

**SUNRISE PLACE HOMEOWNERS ASSOCIATION**  
**MEETING MINUTES**

Minutes of: Monthly Meeting

Date of Meeting: Thursday, January 17, 2019

Time of Meeting: 1900

Place of Meeting: 3506 81<sup>st</sup> Circle

**I. ROLL CALL:**

Roger Nowicki (President), Lisa Packard (Vice President), April Delaney (Secretary), Marge Swearer (Treasurer), Nate Swearer (Bookkeeper), Shawn Parks, Robbie Mayer, Michelle Gorham, Karen Thompson, Kristian Thompson.

Meeting called to order at 1903 by Roger.

Minutes from annual meeting read by April, motion to approve by Marge, Michelle second.

**II. REPORTS OF OFFICERS:**

- a) **Financial Report** - Operating income ended in a surplus of \$8,672.78 under the accrual method. All expenses were normal, expected and within budgeted limits with the exception of Legal & Professional fees of \$2,244.00. QuickBooks ledgers have been reconciled as of December 31, 2018 and match year end bank statements. Total balance for Umpqua Bank accounts in QuickBooks stood at \$30,932.82, \$3,313.82 Operating and \$27,619.00 Reserve. Net accounts receivable stood at -\$1,727.89, meaning more homeowners have paid in advance compared to those who are overdue. \$2,560.33 was paid in advance and \$832.44 was overdue. Only one account was over 30 days past due and does not have a history of being a problem account.

**III. OLD BUSINESS:**

- a) **Landscape** - Tree trimming and pruning was completed by Frontier Landscaping. Two trees were missed in 81<sup>st</sup> Circle and on 35th Ave. Roger will be meeting with them to have the job completed.
- b) **Parking** - Driveways are NOT common areas. Please do not park in driveways if they are not your own. Do not park in front of driveways. Do not park on corners. Do not block the yellow wheelchair access. Do not park on the sidewalk. Do not park on lawns. Do not park in front of fire hydrants. The neighborhood has limited parking. Residents and guest may have to park outside of the

neighborhood if parking is unavailable. \*\*\*Vehicles may be subject to tow should they violate RCW 46.19.050 under subsection 3\*\*\*

- c) **Moss Removal** - The final two homes were completed by NW General Contractors. Zinc treatments were completed on both homes. Four Sons Pressure Washing will be used again for the next zinc treatment either this year or next depending on need.

#### **IV. NEW BUSINESS:**

- a) An email was received from Gail Burns, homeowner, in reference to a possible roof leak. Shaun Simmons from NW General Contractors assessed. It was determined to be a siding/flashing issue and not the roof. There were other issues noted but not the responsibility of the HOA.
- b) A Special Notice will be prepared by The Board in reference to what is covered under the new budget for roofs. This will be sent out separately.
- c) Bark dusting will be done during the Spring Cleanup of 2019. We will also be doing more planting and pressure washing of fences. Date of Spring Cleanup is TBD.
- d) The Board received the new contract from Frontier Landscaping for the year. There was a 5% increase from last year. The total before taxes is \$7,260 which is very reasonable. Roger motioned to sign the contract, April second.
- e) Please contact the Board before placing notes on cars in reference to parking violations. An unauthorized note was placed on a resident's car that was threatening and also claimed to come from law enforcement. The Board has notices that can be placed on vehicles should parking violations be determined as such.

Marge motioned to close the meeting at 2023, Lisa second.

Next meeting will be March 21<sup>st</sup> 2019 at 3506 81<sup>st</sup> Circle at 1900. All are welcome and encouraged to attend. We will plan the Spring Cleanup this date.

Secretary April Delaney  
01/21/19