

**Minutes of Sunrise Mountain Ridge
Homeowner's Association Board Meeting
March 10, 2022**

Call to Order: President, Eloise Gore, called the meeting of the SMR Board at 9:11 am.

Directors Present:

President - Eloise Gore

Vice President - Janet Pearce Foster

Secretary - Barbara Carbajal

Treasurer – Neil Schneider

Landscape Chair – Greg Adams

Nominating Chair – Colleen McAuliffe

Neighborhood Watch Chair – Bob Shaff

Committee Chairs Present:

Architecture Chair - Janet Pearce Foster via Zoom

Hospitality Co-Chairs – Colleen McAuliffe, Ron Flynn

Recreation Chair – Kathleen Flaherty

Roads Chair - John Mitchell via Zoom

Volunteer Liaison – Allen Hile

Technology Committee Chair – Jim Warner

Archive Chair - John Mitchell

Database Chair - Herb Burton

Publications Chair –Susan Broaddus

Committee Chairs Absent:

Guests: Jeff Bartell, Bob Cole, Larry Kolonel, Cindy & Bob Owens, David Ross, Steve Rissler

President Report: Eloise Gore

Once again I attended the Zoom Webinar by the Mulcahy law firm and came away with useful information to share.

First, with respect to Committee meetings, only the regularly scheduled meetings must be open to the community and announced in advance. If a committee meets between meetings or for a special purpose, it need not be open and therefore need not be announced. However, Committees should keep minutes of all meetings, regular or otherwise. Also, it would be ill-advised to drop having regularly scheduled meetings in order to avoid having them open and announced in advance.

Second, the Mulcahy firm recommends offering residents who attend Board meetings the opportunity to speak at the beginning of the meeting during a limited period of time. This is not a legal requirement. They also strongly recommend allowing owners a chance to comment on proposals before the Board votes on them. I do not recommend changing our current process of allowing guest comments at the end of the meeting, but if we have a controversial subject that will be voted on, and owners are in attendance, it would be wise to offer a brief, limited time for comments before we vote.

Third, the answer to a question about owner access to SMR financials, which arose for us in January, is Yes. If an owner requests to see SMR financials, we must make them available for inspection and copying. We may redact personal or sensitive information from what we make available. There is no requirement to offer the financials unless requested. I think we are already following the proper practices.

I want the Board to consider establishing a relationship with a lawyer or law firm that is familiar with the laws and cases governing HOAs in Arizona. I will have information ready for the Board meeting on what the Mulcahy firm would charge. I invite other Board members to suggest law firms they know which have this Association law expertise.

Of course, the big news is that we are about to open the Clubhouse to meetings and events. We will meet in the Clubhouse, in-person, for the upcoming Board meeting. I have asked Jim to be sure in advance that Zoom will work. At least four people that I know of will need to participate by Zoom, and their input is important. Kathleen will notify me when all the protocol pieces are fully in place. Then we will issue an E-Blast announcing the protocols and the criteria for using the Clubhouse. They will also be posted on the Bulletin Boards and the Website. Very exciting.

I also want to mention that the new Tech/IT Group has met and are already working on the most important matters, including improving SMR Website security. I want to particularly thank new residents Cindy and Bob Owens for jumping in to share their expertise even before they are living here. This is a great group, and I anticipate that there will be a Board Report of the highlights of their discussions thus far.

With respect to the Standing Policies, I am still working on the text for Policy #1. I hope the Committee Chairs (Architecture, Landscape and Neighborhood Watch in particular) will have reviewed the List of violations and penalties so that we can update the Chart that I circulated last month. Standing Policies ## 2, 3, and 4 are completed. At the last Board meeting, Neil said he would revise Standing Policy #5 (reserve fund management) consistent with an amendment when it was approved, and rewrite #6 (bank account management) for the March meeting. Colleen and Ron were going to adjust Policy #7 (use of the Clubhouse), and Kathleen was going to work on Policy #8 (facilities key).

I received one homeowner inquiry in February. A resident who has a grapefruit tree in his front yard complained that passersby pick the fruit off his tree without his permission. I found this hard to believe, but he says he frequently must run outside to stop them. The homeowner and his wife like to use their fruit for themselves. I suggested he post a tasteful sign that asks people not to pick his fruit.

