

**Minutes of Sunrise Mountain Ridge Homeowners Association
Board of Directors Meeting, June 13, 2019**

Call to Order: President, Jim Warner, called the meeting of the Board of Directors to order at 9:00am, June 13, 2019 in the SMR Clubhouse.

Attendance and Introductions:

1.1 Directors Present: President and IT Manager– Jim Warner, Architecture Chair – Larry Glasser, Treasurer – Carole Malan, Recreation Facilities – Jay Flaherty, Secretary and Nominations – Susan Arbuckle

1.2 Directors Absent: Landscape Chair - Eloise Gore, Vice President, Roads and Archive Chair – John Mitchell,

1.3 Committee Chairs Present: Hospitality – Leslie Adams, SAC Representative – Cynthia Clark

1.4 Committee Chairs Absent: Neighborhood Watch – Jim McAlister, Database – Herb Burton, Volunteer Liaison – Wendy Reed

1.5 Guests: Nancy Bower, Carmen Wiswell

President Remarks by Jim Warner

It's June and temperatures are starting to rise to be followed by a good portion of our annual rainfall. It also means it is time to renew the HOA's property and liability insurance. In past years the pattern has been to renew without much investigation the current policy. I suspect that is the way many of us renew our home and auto insurance.

Well that changed this year when Susan, Carole and Eloise attended a seminar held by Cadden Management. They learned that we were behind the times with our insurance coverage and may be vulnerable to lawsuits against the HOA or its directors. This led to investigation and education about insurance policy terms and coverage.

Some of the policies quoted had the additional coverage built in. Others, like our current insurer State Farm, require a separate policy for the additional coverage.

Susan Arbuckle has done a great job gathering the information necessary for the board to make an educated selection of our next insurance policy. Thank you Susan.

The next scheduled board meeting is September 12th so enjoy your summer.

Thank you everyone for your continued good work!

Additional Comments: None

Secretary Report by Susan Arbuckle

- The May minutes were presented for approval by the Board. They were accepted with unanimous vote
- Eloise Gore, Larry Glasser, Susan Arbuckle, Jim Warner, and Jay Flaherty met on May 30 to discuss changes to SMR liability insurance. We reviewed and compared quotes provided by Jeff Leane of LaBarre/Oksnee Insurance and Tom Bower of State Farm. A majority of directors preferred to stay with State Farm and our local State Farm representative and at the same time felt it was their responsibility to the Board to add additional non monetary coverage. We would like the Directors to officially approve remaining with State Farm and authorize the payment of \$5,698 to State Farm for our SMR liability insurance. This includes the addition of non-monetary coverage up to \$2,000,000 with a \$5,000 deductible.

Additional Comments:

State Farm's official premium amount for D & O coverage which includes non-monetary claims is higher than original quote. Tom originally quoted \$2,105 for the added non-monetary portion of the policy, but when he contacted the underwriters, he found that because of significant number of claims in Arizona, the premium for the non-monetary policy would be \$2,366. This would bring the total premium for liability and D & O to \$6,003. The Directors present heard arguments between continuing on with State Farm or choosing a new insurance company and decided that they would stay with State Farm. A motion was made to approve the new premium and the additional coverage from State Farm. Carole reported that our current budget for insurance is \$5,000 but that we have leftover monies in our contingency fund that we can use to pay the overage.

Treasurer Report by Carole Malan

- The financials have been sent under a separate email. We had a \$175,002.99 expense in the reserve fund this month for road repaving. This was budgeted.
- The HOA's auditor has resigned. She had completed the 2018 audit in the spring, so this only affects us going forward with the 2019 audit. I will work on a proposal for finding a new auditor when I return in July.
- Assessments were mailed to homeowners on May 21st and will be due on July 1st. We have one homeowner who is now two years behind in assessments. She called Cadden and told Sylvie that she couldn't afford the assessments. Sylvie asked her to write a letter to the Board but nothing has been received. I will follow up when I return in July. It is possible that we will have to place a lien on this property.

