

**Minutes of Sunrise Mountain Ridge Homeowners Association
Board of Directors Meeting, May 9, 2019**

Call to Order: President, Jim Warner, called the meeting of the Board of Directors to order at 9:00am. Thursday, May 9, 2019.

Directors Present: President and IT Manager – Jim Warner, Vice President, Roads Chair, Archive Manager –John Mitchell, Landscape Chair – Eloise Gore, Recreation Facilities – Jay Flaherty, Architecture – Larry Glasser Secretary and Nominations – Susan Arbuckle

Directors Absent: Treasurer- Carole Malan

Committee Chairs Present: Neighborhood Watch - Jim McAlister, Database – Herb Burton, Volunteer liaison – Wendy Reed

Committee Chairs Absent: Publications – Alan Frankle, Hospitality – Leslie and Marc Adams, SAC – Cynthia Clark

Guests: Barbara Carbajal, Jim Reeves

1

President Remarks by Jim Warner

It amazes me how much this group of volunteers can accomplish each month. It has been busy for all of us and I appreciate everyone keeping me and the rest of the board informed of any problems or questions that residents have during the month. I have had a lot of positive feedback from our neighbors of how much they appreciate the work the board does and how pleasant the community is because of it.

One item that we changed last month concerns the moving of the board meeting time to the morning. Many residents have commented positively that they prefer that time and would be more likely to attend the meeting because it is a little cooler in the mornings, especially during the upcoming summer months, and the time does not cut into their evenings. We'll see how it goes.

The summer months also mean some of you will be leaving Tucson until the fall. During those months we have the capability to allow you to join our meeting via the Internet. If you are going to be out of town during a meeting let me know if you would like to join us and I will provide you with instructions.

Thank you everyone.

Secretary's Report by Susan Arbuckle

Susan introduced Barbara Carbajal to the Board. Susan contacted Barbara and spoke with her about stepping into the Officer position of Secretary in 2020. She has agreed to come to a board meeting in order to get a better feel for the secretarial responsibilities as well as to see how the Board functions. Barbara brings great experience to the position, having served as secretary to CEO's of major corporations.

The April minutes were presented for a final approval. They passed with a unanimous vote of the 5 Directors.

The annual report to the Arizona Corporation Division has been made and the receipt has been added to Dropbox.

I have received updates to Board duties from most Board members. Would the remaining Chairs please send your updates asap.

Sample letters from the Landscape, Treasurer, as well as the President Welcome letter have been added to a new folder in Dropbox File 2 (Rules, Regulations and Policies – Board Communication and sample letters). Note to Larry Glasser: Will your committee be providing violation letters for review?

One Welcome letter sent. I included the emergency form.

Additional Comments and Discussion:

1. Eloise Gore would like the following information added to the President Welcome letter:

- Before making any exterior Architectural changes, contact Architecture@smrhoa.com
- Do not cut, trim, remove, add to or otherwise alter the vegetation or other features of the Landscape outside your walls or fences. For further information, email Landscape@smrhoa.com

Susan reported that these changes have been added to the letter.

2. Larry Glasser reported that Dianne Kercheval will be creating both the newsletter articles and the violation letters for the architecture committee. These letters will need to be approved by the Board.

Treasurer's Report by Carole Malan

Jim Warner is overseeing Treasury issues while Carole is away. He reported that he has approved a pending invoice from Sunland Asphalt for the recent paving project. This is paid from the reserve funds and will be reflected in next month's financials. The most recent Financials provided by Cadden were sent to Board for review on May 6.

Architecture Report by Larry Glasser

Angie Perryman and Dianne Kercheval have agreed to be on the Architecture Committee (AC). Angie will be our Resale Inspection (RSI) contact and establish a database for all AC items for each property in SMR—ie., RSI's, Violations/Corrective Actions, Approved Home modifications. Dianne has been on the AC before and will be focused on taking our key topics to develop into monthly Newsletter articles. I would like to get the Board's approval on these two new members.

I would also like to get approval to set up a Google Drive account for Angie's AC database. She is very well versed in the use of Google Drive for another group. We would start with a free account, then if we exceed the storage, we would come back to the board to approve \$100 per year for storage. We see this as our first step to having a data base that will eventually couple with an interactive map of SMR, showing each individual lot. We would be able to touch the individual lot on the map and have that property's data come up.

There is some discussion of having a new data base system for the HOA. Do we know what that is and how difficult would it be for the AC Google Drive Data Base information to be converted/transferred to the new SMR system? The Committee asked if SMR HOA has any security data breach insurance? Our Google Drive data base will be password protected with an additional two levels of security. The information will be edited by Angie and another AC member (backup when Angie is not available—vacations, etc.) with all other AC members having read only ability.

