

Minutes of Sunrise Mountain Ridge HOA Board Meeting February 13, 2020

Call to Order: President, Jim Warner, called the meeting of the Board of Directors to order at 9:00am, February 13, 2020 in the SMR Clubhouse.

1. **Directors Present:** Jim Warner - President and Information Systems Mgr, Barbara Carbajal - Secretary, Jay Flaherty - Vice President and Recreation Chair, Bruce Moore - Treasurer, John Mitchell - Archive, Roads and Nomination Chair, Eloise Gore - Landscape Chair, Janet Pearce Foster - Architecture Chair
2. **Directors Absent:**
3. **Committee Chairs Present:** Allen Hile - Volunteer Liaison, Herb Burton - Database Chair, Roger Wiswell - Neighborhood Watch Chair
4. **Committee Chairs Absent:** Leslie and Marc Adams - Hospitality Chair, Alan Frankle - Publication Chair, Cynthia Clark - SAC Chair,
5. **Guests:** Carmen Wiswell, Bob Cole

President Report: Jim Warner

Just a few comments for this month's meeting.

The current newsletter prompted a few more comments about dog doody than I received last year about the subject. Evidently the problem is bigger this year for some reason and residents are finding dog droppings in their yards and on their driveways. It is not confined to just the common areas. The comments were positive that the problem had been addressed in the newsletter along with suggestion of new signs in the common may help curb the problem. This may help remind residents to pick up after their dogs.

The newsletter is also receiving several positive comments. The residents that phoned or emailed me said that they enjoyed the articles about the book nook, weed identification, architecture inspections and photos from social events. Who knew? If we add a comic strip section we could probably charge for the newsletter! Lastly, Herb Burton has reported that he is not receiving the new resident information from the residents or Bob Nichol. Herb does his best to track down the information when he has been given at least information that a new resident has been moved in so he may enter it into the SMR database. Should the inclusion of a resident Information form be mandatory for new residents to obtain their recreation keys?

Additional comments/Discussion:

Discussion on dog doody resulted in an agreed need for better signage. Allen Hile showed some suggested signs that could be used to further encourage more compliance with the offenders. No decision made yet on signage.

Secretary Report: Barbara Carbajal

The minutes of the January 9 Board Meeting were presented for approval. The board seconded and approved, motion carried.

I sent out (snail mail) 2 Welcome letters and 3 email Welcome letters to residents that Cadden provided me with addresses and/or email addresses for. The ones I sent out via USPS did not provide email addresses because they had not returned their new resident information forms. I included a note in the USPS letters to please return the New Resident Information sheet so we can update the database. I received a request from SNAP to include info regarding their monthly meetings on our Bulletin Boards. We need to decide yes/no.

Additional Comments/Discussion:

Regarding SNAP it was agreed that we would let them put up their "last Thursday" lunch announcements on our bulletin boards. I will inform them of this. Brief discussion on getting the monthly committee reports to me with the required formatting. I will work with John Mitchell to make the process of compiling the report easier.

Treasurer Report: Bruce Moore

<u>Cash Balances</u>	<u>Account</u>	<u>01/31/2019</u>	<u>12/31/2019</u>
Operating Accounts:			
	Chase Checking	\$ 21,325	\$ 21,325
	Alliance Checking	\$ 132,814	\$ 109,486
	Alliance MM	\$ 2	\$ 2
	Alliance Debit	\$ 2,000	\$ 2,000
	Total	\$ 156,141	\$ 132,813
Reserve Accounts:			
	Alliance MM	\$ 158,822	\$ 92,283
	Great Western MM	\$ 245,532	\$ 245,326
	Goldwater MM	\$ 101,366	\$ 101,259
	Total	\$ 505,720	\$ 438,869
Total Cash Accounts		\$ 661,861	\$ 571,682