Additional Comments/Discussion

I have very sad news to report of Dick McGann's passing last week. This is a huge loss for our community and me personally. Dick was the person who approached me about joining the Landscape Committee when we arrived here at SMR. Another horrific event is the war in Ukraine. Colleen said that the Red Cross are very present there and donations to aid are accepted by them. I think we need to investigate an association with a law firm in case we need representation in the future and to respond to legal questions as they arise, including, for example, the Monetary Penalties Policy. I have been impressed with Beth Mulcahy from her Free Friday webinars. I will

Speak with her on Friday for a free 15-minute consultation to explore her firm's legal services and ask about their fee structure. One drawback is that they are in Phoenix. I will report back at the April Board meeting.

Regarding Standing Policy 1 and the existing fines for noncompliance with SMR rules and regs: Architecture Committee's Chair, Janet Pearce Foster, said her committee reviewed the fees and voted to keep them as is.

Landscape Committee's Chair Greg Adams said his committee would keep them as is, too.

Thanks to Barbara for finding the Minutes from February 2019 that shows the Board has already created an IT/ Committee. At that time, the Board voted for Jim Warner to serve as Chairman.

Secretary Report: Barbara Carbajal

The February SMRHOA board meeting minutes are presented for board approval. I make a motion to approve.

Reminder, when sending me reports, Times New Roman, 12 pt, r/l justified and limited charts. I use a MAC and save to Word to send you the draft reports. Please try to adhere to my submission deadline date.

Additional Comments/Discussion

A motion was made to approve the minutes from the February board meeting. It was seconded, voted on and motion carried.

Recreation: Kathleen Flaherty

Clubhouse Remodel

The screens are being installed 3/9, this is the last item on the 2021/2022 remodel list.

Ramada/Exterior Remodel

The estimate for new table/chairs that will seat 8 comfortably is approximately \$3000. This is within the budget guidelines and I think we can move ahead with this. I'd like to understand what other renovations are required/planned so we can align the look and design across the entire experience. Last month railings and trash storage area were mentioned.

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. If we can't find something that matches we may need to replace all the chairs, but first we're hoping to hear back from the local sales rep and see if we can replace only the uncomfortable ones.

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.

Several of us on the Committee have noticed an increased occurrence of the pool doors being propped open. This is of particular concern because it's a Pima County violation and if they see it when they do an inspection they'll close the pool. We're going to put a note in the newsletter emphasizing that it's important to keep the doors secured.

Locks/Access

Much appreciation to Steve Rissler for doing research and analysis on electronic lock systems. He'll present his findings at this meeting. We discussed it as a Committee and at this time, based on expense and ongoing technical support we recommend we don't move forward at this time and that we re-evaluate after we have more information logged regarding access infractions, etc.

Clubhouse

As of this writing the new thermostat, allowing scheduled air circulation, will be installed 3/9. The new air filter is installed and cleaning supplies are available. I'll write a summary of the new Covid rules (24 hrs between events, 40 person limit, recommend face masks and open windows, per the BOD's approval last month.

Additional Comments/Discussion

No changes for Standing Policy 8.

Steve Rissler gave an extensive report on a new key card access system for pools and clubhouse. Discussion followed and included:

In the 6 months since he's been handling pool keys, he has exchanged/replaced only 15 keys, so activity is relatively low. One benefit to having homeowners pick up their keys from him is the ability to meet and interface with them.

The cost for a fob system for 2 pools and the Tennis Court is between \$15,000 and \$18,000. We do not have a detailed list of our past access problems, so the cost/benefit of this investment is not clear. There was discussion about tennis court vandalism about 2 years ago during the daytime, and we never found out who caused the vandalism. This was what initially spurred us to investigate a key card system, because it would have recorded whose access card or fob was used to gain entry to the tennis court.

The current Arlo camera system recording intruders to the pool and tennis court does not track activity at the entrance gate, but unlike a key card system, it shows us who is "jumping the fence" to gain entry to the pool areas. Arlo cameras are triggered by any movement, and this creates many false alarms which must be managed by Neighborhood Watch volunteers. Newer cameras have more sophisticated features, higher quality images and fewer false alarms. They also have the intelligence built-in to "recognize" a person. The cost for a new camera system, depending on the number of cameras, is between \$2,500 and \$5,000. Camera maintenance cost is about \$35/month, and if we need to upgrade our Internet service, that could add another \$40/month. Free training is provided once installed. Sunrise Mountain View Estates has had their system for 1 year and is very happy with it – it has solved their vandalism and homeless problems. Neil and Greg said this dollar amount would work within the budget for 2023.

Eloise suggested looking at more high-resolution cameras so we could identify the intruders.

More discussion:

KF - We must eliminate the double dead bolts on the entrance gate to the pools, safety concern if emergency attention by EMT's needed. Couldn't get out.

JW - The use of double locks was put into place because of a past homeless problem with people using the restrooms to sleep in.

