

**Minutes of Sunrise Mountain Ridge
Homeowner's Association Board Meeting
April 14, 2022
Attended at the Clubhouse and via Zoom**

Call to Order: President, Eloise Gore called the meeting to order at 8:55am.

Directors Present:

President - Eloise Gore
Secretary - Barbara Carbajal
Treasurer – Neil Schneider
Landscape Chair – Greg Adams
Nominating Chair – Colleen McAuliffe
Neighborhood Watch Chair – Bob Shaff

Directors Absent: **Vice President** - Janet Pearce Foster

Committee Chairs Present:

Hospitality Co-Chairs – Colleen McAuliffe, Ron Flynn
Landscape Chair – Greg Adams
Neighborhood Watch Chair – Bob Shaff
Nominating Chair – Colleen McAuliffe
Recreation Chair – Kathleen Flaherty
Roads Chair - John Mitchell
Volunteer Liaison – Allen Hile
IT Committee Chair – Jim Warner
Archive Chair – John Mitchell
Database Chair – Herb Burton - via Zoom
Publications Chair – Susan Broaddus - via Zoom

Committee Chairs Absent: **Architecture Chair** - Janet Pearce Foster

Guests: Jeff Bartell, Bob Cole, Steve Rissler, Paul Bennett, Cindy Owens

President Report: Eloise Gore

I do not have much to report this month. Thanks to the great work of the Committee Chairs, I hear very few complaints or concerns from residents. Occasionally there's a question that I can forward to the appropriate Chair. Last week there was a problem with the heater in the East Pool that Ekonomy did not report to Kathleen. It was fixed, but several residents had an unexpected chilling experience, including me. It seems to be working well now.

My only other topic for the Board is establishing a relationship with the Mulcahy Law Firm. I circulated an email about this firm and the potential benefits of having a relationship if and when we need legal advice or representation. I included a copy of the firm's brochure and Agreement. I thank my board colleagues for their quick and positive responses. I plan to request a motion at the Board meeting on Thursday to go forward with this Agreement. There are no up-front or monthly fees. We will send them our governing documents, which they review at no charge. If we have a legal issue or question, the firm will give us an estimate of the charges to address it before they undertake the assignment.

We will be meeting in person in the Clubhouse this month, and I hope that Jim will be able to have our new Owl video system working to improve the visual experience for anyone Zooming in.

Additional Comments/Discussion

Eloise thanked Jim Warner for setting up the new OWL video system and Herb Burton for assisting in the decision making.

Greg Adams made a motion to approve an agreement between SMR and The Mulcahy Law firm to form a legal relationship. Colleen McAuliffe seconded the motion, it was voted on, motion carried.

Bob Shaff, Janet Pearce Foster and Eloise Gore, and SAC members attended a Zoom meeting with Aaron Casem from State to discuss fire safety for our communities. For background information, Greg explained that when SMR was built an agreement between SMR and Pima County was reached whereby the common areas in the development were left "natural", but SMR takes care of potential fire hazards in those common areas to maintain fire prevention safety. Aaron will be visiting SMR in the near future to point out any current fire danger areas for fire safety in our SMR community.

Secretary Report: Barbara Carbajal

The March 2022 SMR HOA Board minutes are presented for Board approval.

Additional Comments/Discussion

Colleen made a motion to accept the March minutes as written and Greg Adams seconded. It was voted on and motion carried.

Recreation: Kathleen Flaherty

We selected a table and 8 chairs that will seat 8 comfortably for the east ramada. The cost is approximately \$3204. The set is in stock and I'm hoping to have the check cut this week so we can have it delivered the week of 4/17.

We're trying to replace the armchairs at both pools that are different and not as upright as the others, making them uncomfortable to sit in. We haven't been able to match the existing chairs so will start looking at replacing all the chairs.

Pools/Spas

We've ordered a new salt system for the east pool but it's been back-ordered and we don't know when it will arrive.

The west pool needs a new sand filter, it's been repaired a couple of times but at this point it, given the cost of upcoming repairs, it makes sense to replace it, cost \$2077.

The east pool was reported to be 78 degrees on 4/5. E-Konomy serviced it and it generally takes a day to come back up to temperature, which it did.

If you become aware of any issues/problems with any recreation facilities I encourage you to text rather than email me.