February Report

1. The Budget and Finance Committee (Bob Cole, Dick Grisham, John Rourke, Carole Malan, and Mary Yaconiello and myself) met on January 28. We are still looking for someone to fill the role of “vice chair” (and heir apparent). If anyone has a good candidate for that, please pass their name along.
2. The committee discussed various issues related to banking. We decided to recommend closing the Alliance Excess Operating account. And we decided to recommend moving almost all of the funds from Goldwater to Chase.
3. A lot of effort continues to be spent on transitioning our banking relationships to the new authorized signers. We hope to complete this in February, and will try to make this simpler in the future (item 2 is a part of that).
4. The January 31, 2020 financials have been distributed. Operating expenses there seem to be understated, and operating income overstated, by about \$12,000 due to confusion on handling of the expense accruals. After allowing for that, there are no surprises in the financials.
5. The billing process for homeowner assessments was somewhat unusual this time. A late billing was followed by two blast e-mails and a delay of the penalty deadline. With that, plus tremendous efforts by Budget and Finance Committee member Mary Yaconiello, almost all have paid now. We expect to send out two or three Late notices in the next few weeks. (One of those will be the final Third Notice of late payment, after which we may need to move to placing a lien on the property.) We are planning to review our billing procedures for July 1 assessments, to avoid the problems experienced this last time.

Additional Comments/Discussion:

A motion was made to move the Reserve Account money in the Goldwater MM to Chase Bank because of lack of communication on Goldwater Bank’s part after considerable effort to contact them by Bruce Moore. The motion was seconded and approved, motion carried.

Architecture Report: Janet Pearce Foster

The committee chair would like to present two new members for Board approval:
Cheryl Adams and AnneBeth Burgess

Project Applications/Approvals/Denials

During January there were two project approvals granted and one denial, and one pending resubmission.

Resale Inspections: Two RSIs and one re-inspection

New residents

Five transfers of ownership as reported by Cadden Management. Report attached.
One new tenant household as reported by Cadden. Info attached.

Ongoing Issues

Following the Board's directive regarding the distribution of the ADR, the committee voted that, at this time, it remains helpful to the community to offer the complete ADR document with the annual reprinting of the directory. The committee decided to review this decision annually. The Board's question has caused the committee to commit to reexamining the entire document. See next item.

ADR 2020 updates were finalized with the agreement that that the committee shall review the entire ADR with the intent to concentrate and refine its prose to result in a shorter, more concise document. Summary of 2020 ADR updates accompanies this report.

A sub-committee will form and begin an examination of the RSI process mid-month .

Annual street-view survey by Zone Reps to be completed by February 15th. "Friendly Reminder" tags finalized and handed out. See AC Projects below.

Architecture Committee Projects

2020 Annual HOA Survey of properties to be completed by February 15th, 2020.

ADR review

RSI review

Revised 2020 Architecture Design Reference (ADR)

Summary of 2020 Revisions/Updates

1. Added colors for stem walls & garage doors to paint color chart.
2. Section I. B. 2. r. External and Structural Projects: AC approval required; item (r), added "fencing on top of walls"
3. Section II. D. 5. a. 2. Material and color selection Sheen (Gloss): item (a) #2 Metal Structures added "including front post lamp pole"
4. Section II, D. Material and color selection rules Paint Color Chart, added "fencing at top of walls" to Metal Gates/Security Doors
5. Section II. D. Material and color selection rules #4: Color Chart Code box for Main Entry Door "Must be approved by AC due to multiple variations of stains"
6. Section II. D. Added to Color Chart, new box "Stem Walls" and "Must be painted Cliff Brown next time wall is repaired"
7. Section II, G. Add new item #6: "See Pima County website "Draining Your Swimming Pool or Spa brochure"

Additional Comments/Discussion:

A motion was made to approve two new members to the AC, Cheryl Adams and AnneBeth Burgess. It was seconded, approved and motion carried.

A motion was made to approve the Revised ADR with 7 specified changes approved by the AC. Motion was seconded and approved. Motion carried. The revised ADR will be published in the February 2020 edition of the SMR Directory, and the AC will continue to review and try to condense this ADR for future publications.

