

**Minutes of Sunrise Mountain Ridge Homeowners Association
Board of Directors Meeting, January 12, 2017**

**1.Call to Order: President, Carmen Wiswell, called the meeting of the Board of Directors to order at 2:00 PM,
Date. January 12, 2017**

1.1 Directors Present: All Directors Present

1.2 Committee Chairs Present: All present with exception of Angie Perryman and Kathleen Flaherty

1.3 Guests - John Flanagan

2. President's Remarks by Carmen Wiswell - January 2017 Board Meeting

President Carmen Wiswell wished all a Happy New Year and welcomed board members and guests to the meeting. Carmen requested that all board members review the statement for their positions contained in the Duties of the Board to make certain that their responsibilities are accurately described. She has received a revision adding the Volunteer Liaison position to the document. If there are other changes, she would like them submitted to her by Thursday, January 26. This will allow an opportunity for the Duties to be revised and approved by the board at our February meeting. Tom Triplett, Roads Chairman, and Carmen will be working together to determine necessary steps to address the sewer break issue on Camino Ferreo. This matter was initially brought to the board during its September 2016 meeting. Carmen will attempt to contact the homeowner by phone. If that is not successful, she will send a letter to the homeowner outlining potential board action.

Carmen went on to provide her thoughts as to how she'd like the 2017 board to carry out its duties:

- The board's and our committees' actions are solely guided by our CC&Rs, Bylaws, and the Duties of the Board. Personal opinions, subjective interpretations, and individual perceptions should not enter into how we carry out our responsibilities.
- The resident communication process approved by our Directors in December will be used effective immediately. (The documents supporting this process are filed in the DropBox file SMR02.) She emphasized the important of calling or visiting with our residents as the board's initial contact, and recommended avoiding e-mail contact on potentially sensitive issues.
- Directors and Committee Chairs are responsible for limiting the number of individuals who talk with residents about board and committee duties and SMR policies and procedures. Communication with residents regarding SMR business will be restricted to our informed homeowner-volunteer workforce and is not to be accomplished by any individual or business employed by SMR. This encourages clear and constructive information flow to and from our residents, and should reduce the potential for miscommunication and misunderstanding.
- The board will continue to work cooperatively in the performance of our duties, assisting and supporting one another in a positive manner.
- Recommendations that require board action should be developed completely and have the support of the recommending committee members before presentation to the board for approval.
- The board will work together to keep monthly meetings to no more than one and one-half hours. Since board members share in-depth reports covering non-routine issues with one another prior to our meetings, board members are encouraged to summarize their written reports in their oral presentations.
- Carmen will respond to board member and resident concerns consistent with the President's responsibilities outlined in the Duties of the Board, i.e. in a manner that reflects a position of fairness and impartiality. While we won't always agree, she said that the board's focus will be on disagreeing graciously with a view toward arriving at a mutually-acceptable solution.

Discussion: Carmen Wiswell contacted our HOA State Farm insurance agent, and reported that there may be no coverage for the HOA regarding sewer damage. It is stated in article 8 of CC&R's that the homeowner is responsible for maintenance of utility lines from main lines to lot. Suggestions for solution to issue were discussed and it was agreed that Carmen would contact HOA attorney before proceeding. Bob Cole reminded the board that we must sign Conflict of Interest forms annually. This will be done at the next meeting.

3. Secretary’s Report by Susan Arbuckle:

- Motion made and unanimously approved to accept the December 8, 2016 Board Minutes.
- Motion made and unanimously approved to accept the December 8 Organizational minutes.
- Motion made and unanimously approved for Date of Annual Meeting, November 14, 2017 at St. Albans Church.
- Eight Standing Policies In Rules, Procedures and Policies will be voted on at the February Board meeting. Board members are asked to review them before we renew them.

