

**Minutes of Sunrise Mountain Ridge  
Homeowner's Association Board Meeting  
May 14, 2020  
Via Videoconference**

**Call to Order:** President, Jim Warner, called the meeting of the SMR Board at 9:00 am via videoconference.

**1. Directors Present:** President, Web Chair - Jim Warner, Vice President, Recreation Chair - Jay Flaherty, Treasurer - Bruce Moore, Secretary - Barbara Carbajal, Architecture Chair - Janet Pearce Foster, Landscaping Chair - Eloise Gore, Roads, Archive and Nominations Chair - John Mitchell

**2. Directors Absent:**

**3. Committee Chairs Present:** Data Base - Herb Burton, Hospitality - Lesley Adams, Neighborhood Watch – Bob Shaff, Volunteer Liaison – Allen Hile

**4. Committee Chairs Absent:** Publications Chair - Alan Frankle

**5. Guests:** Bob Cole

**President Report: Jim Warner**

**COVID-19 Saga Continues**

The year of April was pretty much like the year of March with a marked slowdown of activities in the neighborhood. We were all hoping for some kind of change to the shelter at home order from the Governor's office. Instead the executive order issued May 4<sup>th</sup> did not change from the previous order but the information we received about communal pools (including HOAs) from the COVID hotline did. We were informed that HOAs were indeed covered by the order and should be closed. The information was verified and corroborated by Jay and Eloise at different times and on different days to make sure we were getting correct and consistent information. The information remained the same and based on this information the pools and tennis court were closed the evening of May 4<sup>th</sup> followed by two e-blasts to notify our residents of the closing and the reason behind it and a corresponding hard copy was placed at the mailbox bulletin boards. To make matters even more confusing we were receiving information that some communities near us were opening their pools for use by the residents on a limited basis. The resident response to the closings was mostly positive and understanding.

**Additional comments/Discussion**

**Secretary Report: Barbara Carbajal**

The April minutes were presented for a final approval.

Bulletin Boards were updated several times with relevant court and pool openings, closings and then reopening.

I sent out one letter via USPS to new residents Paul and Gail Bennett to welcome them and request that they return the contact information sheet for emergency info and contact information to me.

Regarding the Arizona Corporate Commission (ACC), we have requested Cadden to act as our Statutory Agent (SA) in lieu of David McAvoy who is cutting back on his involvement. As SA they will receive our legal mail and such from ACC. They will be filing the Annual Report for us. The additional fee charged for this service is \$50/year.

**Additional Comments/Discussion**

A motion was made to approve the April minutes. It was seconded and approved and motion carried. I asked the board they wanted me to continue to deliver promotional mail, the Board said no.

**Treasurer Report: Bruce Moore**

<b>Cash Balances</b>	<b>Account</b>	<b>04/30/2020</b>	<b>03/31/2020</b>
<b>Operating</b>			
<b>Accounts:</b>			
	<b>Alliance Operating</b>	<b>\$ 85,327</b>	<b>\$ 103,708</b>
	<b>Alliance Excess Operating</b>	<b>\$ 21,330</b>	<b>\$ 21,328</b>
	<b><u>Alliance Debit Card Account</u></b>	<b><u>\$ 2,000</u></b>	<b><u>\$ 2,000</u></b>
	<b>Total</b>	<b>\$ 108,657</b>	<b>\$ 127,036</b>
<b>Reserve Accounts:</b>			
	<b>Alliance MM</b>	<b>\$ 1,076</b>	<b>\$ 158,918</b>
	<b>Chase Reserve Checking</b>	<b>\$ 101,429</b>	<b>\$ 101,429</b>
	<b>Great Western MM</b>	<b><u>\$ 245,866</u></b>	<b><u>\$ 245,816</u></b>
	<b>Total</b>	<b>\$ 348,371</b>	<b>\$ 506,163</b>
	<b>Total Cash Accounts</b>	<b>\$ 457,028</b>	<b>\$ 633,199</b>