Over the last month, the Committee approved seven project requests and are currently working with a homeowner on securing more information before making a decision. Also, over the last month, we have had another nine homeowners give us feedback that they have completed their Maintenance Issues we informed them about during the first of 2019. In looking over the SMR community wide review conducted by the AC, three areas of maintenance were the most identified (descending order):

- Painting faded front lampposts with black semi-gloss paint. (By far the most identified).
- Painting faded garage doors Mesa tan.
- Painting visible utility boxes the appropriate color.

We will be highlighting the need for maintenance of these three areas in the upcoming newsletters to remind residents to be aware of the need to maintain these key elements.

Additional Comments and Discussion:

1. The Board approved the addition of Dianne Kercheval and Angie Perryman to the Architecture committee.
2. Larry's committee will be calling or e-mailing residents who have violations but who have not been contacted yet. The initial contact will focus on correcting maintenance issues rather than about penalties.
3. Larry stated that the Board is responsible for tone and consistency of all communications coming from or representing the board.
4. Jim Warner would like to present the Access Database which he feels would work with Google Docs.
5. Jim Warner read a letter he received from Carmen Wiswell which was very complimentary to the Architecture committee.

Archive Report by John Mitchell

The Archive Chair continues to maintain the folders in Dropbox to ensure that the relevant documents are archived. In addition to the Dropbox cloud backup, the Dropbox files are backed up on an external hard drive.

Data Base Report by Herb Burton

The database is up to date. We are looking at simplifying the database and changing to new database software before our current contract for Filemaker Pro expires a year from now.

Hospitality Chair Report by Leslie and Marc Adams

We have two new Hospitality Committee Members.

Diane Moore

Paul Moore

Please vote to allow them to join our committee. Thank you.

Hospitality Recap:

The annual SMR Barbeque was held Wednesday, April 17th, at 5:00pm. We used the SMR Clubhouse and spilled out onto the pool deck for a picnic of burgers, hot dogs, potato salad, beans, beverages, and dessert **for the small fee of \$5.00 at the door.** We had plenty of food and drink as the numbers were slightly down from last year (12 less). We are guessing that by holding two weeks later than usual, we lost a few snow birds, plus half of our committee was out of town. We believe everyone had a good time and the event went smoothly.

May Event:

On Thursday, May 9th, we will welcome one of our new neighbors, Bob Shaff, who will speak on “**Remarkability, the Key to Personal Success.**” Happy hour starts at 5:15 and Bob will speak at 6:00. He will convey, through stories and examples, specific ideas and tools that will earn stronger relationships by being “Remarkable.” Bob is a compelling speaker and will entertain and inform our residents.

Additional Comments and Discussion:

Board did not bring the motion before the board to approve additional committee members. We will address this at the next meeting.

Information Systems Group: Jim Warner

May's newsletter contained notification of the discontinuation of mailing circulation beginning with the July 2019 newsletter. So far, the response to the announcement has been very positive.

The SMR database responsibility has been assumed by Herb Burton (thank you Herb), so direct any updates or questions either to me or to Herb. I am working on a demo for the conversion of the database from FileMaker Pro to Microsoft Access to show the IT group for their input. During the preparation of this demo I was working on opening the database up to other groups (Architecture, Landscape etc.) to make a common place for all data (except financial) and to make transition easy and seamless for following boards. I hope to show the demo at the next board meeting.

Thank you to the group Herb Burton – database, Alan Frankle – newsletter, John Michell – Dropbox and Jim Warner – tambourine

Additional comments:

Jim Warner met with the other members of the Information Systems Group to discuss which database would best meet SMR needs going forward. Jim would like the Board to consider using Access rather than Filemaker Pro which is our current program.

Items to consider are:

1. Purpose of Database.
 - Creates a catalog of resident information.
 - Basis for annual directory.
 - Provides resident addresses for e-blast, newsletter, etc.
 - Lists emergency contacts.
2. Reasons to change:
 - Less expensive than Filemaker Pro
 - Networkable
 - Ease of use
 - Opportunity to clean up current database.
 - Would allow committees to merge information into main database

Jim reported that with Access we could:

- Migrate current database information to MS Access.
- Place database on the Internet (Cloud) as a map drive to the user's computer.
- View and edit by selected Board and committee members
- Add and track data from Landscape and Architecture committee.

Additional Comments and Discussion:

With our current system, we have access to an Excel spreadsheet which is flat field system. It is unwieldy and will become too big if we need to add more fields for each homeowner. This flat field system does not allow Architecture and Landscape to add a history of individual home information.

Access is a multi-user system that allows manager to limit accessibility and provide security so that data cannot be changed or removed.

