

Sunrise Master Association

BOARD OF DIRECTORS MEETING

Meeting Minutes

Sunrise Master Association Clubhouse

December 12, 2017 – 4:00 PM

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

Association Management: Kathy Berrens and Robbin Coltom, Denise Rasmussen, TMT

1. Call to Order and Confirmation of Quorum: Secretary Monica Gildea called the meeting to order at 4:00 PM
2. Consideration of Agenda: No changes were made to the agenda
3. Review and Approval of November 14, 2017 Board Meeting Minutes:

Motion to approve the November 6, 2017 Sunrise Board Meeting Minutes was made by Brenda Pearson and seconded by Roger Elmore. Approved 3/Opposed 0

Motion to approve the November 14, 2017 Sunrise Board Meeting Minutes was made by Roger Elmore and seconded by Brenda Pearson. Approved 3/Opposed 0.

4. Review of October Financials:

Motion to approve the October 2017 Financials was made by Roger Elmore and seconded by Brenda Pearson. Approved 4/Opposed 0

5. President's Report/Development Update – See attached Sunrise Development update.
6. Manager's Report – SMA Manager Kathy Berrens provided an update on action items from the last Board meeting and the community as a whole.

Action Items:

- Reporting back, the irrigation system at The Retreat does have rain sensors.
- TMT Division Controller, Elizabeth Cox, and Board President, Sloan Clack are working on a cash analysis for the Association.
- On November 10, 2017, a motion was made for the search process to begin for an additional Assistant Manager. Discussion has about the position has centered around the title and specific duties of this position.

- TMT was asked to review and explain why credit card payments can not be set up for monthly assessment payments. Elizabeth Cox provided an explanation of why auto pay using a credit card cannot be set up within the TMT system requirements. TMT Division Vice President, Simon Foster agreed to look further into the option of auto paying via credit card, reporting to Kathy December 15, 2017.
- There is no final date for statements to be mailed out, most likely the first week in January. Post card reminders will go out after the statement reminding homeowners that February 28, 2018 is the deadline to pay for the yearly assessments

Motion to approve the request to schedule a special meeting in early January to further discuss the yearly assessment process was made by Sloan Clack and seconded by Roger Elmore. Approved 4/Opposed 0

- 2016 Audit questions: The 2016 Sunrise Audit was determined to be clean with some recommendations made for improvements in the area of internal controls.
- Each Sunrise community has been identified and set up in the management system so that mailings and statements can now easily be generated to reach specific communities.
- All Consent for Electronic Notification forms have been entered into our system and identified in the system

Report Items:

- Landscaping:
Leaf pickup this week and mowing, work on 184th irrigation system going well
- Emerald Pointe:
Due to weather, final touch up on curb painting has not occurred yet, but will be coming. One more stop sign will be installed.
A request for cutouts on end of speed bumps for easier motorcycle passage has been made,

Motion to approve the bid from Eagle Asphalt for \$350 to remove two sections from the main gate speed bump for better motor cycle access was made by Brenda Pearson and seconded by Sloan Clack. Approved 4/opposed 0.

- Lights have not arrived yet for main gate from PSE.
- Tow notices were given out to 5 residents last night, 2 on Sunday and 3 last Thursday night for parking in fire lane
- SMA Manager Kathy Berrens will be meeting with the Sheriffs to clarify 2018 schedule and reporting to homeowners.
- SMA Management staff procured a loaner projector and free screen to use for Association meetings and both worked great. Use of a projector for meetings will begin in January.
- SMA Manager Kathy Berrens will begin posting Wednesday Reports for homeowners and more detailed Friday reports to Board members in 2018.

Major projects In progress:

- Write Offs for 2017
- Yearly Assessment Mailing Design
- Prepaid List for non residents
- Special Assessment for 2018 Emerald Pointe
- 2018 Goal setting for Board
- Major cleanup of office including moving files into boxes and moving to storage
- Coordinating Rock placement at Deer Ridge
- Coordinating bench placement project

7. New Business

- Community Center Window replacement bids – Three bids were provided for the replacement of the broken community center window.

Motion to approved the phone quote from Meridian Glass provided they stay with the quote once they come on site was made by Roger Elmore and seconded by Brenda Pearson. Approved 4/Opposed 0.

- Compliance Hearing Committee Appointments – There are two open positions on the Compliance Hearing Committee.

Motion to appoint Martha McNeill and Kathy Berrens to the Compliance Hearing Committee was made by Roger Elmore and seconded by Brenda Pearson. Approved 4/Opposed 0.