4. Treasurer’s Report submitted by Bob Cole:

Cash Flow as of December 31, 2016

Operating Accounts:	Chase Checking	\$ 131,204
	Chase Saving	41,824
	Compass Checking	100
	Total	\$173,128
Reserve Accounts:	Chase Reserve savings	\$ 126,422
	Compass Bank MM	\$ 247,859
	Goldwater Bank MM	\$ 131,273
	Total	\$ 505,554
Total Cash Accounts		\$ 678,682
Reserve Fund:		
Reserve accounts total from above		\$ 505,554
Less December Expenses		-1,363
Reserve Fund balance as of December 31, 2017		\$ 504,191
2016 Reserve Study yearend fund balance projection		\$ 278,115

The 2016 Audit by our CPA will begin this month.

Budget Finance Committee members for 2017 are John Rourke, Jerry Moore, and Steve Jones. Request board approval.

Motion made and unanimously approved to accept 2017 Budge and Finance Committee

5. Architecture Chair Report by Larry Glasser:

The Architecture Committee (AC) is busy pulling together the information from our 2016 Winter Survey as required in the Duties of the Board Document. As we identify critical issues, we will discuss them in the Newsletter and see the response, before talking to individuals and writing letters. We have had approximately a half dozen Roof/Corbel repair projects that we have approved over the last 2 months and it appears there are more to come. We have done follow up and coordination with homeowners on Penoso and the Landscape Committee on a proposed backyard pool construction that may involve using SMR HOA property for access to the back yard during construction. The homeowners now have all the information from us and they need to decide how they will proceed. This month we did one Resale Inspection on 6850 Colorada. We discussed contractor and homeowner street vehicle parking, as we have seen some incidents where traffic had difficulty or could not pass on the street. We will add text to the Contractor's Check List to make it very clear that vehicles cannot be parked across from each other on the street. Also, we will attach the contractor's checklist to each approval rather than referring to it. It really is a matter of safety so emergency vehicles, trash trucks and residents can utilize our streets. The February AC Newsletter will explain the ADR changes that the Board Approved last month. In February, we will revise the ADR's for the March Homeowner's Guide with a leading one-page summary of the changes made, for easy homeowner access.

2017 Architecture Committee for the Board's Approval.

Bob Cole, Sandy Glasser, Jim McAlister, Bill Salisbury, Art Schwartz, Andy Vall, Barbara Halterman, Martin Alkin, Dianne Kercheval

Larry Glasser, Chairman 6800 E Pico Del Monte larry.glasser.smr@gmail.com (303) 903-4777 Please use this e-mail address for Larry rather than any previous address.

Motion made and approved the 2017 Architecture Committee.

6. Archive Chair report by Herb Burton and John Mitchell.

We thank Susan Arbuckle for the fine job she has done as Archive Manager. As Co-Chairmen of the Archive Committee we will continue to help develop and maintain a thorough and accurate record of the activities and transactions of the Association. It is important to realize that the retention of records in Dropbox is a service to future boards. John has recently distributed a helpful document and we stand by to provide you with assistance and training to ensure accurate record retention for SMR. Archive tips and manuals found in SMR 2 - Rules, Procedures, and Policies.

Archive Manager Consultation. I am happy to help you set up Dropbox, learn how to use it to transfer files, save emails, etc. Also, I'd like to get your comments or learn of your problems with Dropbox or other computer issues. You can contact me at: mitchell@engr.wisc.edu or 608-347-5972

Discussion: John Mitchell can help with PC issues and Herb has a Mac. John suggested that all committee members from the previous year should be deleted from sharing current files. Chair persons will send an email to John Mitchell, telling him who and in what capacity members should have access. Both Herb and John recommend that Chair persons only should have editing access. Some chair people also will consider allowing editing to committee secretaries.

7. Database Chair report by Kathleen Flaherty:

The Database is up to date through December 30,2016

8. Hospitality Chair Report by John Ladd:

The 2016 Holiday decorations were taken down by Hospitality Committee members Harlan and Mary Lyso, John and Susan Ladd, and a very welcomed volunteer, Jim McAlister on 1/1/2017. Harlan and Mary Lyso also hosted the Kick-off Pot Luck meeting on 1/8/2017 to officially start the SMR 2017 Pot Luck season. They had 100% of all residents who signed up in attendance and eager to meet their assigned dining partners for the 2017 Season. The Hospitality Committee met at our home on 12/19/2016 to start the 2017 event planning for SMR's year. Definite events for 2017 are: (1) New Homeowner's cocktail party at our home on 01/15/2017. (2) Wine Tasting of Italy (Reservations required) for 01/29/2017 event. (3) SMR Picnic at our Clubhouse 04/05/2017 and several other events and our movie nights are still in finalization stages.