Archive Report: 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 periodically on an external hard drive. It is really important that Directors and Committee Chairs file their documents in Dropbox on a fairly regular basis. Recently, when a committee Chair suddenly resigned and we appointed an interim Chair to take over, we discovered that there were no documents filed in the Dropbox committee folder for two years. This left the interim Chair in the dark as to past and ongoing actions. It may be necessary to establish a procedure to ensure that documents are filed.

Additional Comments/Discussion:

Carmen Wiswell opined on the importance of the Dropbox being kept up to date for succeeding Directors and Committee Chairs for historical memory in doing their jobs. Jim Warner added that he had originated a systematic filing system to Dropbox and John Mitchell said he would send the outline of suggested files for Dropbox to Directors and Committee members.

Database: Herb Burton

The database is up to date and ready to provide the required lists for the annual directory.

Additional Comments/Discussion:

Investigation into using Filemaker as an added tool resulted in it being too costly (\$1,500/yr) for the benefits received.

Hospitality: Leslie and Marc Adams

Vote Needed: Please add Ron Flynn to the Hospitality Committee.

Friday, February 7th the Dannerbecks hosted their 2nd "First Friday" event at the Clubhouse. Close to 50 residents brought an appetizer and beverage and had a great time.

UPCOMING EVENTS:

Tuesday, February 11th at 5:15, we will honor all our SMR volunteers with a Happy Hour, plus a Dessert Potluck. Hospitality will provide all the drinks and appetizers and residents may bring their favorite desserts to share. All SMR residents are invited and encouraged to join the celebration to recognize those who work hard to make this the best neighborhood in all of Fairfield!

Thursday, March 26th at 5:15, we will welcome Bruce Jacobs, COO and Executive VP of Title Security Agency. A University of Arizona graduate, Bruce is a 30-year real estate veteran. Bruce has a vast knowledge of Arizona/Tucson real estate and he will talk to us about the past, present, and future of Tucson and its real estate market, including our wonderful Fairfield neighborhood!

Tuesday, April 7th at 5:00, we will hold our annual BBQ! This is the fantastic event where we use the SMR Clubhouse and spill 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 will have an experienced team of grill masters (Dennis Nowik and Bob Schaff) to BBQ the burgers and hot dogs. Bring your \$5.00, your appetite, and have fun!

Other Hospitality sponsored events:

First Friday of the month Happy Hour will continue March 6 and April 3, when residents BYOB & BYO Appetizer. This will be a social time with no program. Cups, ice, napkins, and plates are provided.

Questions? Contact: Kathy & Peter Dannerbeck, kdannerbeck@gmail.com or call (425) 462-9627

Additional Comments/Discussion:

A motion was made to add Ron Flynn to the Hospitality Committee. Motion was seconded, approved and carried.

Landscape: Eloise Gore

Routine maintenance work has continued in Zone 5, but it has been far from routine with significant trimming and removal of bushes and overgrowth, as well as moving random rocks scattered around the common area along Trocha Alegre at Vacio to create a border along the street curb. More to come there on the next rotation. Now Darrin has moved on to Zone 6, which will include similar clean up of overgrowth along Sendero Chico and Pico del Monte, as well as improvements along upper Colorada. Work has continued in the West Pool, which looks much tidier now and will use far less water.

In addition to the regular work in the zones, Darrin's team has been battling weeds everywhere. In many places it's pure manual labor to pull them out. In other areas it's possible to spray for wider removal. The Committee discussed whether to hire a company to spray weed killer more broadly in some very weedy areas. Darrin explained that this was done in the past, but there was a great deal of collateral damage to plants that were not weeds. The

damage was caused not only from overspray but also from the long hoses used to spray on the hillsides. Darrin has told us that with his expanded team and increased hours, he will be able to keep on top of the weeds. Darrin did spray pre-emergent in December and will spray again, but the timing is tricky for weeds that have already emerged from the seeds. He also said that the timing and amount of the rain has increased the growth of weeds. On the bright side, it looks like some very nice wildflowers will provide early color to the community. Further to the weed topic, the Committee members have been reminding residents that they should address the weeds in their front yards. So far only one follow up reminder has been necessary.