KF - How do we handle Emergency service with those locks?

JW - There is a lock box on the exterior gate.

KF - We must put the address of the Clubhouse on an inside wall near the door; also the pool addresses at each of the pool doors.

GA - We have had issues for a long time and need more time to think about the height of the grandfathered fencing around the spa at the East Pool, an access point for intruders.

AH - Plant brambles on the exterior side of the spa walls to deter jumping over the wall.

With respect to reopening the Clubhouse, Kathleen said the protocols will be written up and in place and she will be sending an Eblast, and will also describe the protocols and criteria in the next Newsletter and on the Website. The Eblast will announce the opening of the Clubhouse now that the criteria for re-opening have been completed.

Treasurer Report: Neil Schneider

As of this report I do not as yet have the financial statement.

Policy 5 and Policy 6 were rewritten. Policy 5 was approved at last month's board meeting subject to small revisions. Policy 6 is subject to approval.

One of the biggest issues facing the HOA this year is evaluating a new management company. We have had issues with Cadden and would like to know what other alternatives are available to us. The Budget and Finance Committee has had a meeting and exchanged a series of emails on this topic. Their input is valuable as each member is a former treasurer and several oversaw previous changeovers in our accounting service. One of the biggest pushbacks from the committee is several members would like us to go back in time and hire a local accounting firm to keep our records. They believe that we will never get good service from the large management companies because we are a small revenue stream for those companies. The rest of the committee strongly opposes that idea because of the work it creates for the HOA.

The timing of a change would be planned for Jan 1. This simplifies things for tax and audit purposes. We have the transition records from the changeover to Cadden so have an idea of what would be required from our end in a changeover. One of the important things we need to consider is the impact on homeowners. Homeowners will have to sign up for email of statements and change payment instruction if they have their payments automatically deducted from their account. We have identified a list of 7 potential vendors in addition to Cadden. Since we are a small revenue stream to most management companies it may be difficult to find a company that will take us on as a client. We have some insight into who other local HOAs are using and 3 of the vendors on our list are servicing local HOAs.

We plan on one of two steps going forward. First, we can contact other local HOAs and verify who they are using. We could also get insight into how satisfied they are with their vendor. Alternatively, we could just move onto the next step and contact the vendors and see what is available to us. (See end of minutes for Financial Summary chart).

Additional Comments/Discussion

Discussion regarding late assessment payments occurred. There are 6 assessments past due as of end of February. Bob Cole was asked his past experience with this and he said that the focus was to collect the assessments not the late fees. Bob asked if anyone was contacting the late

homeowners. NS said that after 2 months someone from the Treasurer's committee will call and if a call is made, they expect to collect a late fee.

There will be further revisions to Standing Policy 6. It will be completed and voted on at the April SMR board meeting.

EG - Regarding Cadden, difficulties have been serious enough to look for a new Financial Management Co. NS will be checking with other Sunrise Communities for recommendations.

JPF - The B&F Committee needs to include the resale/property transfer process when considering the responsibilities of a property management company, Cadden or otherwise. There is a lot of administrative work that is involved with property transfers and, Janet recalls that was one of the main concerns that Carol Malan had and why she wanted to investigate the use of a property management company.

POLICY 6 - Bank Account Management

It is the policy of Sunrise Mountain Ridge HOA that each of its bank accounts (checking, money market, savings, and certificates of deposit), shall require two signatures for their administration, including opening, closing, rolling over or otherwise managing an account.

Payments:

The signers shall include the President, Vice President, Secretary, and Treasurer. A single signature is required for checks up to \$250. Two signatures are required for amounts over \$250.

Exceptions to above rule:

- 1) The management company shall be allowed to sign checks from the operating account for the management and administration of HOA expenses. One signature by a representative of the management company shall be sufficient.
- 2) Where vendors provide the service, payments may be automatically deducted from the operating account. Invoices associated with such direct payments must be approved by the Committee Chairperson and the Treasurer. Examples of such payments might be utilities, cable, refuse removal, etc.
- 3) Bills for monthly dumpster disposal (currently from Republic Services) shall be reviewed by the Landscape Chairperson and Treasurer. The bill will be automatically charged to the HOA credit card. 30% of the bill will be paid by Infinity Earthscapes. (The amount will be deducted from Infinity Earthscape's monthly contract.)
- 4) The monthly debit card statement will be reconciled to ensure that each charge has a receipt and has been approved by the Committee Chairperson. Committee Chairperson expenditures are expected to remain within the daily and monthly limits of the debit card. Where approved by the Treasurer, Committee Chairpersons may use the debit card for automatic payments where the vendor provides such service.

