

SUNRISE PLACE HOMEOWNERS ASSOCIATION
MEETING MINUTES

Minutes of: Monthly Meeting

Date of Meeting: Thursday, January 23, 2020

Time of Meeting: 1900

Place of Meeting: 3510 NE 80th St

I. ROLL CALL:

April Delaney (President), Joanie Taylor (Vice President), Nate Swearer (Bookkeeper), Roger Nowicki.

Meeting called to order at 1900 by April.

Minutes from previous meeting read by April. Motion to approve by Joanie, Nate second.

II. REPORTS OF OFFICERS:

- a) **Financial Report** – 2019 Annual Financials are officially closed. Operating income ended in a surplus of \$21,562. All expenses were normal, expected and within budgeted limits except for landscaping due to three major projects normal covered by reserve funds. Surplus target to cover long term expenses was \$24,188. We achieved 89% of target. However, if \$4,644 of major projects would have been paid for as Reserve Expenses instead of Operating Expenses, surplus would have been \$26,206. This would have been 108% of target.

- The total for Umpqua bank accounts in Quickbooks stood at \$53,613, \$8,710 Operating and \$44,903 in Reserve. All Deposits have cleared. Accounts receivable was -\$3,266 and there were no liabilities.

- Net accounts receivable stood at -\$3,266. \$3,718 was paid in advance and \$452 was overdue. One account was 90 days past due and a demand letter was sent. One account was 60 days past due and will be monitored. All other accounts are in good standing.

Motion to approve Financial Report by Roger, Joanie second.

****We encourage homeowners to use auto pay when paying their HOA bill. It is quick and easy. If you would like assistance with auto-pay, please contact Marge or Nate.

III. OLD BUSINESS:

- a) **Gutter Cleaning** – Four Sons will be coming back in the summer for roof pressure wash (as needed) and gutter cleaning. Several residents have commented that gutters are full. Board is collecting bids from new vendors to have gutters cleaned in the near future. If homeowners choose to add a leaf guard system to their gutters, they will do so at their own expense. Please check with the architectural committee to ensure any modifications meet architectural guidelines.

- b) **Internal Controls** – The board will be adding new board members/signers to the bank account. A \$1,000 limit will be put in place for all checks requiring only one board member signature.
- b) **Painting** – The South side of 80th Street and East side of 81st Circle will be required to paint in 2020. These minutes serve as first notice to residents along those streets. All homeowners on the North side of 80th Street have contacted The Board in reference to painting. Article 2.18 Subsection 3 of the CC&Rs and Bylaws, indicates how The Board will hold the homeowners responsible for such maintenance.
- c) **Pressure Washing Vinyl Siding** – If you wish to use the pressure washer extension wand to clean vinyl siding, please contact Nate Swearer via the board email.
- d) **Tree on the corner** – The tree on the corner of 80th and NE 35th has been paid for but not yet planted. Roger has contacted the company, Precise Landscaping, once every 4 days and will continue to follow up.
- e) **New Landscaping Contract** – The new landscaping contract is up 3%. Motion to approve contract by Roger, Joanie second.

****All Homeowners are reminded to respect other people's properties.

****All Homeowners are reminded to pick up after your pets. If your animal poops on a lawn, pick it up and dispose of it properly.

****PLEASE NOTE: Some homes are under video surveillance.

IV. NEW BUSINESS:

- a) **HOA Meeting Location** – If any homeowners would like to host an HOA meeting, please contact the board at sunriseplacehoa@gmail.com. The next meeting will be held on Thursday 2/20/2020 at 7pm, location TBD.
- b) **FACEBOOK** – Please join our HOA Facebook group page, <https://www.facebook.com/groups/1739876899651058/> (or search for Sunrise Place HOA).

April motioned to close the meeting at 20:00, Nate second.

Joanie Taylor
Vice President
(Acting as Secretary)
01/26/2020