

SUNRISE MASTER ASSOCIATION  
MINUTES OF THE BOARD of DIRECTORS WORKING SESSION  
June 16, 2010

BOARD OF DIRECTORS: Sloan Clack, Tony Sims, Gloria Bauch  
ABSENT: Eric Corliss, Steve Fehrenbacher

Association Management: Judy Nordstrom, Angie Orr  
Also Present: Tom Boyle, Michael Carver

**1) Call to Order**

The meeting was called to order by President, Sloan Clack at 4:00 p.m.

**2a) Common Area Fence** (Item 6a of the agenda is moved up to accommodate a Homeowner request) Michael Carver, a resident at 13319 161<sup>st</sup> St E in The Meadows has a fence that borders the common area park and needs repair. He is also requesting approval to install a gate from his yard into the common area. Sloan suggests the Board review the CC&Rs and give an informed decision. Angie will get back to Mr. Carver with a decision.

*Motion:* The Board will review the request and make a determination based on CC&R Review.  
Tony Sims / Sloan Clack M/S/C

**2b) Review and Approval of May 24, 2010 Board Meeting Minutes**

*Motion:* On a Tony Sims/Gloria Bauch M/S/C the minutes were approved as presented.

**3) President's Report**

a) Resignation of Steve Fehrenbacher as the Class A Representative. The Board accepts Steve's resignation.

b) Appointment of Tom Boyle:

*Motion:* The Board appoints Tom Boyle as per attached Appointment Document, Item #061610, as the Class A Representative Director at Large. Tom will fill this position until the Annual Meeting in March 2011. Sloan Clack / Tony Sims M/S/C.

c) Deer Ridge and Savannah Ridge Encroachment Issues: Sloan and Angie have performed inspection walk throughs. A notice letter has been drafted and is out for attorney review.

d) K-Com Fiber Optics: While working on 122<sup>nd</sup> St E near Deer Ridge to restore the right of way, it appears K-Com hit a natural spring. It doesn't appear to be Tacoma City Water, and it is not irrigation water. The responsibility is with K-Com and they are still looking into it.

**4) Financial Information and Community Updates**

a) May 2010 Financials were reviewed and approved as presented on a Tony Sims / Tom Boyle M/S/C.

b) Update of Collection Accounts: The Board requests that the SABA accounts be separated, with a breakdown of the dues portion from the late fee and attorney fees within the report.

## **5) Unfinished Business**

a) William West (SMA owned Property): West's continue to pay on rent balance. Angie provided information on their original balance and what they currently owe. The West's have received a Notice of Default from their mortgage company and their home is in the process of being foreclosed.

b) Savannah Ridge Vegetation Management Plan: AML Geotechnical Services final inspection has been completed but we have not yet received the report and invoice. Once the invoice is received the homeowners on Tract A will be billed. The Special Benefits agreement should be filed with Pierce County. Sloan will look into the process of recording.

c) E-Blast Policy – nothing new to report.

d) 2010 National Night Out: Three bids from various Event Companies were included in the Board Packet. Clowns Unlimited has the past experience with the event here in Sunrise and their bid was competitive.

*Motion:* The Board accepts the bid from Clowns Unlimited for National Night Out as written for \$5,503.56. Sloan Clack / Tony Sims M/S/C

e) Bids in Process for Proposed Park Improvements – Due to the drainage problems in Tanglewood and Southwood parks, the Board requests that Angie obtain options for repairs to these drainage issues.

*Motion:* The Board tables this topic until completed bids are available in July for a decision. Tony Sims / Tom Boyle M/S/C.

f) CC&R Review and Re-Write: Judy Nordstrom provided a handout showing Attorneys for consideration and their rates to assist with the following Plan of Action:

Restate the CC&Rs (eliminate the various amendments)

New/Updated By-Laws

Rules and Regulations document

g) Management Plan for Fence Maintenance: A book documenting the common area fencing, including maps, has been created by management to comply with the CC&Rs. Work is underway to update and adjust the Reserve Study to help control costs and better plan for next year's fence repairs budget.

h) Website: Sloan is reviewing the proposed website survey prior to it being sent via e-Blast to homeowners. (Side Note: The idea of an e-Blast to notify the community that the "pay by phone" convenience fee does not come to the Association.)

i) Boy Scout Tetherball Project: The tetherball project has not been started yet. The signed agreement needs to be submitted to the Boy Scouts of American for their approval. The SMA has contributed \$400.00 to the project. Certificate of Insurance from Scouts will be provided.

## **6) New Business**

a) Common Area Fencing and Gates : see 2a.

b) ULID Payoff



*Motion:* The Board approves the amount of \$3,692.23 to pay in full the outstanding ULID assessments on SMA properties.

c) **Meadows Greenbelt Trees:** Storm damage from the May 8<sup>th</sup> windstorm has been reviewed by Ron Shepherd, who estimates 25 to 30 trees need removal. Pierce County requires a certified arborist report be obtained. After review and discussion of the proposals presented, the following action took place:

*Motion:* The Board will hire Glenn Thompson of Knotty Tree Service to prepare the arborist report for The Meadows greenbelt trees as per his proposal for \$425.00, plus tax. The Board will also hire Knotty Tree Service to remove and dispose of one dangerous tree in the Community Center Park and dispose of the debris for the quoted amount of \$375.00, plus tax. Any trees determined for removal in The Meadows greenbelt by the arborist report (not to exceed 20 trees without Board approval) are to be removed by Ron Shepherd at a rate of \$50.00 per tree. Sloan Clack / Tony Sims M/S/C.

d) **Monument Inventory & Replacement:** Angie and Gina have prepared an inventory book of division monument signs. There are three divisions that are currently in need of monument replacement: Eagle Ridge, The Meadows, and Silverwood. Angie will contact low bidder Sign Connections for samples of granite and color choices for further Board discussion, with options eventually being sent to affected homeowners for their review and input.

e) **CDC Delinquency Action Fee Increase:** The fee for *delinquent dues* notification letters sent to homeowners by CDC has increased from \$10.00 per letter to \$12.00 per letter, effective June 1, 2010. This fee is charged back to the homeowner but is paid up front by the HOA.

*Motion:* Board approves the increase of the fee as stated above. Tony Sims / Tom Boyle M/S/C.

f) **Site Staff Job Descriptions:** At the Board's request, job descriptions and details were provided for the positions currently held by Angie and Gina. Board members are encouraged to review and be prepared to vote at the July meeting to approve or deny the request to increase the part-year, part-time position to a part-time, year-round position. Sloan Clack moves to table the decision to August; Tony Sims seconds the motion M/S/C.

7. Next Board Meeting to be held July 21, 2010 at 6:00 p.m.

8. Meeting is adjourned at 5:52 p.m.

**Approved:**

  
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Gloria Bauch, Secretary

7.21.10  
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Date

  
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Sloan Clack, President