Deposits:

1) The management company will make deposits for any income received by the HOA. The Treasurer, after advising the President acting jointly and in writing, shall have the authority to make exceptions to this policy when it is in the best interests of the HOA.

Draft Revisions: March 6 2022

POLICY 5 — Reserve Fund Management

The Association's reserve funds shall be held in FDIC-insured bank accounts approved by the Board of Directors.

Movement of funds between reserve accounts and operating accounts shall occur according to the following schedule:

No later than February 1—Transfer 1st 1/2 reserve assessment from checking to reserve

No later than April 1—Transfer 1st 1/4 reserve expenses from reserve to checking

No later than July 1—Transfer 2nd 1/4 reserve expenses from reserve to checking

No later than August 1—Transfer 2nd 1/2 reserve assessment from checking to reserve

No later than October 1—Transfer 3rd 1/4 reserve expenses from reserve to checking

December 31—Try to ensure 4th 1/4 reserve expenses are transferred from reserve to checking before yearend. If approved, transfer prior year operating surplus if any from checking to reserve.

Transfers in these months shall be made as soon as reasonably possible after the receipt by the Treasurer of financial statements for the month prior to the month specified above.

All transfers are done electronically, except when the relevant bank charges a fee for such transfers. Then the transfer may be done by check.

No variance from this policy shall be allowed unless it is first approved by the President and then reported to the next meeting of the Board of Directors for its review.

Each month the Treasurer's Report to the Board shall include a calculation of the reserve fund balance which includes the total reserve bank account balances with an adjustment for any account transfers not yet made.

Each spring when the audit for the prior year is complete and each fall in September, the Budget Finance Committee shall provide a report to the Board on the status of the reserve fund, its balances, unspent budget reserve funds for the year, reserve study indicators for projects for the year and for reserve fund balances. The intent of the report shall be to ensure the Board has an up-to-date understanding of the reserve fund and any issues concerning the fund that need Budget Finance Committee or Board of Directors attention.

Revised: February 4, 2022, Renewed: February 4, 2022

Architecture Report: Janet Pearce Foster

The February Architecture Committee meeting was held on March 7, 2022 via Zoom.

A. 2022 Review of Architecture Committee Duties

A motion will be made to approve the Architecture Committee responsibilities as voted and approved by the committee, then to be posted on the website. Please review Attachment #1, see below.

B. 2022 Approval of Schedule of Fines

The committee voted to approve the existing Schedule of Fines with no recommendation for change.

C. Project Applications/Approvals/Denial

There were five project approvals.

D. Resale Inspections

There were no requests for inspections.

E. New residents

None

F. Ongoing Issues and Updates

The committee continues with its annual survey of houses.

ARCHITECTURE COMMITTEE RESPONSIBILITIES

Policy Statement

The Architecture Committee works to preserve the architectural appearance of the Properties consistent with the standards originally established by the developer and formalized in the SMR controlling documents and rules. These standards are characterized by the Mission Revival style.

Specific Responsibilities

1. **Ensure exterior architectural changes**, additions, or modifications to any Lot improvement including landscape architecture, **are in compliance** with CC&Rs, Article X "Architecture Committee" (all sections) and Article XII "Use Restrictions" (all of Sections 1 through 5 except §1.C. "Leasing;" all of Sections 10 and 11).
2. Provide and administer a **project approval process** that clearly states requirements for applying for any change, alteration, improvement or replacement of exterior design elements.
 - A. In the event that an application is not favorably considered, the committee, or its representative, will contact and work together with the Owner, as far as is practical, to modify the request in order to obtain the committee's satisfaction and approval.
3. **Advise the Board of Directors of all committee actions**, recommendations, and violations of architectural rules.
 - B. If a non-compliant action persists, petition the Board of Directors for assistance with enforcement.
4. **Maintain and publish annually an Architectural Design Reference (ADR)** that:
 - C. informs owners of the criteria used by the Architecture Committee to evaluate home improvement (modification) requests and continuing maintenance requirements
 - D. specifies current rules and restrictions on exterior surfaces, including a list of paints, stains, coating and finishes approved for exterior surfaces of Lot improvements
 - E. informs Owners of exterior projects that require Architectural Committee approval prior to commencing replacement or construction
5. Respond to complaints, questions and requests for information
6. Provide advisory information in the SMR Newsletter to assist the community with common issues
7. Provide advisory information in response to individual requests
8. Provide advisory information to resolve urgent or unique problems
9. Conduct an annual street-view tour of the SMR neighborhood to determine non-compliance in order to address problems in a timely manner

10. Choose a **Resale Contact** from within the committee to provide information required by Arizona statute A.R.S. 33-1806 regarding the property's compliance with Association's CC&Rs and the ADR.