Additional Comments/Discussion

My phone number is available in the SMR directory for texting me when necessary.

Treasurer Report: Neil Schneider

We have three past due assessments. The first, the resident has passed away and it is not clear who is responsible for the house. We have placed a lien on the house. The second is a home that is under contract. Cadden has been informed of the situation and we should collect when the sale is finalized. The third, the homeowner has promised payment but has not yet paid.

On expenses, we are running 11K below budget on operating expenses and 22k below budget on reserve expenses. It is early in the year but the trend is favorable for us to run a positive net income for the year. We had budgeted a slight loss for the year in terms of total income.

Management Company

I circulated a short survey of other HOAs and how they handle their finances. I plan on contacting 3-4 Management companies in the next week and determine their interest in servicing our account.

Personal

I will be out of town from approximately May 5 to Aug 15.

Additional Comments/Discussion

I will be speaking with Janet regarding her recommended contact for a Management Company. Bob complimented Neil for reaching out to the other Sunrise HOA's for Mgmt Co information. Neil announced he will be stepping down as Treasurer at the end of 2022 and will not serve the third year of his Board term. Neil said he would present the revisions to Standing Policy 6 at the May Board meeting.

Architecture Report: Janet Pearce Foster

The April Architecture Committee meeting was held on April 4, 2022, at the Clubhouse.

A. Approval of new committee member

The committee requests a vote to approve Steve Rissler as a member of Architecture. In the months that remain, he will be preparing for taking on the duties of chair to begin in September 2022.

B. 2022 Review of Architecture Committee Duties

Pending BOD discussion.

C. Project Applications/Approvals/Denial

There were three project approvals.

D. Resale Inspections

There were two requests for inspections both of which were found to be non-compliant.

E. New residents

None

F. Ongoing Issues and Updates

1. The committee has initiated research and development of the Homeowners' Helper. The Board will be advised during its progress.
2. The committee is requesting that the Rural Metro e-brochure mentioned in the Architecture column of the April 2022 issue of the community newsletter be put up on the SMR website for easy access by residents.

Additional Comments/Discussion

Colleen made a motion to approve Steve Rissler as a member of Architecture Committee. Greg Adams seconded, it was voted on, motion carried. Congratulations Steve Rissler and welcome to the Architecture Committee.

Hospitality: Colleen McAuliffe and Ron Flynn

Due to a conflict with scheduling for the clubhouse, the New Neighbor Event has been moved from Tuesday, April 12th to Sunday, April 24th from 4:30 - 6:30 at the clubhouse. At this point, we have 6 residents that have responded with a yes, 2 that can't make it, and 5 that have not responded yet. We will be following up with them this week to see if we can increase the numbers. We will continue to update the Board.

We have received 23 RSVP's for our April 19th Humane Society Event at the clubhouse, and hope to increase that to the maximum number of 40. The event will include a presentation and Q&A in the clubhouse, followed by a demonstration outside at the gate to the landscape area.

Upcoming Events:

We have been working on a Music and Munchies event for May, to include a Blue Grass Band. We were unable to find one that would fit into our budget, but will continue our search and hopefully have this event later in the year.

We have reached out to the Newcomers Club of Tucson at the suggestion of Marc and Leslie Adams. It appears that this could be an interesting resource for a variety of possible events. We hope to plan something for May.

Additional Comments/Discussion

We currently have 26 resident RSVP's for the April 19th event in the Clubhouse. Greg and Cheryl Adams' dog will be participating in the demonstration outside the pool gate.

We are looking into having a food truck for the Music and Munchies event whereby our residents would purchase their meal and Hospitality would provide drinks and dessert.

The response to the New Neighbor event on April 24 has been low. We are trying personal communication to encourage more participation and posting on the bulletin boards. Bob, Kathleen, Susan, Herb, Jim and Greg participated in discussions on how to better communicate important information to our residents. Eloise offered that an eBlast is an appropriate way to communicate with them. Susan offered that direct links be placed on the Newsletter eBlast referencing the Newsletter and Website. Herb said it was not difficult to do this, we have done it before then discontinued the practice.

Jim brought up a scrolling screen sign (similar to those used at churches) possibly be placed by the pools, with upcoming events rolling on these screens.