1. The April 30 2020 financials have been distributed. Overall, there are no big surprises. For operating accounts, we are running a surplus, and well better than plan so far.
2. For reserves, the major item of the year occurred in April, with the payment of \$157,850 for repaving of roads. We are still better than budget for the year, and doing better than projections in the last reserve study.
3. As of the end of March, there are only two significant outstanding assessment balances, the same cases discussed at previous board meetings. One is a bankruptcy case, where we have engaged an attorney, which saw little progress in April. The other recently received their third notice of late payment – last stage in the Cadden billing process. We engaged Cadden collections to register a lien on the property.
4. Our tax returns for 2019 have been completed. Homeowner Associations have the option, each year, to choose one of two bases for federal income taxation – net income (taxed at 30%) or non-member income (taxed at 21%). In past years we have used the second, resulting in taxes of around \$2,000. For 2019, in part due to large reserve fund expenses such as roads, our net income was negative, resulting a tax of zero (and a tax loss carryforward of over \$60,000). We had previously paid estimated taxes of \$2,200 for 2019,

which will be refunded. Arizona taxes are similar, but at a lower tax rate of 4.9%. Our Arizona tax for 2019 is zero, and our estimated tax payment of \$350 will be refunded.

5. The 2019 audit is still planned for May.

#### **Architecture Report: Janet Pearce Foster**

The May Architecture Committee meeting was held via Zoom teleconferencing due to COVID-19 social distancing recommendations.

- A. Project Applications/Approvals/Denials
  - 1) Three project applications approved in April
- B. Resale Inspections
  - 1) Three resale inspections completed in April
- C. New residents
  - 1) No new residents during April as reported by Cadden Management on 6 May 2020.
- D. Ongoing Issues and Updates
  - 1) A continuing construction project on Camino de Carrillo requires a **long-term parking permit for the West Pool** through to mid-June. The chair has and will continue to renew the residents' construction parking permit in three-week cycles and keep Neighborhood Watch advised.
  - 2) Please note a change on the Architecture Committee contact info: Ken Nelson's phone number should be listed as **520-367-7588**
  - 3) **Handyman's Helper Booklet**. It was suggested that the updated version be an electronic and updatable format instead of printed.
- E. Architecture Committee Projects
  - 1) The board's request for presentation and review of resale inspection remains on hold.
  - 2) The committee continues its process to resolve a non-compliant buildout. A site visit is required. Because the owner is 93 years old (and it is her son who spearheaded the construction) COVID-19 guidelines are being considered.
  - 3) It was voted and approved to feature the newly designed SMR logo on committee correspondence with residents. Several forms have been drafted reflecting this change including the resident Project Application form which is now on the website as a fillable form. Thanks to committee member Angie Perryman and to SMR President Jim Warner in getting this accomplished.

#### **Additional Comments/Discussion**

The AC met via Zoom video conference and responded positively to that arrangement. Janet said they wanted to continue to meet that way and Jim Warner said they would be included in the groups that participate. There is an annual fee paid by SMR on a yearly basis for this app. Bob Shaff would also like to do his meeting this way.

#### **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.

#### **Database: Herb Burton**

The database is up to date.

I recommend that the board approve the renewal of our Filemaker Pro contract for at least another year. We currently have a five-user, 3-year contract. (There was very little difference between a two-user and five user contract when we purchased our current contract.)

I would like to have a backup user; Kathleen and I were users until she had to give it up. I think we should have a backup and that at least one other member of the Info systems group be able to access the database.

I hope to have single user and two-user pricing by the time of the board meeting. Renewal pricing for five users is shown below.

#### **Additional Comments/Discussion**

Discussion was held regarding the use of Filemaker Pro versus doing labor intensive work to achieve the same thing. It was decided to renew the subscription for two more years. During that time period Jim Warner will be backup for Herb and John Mitchell offered to find a grad student at Univ of Wisc to see if they can convert the info needed into useable form. A motion was made to renew the contract for Filemaker Pro; it was seconded and motion carried. It was suggested a job description be written up for Herb's backup person.



