper dust control.
- There has been Facebook discussion of questionable activity in the greenbelt at the end of 172<sup>nd</sup>. It appears that there have been fires and there is trash, etc. Manager Kathy said she will talk to the sheriffs and reminded those in attendance that they need to call the sheriffs right away when they see activity.
- Can the natural area along the Silverwood park be cleared out due to concerns expressed on Facebook that suspicious activity is taking place in that area?
- Concern expressed over the builders blocking sidewalks by parking on them or placing dumpsters on them.
- What will be done about damage to the road during the construction process?

- In reference to lighting at the front gate, she asked if solar lighting could be considered. SMA manager said that high voltage would be needed for the surveillance.
- Suggestion was made that there be no 24 hour notice for towing in the parking enforcement plan.

10. Adjourn: No further business was presented to the Board.

**Motion** to adjourn the meeting at 6:50pm was made by Brenda Pearson and seconded by Roger Elmore. Approved 4/Opposed 0.

  
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Monica Gildea, Secretary

  
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Date

  
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Sloan Clack, President