The Resale Process:

1. The property management company retained by the Association administers escrow and the transfer of ownership. However, information relative to the sale property's compliance is the responsibility of the Architecture Committee.
2. When a property is to be offered for sale, the Resale Contact is notified by one or more of the following:
 1. the seller; this is optimal
 2. the realtor
 3. the property management company
 4. a committee member who notices a sale sign
3. The **Resale Contact organizes an exterior inspection** done by the Architecture zone representative for the property. A **Resale Inspection (RSI) form** is submitted to the committee chair noting compliance or the specifics of non-compliance.
4. The **Architecture Committee chair provides a Resale Inspection letter** to the owner and property management company specifying whether the property is in compliance.
 1. If the property is non-compliant, the items are listed and, in most cases, are addressed by the seller/owner. Exceptions are discouraged.
 2. The property may enter escrow once this letter is received by the property management company, whether or not the property is in compliance. The RSI is informational.
 3. The chair creates a digital file specific to the RSI request which holds for the historical record of the property:
 1. the **RSI inspection form** filled out by the zone representative
 2. any remedial actions taken and/or other **documents , photos or emails relevant to compliance**
 3. the **RSI letter** sent to the management company and to the owner
5. The chair places **two copies of the RSI file into Dropbox**
 1. One copy is put into the **RSI file for the year**, e.g. 2022 RSIs
 2. One copy goes into the **SMR_AC_Historical_Lot_Data** file in under the appropriate Lot number.

Additional Comments/Discussion

A motion was made to approve Larry Kolonel as a member of the Architecture Committee. Motion was seconded, voted on and motion carried.

Larry will be assuming the responsibilities of Resale contact. Angie Perryman is retiring from that job. Thank you very much, Angie, for your long service.

A motion was made to approve the Architecture Committee responsibilities as voted and approved by the committee, then to be posted on the website. Colleen McAuliffe asked that this motion was withdrawn until a new point was added to the responsibilities to "identify the Chair's Successor". Janet will take back to her committee to vote on, and this motion will be remade at the April SMR board meeting.

Hospitality: Colleen McAuliffe and Ron Flynn

Our Volunteer Appreciation Event will take place on March 9th, which is the day before the Board meeting. We will update our Board about this event at the meeting. We have continued our work on revising the current Standing Policy #7, Approved Uses of the Clubhouse, which will be presented at the board meeting.

Upcoming Events being planned:

April 12th - New Neighbor Event from 4:30 - 6:00 at the Clubhouse.

Invitations to this event will go out next week. Since our last event in September, there are 4 new households as reported by Neighborhood Watch along with information collected for the Database. We will continue to monitor that to be sure all new neighbors that moved in after September are invited. We want to encourage all Board Members and Committee Chairs to attend.

April 19th - Presentation by Stephen Szostek, Canine Programs and Behavior Supervisor from the Humane Society of Southern Arizona from 5:15 - 7:00 at the clubhouse.

This suggestion came from a resident who has a dog and knows many dog owners in the neighborhood.

Stephen has been working in the animal welfare industry for 6 years, including 300 hours of public and private dog training and 100 hours of volunteer training sessions before he became a certified instructor in dog training. He specializes in dog behaviors and body language changes.

Additional events being worked on:

Music and Munchies - date TBD

This has been a popular event in past years, so we want to continue it. We are hoping to have it in April or possibly early May. We're looking for a Bluegrass Band and are currently working with the Tucson Bluegrass Association to find a group that is available and affordable.

Additional items:

The New Neighbor Event has typically been held once a year in January. This meant that if someone moved in early in the previous year, they would have to wait until the following January to attend this event.

Due to Covid restrictions during 2021, we had 3 New Neighbor Events held outdoors and kept the groups small. We think these smaller groups gave Board members and Committee Chairs more of an opportunity to have one on one conversations about our neighborhood, with an emphasis on the importance of volunteering.

Based on this, we would like to begin holding 2 New Neighbor Events each year; one in April, and one in September.

Additional Comments/Discussion

75 residents attended the Volunteer Acknowledgement Event on March 9.

After discussion Eloise called for a motion to approve Standing Policy 7 as revised. Colleen made a motion to approve Standing Policy 7. Greg seconded and it was voted on and motion carried.

POLICY 7 - Approved Uses of Association Clubhouse

“It is the policy of Sunrise Mountain Ridge HOA that its clubhouse is for the use of the Association, its members and their guests. This includes residents offering classes at the clubhouse which are approved by the Sunrise Mountain Ridge Board of Directors.