We have two new issues. First, the Roads Committee informed me late last year that there was a potential erosion issue at the top of the common area along Penoso. There is a concrete shelf located on Toros in a small common area next to 4481 Toros. Over the years, the material under the shelf has partially eroded away. Fortunately, there is no immediate danger and the water still drains properly through the adjacent controlled down spout/spillway. However, it appears that we should restore the area under the shelf with rock and concrete to avoid a future trip and fall condition and to prevent further erosion. John Mitchell and his Roads Committee members are working with Bert Fricks on several erosion issues, and he has presented a proposal to repair the shelf for \$1506. Regrettably, I was unaware of this erosion issue when I prepared the budget last Fall and offered suggestions for the Reserve Study last Spring. I believe this repair is appropriately a Reserve item, and I will offer a motion to take \$1506.04 from the Contingency Fund to pay for this repair.

The second new issue involves tree roots in a small common area between two homes (4201 and 4211 Ferreo), which are causing cracking in the homeowners' walls. This issue came to light last fall and Darrin has determined that the roots are indeed the source of the damage. Darrin has been coordinating with the homeowners and their stonemason. Darrin has already removed the roots and is consulting with the masonry expert to determine if further work is needed to create a barrier to prevent the roots from growing under the walls again. This work is covered by the non-contract account in our Landscape Budget, and thus far has cost \$376.44.

At the last Board meeting, the President tasked the Landscape Committee to investigate and report on the status of the signage reminding residents to pick up after their dogs. We submitted a report to the President. The bottom lines were: 1) We currently have seven signs, six of which are in poor condition and should be replaced. 2) We could add signs in three new areas to address specific problems; i.e., residents of the two adjacent HOAs walking their dogs through the pedestrian paths to SMR and leaving their poop here, and residents who persist in using the new agave garden behind the East Pool as a dog park. 3) Many people I have spoken with oppose additional signage because they doubt the effectiveness of the signs and object to the clutter. 4) On the 2 days I reviewed SMR's streets, I observed nine piles of poop that appeared domestic in nature (i.e., not feral). 5) A very quick online review of poop-pick up signs suggests that they would cost between \$10 and \$25 each.

And last, I am pleased that the new SMR Bulletin Boards are getting good use. The subcommittee is working on a professionally designed and printed banner for the top or bottom of the boards that will say:

"Sunrise Mountain Ridge
For info go to SMRHOA.COM"

Additional Comments/Discussion:

A motion was made to allocate \$1506.04 from the Reserve fund to cover costs incurred on Penoso to correct the erosion issues occurring there.

Neighborhood Watch: Roger Wiswell

I request the Board's approval of the following individuals to serve on the 2020 Neighborhood Watch Committee: John Rourke; Bob Steiger; Nancy Bower; Jim McAlister; Peggy Rubin; Linda McMillin; Joy Jensen; Vickie Radoye; Jim Hailey; Ellie Jewell; Bob Shaff; Jim Reeves; Sandy Glasser; Norma Zimdahl; Laura Ganem; Leslie Van Hoy; Nancy Filiatrault; Kathleen Flaherty; Suzanne O'Brien; Mont Murry; Karen Griffith; Roger Wiswell; and Mary Beth Kuehn.

There are currently two vacant committee positions: one on Ferreo; one on Rosada.

The Architecture Committee has developed a revised one-page summary of the ADR and it has been added to SMR's New Resident Welcome Packet.

Allen Hile is developing a new Summary of Board Duties Brochure that will be included in SMR's New Resident Welcome Packet.

The Resident Information and Emergency Contact form has been added to the welcome packet distributed by Neighborhood Watch. This form is also provided by Cadden as part of the package they provide to our new homeowners. However, since it isn't always completed and submitted as requested, providing another copy of the form may help keep our database current with new homeowner information.