Bob Shaff will pass along to Hospitality a name of a Blue Grass Band. No parking permit will be necessary if we go with a food truck.

Kathleen offered the forming of a private Facebook Group for SMR. She will do more research and present in May.

Going forward there will be an eBlast notifying that the Newsletter is available for viewing on the Website with a direct link to the Newsletter and Website for any further information.

Landscape: Greg Adams

Overview:

March concluded the PME rotation for Zone 5 and the initiation of the Zone 6 PME rotation. Year today we have completed two full PME rotations and a full month of special projects. Year to date, all PME remains on schedule and special projects are being addressed on a timely basis. For the quarter ending March 31, we have completed 6 Enhancement Projects and over 30 homeowner requests/special projects.

Enhancement Project Committee (EPC) Updates:

The Enhancement Project Sub-Committee (EPC) has also identified several irrigation projects to be completed over the next two months. Enhancement Projects are funded from Reserves. The projects listed below are 100% reserved and funded.

- 1) Replace valves & convert to Bluetooth timers at:

<u>Valve Location</u>	<u>Total Budget</u>
A. Trocha & Toros	\$ 175.00
B. Trocha & Vacio-West	\$ 175.00
C. Pico del Monte	\$ 175.00
2) Replace 450 ft of irrigation lines (Toros/Trocha)	\$1,420.00
3) Replace 360 ft of irrigation lines (Trocha/Vacio)	<u>\$1,130.00</u>
Total Irrigation Projects (fully reserved)	\$3,075.00

In March work was completed on the Erosion Control project at the end of Ferreo. This project is also being funded from reserves specifically allocated for Erosion Control. Our total Erosion Control Reserve budget for 2022 is \$3,000.00. The subject project was completed for \$1,625 roughly \$630 more than our original cost estimate of \$1,200.

The EPC is continuing its research for the clubhouse landscape improvement project. Landscape designers have been contacted and the EPC is evaluating the cost/benefit of engaging such services. Estimates for shaving and otherwise cleaning up the palm trees around the clubhouse have come in at approximately \$2,000. We are considering this work as part of the overall landscape improvement project.

Tree Management Committee (TMC) Updates:

The TMC is charged with the task of developing recommendations for managing our tree population throughout SMR. Tree issues are perhaps the most common issues we regularly deal with. Currently the TMC is working to define and identify “Legacy” trees throughout SMR. While the parameters have yet to be fully developed, Legacy trees are generally thought to be of such importance and stature in the neighborhood that they would be protected from removal or severe trimming (if not required to protect the health of the tree or the safety of our residents). At our March 8 Landscape Committee meeting the TMC is planning to present a first draft of the “Legacy” tree parameters. In addition, the TMC is planning to present an initial draft of a new form and procedure for homeowners to follow in requesting tree trimming or removal.

TMC is also developing recommendations for the line of Palo Verde trees from Trocha/Penoso west to Chico. These trees are frequently subject of homeowner requests for trimming due to view obstructions. The TMCs recommendations will likely call for a multi-year plan to remove and replace these trees with alternative planting that will mitigate continuous pruning/trimming costs and improve the appearance of this strip.

Approval of SMR HOA Landscape Committee Rules and Regulations Regarding Homeowners Responsibilities:

I will be making a motion for the Board to approve the updated Rules and Regulations. The major changes to this document from the last approved version is the addition of definitions for Landscaped Common Areas and Natural Common Areas. Other minor changes only served to clarify previously approved provisions. Below is the document I will be seeking approval for:

**Sunrise Mountain Ridge Homeowners Association
Landscape Committee Rules and Regulations
Regarding Homeowners Responsibilities**

The Sunrise Mountain Ridge (SMR) Covenant, Conditions and Restrictions (CC&Rs) outline the requirements and responsibilities of homeowners for yard appearance and other landscape requirements in Article XI Landscape and Exterior Maintenance, Section 3, Owners Duties.

The CC&Rs also describe the authority and responsibilities of the Landscape Committee in Article XI, Section 2. The Committee’s responsibilities for the “Landscaped Common Areas”

and “Natural Common Areas” are described in the Landscape Master Plan, as revised in 2018, and available on the SMR Website.