Any use of the clubhouse by other individuals or organizations requires the approval of the Board of Directors.

No Resident or their guests may use the clubhouse for commercial or business activities or for financial gain. Should a clubhouse user suggest donations from participants in an activity at the clubhouse, the donation should be for minimal amounts and designed only to recover costs of equipment and materials necessary for the activity.

Hospitality Committee sponsored events for speakers, performers, etc. may include the opportunity to make purchases related to the presenters, for example books or CD’s.”

Revised and Approved: March 10, 2022

Landscape: Greg Adams

Overview:

February included our first full Priority Maintenance (PM) rotation for Zone 4. Zone 4 PM was completed without issue. We were also able to start the Zone 5 PM in February which is earlier than originally anticipated. In addition, we completed one Homeowner Request (tree removal) and one special project (heavy tree trimming and clean up) at SWC of Toros and Trocha.

Several (9) new special projects/homeowner requests were identified in February and will be completed as time and resources permit. Several of these special projects involve removal of large swaths of invasive prickly pear species and associated pack rat nests.

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:

Valve Location

- A. Trocha & Toros
 - B. Trocha & Vacio-West
 - C. Pico del Monte
- 2) Replace 450 ft of irrigation lines (Toros/Trocha)
 - 3) Replace 360 ft of irrigation lines (Trocha/Vacio)

Total Budget

\$ 175.00
\$ 175.00
\$ 175.00
\$1,420.00
\$1,130.00

Total Irrigation Projects (fully reserved)**\$3,075.00**

In February work was also started on an 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 will be completed in March at an estimated cost (labor and materials) of \$1,200.00.

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.

I will plan to update this report after the Landscape Committee meeting on March 8th.

Landscape Volunteers

This month we will be celebrating our resident volunteers throughout SMR. I want to acknowledge the tremendous contributions and hard work the Landscape Committee volunteers put forth every day. In my opinion, Landscape has a fantastic talented group of volunteers, it's a great team. Of note, I want to acknowledge our longest standing landscape volunteers. Wendy Malone has served on the Landscape Committee for over 20 years (that's a very long time) and not far behind is Sue Cole who has served on the Landscape Committee for over 14 years. Thank you Wendy and Sue. Your history with Landscape and the energy and experience you bring to our team is invaluable.

Additional Comments/Discussion

Neighborhood Watch: Bob Shaff

Pool/Court Security Monitoring

I am delighted to report to the Board that during the months of January and February there was only one intrusion to report. On January 2, a couple were recorded in and around the East Pool spa between 1:30 and 2:10 am. No disturbance was noted nor was their entrance/exit to the spa visible. There were no other incidences during January or February. 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. My thanks to Eloise Gore, Allen Hile, Harlen Lyso, and Mary Lyso for their volunteer efforts during these first two months.

SMR Neighbors Helping Neighbors

The March SMR newsletter's article on Jeff and Angie Bartell has received very positive reactions from our neighbors.

I trust that other nominations for worthy recognition will be forthcoming from our Board Members and the SMR neighborhood at large in future months.

2022 SMR Directory Distribution

The distribution of the 2022 SMR Directory is almost complete. As of Wednesday afternoon over 250 directories have been delivered by the 25 volunteers serving as Block Captains for our 13 SMR streets, saving our SMR HOA over \$500, and adding an additional personal touch to the relationships between our neighbors.

A great job by our Neighborhood Watch Block Captains!!!

Additional Comments/Discussion

A total of 263 directories have been delivered by our Neighborhood Watch Block Captains to date.

Nominations: Colleen McAuliffe

The committee held our first meeting on February 16. There was a lot of discussion on how to increase the pool of potential candidates for not only upcoming positions, but future ones as well.

We are working on finding candidates to fill the following Board/Committee Chair positions:

Board Secretary:

- Barbara's term will be ending in December of this year. With Barbara's help, the committee is working on reorganizing and clarifying the existing Secretary Duties, to ensure its accuracy.
- The committee has identified a potential candidate who Barbara will be meeting with later this month. We will continue to look for additional candidates as well.

Architecture Chair:

As mentioned in the newsletter, Janet will be leaving this position in June of this year. Her term runs through the end of 2023 and we will be looking for potential candidates to not only complete her term, but also for the next 3-year term. She has put together a very detailed description of the Chair's responsibilities, which will be helpful to the committee in looking for candidates. I have distributed this document to the committee.

A motion will be made to add Marc Adams to the Nominating Committee.