New Resident Welcome Packets were delivered to Block Leaders for presentation to six new residents:

- Terry McNulty, 4321 Carrillo (Bower)
- Helenanne McCarthy, 6860 Penoso (Reeves)
- Benjamin Renquist & Jennifer Stern, Renters, 4561 Vacio (Rourke)
- William and Susan Barker, 4390 Carrillo (Rubin)
- Stephanie Yiannias, 4060 Ferreo (Jensen)
- Erik & Joyce Videlock, 4351 Rosada (Wiswell)

One weekend permit was issued in January for parking at the west pool.

Additional Comments/Discussion:

A motion was made to approve the members of the Neighborhood Watch Committee for 2020. This was seconded, and approved. Motion carried. A motion was made to Approve Bob Shaff as the new Neighborhood Watch Chair immediately. This was seconded and approved. Motion carried.

Bob Shaff expressed a desire to have the NW committee take an active part in getting neighbors more involved with each other and will work with Allen Hile in this endeavor.

Many, many "Thank You's" to Roger Wiswell for stepping up on short notice to chair this committee in the interim.

Nominations: John Mitchell

The Nomination Committee discussed the status of the terms for the positions that will end in December, 2020, as summarized in the following table. Our understanding is that the Nomination Committee will need to find candidates for the positions of President, Treasurer, Landscape, and Hospitality, and possibly Architecture and Neighborhood Watch. The committee reviewed a number of suggested candidates for these positions. In the next few months, the committee will approach committee chairs for suggestions for potential candidates for Chair and for their view on possible candidates suggested by the committee.

Position	2019	2020	2021	2022	2023
President	Warner	Warner			
Secretary	Arbuckle	Carbajal	Carbajal	Carbajal	
Treasurer	Malan	Moore			
Architecture	Glasser	Foster			
Landscape	Gore	Gore			
Recreation	Flaherty	Flaherty	Flaherty		
Roads	Mitchell	Mitchell	Mitchell		
Hospitality	Adams	Adams			
Neighborhood Watch	McAlister	Shaff			
Nomination	Arbuckle	Mitchell	Mitchell		
SAC	Clark	Clark	Clark		
Volunteer	Reed	Hile	Hile	Hile	
Archives	Mitchell	Mitchell	Mitchell		
Darabase	Burton	Burton	Burton		
Publications	Frankle	Frankle	Frankle		
Website.	Warner	Warner	Warner		

The idea of an SMR Advisory Group composed of past officers who have had significant experience in the organization was discussed. It was agreed upon that although there is considerable knowledge among the past officers, a formal Group might not be effective. It is apparent that past officers are willing to be consulted by current Board members as necessary.

Publications: Alan Frankle

February Newsletter was posted on the SMRHOA website on February 1st. The information Committee met and recommends that the detailed information for Architecture and Landscape be posted on the SMRHOA website, while basic information and website addresses be included in the annual directory. The estimated yearly savings from reduced printing and mailing cost is \$400. Please make an effort to send your directory information and newsletter inputs to me by February 20th as the end of February will be very busy even with leap year.

Recreation: Jay Flaherty

Finally was able to get Pima County to issue new permits for the East Pool and Spa. The current permit expired February 1. The county has a new data system that inexplicably lost track of the East Pool. New permits have been paid for and should arrive in the mail and be posted later this week. The East pool and spa will remain open. New kool grips were installed at the East pool and spa this week. All pool and spa equipment is operational and we have not had any equipment issues this month.

There will be a pickle ball clinic Saturday February 15th for those interested in learning the game. Notices have been posted in the newsletter and bulletin boards.

Clubhouse utilization has resulted in a few instances of the side door leading to the pool area being left unlocked for an extended period of time (overnight). Corrective measures have been put in place with users. We continue to have residents and or guests in the East spa area after 10 PM. Perhaps new, more visible signage is required. New wind-screens for the court are still on the to do list as is the painting of the West bathroom doors and floors and multiple paint projects at the East facilities.