Additional Comments:

1. Susan Arbuckle asked about providing assistance to the homeowner who contacted Cadden saying that they could not afford the assessments. The majority of Board members considered this a bad precedent. Carole stated that a lien could be placed on the property that would allow us to collect back payments at time of sale.
2. Carole is away at the moment and attended via our video conferencing system. She stated that she would start working on next year's budget when she returns. The budget needs to be completed by October for the following year.

Architecture Report by Larry Glasser

Angie Perryman has developed a Draft AC data spreadsheet format in Google Drive that will be used for each SMR home. The Committee is now reviewing it and we should have a working model by the end of June and will begin to populate the fields after that. The spreadsheet will encompass basic history, like RSI's, maintenance needed, new construction approved, etc. Dianne Kercheval is heading up a group to develop our letters to residents on needed maintenance items.

Over the last month, the Committee approved or gave feedback on ten project requests that encompass: garage doors, roof repairs, driveway repair, remodel nook windows, mechanical exterior shades, new roof drain/canale replacement, and whole house window replacement. We have a request for more information on the application for a side build out of a residence and hope to send the final letter this week. In September, we'll be taking all information we have gathered and develop guidance the Committee will use on decisions for future side build outs.

Also, over the last month, we have had more homeowners give us feedback that they have completed their Maintenance Issues we informed them about during the first of 2019. We are discussing and exploring the possibility of having handymen/handywomen available in the fall for homeowners to contact to have maintenance done, hopefully at economy of scale (lower) prices.

Along with other timely information, we will continue to remind residents of the need for painting light poles, garage doors and utility boxes in the upcoming newsletters.

Additional Comments:

1. Larry would like to explore ways to make repairs easier for homeowners. He suggested that we have a handy man who we could recommend to make some of the repairs needed. He also suggested that for a donation of around \$10.00 to pay for supplies, volunteers could paint lamp posts. Carole stated that she did not want SMR to be charging residents for repairs so any money changing hands would have to be paid directly to the contractor from the homeowner. Carmen Wiswell reminded the Board about the Harried Homeowner contractor list which has been provided by SAC. Another issue that might arise is that our paying advertisers might object to us recommending other contractors. Larry will take the Board's input back to the committee. No further action was taken at this time.
2. Jim Warner asked about the Sendero/Chico mailboxes. Carmen Wiswell spoke with our mailman who told her that the post office changed the configuration of the these mailboxes so that the mailman had better access to all

boxes. Larry says the numbers have stayed the same. He will include this information in his next newsletter article.

Archive Report by John Mitchell, Electronic Archive Manager

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.

Additional Comments:

1. Jay stated that much information is missing from his Dropbox files and wanted to know what he should be including. Leslie Adams asked why reports need to be added to Dropbox because they are listed in the minutes. Larry and Jim stated that Chairs should be putting everything that they deem important into Dropbox. It provides an historical record for future Chairs to use when they take over a position and provides a secure place for information storage that is all in one place.

Data Base Report by Herb Burton

The database is up to date as of June 1. The last of the paper distribution files was produced for the June newsletter and the email announcement was sent on June 1.

A condensed version of the database excel file is available to board members in Dropbox as of the June 1 version of the database. If board members want more fields, please let me know.

I have begun contacts with the U of A looking for a student to simplify access to our database. Nothing to report yet.

Additional Comments:

1. Cynthia Clark told the Board that Greg Moxness is working on developing a database for all 12 Fairfield communities and would like to make a presentation to our IT group. Jim Warner says that he is reviewing our database program now. No further action was taken.

2. Susan asked if all Board members have access to database file. Herb has invited some chairs to see the file. If others want access, they are to contact him.

Hospitality Report by Leslie Adams

The Hospitality committee is on summer hiatus. Leslie stated that although attendance was low at our May event, she would like to keep it on the schedule. Bob Shaff spoke at that May event and Leslie received very positive feedback from residents.

Additional Comments:

Susan would like to explore the idea of having a Volunteer Appreciation Themed event in the fall. She and Leslie agreed to talk further about this over the summer.

Information Systems Manager – Jim Warner

The IT group continues maintaining and improving the technology the SMR board uses to manage the community information.

John Mitchell reports that there have been no problems reported with the Dropbox archive.