## Purchase Order

Quotation: MYO01757114  
Valid Until: 05/13/2020  
Date: 04/29/2020

Claris Contact Name: Meho Meholl  
Tel: +14086095459  
Email: mmeholl@claris.com

Bill To: **SMR Homeowners Association**  
Herb Burton  
4505 N Arroyo Vadio  
Tucson, Arizona, 85750-6354  
United States

License To: **SMR Homeowners Association**  
Herb Burton  
herbio@me.com, (520) 529-8412  
Tucson, Arizona, 85750-6354  
United States

Tax will be charged by the ship to equal to the license to.

Purchase for multiple years and save. Please confirm number of years you wish to purchase:

**5 Years** - Save 15% on Year 2, Save 25% on Year 3, 4 and 5

Part Number	Contract	EXP	QTY	Price	Total
FM172041LL FM Renew Annual Users 5yr NP EDU T1	41156500	06/13/2020	5	\$443.00	\$2,215.00
				Total (excluding tax)	USD \$2,215.00
				Tax (if applicable)	USD \$192.71
				<b>Total (including tax)</b>	<b>USD \$2,407.71</b>

**4 Years** - Save 15% on Year 2, Save 25% on Year 3, 4 and 5

Part Number	Contract	EXP	QTY	Price	Total
FM172025LL FM Renew Annual Users 4yr NP EDU T1	41156500	06/13/2020	5	\$362.00	\$1,810.00
				Total (excluding tax)	USD \$1,810.00
				Tax (if applicable)	USD \$157.47
				<b>Total (including tax)</b>	<b>USD \$1,967.47</b>

**3 Years** - Save 15% on Year 2, Save 25% on Year 3, 4 and 5

Part Number	Contract	EXP	QTY	Price	Total
FM171053LL FM Renew Annual Users 3yr NP EDU T1	41156500	06/13/2020	5	\$281.00	\$1,405.00
				Total (excluding tax)	USD \$1,405.00
				Tax (if applicable)	USD \$122.24
				<b>Total (including tax)</b>	<b>USD \$1,527.24</b>

**2 Years** - Save 15% on Year 2, Save 25% on Year 3, 4 and 5

Part Number	Contract	EXP	QTY	Price	Total
FM171045LL FM Renew Annual Users 2yr NP EDU T1	41156500	06/13/2020	5	\$200.00	\$1,000.00
				Total (excluding tax)	USD \$1,000.00
				Tax (if applicable)	USD \$87.00
				<b>Total (including tax)</b>	<b>USD \$1,087.00</b>

**1 Years** - Save 15% on Year 2, Save 25% on Year 3, 4 and 5

Part Number	Contract	EXP	QTY	Price	Total
FM171037LL FM Renew Annual Users 1yr NP EDU T1	41156500	06/13/2020	5	\$108.00	\$540.00
				Total (excluding tax)	USD \$540.00
				Tax (if applicable)	USD \$46.98
				<b>Total (including tax)</b>	<b>USD \$586.98</b>

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PRINT NAME

DATE

P.O. NUMBER  
(IF APPLICABLE)

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**Hospitality: Leslie and Marc Adams**

No report this month.

**Additional Comments/Discussion**

Leslie said that because of the social restrictions and not having gatherings there was an excess of budget money for her committee. She offered it to other committee if there was a need. Bruce Moore pointed out that there wasn't a requirement to spend up to budget allotment each year.

**Landscape: Eloise Gore**

April was an unexpectedly busy month for Landscape. We had the Bee swarm arrive and try to move into our neighborhood, fortunately easily removed and taken to a better place. Then the poor deer who decided to die in one of our Common Areas, and removed but not so easily. Over the past weekend we had an irrigation leak on the Common Area along Bribon. Dick McGann and I managed to figure out the source and shut it down. Never a dull moment.

Darrin has finished in Zone 6 and moved on to Zone 7 (Colorada and the West Pool). He expects to be in Zone 8 (Ferre) before the end of May.