Roads: John Mitchell

The schedule and logistics for the repaving of Colorada, Penoso, Pico del Monte, and the Bronzino-Carrillo intersection was discussed at the Roads committee meeting. A following meeting was held between the Roads committee and a representative from Ace Asphalt. The final schedule for the repaving project is:

- Monday 2/17 through Wednesday 2/19
 - Pulverize and grade Paseo Penoso and Pico del Monte
- Thursday 2/20:
 - Pave Paseo Penoso and Pico del Monte
- Monday 2/24 through Wednesday 2/26:
 - Pulverize and grade upper Colorada
- Thursday 2/27:
 - Pave upper Colorada
- Friday 2/28:
 - Remove and repave the intersection of Bronzino and Carrillo.

In addition, approximately 100 ft. of curb at the Colorada-Penoso and Colorada-Pico del Monte intersections will be replaced. Ace Asphalt will provide directed road access for residents during the pulverization and grading process. All access is prohibited on the day of paving and for the following night. An announcement of the schedule and restrictions was delivered by hand to all of the residents on the streets where work will be done, an announcement was posted in all the bulletin boards by the mailboxes, and an eBlast was sent out to all residents. Reminder email announcements will be sent to the residents on the streets where work will be done. To date, no problems have been reported.

The bids from Bert Fricks to address 1) the cleaning up the catch basins at the bottom of Colorado and Carrillo and 2) the construction of catch basins on Tanuri were discussed. The committee approved the bid for the cleanup of the

catch basins on Colorada and Carrillo. The committee declined the bid for the catch basin construction on Tanuri. Although SMR owns the land immediately adjacent to Tanuri, the county has jurisdiction over it. The county would need to approve the project and we would need to provide traffic control. It was felt that SMR might be unnecessarily taking on responsibility.

Additional Comments/Discussion:

Kathy Flaherty will add the paving schedule to the Website calendar.

SAC: Cynthia Clark

Nothing to report.

Volunteer Liaison: Allen Hile

At the January 26th reception for new residents, I greeted and spoke to each of the new residents, and introduced them to the SMR culture of volunteerism. I distributed a snazzy handout that I put together employing the James Montgomery Flagg "I Want You" icon. I also distributed copies of the "Open Letter to SMR Residents" by Sue Cole relating her warm and enthusiastic experience and feelings about SMR's culture of volunteerism. By the time the Board Meeting takes place, the big volunteer appreciation event scheduled for February 11th will have taken place. But from my current point in time, here is what I have done. I procured token gifts for every volunteer, specifically, 130 gel pens with "Sunrise Mountain Ridge – Volunteers Make us Better" emblazoned on them. There are four different colors – blue, black, gunmetal grey, and burgundy. The ink is blue. I also prepared treasure bags of a nice assortment of chocolate hearts (See's, Dove, Hershey's) for each volunteer to take. On Thursday, Leslie Adams posted notices on the bulletin boards announcing the event, and agreed that I would switch them out for different ones on Sunday in order to draw more eyeballs. It will be interesting to see if this was a successful strategy. I will emcee the event, and after general remarks on a theme something like "Volunteers are SMR's Oxygen", I will recognize first Jim Warner then each of the Committee Chairs and Officers in turn and ask them to present the pens to their committee members. I am told this is the first ever Volunteer Appreciation Event, so I am making this up as I go along. Suggestions welcome.

Old Business:

New Business:

Member Comments:

Motion was made and seconded to adjourn the meeting. Motion passed unanimously. Meeting adjourned at: 10:38am.

Next regular meeting of the SMR HOA Board will be held on March 12, 2020 at 9:00am in the SMR Clubhouse.

Respectfully Submitted,

Secretary, Barbara Carbajal Barbara Carbajal Date 3/12/2020

President, Jim Warner _____ Date _____