Alan Frankle has produced the last printed and mailed newsletter for the community. Future newsletters will be available on the SMR website as a printable file. The next newsletter will be released on the 15th and it will serve as a July/August issue. The September newsletter will resume the normal publishing schedule.

Herb Burton continues maintaining and updating the community database. Efforts to improve director's availability to the database continue.

The SMR website is up to date and is maintained by Jim Warner. The July newsletter will be available as a printable file on the website.

Additional Comments:

Only two residents have requested that they get a hard copy of the newsletter. Jim Warner will follow up with

finding a volunteer to print and deliver the newsletter to these two people.

Landscape Report by Eloise Gore

In May Darrin and his team worked overtime to eliminate weeds from throughout the community, complete work on Carrillo Hill and Placita de Carrillo, and finish making the smooth path to the new benches on Bribon. All this special work was in addition to handling the usual zone maintenance and the occasional leaks and fallen branches. Carrillo Hill is further adorned with 32 solar lights that Darrin also installed. If you haven't seen it at night, I invite you enjoy the view of it from afar as well as driving up it. We did pay Darrin for the overtime, but I hope you agree it was well worth the extra cost, which is within our Landscape operating budget.

As Darrin's finishing touch in Zone 5, he installed rip rap at the corner of Toros and Colorada. It looks great and really improves that very visible spot. In June Darrin is moving on to Zone 6 (Pico del Monte and parts of Colorada). He is also keeping vigilant watch on the bumper crop of Agave and Yucca stalks. He has already removed several that were in danger of falling. All of us on the Committee check on the stalks as we travel around the community and report any that are questionable to Darrin. If any Board members see stalks that are beginning to lean precariously, please let me know or tell Darrin directly.

The Committee is dealing with three resident issues. One was a request for trimming trees on a common area, which has been taken care of. The other two involve problems with the appearance of the residents' front yards. In both cases the residents have done some work to resolve the problems of bare ground, but they are not fully compliant yet. Hopefully these will both be resolved over this month and will not require formal action.

We have a change in Committee members. Suzann Mohr has resigned in order to attend to her new responsibilities as a Master Gardener. Leslie Hammond has joined the Committee and will take over Zone 8, which is the new zone consisting of Camino Ferreo. Leslie was previously approved as a Landscape Committee member by the Board in January, but she was unable to remain on the Committee due to a scheduling conflict at that time. Happily that schedule conflict has been eliminated, and we are very pleased she can now join us full time. If it is necessary for the Board to approve her again, I ask that you do so at the June 13, 2019 meeting.

I will be out of town beginning June 10th, probably returning around July 10th. This is a domestic road trip so I will be able to be in touch throughout my absence from SMR. Sandy Glasser will be my back up here in SMR except for a week when she will be away and Dick McGann will make a cameo appearance as Chair Emeritus. We have a chart of the Summer 2019 back up coverage, which I added to the Dropbox. I also added a revised Roster of the Committee members with contact information.

Additional Comments:

Several Board members commented on how nice the landscape work on Carrillo turned out.

Neighborhood Watch Report by Jim McAlister

- Two contacts made regarding overnight parking on the street. Both have been resolved.
- Welcome packets were delivered to 4401 Camino de Carrillo and 4050 N Camino Ferreo.
- SMR continues to be a crime free neighborhood.

Additional Comments: None

Nominating Report by Susan Arbuckle

At this time, we continue to have three vacancies; Secretary, Architecture Chair, and Volunteer Liaison, to fill on the Board in 2020. In the past, the nominating chair only recruited for Board positions. This year with the help of Wendy Reed, volunteer liaison, the committee also helped with committee recruitment. So far, in 2019 we have added two directors for positions that opened up when previous directors resigned. Hopefully we will continue to enjoy a full and complete Board for the remainder of 2019.

Additional Comments: None

Publications Report by Alan Frankle

The June Newsletter was mailed on time. It will be the last printed newsletter. We mailed 42 printed copies of the newsletter. The web version of the newsletter was uploaded on June 1st. Thanks to Marijo Nagle for organizing and completing the mailing process. The next newsletter will be uploaded to the web on July 15th. Please have items to me by July 8th. Jim will keep me informed of folks that insist on a printed version. We will determine how that need will be met. I still need a head shot of Jim "Super Hero Shape Changer" Warner for the July Newsletter. The SMR Photo Gallery has been receiving some great photos of SMR.

