

**SUNRISE MASTER ASSOCIATION**  
**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
**AUGUST 18, 2020**

A regular meeting of the Sunrise Master Association Board of Directors was held on August 18, 2020 by Zoom Meeting.

In attendance were Directors Monica Gildea, Roger Elmore, Brenda Pearson, and Jordan Schenk. Absent was Sloan Clack. Also, in attendance were Debra Porter and Angel Smalling, HOA Community Solutions.

The meeting was called to order by Vice President Monica Gildea at 4:06 pm. A quorum was achieved.

Consideration of Agenda

**Motion** to add Homeowner indebtedness accounts 27417, 27713, and 26909 to the Executive Session made by Roger Elmore, seconded by Brenda Pearson, approved 4/0.

Consent Agenda

The following items are submitted for Board approval:

- June 16, 2020 Sunrise Board Meeting Minutes
- July 8, 2020 Sunrise Special Operational Board Meeting Minutes
- Approve Condominium Law Group counteroffer to homeowner account number 26449: Up-front payment of \$5K due within 10 days of settlement agreement being executed; monthly payments of \$250/month for 3 months thereafter; \$350/month thereafter until paid in full; ongoing late fees and interest will be suspended/waived from the date of first payment forward; after one year of on-time payments, the remaining late fees and interest will be waived; all waived amounts will be reinstated if owner fails to pay as agreed during the payment plan, or if owner falls behind within one year of bringing the account current; ongoing legal fees to process payments and monitor the payment plan will be added to owner's balance due and collected as part of the payment plan; owner must agree to sign a Stipulated Judgment to secure these terms. *Previously approved by unanimous consent of the Board of Directors by email on July 14, 2020.*
- Approve Condominium Law Group homeowner account number 27758 waiver of late fees on and interest if they pay in full within 10 days of the offer. If they fall behind again within one-year, all waived fees will be reinstated. *Previously approved by unanimous consent of the Board of Directors by email on July 14, 2020.*
- Approve July 14, 2020 Compliance Committee recommendations: Approve shed application for owner account number 27836; approve variance to the Sunrise Master Association standard fence detail for owner account number 26829; allow temporary variance for owner account number 29058, which would allow A/C unit to remain in window for 60 days due to medical and hardship issues; deny waiver of fines in account numbers 27004, 26532, 26501, and 26249. *Previously approved by unanimous consent of the Board of Directors by email on July 27, 2020.*
- Approve Condominium Law Group sending second demand letters to following accounts: 26871, 30134, 29686, 26822, 30388, 31816, 32198, 27235, 27694, 29212, 26909, 26387, 26390, 26345, 27877. The total fees will be \$1,125 to send 15 follow up demands. All fees are charged to the

owner's account and added to the collections balance per the CCRs. *Previously approved by unanimous consent of the Board of Directors by email on July 29, 2020.*

**Motion** to approve Consent Agenda made by Brenda Pearson, seconded by Monica Gildea, approved 4/0.

#### Financial Information

- Debra Porter presented an overview of the July 2020 Financial Reports.

#### Management Report

Debra Porter gave an overview of Association activity.

- Administrative
  - 2020 Annual Meeting held by Zoom on July 8
  - New Class B Board Member: Jordan Schenk
- Community Relations
  - Community Wide Garage Sale was held August 14-16
  - PAVE picked up donations on the 16th
  - Uptekk Recycling will be at Clubhouse, August 22, from 10 a.m. to 2 p.m.
  - Food Trucks: Stacks, Ruca, Mix Poke, Hot Corner, Bliss Creamery, North Pole Snow Cones, Munch Munch Waffles & More, Starvin Marvin, Sugar + Spoon
  - Streetfoodfinder.com/SunriseMaster
  - Volksmarch scheduled for October 24
  - Clubhouse is still closed for events
- ARC/Compliance
  - Compliance Patrols have resumed
  - State lifted the moratorium on an Association's ability to levy fines
  - 172 ARC applications this year
- Grounds
  - Irrigation booster pump located at office has failed and grounds are brown. One proposal received. Waiting on second.
  - Medians are watered daily
  - Car accident damaged three mature median trees and turf. Proposal to replace is about \$45K including watering. Waiting for insurance to respond
  - Proposals received to replace 2 dead maples along boulevard & 1 dead birch in EP
  - Proposals received to replace common area street fencing with concrete
- Emerald Pointe
  - New circuit board installed at back gate
  - Data cleaned up and reinput
  - Front gate had power shut off and no one mentioned it. It is back in service
  - Lennar plated the townhomes and paid Specific Assessment, prorated from May 1
  - Hillside between Sunrise and Emerald Pointe maintained
  - Groundwork for last townhomes on 110th and Sunrise has begun. Groundwork should be done in October. Plat should finalize in early 2021. 72 units
  - Irrigation and regular mowing restarted on Tract 4D

## 2019 Audit

- The 2019 Audit was prepared by Neuman and Associates, CPA. There were no material deficiencies noted.