(<http://www.smrhoa.com/2018%20SMR%20Landscape%20Master%20Plan.pdf>) and in the Landscape section of the Duties of the Board of Directors and Committees (<http://www.smrhoa.com/Duties%20of%20Board%20of%20Directors%202019%20.pdf>)

Definitions:

Landscaped Common Areas: Areas that are routinely or periodically maintained by the SMR HOA (Landscape Committee). Generally, the Landscaped Common Areas are located along SMR roadways, including hillsides above roadways.

Natural Common Areas: Natural desert areas that are not routinely maintained by the SMR HOA (Landscape Committee). The Natural Common Areas are restricted and the SMR HOA (Landscape Committee) is required to preserve and protect these areas pursuant to the requirements of Pima County Code 18, Chapter 19.09, Section 040, Cluster Development Option.

Article XI, Section 2 of the CC&Rs also authorizes the Landscape Committee to promulgate and amend Rules and Regulations, subject to approval by the SMR Board of Directors. On April 14, 2022, the Board of Directors unanimously approved these updated Rules and Regulations regarding the homeowner responsibilities, which expand upon and clarify the CC&Rs.

Homeowners are responsible for the appearance and maintenance of their property in compliance with these Rules and Regulations, including when homeowner’s property is rented or vacant for extended periods. Specifically, homeowners are responsible for making sure their guests, tenants, contractors, and employees comply with these Rules and Regulations at all times.

Homeowners are responsible for landscaping and maintaining their lots as follows:

1. All homeowner property visible from streets and sidewalks should be landscaped with decorative rock or crushed stone in a color that blends with the desert surroundings, neighboring lots, and the SMR community as a whole. The rock should be in sufficient quantity so that, in combination with plants and trees, bare ground is not visible.
2. Plantings should blend in and generally be consistent with SMR landscaping and surroundings. (The Landscape Guide on the SMR website provides a list of plants and trees for guidance. ([http://www.smrhoa.com/Landscape Guidelines 001.pdf](http://www.smrhoa.com/Landscape%20Guidelines%20001.pdf)))
3. Trees and plants should be pruned, trimmed, and thinned out regularly and removed when necessary to avoid encroaching into Landscaped or Natural Common Areas or

neighboring property. Front yards shall have a neat, tailored, and well-maintained appearance at all times.

4. Trees and shrubs overhanging the street and sidewalk should be pruned and trimmed to prevent them from encroaching on pedestrians or vehicles. Generally, a minimum vertical clearance of 10 feet over the street and 7 feet over the sidewalk is suitable.
5. Tree and shrub roots should not be allowed to cause structural problems for walls, sidewalks, driveways, water, sewer, or irrigation systems.
6. Weeds should regularly be removed from visible yard areas, including concrete joints in driveways and sidewalks.
7. Trees and plants must not be trimmed, pruned, placed in, nor removed from, Landscaped or Natural Common Areas by anyone except the Landscape Committee or its Landscape Contractor.
8. Plant debris, tree/shrub trimmings, and dead foliage should not be allowed to accumulate anywhere on the homeowner's lot and must never be deposited in the Landscaped and Natural Common Areas. Construction debris of any kind (solid or liquid) and trash of any kind must never be deposited in Landscaped or Natural Common Areas.
9. Invasive species (such as Buffelgrass, fountain grass, and desert broom) are prohibited and must be removed. **(The Arizona Department of Agriculture lists invasive species and noxious weeds: <https://agriculture.az.gov/pestspestcontrol/agriculture-pests>.)**
We strongly recommend that desert mistletoe be removed as it is a parasitic growth that can harm the host tree and spread to other trees in the community.

(<https://extension.arizona.edu/site/extension.arizona.edu/files/pubs/az1308.pdf>)
10. Homeowners shall not take any action, in the performance of maintaining their property, that causes or contributes to erosion damage to adjacent properties including streets, sidewalks, neighboring lots, the Landscaped Common Areas and the Natural Common Areas. Homeowners shall additionally take measures to prevent soil and gravel from traveling from their property to any adjacent property including Landscape and Natural Common Areas, streets and sidewalks.
11. Rocks and gravel from the homeowner's lot should be removed from sidewalks, driveways, and the asphalt pavement in front of each lot.
12. Water from swimming pools, hot tubs, or spas should be disposed of in accordance with Arizona and Pima County regulations. (<https://webcms.pima.gov/UserFiles/Servers/Server6/File/Environment/Water/>)

[2024PDEOSwimmingPoolWaterDischargeBrochure.pdf](#)) Homeowners shall not drain or otherwise dispose of pool/spa/fountain water into the Landscaped Common Areas, the Natural Common Areas or streets.