Herb Burton agrees that we should only use one database system for all committees.

Larry Glasser would like to set up an Architecture database using google docs to be used by Angie Perryman who is serving on his committee as resale contact. He would like to know how easy it would be to merge google docs into new Access system. This is yet to be determined.

Eloise Gore would also like to be able to include more information re homeowner landscape issues. She does not care which Database we use, however, she needs to have access to whichever database we use via street address. She has a MAC computer and would only want to use a Database program that would allow her to input from her MAC computer.

Jim and Herb Burton stated that MAC users could not use Access because it is written as a Windows (PC) program. Several Board members asked if there is a way to update Filemaker Pro to allow a more interactive database. Herb Burton has contacts at the University and will ask one of the grad students to tackle this issue.

More information is needed before the Board can decide to change data base systems. The Information Systems Group will discuss this further this month and bring a summary of their findings to our June 13 meeting.

Landscape Chair Report by Eloise Gore

Landscape highs and lows for April. The weeds of March blossomed into the loveliest wildflower display in many years. But wildflowers of April are becoming weeds again in May. The winter rains and an April shower have contributed to unusual weed problems in both Common Areas and residents' yards. Darrin and his team have tried to keep up, but the regular zone cycles as well as the Carrillo Hill special project have properly consumed much of Darrin's time. Larry Glasser suggested - and I concur - that rather than hiring a different landscape contractor to remove weeds, we should consider paying extra to Darrin to bring on one or two part-time crew members to focus solely on fully cleaning up the existing weeds while Darrin and the standard crew continue to focus on the regular zone work. I discussed this idea with Darrin and the Committee on Tuesday, May 7th. Darrin brought an extra crewmember this week who has already done a great job of starting to remove weeds in the common areas. He may charge for this extra person. Eloise would like residents to e-mail her if they see an overgrowth of weeds so that she can notify Darrin.

Currently, Darrin is finishing up in Zone 5 (Toros, Vacio, and the adjacent parts of Trocha) and then moving on to zone 6 (Chico, Pico del Monte, and the west side of Colorada from Bribon to Pico). He is also working on Carrillo Hill, having already removed the olive tree stumps and most of the grasses. He is also scheduled to create the small path from the sidewalk to the benches on Bribon. In the near future he should be working on the plantings around the East Pool that will both shield the view of the solar coils and deter some of the trespassers who climb the fence. Large agaves, pyracanthas, and one strategically placed cholla should provide some discouragement.

We have a plan to install solar lights on Carrillo Hill: 16 lights in the guard rail posts and 16 similarly spaced along the median where the olives we and the new desert plants will be. The lights will cost around \$200, with an estimated

additional cost of \$280 to \$340 from Darrin to install the lights. John Mitchell and Larry Glasser have been involved in the discussions and, as far as I know, support the selections we have made. The overall cost is modest and can be covered within the Landscape Budget. Nevertheless, I would like to have the official support of the Board and ask for approval to purchase and install the solar lights.

I also ask that the Board approve Greg Adams to be a new fulltime member of Landscape and that Dick McGann and Sylvia Burton be approved to assist the Committee over the summer. The Board expressed approval by email so that Greg and Sylvia could get started, but we should have a meeting vote as well.

The low point of the month for Landscape was another unauthorized cutting of trees in the Undeveloped Common Area behind Bribon. This time, the new owners were caught in the act and apologized for misunderstanding where their property line was. As a result of this incident, I recommend that the Board revise the President's Welcome Letter to clearly underscore that residents may not make any alterations in the Common Areas and should consult the Landscape Committee before venturing beyond their walls and fences. I circulated revised text by email on April 28th, and the proposed new text is on page 2 of this Report. If there are edits, please suggest them in advance so that we can vote on adopting the revised letter at the meeting. In addition, I am asking Neighborhood Watch to notify me whenever they are going to greet a new resident so that the appropriate Landscape Zone Representative or other Landscape Committee member may participate in the welcome visit to advise about Common Area restrictions.

Finally, we are creating an eighth landscape zone. We are blessed with new volunteers and can take advantage of increased membership to spread the workload more evenly. The new Zone 8 will encompass the full length of Ferreo and the Common Areas at the end of Ferreo, adjacent to 6850 and 6880 Bribon. This area has been part of Zone 2, which will continue to cover all of Rosada and the south side of Bribon from Carrillo to the end of the rolloff, including the East Pool. As a related matter, some of the Zones will be reassigned among the Committee members. I do not believe it is necessary to have Board approval for the creation of Zone 8, but if you wish to have a discussion or vote on this, please let me know.