- Security Committee Appointments: Security Committee member Tim Stephens has stepped down from the committee.

Motion to reappoint Gary Smith, Stephanie Luke and Troy Dunlap to the Security Committee and seek a new member to fill the vacated position on the committee was made by Brenda Pearson and seconded by Monica Gildea. Approved 4/Opposed 0.

- ARC Committee Appointments – Tim Stephens and Roy McNairy, members of the ARC committee will be stepping down leaving positions to be filled by new homeowners.

Motion to appoint Bill Reinstra for one more year and to seek two new members to fill vacancies on the committee was made by Brenda Pearson and seconded by Roger Elmore. Approved 4/Opposed 0.

- Board Meeting Schedule 2018 was presented

Motion to approve the 2018 Sunrise Board Meeting Schedule was made by Roger Elmore and seconded by Monica Gildea. Approved 4/Opposed 0.

- Office Holiday Closure Dec 25,2018-Jan 1, 2018 was presented.

Motion to approve the Closure of the Sunrise Office from December 25, 2017 to January 1, 2018 for the Holidays was made by Roger Elmore and seconded by Monica Gildea. Approved 4/Opposed 0.

- 2016 Financial Audit Report: The 2016 Financial Audit was determined to be a “clean” audit with recommendations for improvements in the area of internal controls. Many of these recommendations have been ongoing and the Board would like resolution.

Motion to table the acceptance of the 2016 Financial Audit until the January meeting in order for a timeline to be developed, questions answered and plan to be developed for adherence to the recommendations for improving internal controls was made by Sloan Clack and seconded by Brenda Pearson. Approved 4/Opposed 0.

- Office Notebook purchase request – SMA Manager Kathy Berrens provided information about recommended laptop options. The SMA would like to purchase a laptop to be used for Board meeting presentations and off-site work.

Motion to authorize the purchase of an office notebook for up to \$1500 with 2017 funds was made by Sloan Clack and seconded by Roger Elmore. Approved 4/Opposed 0.

8. 20-Minute Open Forum and Homeowner Comment Period – Sunrise homeowners were given an opportunity to comment on various community projects and policies. Addressed during this session were the following topics:

- It was noted by an Emerald Pointe homeowner that it has been “great” driving through the community with the new no parking fire lanes.
- Concerns were expressed about the security of information provided by homeowners when they sign up for Direct Debit. The Association management company provides the information to the bank which then has the clearance to work with homeowners’ banks to create the direct debit. TMT can look further into best practices for keep the information secure.
- Concerns were expressed about the new payment policy and how it affects the homeowners. Extra time has been given to pay the yearly assessment and a monthly option has been included in the policy. The goal is to create a more effective and efficient system which will save the Association money and allow office staff to use their time for other HOA matters.
- Bi-Annual payments were suggested. The idea of a yearly assessment is to be “one and done” in order to truly streamline the billing and accounting processes.

- It was requested that more detailed financials be provided to the homeowners. Full financials are available at anytime to homeowners and appointments to review the financials with the manager can be made.
- A homeowner asked how the committee process works. The open positions are posted and filled for staggering terms.
- Concerns were expressed about the construction crews at Emerald Pointe who are blocking public right of way with supplies, debris and vehicles. SMA Manager Kathy Berrens has been in touch with the builders and cleanup has begun. Violations have been given in the past and will be issued again for those builders who do not comply.
- The question was asked; Will towing for vehicles in no parking zones on private streets be towed seven days a week? The Association will be looking at how to handle enforcement on the weekends.

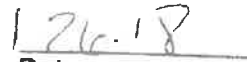
9. Executive Session

Motion to recess to executive session at 6.01 pm was made by Sloan Clack and seconded by Brenda Pearson. Approved 4/Opposed 0.

10. Adjourn

Motion to adjourn at 6:35 PM was made by Sloan Clack and seconded by Monica Gildea. Approved 4/Opposed 0.