Additional Comments/Discussion

There is a noncompliant homeowner with reference to the front yard of the property on Ferreo. Landscape has issued a Formal Notice of Violation to this homeowner. If the violation is not cured by April 23, 2022, I will be asking the Board to approve appropriate assessment of fines.

I make a motion to approve updated Landscape Committee Rules and Regulations regarding Homeowners' Responsibilities. Colleen seconded the motion, it was voted on, motion carried.

Neighborhood Watch: Bob Shaff

Pool/Court Security Monitoring During the first quarter of the year, there was only one intrusion to report... In January, a couple was recorded in and around the East Pool spa between 1:30 and 2:10 pm. No disturbance was noted nor was their entrance/exit to the spa visible. **There were no other incidences during February nor March.**

It is my intention to maintain a log of all intrusions throughout the year so that practical and effective decisions can be made regarding the security of our pools, spas, and courts.

The volunteers who staff this duty are gaining valuable experience for SMR.

My thanks to Eloise Gore, Allen Hile, Harlen Lyso, Mary Lyso, Brenda Robillard and Lisa Ball for their volunteer efforts during these first three months. The team of Doug Dickey and Pete Read are the monitors during April.

Helping Make SMR Better

In December, I suggested the following:

At each future Board meeting, let's set an agenda item where Board members and Committee Chair offer one idea, within the scope of their responsibilities, for something they/we could initiate that would bring SMR residents closer, improve our community, save money, and/or make our neighbors feel a bit more special for living here. Some of the ideas will be things that the Directors and Chairs can implement on their own. Others may require Board approval. Think of the ideas we will hear. Think of the conversations that will be sparked. Think of the things we will do.

I compliment Treasurer Neil Schneider for his recent outreach to other Fairfield HOAs to gather information about their experiences with HOA Management Companies. We can learn from others, as they can from us.

I compliment Steve Rissler for his outreach to our neighbor HOA Sunrise Mountain Ridge Estates to learn from their experiences with key fobs for entry and video cameras for security. Steve also invited me to a separate meeting with their HOA President Kathy Mitton because he

felt that Neighborhood Watch could also benefit from a tour of their facilities and from a conversation with their President. Thank you, Steve''

I have two ideas that I plan to act upon:

Improved Notification of Home Sales and New Neighbors

It has been a constant source of frustration for the Architecture Committee, the RSI process, Hospitality Committee, and Neighborhood Watch that there is inconsistent and untimely reporting of home sales and new neighbors. Cadden reporting has been undependable. I hope that, with the input from others, we can create an improved process that alerts our Committees and Block Captains of home sales and new SMR neighbors in a timely and accurate manner.

SMR Renters and Part-Time Residents

I propose sending voluntary surveys to all SMR owners and renters to verify the information we maintain on rental properties in SMR. The value of this information is that we could ensure that the SMR renters and rental owners understand SMR rules and regulations and that they know that they can participate in many of the SMR functions and activities. It would give us the capability to communicate specifically with Renters and/or Owners of Rentals, without using the E-Blast method.

Similarly, I propose sending voluntary surveys to all SMR residents asking if they identify as full-time or part-time SMR residents. This information would be very helpful to the Block Captains who often take it upon themselves to monitor vacant homes during the owners' absences. It would also give us a way to quantify SMR residency during the summers, possibly resulting in lower costs for trash pickups and a safer SMR community.

The responsibilities that accompany these surveys include confidentiality and positive actions taken because of the information gathered. I hope that these surveys would not be intrusive but welcomed because of the upside they can provide. Survey participation would be voluntary, but I would hope that our Board has earned the trust that would result in a high participation rate.

Additional Comments/Discussion

Monitoring the cameras have become extremely easy with the experience we've all learned over the past three months..

There was discussion regarding the difficulty in knowing who is moving into SMR and who is leaving.

Herb offered that Cadden has become unreliable in providing new resident information.

