

**Sunrise Master Association**

**BOARD OF DIRECTORS MEETING  
MEETING MINUTES**

*Sunrise Master Association Clubhouse*

**August 26, 2019 – 4:00 PM**

**BOARD OF DIRECTORS:** Sloan Clack, Roger Elmore, Melinda Jobst, Brenda Pearson  
Monica Gildea - *Absent*

**Association Management:** Debra Porter, Alex Carabello

1. Call to Order and Confirmation of Quorum: President Sloan Clack opened the meeting at 4:03 pm.
2. Consideration of Agenda- no changes.
3. 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.*
  - a) Approve July 16, 2019 Regular Board of Director Meeting Minutes
  - b) Approve the appointment of James Gillie to the Architectural Review Committee (ARC).  
This was previously approved by unanimous consent by the Board by email on July 19, 2019. The ARC roster is now: Eric Corliss, Sloan Clack, Martha McNeil, Anthony Woodruff, and James Gillie.
  - c) Approve Frontsteps as website provider with one-year contract pricing of \$280 per month, based on 1,750 units at \$.16 per unit, effective August 1, 2019. This was previously approved by unanimous consent by the Board by email on July 30, 2019.

**Motion** to approve the consent agenda as written was made by Brenda Pearson and seconded by Roger Elmore. Approved 4/Opposed 0

4. Financial Information:  
July 2019 Financial Report was presented by Debra Porter.
5. Presidents Report/Development Update –
  - The Madronas
    - Permit approved – looking for buyers
  - The Crossings/The Pines
    - Construction will begin next month
  - The Woodlands
    - Dog park is nearing completion
  - Glacier Run
    - Certificate of occupancy received this month
    - 48 ready to move in units

- Park
  - Design is complete
  - Construction will begin in 2020

#### 6. Manager's Report

- a. Front pond fountains – waiting on install
- b. Common area lawns – fertilized and weed killer applied
- c. Common area bark installed (700cy) – ran short and waiting on proposal to complete
- d. Ponds – NO FISHING
- e. Large scale dumping behind Deer Ridge was cleaned up
- f. Mailboxes for Tanglewood, Southpoint, and Savannah Ridge have been ordered
- g. Drains were inspected
  - i. Cambria, Emerald Pointe, Eagle Ridge and North Rim passes
  - ii. Drains at clubhouse need to be cleaned
- h. Landscape refurbishment on 168<sup>th</sup> and 170<sup>th</sup> was delayed but due to begin soon
- i. Woodlands sales have been going well
- j. No parking signs installed near Emerald Pointe front entrance gates
- k. Gates survey
  - i. Do nothing 35%
  - ii. Replace only motors 12%
  - iii. Replace both gates and motors 53%
  - iv. Researching option to remove gates
- l. Homeless camp cleaned up
- m. PC Auto theft task force investigating stolen vehicles dumped on SDC property
- n. Residents reminded to call 911 regarding suspicious activity or illegal activity

#### 7. New Business –

- a) Community Relations
  - a. National Night Out was a success
  - b. Upcoming events
  - c. Website Update
- b) Sewer Easement Agreement
 


**Motion** made by Roger Elmore and seconded by Brenda Pearson to approve the Sewer Easement Agreement between South Hill Development LLC (SHD) and Sunrise Master Association, with SHD paying Sunrise Master Association \$100,000 for granting the easement. Approved 4/Opposed 0


**Motion** made by Roger Elmore and seconded by Brenda Pearson to approve reimbursing Sunrise Development Corporation for Sewer Easement Agreement for costs and professional fees incurred researching, negotiating and drafting the easement agreement. Huber will reimburse Sunrise Development Corporation for legal fees. Remaining proceeds are to be segregated and utilized for future expenses related to additional park and office space furnishings. Approved 4/Opposed 0.
- c) Playground inspections
 

**Motion** to work with Mary Sue Linville for inspections was made by Roger Elmore and Seconded by Brenda Pearson. Approved 1/Opposed 3. Motion denied.

- d) Silverwood Picnic Table Replacement  
**Motion** to purchase a new picnic table from the Reserves Fund not to exceed \$3,000.00 was made by Roger Elmore and seconded by Brenda Pearson. Approved 4/Opposed 0
- e) Glacier Run Water Meter Hookup Expenses  
**Motion** to approve the Teufel proposal to install a 1.5 inch double check for \$1,968.43 for the water meter hookup was made by Roger Elmore and seconded by Melinda Jobst. Approved 4/Opposed 0
- f) Appoint Budget Committee  
**Motion** to appoint Martha McNeil and Ian Black to the Budget Committee was made by Roger Elmore and seconded by Melinda Jobst. Approved 4/Opposed 0
7. 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:
- An owner thanked the Association for the no parking signs at Emerald Pointe
  - An owner asked for advice regarding the landscaping at The Ridge
8. Executive Session  
**Motion** to recess into executive session per RCW64/38.035 to "discuss likely or pending litigation, matters involving possible violations of the governing documents" was made by Sloan Clack and seconded by Brenda Pearson at 5:25 pm. Approved 4/Opposed 0.  
**Motion** to reconvene from executive session was made by Sloan Clack and seconded by Roger Elmore at 5:56 pm. Approved 4/Opposed 0  
**Motion** to made by Sloan Clack and seconded Brenda Pearson to waive fine on owner account 29466, to waive fine on 27335, and to uphold fines on 29454. Approved 4/Opposed 0  
**Motion** to revamp the Due Process and Fine Schedule and approve via consent in lieu was made by Sloan Clack and seconded by Brenda Pearson. Approved 4/Opposed 0
8. Adjourn  
**Motion** to adjourn at 6:09 pm was made by Sloan Clack and seconded by Roger Elmore. Approved 4/Opposed 0

  
Monica Gildea, Secretary

  
Date

  
Sloan Clack, President