 Monica Gildea, Secretary


 Date


 Sloan Clack, President

Sunrise Development Corporation 2017 Development Activities

12/12/17

Sunrise Regional Park –

3 Conceptual drawings have been submitted to SDC for consideration

The Retreat –

49 Lot Plat Sold to Richmond American Homes Currently Under Construction – Going Vertical Now - Homes

The Woodlands –

67 Lot Plat Currently Under Construction – Plat Development scheduled for completion by the end of 2017 Plat is currently being offered for sale

The Crossings –

180 Lot Plat (approximately) In Process for Preliminary Plat approval SHAC Hearing – tbd Hearing Examiner Hearing - tbd Likely to break ground in the early spring of 2018

The Madronas (Area 15) –

167 Lot Plat (approximately) In Process for Preliminary Plat approval SHAC Hearing – tbd – estimated 1/9/18 Hearing Examiner Hearing - tbd Likely to break ground in the early spring of 2018

The Pines (Area 17) –

165 Lot Plat (approximately) In Process for Preliminary Plat approval SHAC Hearing – scheduled 3/5/18 Hearing Examiner Hearing - tbd

180th Construction –

Road and Storm Plans have been submitted and reviewed by Pierce County Resubmittal should take place in the next week or two

South Sunrise – Mineral Extraction

- 11/3/16 – Pre Application meeting held at PC to discuss South Sunrise project
- 12/23/16 – South Sunrise CUP Application submitted
- 1/23/17 – Notice of Application mailed by Pierce County
- 1/25/17 – Site Posting (Yellow sign)
- 2/23/17 – Attend Sunrise Resident meeting to discuss South Sunrise project (organized by homeowners) last minute invite to Sloan Clack
- 2/27/17 – South Sunrise Community Meeting – eblast to Sunrise Master Association homeowners, website posting, Sunrise Master Association Facebook posting, Sunrise Resident Facebook posting - Apex Geoff Sherwin, Kim Savage, Cheryl Ebsworth and CRI Steve Corliss, SDC Eric Corliss and Sloan Clack Community Information Packet created and provided to interested homeowners. Extras placed at the Sunrise Master Association office
- 2/27/17 – Follow up email to all attendees that provided email addresses – summary of meeting, expectations for what will happen next, contact information for any and all concerns
- 2/28/17 – Sunrise Master Association Facebook post and eblast to Sunrise homeowners – follow up to the meeting, providing a copy of the handout, directing homeowners to PALS for more information on the project
- 3/1/17 – Sunrise Master Association Board Meeting – 4pm - eblast to Sunrise Master Association homeowners, website posting, Sunrise Master Association Facebook posting – discussion of South Sunrise project and upcoming meetings was held during the homeowner comment period
- 3/1/17 – Sunrise Master Association eblast and Sunrise Master Association Facebook post of upcoming meeting
- 3/6/17 – Sunrise Master Association eblast and Sunrise Master Association Facebook reminder post of meeting on 3/6/17
- 3/6/17 – South Sunrise Community Meeting – The Arbors group – eblast to Sunrise Master Association homeowners, website posting, Sunrise Master Association Facebook posting, Sunrise Resident Facebook posting - Apex Kim Savage, Cheryl Ebsworth and Sloan Clack - Presentation of project given, question and answer session - Community Information Packet created and provided to interested homeowners.
- 3/6/17 – Email correspondence with The Arbors resident – answered questions on South Sunrise project – and authorized outreach to Lipoma Firs residents to set up a meeting – no contact from Lipoma Firs
- 3/8/17 – Follow up email to all attendees that provided email addresses – summary of meeting, expectations for what will happen next, contact information for any and all concerns
- 3/13/17 – South Sunrise Community Meeting – Deer Ridge group – eblast to Sunrise Master Association homeowners, website posting, Sunrise Master Association Facebook posting, Sunrise Resident Facebook posting – Apex Kim Savage, Cheryl Ebsworth and Sloan Clack - Presentation of project given, question and answer session - Community Information Packet created and provided to interested homeowners.
- 3/16/17 – Follow up email to all attendees that provided email addresses – summary of meeting, expectations for what will happen next, contact information for any and all concerns
- 3/22/17 – Sunrise Annual Homeowners Meeting - eblast to Sunrise Master Association homeowners, website posting, Sunrise Master Association Facebook posting, Sunrise Resident Facebook posting, Meeting notification via usps with agenda identifying upcoming development projects – Eric Corliss Sloan Clack - Presentation of project given, question and answer session - Community Information Packet created and provided to interested homeowners
- 10/5/17 – Apex resubmitted the package – 2 view points provided, additional noise study information provided as well as response to PC comments provided
- 10/17/17 – Sunrise Master Association Board Meeting – Review of South Sunrise project, notification of resubmittal package to the HOA
- 11/14/17 – Sunrise Master Association Board Meeting – Review of South Sunrise project, update on status of project, change of planners per Pierce County
- 12/7/17 – PC Planner visited South Sunrise, written comments will be provided

Emerald Pointe

Emerald Point/OakPointe has initiated a lawsuit naming the Sunrise Master Association and Sunrise Development Corporation as the defendants.