Neil will follow-up with Cadden as to why this communication has lessened or stopped.

Herb said he cannot trace new home ownership since 6/21 and will add a new field in the database for change of home ownership going forward. There already exists a field for a second address. Kathleen said some residents will not provide personal information.

Bob will draft a letter and survey form and provide to the board for review. Among items the survey will inquire is whether you are a permanent resident; snowbird; renter?

Bob Cole said a survey was done 8-10 years ago for use in negotiating trash collection pricing. This resulted in a better price for SMR because it revealed how many residents were not here in the summer.

Going forward the Architecture Committee report in the Newsletter should continue to emphasize the importance of informing the AC if you plan to sell your home.

Bob will try this summer to monitor who is here and who leaves by surveying trash containers put out on Fridays.

Nominations: Colleen McAuliffe

The Committee is continuing to work on finding candidates to fill the positions for Board Secretary and Architecture Chair.

Barbara has met with a potential successor for Secretary and I will be meeting with this candidate on Monday, April 11th. I will report back to Committee and the Board after that meeting.

Janet has also met with a potential successor for Architecture Chair. I have also met with this candidate and discussed the meeting with the Committee.

We will continue to work with these potential candidates with the goal of having them identified by the beginning of the summer.

Neil Schneider has informed the Committee that he will be leaving his position as Treasurer at the end of this year. With Neil's help will begin the process of finding his replacement.

The Nominating Committee would like to recommend and discuss that the Board consider adding the following responsibility to all Committee Chair duties:

"Chair to assist the Nominating Committee in identifying potential Chair successors and prepare them to take on the Chair position".

Additional Comments/Discussion

Colleen made a motion to add the following responsibility to incoming Committee Chairs:

Chair to assist the Nominating Committee and Volunteer Liaison in identifying potential Chair successors and preparing them to take on the Chair position.

Bob Shaff seconded the motion, it was voted on and motion carried.

Roads: John Mitchell

1. Duties of the Roads Committee: The Roads committee discussed the Duties of the Roads Committee at a meeting on March 31, 2022. The consensus was to approve the Duties as modified during the discussion. A copy of the modified Duties is appended to the Board Report.

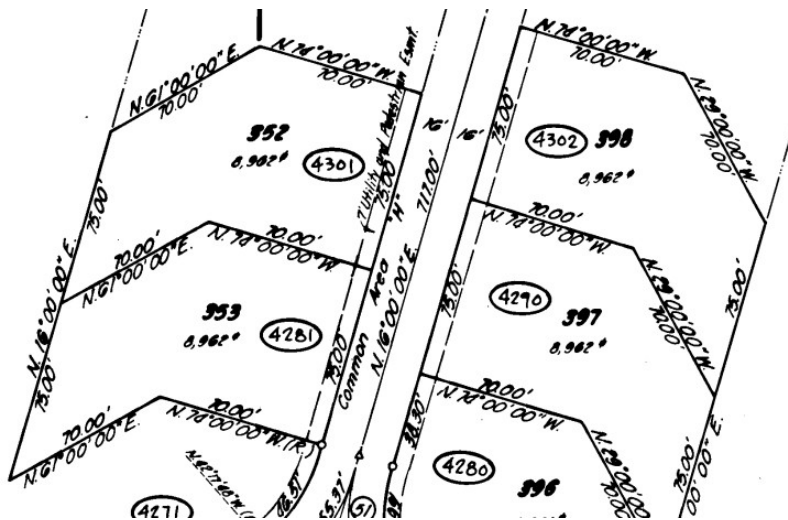
2. SMR Sidewalk Maintenance and Repair

The statement in the previous version of the Duties "Routinely inspect sidewalks ..." required the Roads Committee to inspect the sidewalks but gave the Committee no power to enforce repairs. The CC&Rs state that "Each Owner shall be responsible for insurance, maintenance, and repair of all lot improvements, including, sidewalks and other walks... on the Lot." Our interpretation is that the Roads Committee is responsible for inspecting the sidewalks and that the lot owners who have a sidewalk in front of their house are responsible for repairing damaged sidewalks. This has been the previous SMR practice.