The committee recommends that the following duty be added to the Duties of all Committee Chairs:

- Identify potential Chair successors and prepare them to take on the Chair position

Additional Comments/Discussion

A motion was made to approve Mark Adams to the Nominating Committee. Motion was seconded, voted on and motion carried.

Roads: John Mitchell

A small number of burnt-out light bulbs in the Colorado dividing strip were replaced. The bulbs were new in March 2019 and have an expected life of 15,000 hours, which is about 3 to 4 years of operation. We will plan to replace all of the bulbs sometime in 2023.

Volunteer Liaison: Allen Hile

Nothing new to report this month

Additional Comments/Discussion

March 9 was Christmas in March for our volunteers. Marvelous!

Technology Committee Chair: Jim Warner

During the last board meeting I presented a list of IT items that should be considered by the board. Just to refresh everyone's memory here are the topics of that list:

Redundancy of coverage (i.e., more than one person who can handle each Tech issue) aka Backups

Website security, content, maintenance/updating

Security cameras

Archiving - Dropbox & rules for what documents we keep

Zoom & other AV functions

Email addresses - Aliases that work

Database maintenance

Dealing with incompatibilities due to lack of software standardization among Board members (we use many different software packages as well as PCs or Macs)

Creation of standard templates for documents and standard forms for data input.

Capability to send E-blasts

Training for software used by the board

Responsibility for equipment and the data collected through electronic entry to pools/court (if adopted by the Board)

Recruiting more members

Should we create an official Tech Committee?

There was a follow up ZOOM meeting to discuss these issues on 2/22/22 attended by Eloise Gore, John Mitchell, Herb Burton, Susan Broaddus, Steve Rissler, Angie Perryman and new SMR residents Bob and Cindy Owens. The conclusion of our discussion is that we want to stabilize our current functions (website, database, archiving and newsletter), have backup personnel in place when needed, improve website security and fix g-mail issues. In the long term we should move most of our current core functions to the Internet into an integrated solution, giving us more flexibility in the future. Herb mentioned (I am paraphrasing) “We live in a premier community and our web presence should reflect that”.

On 2/26/22 I had a meeting with Bob and Cindy Owens along with Angie Perryman to continue the discussion from the previous meeting and devise a path forward. Bob created an excellent report from the meeting and some possible solutions. I have included the link to his document located on Dropbox to save space. If you are unable to retrieve the report, let me know and I will get a copy to you.

<https://www.dropbox.com/scl/fi/4n5wgho76zownor52div7/Sunrise-Mountain-Ridge-Technology-Objectives.paper?dl=0&rlkey=f9ptzp3rrd93fkpv25wweqdme>

Copy and paste this link into your browser.

Since everyone in the current IT group deals with sensitive and private community information I recommend we formalize the committee.

If the board accepts the IT group created and approved by the board at the February 12th, 2019 meeting with me as the chairperson then I formally request board approval of Herb Burton, John Mitchell, Susan Broaddus, Angie Perryman, Steve Rissler, Bob Owens and Cindy Owens as members of the committee.

Now that hybrid ZOOM meetings will probably become a fact of life the board may want to consider new equipment designed specifically for these meetings. I have researched and placed a few of these systems in companies that require this capability. Herb has also had experience with this system. The system is the OWL video conferencing system and is called the OWL because of its resemblance to an owl. It is an integrated system with cameras, speakers and microphone and it costs approximately \$1000.00. I have included a link if anyone is curious.

<https://owllabs.com/products/meeting-owl-pro>

Lastly, Bob was asked to help repair the weather station owned by SMR resident Pete Filiatrault. This is the system the website links to for local (really local) weather conditions. I suggest the board consider purchasing our own weather station to be placed at one of the pools that could be used on the website instead. I have not researched any weather stations lately but prices start around \$200 – \$300 depending on the features we desire.

Additional Comments/Discussion

A motion was made to approve the following IT committee members for 2022. They are Jim Warner, Herb Burton, John Mitchell, Susan Broaddus, Kathleen Flaherty, Angie Perryman, Bob and Cindy Owens, Steve Rissler. Motion was seconded, voted on and motion carried.

A motion was made to purchase an OWL Video Programing System for \$1,000. Motion was seconded, voted on and motion carried.

This program will be very helpful at the Annual meeting among other events we may have. IT committee will gather more information on the suitability and costs for a weather station here at SMR.

Archive Report: John Mitchell

Nothing new to report this month.

Database: Herb Burton

Nothing new to report this month.