**Motion** to approve 2019 Audit and sign Letters of Representation made by Roger Elmore, seconded by Brenda Pearson, approved 4/0

## 2019 Tax Return

- The 2019 Tax Return was prepared by Neuman and Associates, CPA.

**Motion** to approve 2019 Tax Return made by Brenda Pearson, seconded by Monica Gildea, approved 4/0

## Replacement of Dead Trees along Boulevard

**Motion** to replace Dead Trees along The Boulevard with new trees 2" in diameter and replace the Birch tree if it is not a Lennar responsibility. Made by Roger Elmore, seconded by Brenda Pearson.

## Executive Session

**Motion** to go into Executive Session pursuant to RCW 64.38.05 (4) to discuss homeowner indebtedness at 5:03 p.m., made by Roger Elmore, seconded by Brenda Pearson, approved 4/0.

**Motion** to return to Regular Session at 5:31 p.m., made by Roger Elmore, seconded by Brenda Pearson, approved 4/0.

## Bad Debt write off

**Motion** made by Roger Elmore, seconded by Brenda Pearson, approved 4/0 to write off \$20,729.77 uncollectible balances as follows:

- Account #27976 write off \$32.00 due to: Uncollectible balance on prior owner account.
- Account #27982 write off \$25.00 due to: Uncollectible balance on prior owner account.
- Account #27951 write off \$325.00 due to: Uncollectible balance on prior owner account.
- Account #27944 write off \$25.00 due to: Uncollectible balance on prior owner account.
- Account #27963 write off \$56.00 due to: Uncollectible balance on prior owner account.
- Account #27955 write off \$177.50 due to: Uncollectible balance on prior owner account.
- Account #27999 write off \$210.00 due to: Uncollectible balance on prior owner account.
- Account #26799 write off \$0.30 due to: Uncollectible balance on prior owner account.
- Account #26472 write off \$0.08 due to: Uncollectible balance on prior owner account.
- Account #26191 write off \$11,433.51 due to: Lien balance extinguished by foreclosure.
- Account #29208 write off \$366.78 due to: SABA Collections hold back.
- Account #29129 write off \$438.75 due to: SABA Collections hold back.
- Account #29171 write off \$420.20 due to: SABA Collections hold back.
- Account #29146 write off \$3,345.00 due to: SABA Collections hold back.
- Account #29145 write off \$1,498.00 due to: SABA Collections hold back.
- Account #29140 write off \$282.50 due to: SABA Collections hold back.
- Account #29141 write off \$276.00 due to: SABA Collections hold back.
- Account #29143 write off \$247.50 due to: SABA Collections hold back.
- Account #29142 write off \$210.00 due to: SABA Collections hold back.

- Account #29144 write off \$779.50 due to: SABA Collections hold back.
- Account #29130 write off \$581.15 due to: SABA Collections hold back.

Homeowner account 27417.

**Motion** to approve waiving daily RV fines of \$6,770 and related interest and late fees, provided the owner not return RV to the lot except for the approved 24 hour period, four times per month, submits an agreement showing they have secured long term off site storage, and cleans up all other fines and fees on the account. Should the owner return the RV to the lot within three years, all waived fees will be reinstated. Made by Jordan Schenk, seconded by Monica Gildea, and approved 3/1.

Homeowner account 27713.

**Motion** to reject Homeowner's offer of paying only their assessment balance of \$269.05 and purposing a counteroffer of \$1041.36 if payment made in full within 10 days of offer. Made by Roger Elmore, Seconded by Monica Gildea, approved 4/0

Homeowner account 26909.

**Motion** to approve waiving all late fees if account is paid in full within 10 days of acceptance. If account becomes delinquent within 1 year all waived fees will be reinstated. Owner must sign a Confession of Judgement to secure terms. Made by Roger Elmore, seconded by Monica Gildea, approved 4/0

Next Meeting –September 15, 2020, 6:00 p.m.

Adjournment

**Motion** to adjourn at 5:41 p.m., made by Roger Elmore, seconded by Brenda Pearson, approved 4/0.

Approved:

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Sloan Clack, President

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Monica Gildea, Secretary

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Date

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Date