Although the CC&Rs state that the homeowner is responsible for sidewalk repair, the sidewalk may actually be on Common Area and be the responsibility of the HOA. The plat map for SMR is the legal definition of Common Area. In the introductory paragraph of the CC&Rs, it is stated that the CC&Rs are applicable to the properties as defined by the map and plat recorded by the Pima County Recorder.

The plat map for SMR and a section of the map for Camino Ferreo is shown below. There are several aspects that are relevant to the placement of the sidewalks:

- a) The street right of way is designated Common Area. The width of the street is 16 ft from the centerline for a total of 32 ft wide.
- b) There is a 7 ft Utility and Pedestrian easement on either side of the street Common Area.
- c) The current paved width of SMR streets is 24 ft and the curb width is 1 ft. The outer edge of the street (paved area plus curb) is then 13 ft from the centerline.
- d) The sidewalks are 4 ft wide.
- e) Therefore, 3 ft of the 4 ft wide sidewalk is built on the Common Area and the remaining 1 ft is built on the easement.



According to the plat map then, 75 % of the sidewalk is on Common Area and 25 % is on the easement on the owner's lot. The owner would then be responsible for only 25 % of a sidewalk repair and the SMR responsible for 75 % of the repair.

The Roads Committee believes that a 75-25% split of a repair is unworkable. Further, although about one-half of the lots have sidewalks, all of the residents use the sidewalks. The Committee agreed to recommend to the Board that SMR take on the entire responsibility of any sidewalk repair.

The Duties have been modified to reflect the responsibility of the Roads Committee for the sidewalks.

3. Signage

Most, if not all, of the SMR signs do not meet current standards for visibility. The signs that do not meet the current standards will be considered for replacement.

4. There are a number of burnt-out lights in the fixtures on Colorada hill. The lights were originally installed in March 2019, and have an expected life of 15,000 hours. It is estimated that they have been on for about 13,000 hours. As it is most economic to replace all of the bulbs at once rather than periodically replace only continually failing burnt-out ones, a complete set of new bulbs will be purchased and installed.

Duties of the Roads Committee

Policy Statement

The Roads Committee will ensure roads, sidewalks, curbs, and road signs are maintained in a safe and acceptable condition .

Specific Responsibilities

- Annually inspect all roads to ensure they are in good condition. Advise Board of Directors of any major maintenance required. When resealing, recoating, or repaving is needed, advise Board of Directors and obtain Board's concurrence prior to getting bids for work to be performed. Notify Publications Editor and affected residents of planned work schedule and any changes.
- When road projects occur, notify residents of planned work schedule and any changes. Provide alternate parking and transportation for affected residents.
- Routinely inspect sidewalks and curbing and ensure they are in good repair and safe condition.
- Contract for street cleaning as needed.
- Ensure that all road signs are installed and maintained properly and that they meet county requirements.

- Monitor repairs to ensure all aspects of contracts are fulfilled.
- Chair to assist the Nominating Committee in identifying potential Chair successors and prepare them to take on the Chair position.

Place working material and all records required by policy in Dropbox Folder 19.

Additional Comments/Discussion

Much discussion regarding the roads report on sidewalks ensued. Paul Bennett summed it up by saying the HOA was responsible for the SMR sidewalks.

EG - We thank the Roads Committee for providing this update.

GA - Who is responsible for the easement?

AH - Budget issue

JM - Insuring of sidewalks at issue

NS - check on insurance liability

JM - curbs need to be replaced and that is big money.

A subgroup will have a conversation regarding sidewalks.

Volunteer Liaison: Allen Hile

Nothing new to report this month.

IT Committee Chair: Jim Warner

The IT group had a meeting March 24th (my brain still hurts) and had several issues to discuss. The meeting was attended by: Jim Warner, Herb Burton, John Mitchell, Steve Rissler, Susan Broaddus, Bob Owens and Cindy Owens.

The first issue that was specifically requested by the board for the IT group to discuss was a recommendation (or not) of a keyless entry system for the pools. Steve Rissler gave a very complete report to the board during the last board meeting.

The keyless entry system would have the following advantages over the current system:

The pools are locked during the 10pm – 5am schedule. Anyone in the pool area during those hours is trespassing.

Pools can be closed and locked during pool maintenance and repair times.

Pools access can be denied to homeowners that have not paid property assessments or violated other (as yet unspecified) community rules.