Additional Comments and Discussion:

1. The five Directors approved the addition of new member Greg Adams and part-time members Sylvia Burton and Dick McGann to the Landscape committee.
2. A motion was made, and the five Directors approved the installation of 32 solar lights on Carrillo hill.
3. No approval needed for the creation of Zone 8. Suzanne Mohr will be responsible for Zone 8.
4. Eloise requested that Neighborhood Watch inform Landscape before they deliver a Welcome Package to a new resident in order to enable a member of the Landscape Committee to accompany the Neighborhood Watch representative for the purpose of explaining the restrictions on altering anything in the Common Area. Jim McAlister agreed to do so.

Neighborhood Watch Chair Report by Jim McAlister

1. There have been 6 Welcome to the Neighborhood packets delivered since the first of the year. There is a new owner at 4201 N Camino de Carrillo and a long term renter at 4370 N Camino de Carrillo. The new owner is out of town and I have requested contact information for the renter so we can deliver them a packet.
2. *One email sent regarding post lamp not being on. This resident has previously been contacted concerning his post lamp. May be time for a more serious notification if it continues to happen.*
3. No crime reported in SMR since last meeting.
4. We are currently looking for 3 Block Leaders for Neighborhood Watch. 2 for the South end of Ferreo and one for Troche Allegre.
5. Two parking permits issued.

Additional Comments and Discussion:

1. Joy Jensen will be responsible for delivering Welcome packets to new residents while Jim is away.
2. Susan will send President Welcome letter to new renters.

Nominating Chair Report by Susan Arbuckle

Barbara Carbajal has offered to look over Secretarial task list and will let us know if she would be willing to step into the Secretary position for 2020. I have sent her a list of Secretary duties and she plans to be at our May 9 meeting. We will need to find a chair for Architecture and possibly Database. Herb Burton has agreed to manage the database for the remainder of 2019.

I have sent about 5 names to Larry for Architecture.

Wendy Reed and I are talking about creating a "Help Wanted" column to put in the newsletter and on the website.

Publications Chair Report by Alan Frankle

The May Newsletter was posted a little late. Alphagraphics finally got it to Marijo on May 6th. Mailed 49 printed copies of the newsletter. The web version of the newsletter was uploaded on May 1st. Thanks to Marijo Nagle for organizing and completing the mailing process. Please have items to me by May 20 for the June Newsletter. I still need a head shot of Jim "Super Hero Shape Changer" Warner for the June Newsletter.

The SMR Photo Gallery is receiving some great photos of SMR. Thanks to Herb Burton, Eloise Gore and Art Zimmerman for their photographic talents. I have asked Hospitality to begin taking photos at their events since this is a very special part of living in SMR. Hopefully someone will take a photo of Jim!

Additional Comments and Discussion:

1. Jim Warner asked that if we know someone that doesn't have a computer and cannot get online newsletter, we offer to print a copy for them.
2. Final printed newsletter will be in July. Larry suggested sending a notice that subscription will soon expire.

Recreation Chair Report by Jay Flaherty**Pool and Spa Report**

We received the first SW Gas bill that reflects a month of fairly regular solar system usage. For comparison purposes, the 2018 3/19-4/17 bill was \$1593, the 2019 3/19-4/17 bill was \$1028 or a reduction of 36 percent. For comparison, the west pool SW Gas bill was \$964. Currently our gas heaters are set at 85 and 86. The solar is set at 87.

Both pools and spas are operating without issue. We still seem to have some resident or guests that aren't aware of pool and spa hours of 5AM to 10PM. New Pima County ordered rules signs will be installed at the entry gates of both pools.

I have two estimates for the replacement and repair of the kool deck for both pool locations. One more is scheduled for this Friday. So far, the estimates are exceeding what is allocated in the reserve study by \$5-6,000. The need to replace the deco drain strips and add NO DIVE tiles are driving majority of cost overrun. More to come after I receive the 3rd estimate.

Tennis/Pickle Ball Court

New SMRHOA pickle ball nets are in place at the court. They are sturdier and provide a great playing experience according to our "pickleball insiders". They should provide 10 years of usage (not including nets) and stand up to our weather extremes. The portable nets originally used at the court will be retained as backups. The court surface that was vandalized has been repainted numerous times to get the correct texture and finally seems to be acceptable. I will be ordering a new windscreen to replace the torn/dry rotted one on the west side of the court. Since we should be utilizing 9 foot screens I will investigate the cost of replacing the entire west side with 9 foot screens at this time and replace the remaining screens with 9 footers as they wear out. I am still planning to replace the gate padlock with a deadbolt entry as soon as it can be worked into the schedule.

Additional Comments and discussion:

East spa is closed but will reopen on May 10 after repairs to heating unit.

Resale Report by Cadden

Douglas B Dickey - 4201 N Camino de Carrillo