Publications: Susan Broaddus

I would like to thank Herb Burton for welcoming me on board production for this year's SMR directory. Thanks also to Alan and Pat Frankle for assembling the directory packages for distribution (and, along with Herb, explaining just how this process goes); Bob Shaff and his team of block captains for handling the in-person part of that distribution; and to Greg Adams, Kathleen Flaherty, Janet Pearce Foster, Barbara Carbajal, Bob, Herb, and Eloise Gore for their contributions and guidance.

Additional Comments/Discussion

Old Business:

New Business:

Member Comments:

Motion was made and seconded to adjourn the meeting. Motion passed unanimously. Meeting adjourned at 11:22am.

Next regular meeting of the SMR HOA Board will be held on April 14 at 9:00am.

Respectfully Submitted,

Secretary, Barbara Carbajal Barbara Anne Carbajal Date 4/14/22

President, Eloise Gore Eloise Gore Date 4/15/22

**Sunrise Mountain Ridge Homeowners Association
Budget Comparison Report
2/1/2022- 2/28/2022**

EXECUTIVE SUMMARY

	This Month			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
INCOME							
Total Income All Sources	\$ 13,343.91	\$ 412.50	\$ 12,931.41	\$ 207,025.54	\$ 211,600.00	\$ (4,574.46)	\$ 425,000.00
OPERATING EXPENSES							
Administration	623.89	1,957.00	1,333.11	1,077.99	2,624.00	1,546.01	11,180.00
Finance	397.00	604.17	207.17	758.00	1,208.34	450.34	10,925.00
Fixed Expenses	-	-	-	61,300.00	61,300.00	-	122,600.00
Income Taxes	-	-	-	-	-	-	2,550.00
Landscape	9,227.63	11,108.33	1,880.70	18,379.10	22,216.66	3,837.56	137,300.00
Maintenance	-	-	-	-	-	-	-
Trash/Recycle	2,495.89	2,533.33	37.44	4,991.78	5,066.66	74.88	30,400.00
Hospitality	795.15	-	(795.15)	808.18	1,250.00	441.82	5,000.00
Neighborhood Watch	-	33.33	33.33	-	66.66	66.66	400.00
Pool	644.10	2,459.66	1,815.56	3,048.53	4,459.32	1,410.79	24,800.00
Recreation Facilities	4,912.75	5,977.33	1,064.58	13,149.79	12,804.66	(345.13)	52,000.00
Risk Management	-	-	-	-	-	-	7,700.00
Roads	6.36	833.33	826.97	6.36	1,666.66	1,660.30	10,000.00
Total Operating Expense	\$ 19,102.77	\$ 25,506.48	\$ 6,403.71	\$ 103,519.73	\$ 112,662.96	\$ 9,143.23	\$ 414,855.00
Operating Income (Loss)	\$ (5,758.86)	\$ (25,093.98)	\$ 19,335.12	\$ 103,505.81	\$ 98,937.04	\$ 4,568.77	\$ 10,145.00
RESERVE INCOME (LOSS)							
RESERVE INCOME	36.28	32.50	3.78	61,371.85	61,365.00	6.85	122,990.00
RESERVE EXPENSE	1,860.52	12,282.74	10,422.22	11,253.70	24,565.48	(13,311.78)	147,393.00
Net Reserve Income (Loss)	\$ (1,824.24)	\$ (12,250.24)	\$ 10,426.00	\$ 50,118.15	\$ 36,799.52	\$ 13,318.63	\$ (24,403.00)
SMRHOA NET INCOME (LOSS)	\$ (7,583.10)	\$ (37,344.22)	\$ 29,761.12	\$ 153,623.96	\$ 135,736.56	\$ 17,887.40	\$ (14,258.00)

NOTES:

Operating Income (Loss)- Before Reserve Transactions

For the month, SMR had a net operating loss of \$5,759 versus a projected operating loss of \$25,094 resulting in a positive variance of \$19,335. This positive variance is primarily due to 1) \$13,049 in delinquent assessments being collected in February and 2) operating expenses came in \$6,404 under budget. YTD, SMR had a net operating income of \$103,506 versus a projected net operating income of \$98,937 resulting in a positive variance of \$4,569.

Total SMR Net Income (Loss)- After Reserve Transactions

For the month, SMR had a net loss of \$7,583 versus a projected net loss of \$37,344 for a positive variance of \$29,761. YTD, SMR had total net income of \$153,624 versus a projected net income of \$135,737 resulting in a positive variance of \$17,887. This positive YTD variance is primarily due to 1) operating income was \$4,569 better than forecast/budget and total net reserve income was \$13,319 higher than forecast/budget. The positive variance in Reserve net income was due to YTD reserve expenses being below budget by \$13,312.

Prepared: 3/8/22