Keyed exit locks would be removed allowing exit from the pool areas without a key.

Locks would be removed from pools rest rooms.

The IT group recommends the keyless entry system to the board should the board wish to fund the project. The approximate cost for the lock replacement is \$13,000.00 and \$75.00 per month maintenance fee. Exact pricing will be contained in the contract.

The last item with the new system is the exchange of keys for fobs. I spoke with Bob Shaff (Neighborhood Watch) and he is willing to work with the IT group and Recreation to distribute the fobs in a similar fashion as his committee did with the directory. For those individuals who are away during the summer there would be a key exchange day at the clubhouse/pool. Individual fob distribution would be handled the same way as the current key distribution is handled. Contact Steve or responsible party from Recreation committee to get a fob.

A camera replacement system was also discussed at the board meeting with an approximate cost of \$10,000.00. The IT group does not recommend the purchase of the camera system at this time. It is basically a separate system (not a hard link to the keyless entry) and can be added at a later time if desired. There would be very little savings by doing the two systems at the same time.

The next item that we discussed was moving SMR's current data and content creation applications to the cloud. This would include the SMR database, Dropbox data storage, website creation and maintenance, user report creation applications (word processor, spreadsheet, and presentations).

The first discussion was about the database and the program used to manage it, Filemaker Pro. After much discussion we realized there were too many questions that need to be answered before a changeover could take place. The current license for Filemaker Pro expires in June, which is not enough time to explore and implement a database change. Therefore, the IT group would recommend a 1-year renewal of a 5-user license (1 year renewal is \$586.98. 2 year

- \$1087.00) to allow time to become familiar with other databases. The IT group will also be developing a questionnaire for the board to help us understand what you want from the database.

To keep this report short, the group will be developing questionnaires for the various functions we currently use and submitting them to the board. We found that we needed a better idea of what the board expects from the SMR data. There are many cloud-based tools that vary in price, capabilities and complexity and we want to choose the programs best suited to SMR's needs.

Eloise asked for a list of backups to be called should the primary person be unavailable.

Website: Jim Warner – primary, Bob Owens can make small changes through direct edit of HTML code.

Dropbox: John Mitchell – primary, Herb Burton – secondary

Publications: Susan Broaddus – primary, Herb Burton secondary

Database: Herb Burton – primary, Jim Warner, Kathleen Flaherty secondary

Mailchimp: Herb Burton – primary, Kathleen Flaherty secondary

Additional Comments/Discussion

The IT Committee recommends renewing the Filemaker Pro program for 1 year.

The IT Committee also recommends the key card fobs. A good communications opportunity with the residents at exchange point from key to fob would be asking if they are full time or part time? There is more security.

Discussion occurred as follows:

KF - Who will own this program: IT/ NW

SR - Been thinking about this issue, it does involve IT / REC / NW as distributor or the fobs?

GA - Make a plan for all the protocols before we vote to implement a key card program

JW - Fobs can track comings and goings between the pools

We need a line of contact for problems that will inevitably come up with the fobs.

JW/BS/KF/SR coordinate and meet well before the May meeting to provide a protocol for this system and present to the board in May. Please provide to the board about 10 days before the meeting for all to read and process.

Steve thank you for great work on this project.

Corrections for Mailchimp contacts: Herb Burton - primary, Angie Perryman secondary.

Steve Rissler invited Bob Shaff to join him for a meeting with the President of SMVE to learn about their experiences with the key fob entry process and their new camera system. It was very helpful in my role as Neighborhood Watch Chair, and I am appreciative of Steve for his thoughtfulness.

Archive Report: John Mitchell

There is nothing new to report this month.

Database: Herb Burton

Nothing new to report this month.

Publications: Susan Broaddus

Nothing new to report this month.

Old Business:

New Business:

Member Comments:

Bob Shaff made a motion to adjourn the meeting, Greg Adams seconded, it was voted and motion carried. Meeting adjourned at 11:15am.

Next regular meeting of the SMR HOA Board will be held on May 12, 2022, at 9:00am.

Respectfully Submitted,

Secretary

Barbara Carbajal *Barbara Anne Carbajal* **Date** 5/12/2022

President

Eloise Gore *Eloise Gore* **Date** 5/15/2022