We would like the Board to approve our 2017 Hospitality Committee Members for 2017. The members are: Jim and Dianne Kercheval, Becky Rebenstorf, Jim and Barbara Halterman, Joey Curtis, Mary and Harlan Lyso and Art Schwartz.

Motion made and unanimously approved to accept 2017 Hospitality Committee.

9. Landscape Chair Report by Sylvia Burton:

The Landscape Committee has accomplished a lot at the end of December 2016. With funds still available, we worked two extra days and Infinity Earthworks removed 17 dead or dying and unsightly trees in several areas of our neighborhood. Several of these trees were acacias growing very close to owner's walls. This major activity plus the extensive clean up of the roll off area behind the gate by the east pool has greatly improved the appearance of our neighborhood. We also just took down the lone palm tree in front of the east pool gate. It had grown too tall for maintenance and when Darrin's crew took it down, it was discovered that it was hollow inside by disease and it is lucky a big wind had not brought it down on top of cars or clubhouse. We lost some plants due to javelina invasion and are going to plant only those cactus and agaves that they do not eat. Javelinas and deer like our neighborhood but we want to discourage their desire to eat our landscape. With three new "members at large", our committee is in great shape to serve you all. Any future requests for membership will be placed on a list as we are now at the size we need to be to function efficiently. We are thrilled that our committee is popular with volunteers - that will insure we can continue to be effective in the future. I speak for all of us in saying that we take our jobs seriously and are proud to be of service.

Landscape committee 2017 for approval:

BURTON, SYLVIA(Chairman)-Zone 4 -4505 N Arroyo Vacio sylviaburton@me.com 520-529-8412

COLE, SUSAN (Secretary)-Zone 5 GETHING, JANET (member at large)slglasser@msn.com 303-909-4069

HORWITZ, JOAN (member at large)LEUENBERGER, JANICE (member at large) MALONE, WENDY-Zone 6-MCGANN, DICK -Zone 2SALISBURY, BILL (Assistant)-Zone 3

Motion made and unanimously approved to accept 2017 Landscape Committee

10. Neighborhood Watch Chair Report by Roger Wiswell

A Deputy from the Pima County Sheriff's Department Rincon Station will provide a crime prevention presentation on Wednesday, February 15, 2017 at 7:00 p.m. in the SMR clubhouse. This event was announced in our January newsletter and I have already received a number of resident requests to attend. I encourage all board members to attend if possible. Since space is limited, please call or email me to reserve a spot. Our committee continues to be busy greeting our new neighbors and performing the other duties assigned to the Neighborhood Watch Committee.

I request that the following individuals be approved as members of the 2017 Neighborhood Watch Committee: John Rourke; Jim McAlister; Andy Vall; Al Frank; Peggy Rubin; Linda McMillin; Joan Nevin; Dave & Kim Campbell; John & Joyce Ambruster; Ruth Turpin; Ron Durban; Arthur Schwartz; Bob Fagotti; Norma Zimdahl; Laura Ganem; Leslie Van Hoy; Nancy Filatrault; Lu Salisbury; Suzanne O'Brien; Mont Murry; Ken Smith; Karen Griffith; Mary Beth Kuehn.

Motion made unanimously approved to accept 2017 Neighborhood Watch Committee.

11. Nominations Chair Report by Tom Triplett

The Nominations Committee held a productive first meeting of 2017. Our task is to replace three SMR Directors for 2018. Understanding the positions to be filled are somewhat fluid at this writing, we are assuming we need to fill: Treasurer, Landscape Chair and Architecture Chair. A list of potential candidates was started two years ago, and that list continues to be modified through additions and deletions. With the recent committee meeting we have 18 names of potential director candidates. Of these 18 names two are considered strong with previous expressions of their willingness to eventually run for a Director's position. We are talking to these residents.

The third Director will fill the Treasurer's seat. This obviously requires a working knowledge of fundamental accounting rules and principles, thus requiring a person with training and/or past experience. Our list contains names of qualified individuals, however the vetting process will require added effort.

