



## **Board of Directors Meeting**

### **AGENDA**

VIA ZOOM WEBINAR

**MAY 19, 2020, 6:00 PM**

**BOARD OF DIRECTORS:** Sloan Clack, Monica Gildea, Roger Elmore, Brenda Pearson

**ASSOCIATION MANAGEMENT:** Debra Porter, Melinda Jobst, HOA Community Solutions

1. Call to Order and Confirmation of Quorum
2. Consideration of Agenda
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.*

The following items are submitted for Board approval:

- a) April 21, 2020 Sunrise Board Meeting Minutes
  - b) In keeping with the spirit and intent of the Governor's Proclamation 20-51, effective April 17, 2020, which is intended to reduce the financial hardships created by the Coronavirus, approve waiver of all April 2020 delinquency fees. Total delinquency fees to waive are: \$7,500 late fees, \$1,174.77 interest, and \$1,860 administrative notice fees. Previously approved on April 30, 2020 by unanimous consent of the Board of Directors by email.
4. Financial Information
    - a) April 2020 Financial Report
  5. President's Report/Development Update
  6. Management Report
  7. Old Business
    - a) Emerald Pointe Gate Instructions Mailing
    - b) Annual Meeting Reschedule
  8. New Business
    - a) Community Relations Update
  9. 20-Minute Open Forum and Homeowner Comment Period
    - a) Homeowner Comments
  10. Recess to Executive Session\*
    - a) Violation Owner Account 27036
    - b) Collections Action for Owners with SABA Accounts
    - c) Compliance Committee Recommendations
  11. Reconvene Regular Session
  12. Next Meeting

### 13. Adjourn

*\*RCW 64.38.05 (4) . . . Upon the affirmative vote in open meeting to assemble in closed session, the board of directors may convene in closed executive session to consider personnel matters; consult with legal counsel or consider communications with legal counsel; and discuss likely or pending litigation, matters involving possible violations of the governing documents of the association, and matters involving the possible liability of an owner to the association. The motion shall state specifically the purpose for the closed session. Reference to the motion and the stated purpose for the closed session shall be included in the minutes. . . .*

**SUNRISE MASTER ASSOCIATION**  
**BOARD OF DIRECTORS REGULAR MEETING MINUTES**  
**APRIL 21, 2020**

A regular meeting of the Board of Directors was held April 21, 2020, by Zoom Webinar. Present were:

Board of Director Members: Sloan Clack, Roger Elmore, Brenda Pearson Monica Gildea  
Association Management: Debra Porter, Melinda Jobst - HOA Community Solutions

A quorum was achieved, and the meeting was called to order at 4:03 p.m. by President Sloan Clack

Debra Porter explained the procedures of how the Zoom webinar would be conducted

Consent Agenda – The following items are submitted for Board approval

- December 18, 2020 Special Board Meeting Minutes
- February 18, 2020 Board Meeting Minutes
- Approve RK Fencing proposal of \$3,505.00 plus tax (\$3,852.00) to replace common area fencing behind the clubhouse/park and abutting the homeowner lot at 16005 132nd Ave Ct E. Proposed pricing includes removal and disposal of old fencing. The fence will follow the ARC Guidelines standard fence detail for regular fencing since this fencing will eventually convert to noncommon area fencing. No gate is allowed to be cut into the fence line adjacent to the common area.
- Approve payment agreement forwarded by Valerie Oman, the Association's collections attorney for owner of account 27384. Agreement is as follows: The current balance due is \$3,288.38. Late fees and interest are conditionally waived. This brings settlement sum to \$2,404.56. Late fees and interest are conditionally waived and will be reinstated if owners fall behind again in the next two years. Previously approved on February 27, 2020 by unanimous consent of the Board of Directors by email.
- Approve payment plan forwarded by Valerie Oman, the Association's collections attorney for owner of account 27905. The plan is as follows: \$1,600 by 3/31/20, \$1,600 by 4/30/20, and remaining balance by 5/31/20. Ongoing late fees and interest will be suspended/waived from the date of first payment forward. 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 account current. Ongoing legal fees to process payments and monitor the payment plan will be added to account balance and collected as part of the payment plan. Owner must agree to sign a Payment Plan Agreement to secure these terms. Previously approved on March 26, 2020 by unanimous consent of the Board of Directors by email.
- Approve payment plan forwarded by Valerie Oman, the Association's collections attorney for owner of account 27796. The plan is as follows: Payments of \$175/month to begin in February 2020 and continue for 3 months. Payments of \$300/month from June-August 2020. Payments of \$500/month from September 2020 until paid in full. Ongoing late fees and interest will be suspended/waived from the date of her first payment forward. After one year of on-time payments, the remaining interest (but not late fees) will be waived. All waived amounts will be reinstated if she fails to pay as agreed during the payment plan, or if she 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 what she owes and collected as part of the payment plan. Owner must agree to sign a Confession of Judgment to secure these terms. Previously approved on February 27, 2020 by unanimous consent of the Board of Directors by email.
- Approve payment plan forwarded by Valerie Oman, the Association's Collection attorney for owner of account 27101. The plan is as follows: Payments of \$400/month to begin immediately. Ongoing late fees

