

**SUNRISE PLACE HOMEOWNERS ASSOCIATION**  
**OFFICIAL MINUTES OF THE ANNUAL MEETING**

**Date of Meeting:** November 19, 2020  
**Place of Meeting:** Via Zoom  
**Start Time:** 7:09 p.m.  
**End Time:** 8:09 p.m.

**Board Attendees:** Joanie Taylor, Michelle Gorham, Marge Swearer, and Nate Swearer.

**Homeowner Attendees:** Barb Richards, Kris Nowicki, Michael Hullander, Ron Bremner, April Delaney, David Kleinschmidt, Dahlia Swearer, Suky Wan, and Michelle Martinez.

**Proxies:** Leo Kan, Hongming Yin, Angel Wu, VanFour Holdings, LLC, Jennifer Fiero, Nina Mortensen, Stephanie Crowley

**23 Units were represented by homeowners; we have 48 total units in our HOA; total percentage represented at meeting was 48%. We did not reach a quorum and were therefore unable to vote on any measures.**

Meeting minutes from last meeting were ready by Michelle Gorham, motion to approve minutes by Nate Swearer, seconded by Kris Nowicki, all approved.

**FINANCIALS (As of October 31<sup>st</sup>):**

- Operating Income ended with a surplus of \$24,850.00. All revenues were as forecasted due to using the accrual method. All expenses were normal, expected, and within budgeted limits. General & Administrative and Sprinklers are noticeably lower than expected. Projected year-end surplus is \$29,820.00. The target to cover long-term expenses is \$26,550.00. We are on pace to reach 112% of target.
- Additional \$6,612 of Reserve Funds were spent on Moss Removal and Gutter Cleaning, this is \$1,638.00 less than expected.
- Year to Year Trends:
  - Total income is steadily rising due to implementation of the Reserve Assessment
  - General and administrative expenses have decreased considerably
  - Sprinkler expenses have decreased considerably
  - Supply expenses have decreased back down to anticipated levels
- Balance Sheet: Total balance for Umpqua Bank accounts stood at \$71,198.96; \$9,393.47 in Operating and \$61,805.49 in Reserve. Accounts Receivable was -\$2,613.84 and there were no Liabilities.
  - Year to Year Trends:
    - Reserve funds continue to build and have increased by 258% since December 2017
    - Accounts Receivable remain below Net \$0 and have decreased by \$5,034 since December 2016
    - Liabilities continue to remain at \$0
- Accounts Receivable Report: Net accounts receivable stood at -\$2,613.84. \$3,374.52 was paid in advance and only \$436.68 was overdue – the lowest amount ever at the time of an annual meeting – zero accounts were 90 days past due. Two accounts were 60 day past due and will be monitored. All other accounts are in good standing.

- Umpqua Bank Statements: QuickBooks ledger balances for operating and reserve funds have been reconciled to and match bank statements.

### **NEW BUSINESS:**

- 2021 Budget: Association and Reserve Assessments to remain the same amount for 2021. All operating expenses have been projected to increase 3% for the year and are expected to be within normal limits. We are projected to have a year-end surplus for 2021 in the amount of \$26,017.00. Please see attached 2021 Proposed Budget.
  - April Delaney motioned to approve budget, seconded by Dahlia Swearer. Budget was approved for 2021.
- The Fountain work will be completed at the end of the year and has been included in the 2020 budget as approved.
- Security Camera system for neighborhood
  - A presentation was made for a system that is provided by Flock Systems. They specialize in neighborhoods and working with homeowner associations. However, they are located on the East Coast. Michelle Gorham will be contacting them to see if they have an installer in the Vancouver area and to get a neighborhood assessment for an accurate quote.
  - An assumption was made for presentation purposes regarding cost. Assuming 4 cameras are placed in the neighborhood the cost per camera per year is \$2,000.00:  $4 \times 2000 = 8,000 / 48 = 166.67$  per homeowner per year. This money will come from our existing operating expenses no increase in dues will be needed.
  - This system will:
    - Camera capture vehicle images including license plates
    - Images uploaded to secure cloud server and easily accessed via desktop or mobile
    - Admin portal gives easy access to footage
    - System updates automatically
    - Utilizes solar and battery for power, and cellular (LTE) for data communications
    - Discreet design for neighborhoods
  - We will be looking for local security companies as well for quotes.
  - All who were in attendance were in favor of obtaining a neighborhood surveillance system.

### **OLD BUSINESS:**

- Please note that homes on 35<sup>th</sup> will be up for painting in Spring of 2021
  - Please send your paint color requests, including door color, to the architectural review committee at [sunriseplacehoa@gmail.com](mailto:sunriseplacehoa@gmail.com)
  - A list of painting contractors is on Facebook, make sure that you are contacting them and getting on their schedules as soon as possible, they fill up fast.
  - Notices will go out to homeowners on 80<sup>th</sup> Street who have not completed their painting. This will need to be done by Spring 2021.
- The board is still looking for a homeowner to take up the Secretary position. Duties include attending all HOA Board meetings, writing up notes from meeting (using established template) and distributing to all Board members.
- Be sure to join the HOA Facebook group: (<https://www.facebook.com/groups/1739876899651058/> or search for Sunrise Place HOA). Community announcements will be posted to this group.

**NEXT MEETING:**

Date: December 17, 2020

Time: 7:00 p.m.

Location: Zoom Meeting

Michelle Gorham

Vice President/Secretary

11/28/2020