

SUNRISE PLACE HOMEOWNERS ASSOCIATION MEETING MINUTES

Minutes of: Annual Meeting
Date of Meeting: Thursday, May 14, 2015
Time of Meeting: 1800
Place of Meeting: Round Table Pizza
5016 NE Thurston Way
Vancouver, WA 98662

I. ROLL CALL:

The Annual Meeting was called to order by Michelle Gorham, Sunrise Place HOA President, at 1805. A 50% quorum of owners was *not* present in person (8) or by proxy (17) *was not* established.

II. PROOF OF NOTICE:

Proof of notice for the meeting was confirmed. The notice was mailed on April 21, 2015 by Invest West Management to all owners of record.

III. APPROVAL OF MINUTES:

The minutes for the Annual Meeting held on March 19, 2014, were mailed along with the notice and read at the meeting. John Ellis moved that the 2014 Annual Meeting minutes be approved as presented. Second by Anne Cowan-Cleveland and the motion passed unanimously.

IV. REPORTS OF OFFICERS:

- a. **Financial Reporting** – Richard Ammerman, treasurer, reported the balance in the Operating account was \$4014.32 and the Reserve account balance was \$891.91. Talking points included: Management Company fees in excess of base, legal fees associated with last year's landscaping amendment, itemized landscaping monthly charge of \$27.87, lack of budget available for ratification and concern with Reserve account balance secondary to potential needs of storm filter.
- b. **Late Payments of Dues and Lien Process** – Michelle Gorham, president, reported one homeowner was past due 28-months (lien has been placed), three homeowners were past due 7-months (final demand notice delivered) and one homeowner was past due 5-months (first demand notice delivered). All documents are public. Board recently approved a standard process for past due accounts to include: 3-months past due (first demand notice), 4-months past due (final demand notice) and 5-months past due (to collections).
- c. **Funding Issues** – Richard Ammerman, treasurer, highlighted imminent need to contract and complete Reserve Study. This would be first step in better assessing homeowners dues. Group discussed board's implementation of special/temporary assessment to ensure Reserve Study

needs would be met. Roger Nowicki moved for a \$25 increase in HOA dues per homeowner for period of 6-months. Second by Anne Cowan-Cleveland. Board approved special/temporary assessment to be implemented in July 2015.

d. Cancellation of Invest West Management Company Contract –

Michelle Gorham, president, reported that Board made decision to terminate contract with effective June 12, 2015. The Board will take on the responsibilities and commitment of self-managing the HOA secondary to a budget that currently does not allow for the costs associated with a professional management company. All future payments (starting in June) will go to the following address: Sunrise Place HOA, PO Box 65584, Vancouver, WA 98665 (sunriseplacehoa@gmail.com). Account has been established with Umpqua Bank (POC: Azar Ghiasvand), 8015 NE Hwy 99, Vancouver, WA 98665) with president (Michelle Gorham), treasurer (Richard Ammerman) and secretary (Megan Davis-Scott) established as signors.

V. REPORTS OF COMMITTEES:

There were no committee reports to present.

VI. APPOINTMENT OF INSPECTOR OF ELECTIONS:

Not applicable; A 50% quorum of owners was *not* present in person (8) or by proxy (17) *was not* established.

VII. APPOINTMENT/VOLUNTEER OF BOARD MEMBERS:

Vice President – Mardell Roberts

Secretary – Megan Davis-Scott

Treasurer/Co-Treasurer – Richard Ammerman/Anne Cowan-Cleveland

VIII. NEW BUSINESS:

In an effort to improve HOA structure/processes and enhance homeowner involvement, suggested establishment of the following committees: CCR/By-Law's (review and recommendations; procedures for emergency notification), Reserve Study/Dues/Insurance (review and recommendations) and Block Party/New Homeowners (procedures to welcome and inform of rules/resources in neighborhood).

IX. ADJOURNMENT:

The meeting adjourned at 1925.