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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 Confession of Judgment to secure these terms. Previously approved on March 31, 2020 by unanimous consent of the Board of Directors by email.

- Approve forwarding accounts for the following owners to Valerie Oman with Condominium Law Group: 27417, 29686, 27586, 30388, 27588, 29469, 31816, 32198, 27758, 27763, 29212, 26922, 26909, 31423, 26390, 31399, 27841, 31756, 26345, 31382, 27877, 29976. Initial fees are \$175 each for demand letters and \$103.50 lien filing fees, for a total of \$6,127. Previously approved on April 8, 2020 by unanimous consent of the Board of Directors by email.
- Approve partnering with AVA Daffodil Valley on a 5k/10k walk through Sunrise to be held on Saturday, October 24, 2020. Previously approved on March 5, 2020 by unanimous consent of the Board of Directors by email.

**Motion** to approve the Consent Agenda as written was made by Roger Elmore, second by Brenda Pearson, approved 4/0.

### Financial Information:

- March Financial Report was presented by Debra Porter.

Presidents Report/Development Update was given by Sloan Clack.

- Due to COVID-19 Governor Inslee placed a stop work order on all construction as of March 28 2020. Construction was able to continue with caution on April 22, 2020.
- Development
  - The Crossings/180<sup>th</sup>
    - Finishing and connection road to Uplands
    - Working on 180<sup>th</sup>
  - The Pines
    - Moving dirt out of the Pines and moving to the Crossing and Madronas
  - Crossing and Madronas
    - Behind the Ridge home will be ready to sell in September, October
  - 122<sup>nd</sup> to LaPoma
    - Stopped work Pierce County is processing Permits
  - South Sunrise
    - Plat went in for preliminary approval
    - Received all approvals
    - Hearing in July for preliminary Plat application
    - The Ponds will be dug out first
  - Emerald 80
    - Will be back to work on April 27, 2020
  - Sunrise Park
    - Park Permits in the next week or two
    - Moving dirt will begin

### 1. Manager's Report

- GENERAL/ADMINISTRATIVE
  - Sunrise office staff have been working from home since the Stay Home orders went into effect.

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- Audit is underway
- 2021 Reserve Study process is beginning
- Researching improvements to ARC process
- BB Hoop variance approved with an early start
- COMMUNITY RELATIONS
  - Covid-19 caused a cancellation of all events approved in February
  - Food Trucks have been scheduled on site
  - Newsletter posted 4/1
- SECURITY
  - Reports of increased dumping on job sites.
  - Asked for extra shifts due to no schools in session
  - Traffic is light
- GROUNDS
  - Slow release fertilizer and pre-emergent weed suppressants were applied to beds and lawns
  - Playgrounds and basketball courts were “closed” due to Coronavirus
  - Teufel is doing maintenance work to prevent spoilage of landscape (irrigation, mowing, blowing)
  - Teufel is not doing any construction, installation, or other “non-essential” work
  - Ordered safety repairs in the playgrounds
  - Playground inspections were completed
  - A fence abutting common use area at main park was replaced
  - Dangerous trees were confirmed in the Retreat and felled in place
  - Backflow testing has been ordered

### New Business

- Community Relations Update
  - Food Trucks
  - NNO Date moved to October 6, 2020
  - Moving Events already approved
  - Website
- Park Basketball Hoop removal to prevent gatherings
  - Tabled while waiting for more information from State
- Garage Sale Signage Request
  - Garage Sale cancelled, reconsider later Garage Sale date
- Reschedule Annual Meeting
  - Tabled while waiting more information from State
- Gate Registration Mailing to Emerald Pointe Owners
- Emerald at Sunrise Easement Fee