I'm approaching the Nominating Chair's position as if we are all committee members. As always, if you have names of potential candidates for directors, chairmanships or committee members, please don't hesitate to pass them on to me or our committee. I am confident we will present a qualified group to fill the open positions.

I request the following residents be approved as members of the 2017 Nominating Committee: Susan Arbuckle, John Ladd, Norm Rebenstorf, and Wendy Reed.

Motion made and unanimously approved to accept Nomination 2017 Committee.

12. Publications Chair Report by Herb Burton:

The January newsletter was posted on the SMRHOA website and an announcement emailed on December 31. I utilized Alphagraphics, located near Tanque Verde and Kolb intersection to print the newsletters this month. They did a good job, promptly and accurately, so I plan to have them do future print jobs.

Alan Frankle was able to prepare most of the January newsletter. There are still a few things to work out to complete the transition. I will be working with Alan this month to complete the transfer of editorial responsibilities. The next newsletter will be published and distributed on or before February 1. Please get your inputs to Alan and me (his email is afrankle@boisestate.edu) by January 21. Please submit articles as MS Word docs using Times New Roman text, 10-point font. If you include lists, please use the list functions in Word or Pages. Mac users can use the Pages "save as" option to save and submit documents as Word docs. The web site has been updated with current contact information for Board members and chairpersons. Please check and let me know if any information needs updating.

I request approval of Alan Frankle, John Rourke and Jerry Moore as members of the Publications Committee for 2017.

Motion made and unanimously approved to accept Publications 2017 Committee.

13. Recreation chair Report by Paul Greenberg:

In December we encountered some large problems with the heating system for the East pool. It required multiple visits from the pool servicing company with invoices totaling \$659.49. In addition we required the services of a mobile welding company to make repairs to the metal equipment room door for the East pool. That invoice came to \$250.00. This week we had the west pool spa cleaned from the calcium buildup. The invoice came to \$245.00. We are still awaiting the laboratory report for the tennis court core drilling. Pending con-

firmation of the ground consistency under the tennis court paving the tennis ad-hoc committee should then be in a position to make a recommendation for the new construction efforts for the tennis/pickle ball court work. I anticipate having that recommendation at either the February or March Board meeting. The ad-hoc committee for the court reservation system met on January 4th to finalize their recommendations for Board approval.

The suggested rules are as follows:

TENNIS/PICKLE BALL COURT RULES

COURT IS OPEN FROM 6:00am TO 10:00PM.

1. USE IS RESTRICTED TO TENNIS AND PICKLE BALL ONLY.
2. THIS FACILITY IS FOR THE USE OF RESIDENTS AND THEIR GUESTS. GUESTS, OTHER THAN HOUSE GUESTS, SHALL BE ACCOMPANIED BY AN ADULT RESIDENT.
3. CHILDREN UNDER 14 YEARS OF AGE MUST BE ACCOMPANIED BY AN ADULT RESIDENT OR ADULT HOUSE GUEST.
4. PLAYERS MUST WEAR TENNIS SHOES.
5. FOOD AND GLASS BOTTLES OR BRITTLE CONTAINERS ARE NOT PERMITTED WITHIN FENCED AREA.
6. NO OBJECTIONABLE LOUD RADIO OR OTHER NOISES ARE PERMITTED.
7. PERSONS RESERVING THE COURT AT THE ONLINE SITE HAVE PRIORITY FOR PLAY.
8. IF THE COURT IS NOT CLAIMED BY 20 MINUTES AFTER THE RESERVATION TIME, IT BECOMES AVAILABLE TO THE FIRST WAITING PLAYERS FOR THE ENTIRE TIME RESERVED.
9. RESERVED TIMES ARE LIMITED TO 2 HOURS. INDIVIDUAL SIGN-UPS ARE LIMITED TO TWICE A WEEK. CONSECUTIVE TIME SLOTS ARE NOT RECOGNIZED.
10. RESERVATIONS CAN BE MADE UP TO 2 WEEKS IN ADVANCE AT reservemycourt.com. PLAYER MUST HAVE PROFILE ON FILE AND GIVE PASSWORD OF "SMR".