Our Committee met via Zoom last week and then toured Zone 5 on Friday. We have an old issue coming to the fore again: unwanted prickly pear patches. Landscape has worked on reducing if not eradicating the unwanted variety of prickly pear for years, but it is very invasive and persistent. We have a huge area where it was killed off several years ago and now we are trying to remove the desiccated remains. We also have significant living patches here and there throughout the community. It is difficult for Darrin to deal with this tricky job while handling the usual zone maintenance and the more visible special projects. The Committee is considering hiring a contractor who specializes in cactus removal. More on this topic as we gather additional information.

As a follow up to an issue raised last month, we did take care of trimming the two very tall palms in the front yard of 4379 Carrillo at SMR's expense (\$100). The daughter of the late owner apologized for neglecting the property and gave us permission to trim the palms for purposes of safety. Unfortunately, the front yard remains in disgraceful condition. To date the probate has not been completed and the deed is unchanged. Nothing will happen with the landscaping on the property until the Bank takes it over.

Two more changes in the Landscape Committee this month. Jan Leuenberger, who has been on the Committee for more than six years, has decided to take a break. She has handled Zone 2 beautifully, including development of the Bench area on Bribon, the replanting inside and around the East Pool, and the creation of the Agave Garden behind the pool. She will be much missed. Our newest member, Elaine Mathas, will take over Zone 2. This will be a great opportunity for Elaine. We will need to revise the Website Map for Zone 2 accordingly.

Last month I realized that the Landscape Rules regarding Homeowner Responsibilities did not specifically prohibit disposing of construction debris in the Common Areas. The concept is implicit in the prohibition on making any changes in the Common Areas except by the Committee. However, in light of the recent problems we have discovered (e.g., blocks and bits of concrete and dried paint) deposited over homeowner's walls, the Committee decided to add this specific prohibition to the Rules. We have added the following text to Item #8 in the existing rules:

Construction debris of any kind (solid or liquid) and trash of any kind must never be deposited in Common Areas. Homeowners are responsible for the actions of their contractors, landscapers, and employees.

We request the Board's approval to adopt the Rules as revised.

**Additional Comments/Discussion**

A motion was made to adopt the Rules as revised. It was seconded, approved and motion carried. Eloise will send to Bob Schaff to include in the Welcome Package given to new homeowners; to Herb to include in the directory for addition to the Landscaping area and to be placed on the website Landscaping page.

Jim reported several complaints regarding the unsightly condition of the front yard of 4379 Carrillo. He asked if the Landscape Committee could hire someone to clean it up because we know that the current owner will not do it, and it will be some time before the property is taken over by someone else. Eloise said members of the Committee were interested in volunteering to do the clean up, and she asked if there was any objection to this action. No one objected and Eloise agreed to work on having the yard cleaned up, either by hiring a landscaper or having the Committee take care of it.

**Neighborhood Watch: Bob Shaff**

The Neighborhood Watch Committee Block Captains continue to reach out periodically (e.g. at least monthly) to their neighbors on their block. The purpose of these calls/emails/visits is to check in with the neighbor to see how they are doing during the virus stay at home policy and if they need any help.

On April 20<sup>th</sup> the NW Committee posted a notice on the mailbox bulletin boards asking SMR Snowbirds and Renters to update their Resident Information and Emergency Contact Forms. I hope to have data on how effective this has been by the end of May.

**Additional Comments/Discussion**

No response was received regarding request to update residential contact forms. Research showed there are approximately 14 owners who rent out their homes and 10 actual renters. We do not have any rule requiring owners to advise if they are renting out their homes. Allen Hile will check if there is any legal obligation to divulge the owner/renter disclosure. Bruce suggested we check with our neighboring Sunrise HOA's to see what they have in place if anything.

**Nominations: John Mitchell**

Nothing has happened this last month. We have made plans for replacing some of the officers who will have finished their terms, but are holding off contacting potential replacement until the Covid19 situation clears. Maybe Fall?

**Additional Comments/Discussion**

**Publications: Alan Frankle**

Thanks to all contributors for being prompt with their inputs. June Newsletter inputs are due May 20<sup>th</sup>. Remember that we have one summer (July/August) newsletter that is published July 15<sup>th</sup>. Please have your inputs to me by July 5<sup>th</sup>.