**Motion** to approve 2020 Emerald at Sunrise Homeowners Association Easement Fee of \$1,072.69 due on June 1, 2020, based on CPI increase of 2.3% over 2019’s fee of \$1,48.58, made by Brenda Pearson, second by Roger Elmore, approved 4/0
- Community Garage Sale

**Motion** to cancel May Community Garage Sale made by Sloan Clack, second by Brenda Pearson, approved 4/0

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Owner Forum - Sunrise homeowners were given an opportunity to comment on various community projects and policies. Addressed during this session were the following topics:

- Emerald Pointe Specific Assessment
- Emerald Pointe clarification on gate and funding for it

Executive Session:

**Motion** to go into Executive Session at 5:22 p.m. pursuant to RCW 64.38.05 (4) for matters involving possible violations of the governing documents of the Association and matters involving the possible liability of an owner to the Association made by Sloan Clack, seconded by Brenda Pearson, 4/0.

**Motion** to return to regular session at 6:51 p.m., made by Sloan Clack, seconded by Roger Elmore, approved 4/0.

Return to Regular Session

- Violation on Owner Account 27036 – Review Teufel Landscape Recommendations
  - Management directed to obtain proposals for large tree removal
  - Management directed to speak with Teufel for more clarification of report
- Collections Action for Owners with SABA Accounts
  - Management directed to confer with council regarding differences in account balances and whether recommendations would change.
  - Management directed to calculate how much would be lost if SABA balances were not collected by attorney
- Sale of Home with Paint Violation

Motion to approve allowing the sale of home account #26745 with an open violation for unapproved paint color. The purchasers agree in writing to repaint the home with colors from the preapproved paint palette by November 1, 2020 and an addendum was added to the purchase and sale agreement. The motion was made by Roger Elmore, seconded by Brenda Pearson, approved 4/0.
- Compliance Committee Recommendations

**Motion** to remove late fees, administrative fees and Interest for late payment with a one-time waiver on account #26307, #27439 and #29442 NOILC and Certified mail cost will need to be paid made by Sloan Clack, seconded by Brenda Pearson, approved 4/0.

**Motion** to uphold delinquency fees assessed to account # 27824, owner was already given a one-time waiver, made by Sloan Clack, seconded by Monica Gildea, approved 4/0

**Motion** to waive ARC fine for account #29484 due to the temporary nature of the flagpole and immediate compliance, with a reminder to check with the Association prior to any other lot changes made by Sloan Clack, seconded by Brenda Pearson, approved 4/0

**Motion** to uphold all delinquency fees for account # 27694 & 30186 with all balances due in full made by Sloan Clack, seconded by Brenda Pearson, approved 4/0

**Motion** to uphold delinquency fees for account # 27673 made by Sloan Clack, seconded by Brenda Pearson, approved 4/0

**Motion** to waive \$100 late fee, \$24 admin. and \$13.52 interest fee at year end for account # 26660 **IF** homeowner starts making payments now towards their 2021 assessment and make \$670 in payments by year end made by Sloan Clack, seconded by Monica Gildea, approved 4/0

**Motion** to uphold delinquency fees for account #301058 made by Sloan Clack seconded by Roger Elmore, approved 4/0

**Motion** to allow a payment plan for account # 29655, \$150 a month with delinquency fees held if payments are made. Owner is responsible for fees already levied. If owner fails to keep payments, all delinquency fees will be added back to the account and collections process will resume. Motion made by Sloan Clack, seconded by Brenda Pearson, approved 4/0

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**Motion** to uphold delinquency fees for account # 29051 made by Sloan Clack, seconded by Brenda Pearson, approved 4/0

**Motion** to waive ARC non-compliance fine for account # 26894 made by Sloan Clack, seconded by Brenda Pearson, approved 4/0

**Motion** to approve a one-time payment plan for account # 27523 & 30013 of \$250 a month with no waiver of fees already applied. Future fees will be held if they keep the payment plan. If they fail to make payments, all skipped delinquency fees will be applied and collections process will resume. Motions made by Sloan Clack, seconded by Brenda Pearson, approved 4/0

Adjournment

**Motion** to adjourn at 6:58pm made by Sloan Clack, seconded by Roger Elmore, approved 4/0

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Monica Gildea, Secretary

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Date

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Sloan Clack, President

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Date