The committee for the court reservation system would ask the Board for approval of these rules and for subscribing to the services of the reservemycourt.com system for a maximum \$150 annual fee.

Motion made and unanimously approved to accept Recreation Rules and to subscribe to online reservation system: reservemycourt.com.

Another ad-hoc committee established to evaluate the installation of a ramp at the side entrance of the clubhouse has been expanded to include Tom Triplett. He has introduced the idea of possibly installing a concrete ramp. That idea along with the manufactured ramps will be evaluated.

I am pleased to suggest the following names for the Recreation committee for this year and ask for board approval of the following members.

- Restroom Supplies Carmen Wiswell, subchair
Janet Vail, Joey Curtis, Lillian Essex, Marijo Nagle, Lee Crosby
- Trash & Recycle..... Lu Salisbury, subchair
Jill Ballesteros, Nancy Bower, Sue Lorenz, Diane Sahler, Susannah Mathews
- Book Nook..... Jill Ballesteros, sub chair
Janet Andrews, Patty Balbirer, Jean Payne, Susannah Mathews
- Clubhouse Scheduling..... Joy Greenberg, sub chair
Vickie Radoye, Kathy Breslin
- Pool Keys.....Bob Nichol
- Facility Assessor.....Jean Thomas
- Utilities review.....Bob Steiger

As you can see it takes many people to graciously volunteer to provide the recreation needs for SMR. My personal gratitude and those of the HOA cannot be really measured in thanking them all for volunteering.

Motion made and unanimously approved to accept 2017 Recreation Committee.

14. Resale Chair report by Angie Perryman

SMR Resale Activity for December, 2016

Listed: 2 homes are currently listed for sale In Escrow: One home was scheduled to close this week. Closed: 4391 N Vereda Rosada closed in December

15. Roads Chair Report by Tom Triplett

Bids will be solicited from qualified asphalt companies for the seal coating the length of Loma del Bribon. Add/alternates will include the sealing of the Via Colorada walk path and the trash shoot at the east end of Bribon. Since this project will require the disruption of traffic flow from Ferreo and Rosada onto Bribon for several days, we will schedule the work for late April to allow for our seasonal residents' exit from the HOA.

The repair to our sidewalks was a focus of discussion at our January committee meeting. The problem areas are not easily defined as to what needs repair vs what can be passed over. A half inch lift on one concrete panel may be passed over as a non-problem while a similar half inch rise on another panel could be a trip hazard. Our committee will begin walking the sidewalks next week marking problem areas. It should be easy separating the repairs the HOA is responsible for from those belonging to individual homeowners. Then the challenge begins. How do we get everyone on board with the repairs? I will send letters to the individual homeowners with a list of concrete contractors. Once on notice to make the repair, non-compliance will be a matter of record that will follow the home to a future sale.

I request the following residents be approved as members of the 2017 Roads Committee: Todd Hansen, Jim Kercheval, Mont Murry (assistant/backup) and John Rourke.

Motion made and unanimously approved to accept the 2017 Roads Committee.

16. SAC Report by Wendy Reed: Wendy announced to the board the upcoming SAC meeting to be held January 18, at 5pm in the SMR Clubhouse to discuss solar energy. Speaker -Kevin Koch. She will also take to them the concern of safety of large mirrors on Via Velaques at certain times of the day causing glare for oncoming drivers.

17. Volunteer Liaison report by Wendy Reed. Wendy will be interviewing current SMR volunteers and including articles in the monthly newsletter.

18. Old business: None

19. New business: Sylvia Burton requests that we continue to use E-Blast notices when an event occurs that significantly affects the majority of SMR residents. All members agreed.

20. Member and Guest comments: John Flanagan asked for clarification on whether contractors can be given list of homeowners. It was agreed that homeowners may be given name of contractors, but no solicitation by contractors may occur.

21. Next regular meeting of the SMR HOA Board will be held on February 9, at 2:00 pm in the SMR Clubhouse

22. Meeting adjourned at 3:28 PM.

Secretary Susan Arbuckle

Date

President Carmen Wiswell

Date