Additional Comments: None

Recreation Report by Jay Flaherty

East Pool and Spa

Both the pool and spa are operating without issues. The east spa was closed from May 24-31st for heater repairs. The heat exchanger was replaced May 31st and the spa reopened the next day. The solar system continues to operate without any issues and is saving approximately 35% on our monthly gas bill.

Three estimates for deck repair and recoating were obtained. I am recommending Ekonomy be awarded the repair work at a price not to exceed \$11,000. Their deck repair and recoating price was the most competitive at \$8267. If needed, we will also have them replace the warped deco drain, depth markers and no dive tiles. New deck lids will be replaced as needed. Those replacements will drive the total cost closer to \$11,000. The east pool will be repaired/recoated first (targeting August timeframe) and the west pool will be completed later this year or in Winter 2020 when the heat is turned off.

West Pool and Spa

No issues with pool or spa. The drinking fountain is scheduled to be replaced June 17th. Repairs to the beams above the covered patio and shower area will take place the week of June 17th. This is much needed maintenance.

Tennis/Pickle Ball Court

Court is in great playing condition. Still gets heavy use in the early morning time slots. The west windscreen needs to be replaced. The windy location of our court would benefit from 9 foot screens. Would like to have replacement post Monsoon season. Will start with west replacement and work around the court with new screens as needed.

Clubhouse

Clubhouse facilities are operating without any issues. Lack of storage space needs to be addressed. The carpet will most likely need replaced in late 2019 or early 2020.

Additional Comments:

1. Jay reported that our original pool maintenance person left but has now returned. Phillip does a much better job of pool maintenance and Jay is happy to have him back.
2. Jay asked for approval to have Ekonomy Pools repair the East pool deck, tiles and drains. The work is not to exceed \$11,000 and will come from reserve fund. A motion was made to approve this work and was unanimously approved by the Directors.

Resale Report by Cadden

New sales:

Kenneth W. and Marcia H. Wong 4050 N Camino Ferreo Patrick M. Keefe and Susan M. Broaddus
4401 N Camino de Carrillo

Roads Report by John Mitchell

The planned seal coating of Plaza del Tio, Vereda Rosada and Via Colorada were completed by Thursday June 6 according to plan. There were no known incidents and we have had feedback from some residents that all went well. Carmen was the point person for the project, filling in for the Chair who was in Wisconsin. No other projects are planned until fall.

Additional Comments:

Carmen was thanked for her help on the seal coating. She commented that John did a great job of communicating with residents and that all went smoothly.

SAC Report by Cynthia Clark –SMR Representative

No report

Additional Comments:

Cynthia reported that SAC will soon be an online entity and may phase out meetings in the future. SMR is the largest HOA in the organization and is looked to for leadership. No action required.

Volunteer Liaison by Wendy Reed

No report

Old business:

Jay asked Carole if she had received the water bill for June. He was wondering about the water meter for the west pool. In May, the bill tripled. Since May, the meter has been replaced and leak detection was done on the pool and the irrigation system. Nothing was found to cause such a large bill. When Tucson Water Company was contacted, they said that they were not at fault. Carole will let Jay and Eloise know what the June bill is as soon as she gets it.

New business: None

Member Comments:

Nancy Bower has been teaching Gentle Yoga in the clubhouse on Wednesday mornings for 20 years. Her classes are well attended and in fact are often full. She expressed her appreciation to the Board for their work and we thanked her in return. Jim Warner suggested that she write a short article for the newsletter to celebrate and commemorate the 20 year anniversary of her class. She can send it to the Secretary for inclusion in July newsletter.

Motion to Adjourn: Meeting was adjourned at 10:25.

Respectively submitted,

Next regular meeting of the SMR HOA Board will be held on September 12 at 9:00 am in the SMR Clubhouse.

Secretary, Susan Arbuckle Date

President, Jim Warner Date