**Additional Comments/Discussion**

Inputs for the September newsletter should be in my hands by August 20<sup>th</sup>.

**Recreation: Jay Flaherty**

As the Board should be painfully aware we were ordered to comply with the extension of the Governor's Order and subsequent restrictions to close the pools, spas and courts. This was contrary to information received last month that permitted pool and spa openings with limited attendance. Tennis courts were not restricted at that time. As the order evolved HOA pools, spas and courts were included. We had no choice but to comply and close facilities.

All facilities are closed until Governor Ducey eases restrictions on community pools, spas and tennis courts. It is anticipated that we will receive news on opening guidelines this week. Numerous calls to the Covid Hotline and Governor's office continue to confirm that our facilities are to remain closed.

There are a few instances of private clubs like Tucson Racquet Club, Ventana and La Paloma opening facilities for lap swimming and restrictive tennis/pickle ball play. When the Governor's office is asked about them and why they are opening, their response is "they should not be open." The fine for violating the Governor's restrictions is \$2500 and or 6 months in lock up.

The clubhouse remains closed. The Board may want to consider reopening it when the Governor's order expires May 15. We will see what restrictions apply to gatherings and will need to implement them for anyone reserving the clubhouse. Not sure how we can enforce spacing, attendance, etc. More to come as we receive updated information. EKonomy continues to service the pools and spas 5 days per week and will continue to do so at least through May and possibly throughout the Summer months to over ensure water cleanliness and health.

The East pool had a new LED light installed in the shallow end and the West spa heater had multiple repairs completed. All other equipment operating without issue at this writing.

**Breaking News:** Governor Ducey has approved reopening of pools and spas effective May 13th. The court will also be open. Notice has been sent to residents and new guidelines have been posted at pool gates Wednesday.

#### **Additional Comments/Discussion**

Signs are up for people using the Pools and Court with regard to observing the restrictions of "6 ft social distancing", no use if you are feeling sick, not more than 10 people in the pool and spa areas. EKonomy will continue to service the pools and spas 5 days per week thru the summer.

Water Exercise classes will begin and Joy Jenson has been advised of the 10 person, 6ft social distancing requirements. In addition she will keep a record of who is attending each session.

The clubhouse will remain closed.

The Grand Canyon Janitorial Supply at 3670 E Speedway, 520-795-3393, has gallon bottles of sanitizer (80% alcohol) for sale at \$50ea. Check to make sure they've got stock.

We will abide by the rules of local government with regard to pool openings and closings. We reiterate that these facilities are available only to residents and their overnight guests.

#### **Roads: John Mitchell**

The repaving project for Colorada, Penoso, Pico del Monte, and the Bronzino-Carrillo intersection is complete. Although the project took longer than expected, the final work is satisfactory.

The RFP for road preservation using HA5 that was approved by the Board at the April meeting was submitted to Holbrook Asphalt Co. Holbrook then submitted a bid for the project and the Roads committee approved their bid. A signed contract was sent to Holbrook. The work is being scheduled by Holbrook for the second or third week of June. The project will be conducted over three days, with no access to the streets on which preservative is being applied on the day of application. Holbrook will provide a golf cart for resident access to their homes. When the schedule is final, the Roads committee members will notify each resident on the project streets of the work schedule, post notices in the Bulletin Boards, and send out an email notice.

#### **Additional Comments/Discussion**

Send Holbrook Asphalt Co. signed contract to Bruce Moore.

#### **Volunteer Liaison: Allen Hile**

No report this month

#### **Additional Comments/Discussion**

Cindi Frank has given me information regarding contacts for Harried Homeowner Helpers handbook. She is also interested in helping out with this project.

#### **Old Business:**

#### **New Business:**

#### **Member Comments:**

Motion was made and seconded to adjourn the meeting. Meeting adjourned at 10:29am.

**Next regular meeting of the SMR HOA Board will be held on June 11, 2020 at 9:00am**

Respectfully Submitted,

Secretary, Barbara Carbajal Barbara Anne Carbajal Date 06/11/2020

President, Jim Warner Jim Warner Date 6/13/2020