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Special Board Meeting July 11, 2019 – Sunrise Ridge Homeowners Association

Special Meeting called by 3 Board Members and duly noticed: Proof of Notice is attached to minutes with agenda.

Meeting conducted by Kara Linn, Interim President of Sunrise Ridge Homeowners' Assn.

Call to order: Meeting called to order at 1:40PM

Board Members in Attendance: Kara Linn, Lestel Meade, and Angie Grothmann

Homeowners in attendance: Caryl and Bob Schonbrun

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1. Accept resignation of Robert Schonbrun, previous President, tendered June 13, 2019. Email letter attached for the record
 2. **Approval of minutes from June 11th Special Meeting and election results**
 - Proof of notice for meeting held on June 11, 2019 for the record is attached.
 - Copy of Secretary's Election Report is attached from meeting held June 11, 2019 for the record with the newly elected Board Members are Angie Grothmann and Lestel Meade.

The attendees reviewed the meeting minutes and there was a motion to approve but was objected.

Proposed changes: Caryl Schonbrun, homeowner objected as she wanted to include the discussion that occurred at the meeting of her chemical sensitivity disability. Discussion was made and it was agreed by the Board members that this should be included in the minutes and adjustments were discussed and agreed upon.

3. **Appointment by the Board of new Board member**
To fill the vacated term, which will end December 31, 2019.

Receive applicants: Caryl Schonbrun put forth her name to run for the vacant Board position. Caryl spoke as to why she should be appointed as Board Member. There was much discussion between Caryl and the Board Members about this.

*Time expired for the Board Meeting and was adjourned at 2:30
Board Members moved to executive session.*

Attorney Presentations from 2 legal firms. Candyce Cavanagh of Orten, Cavanagh & Holmes and Tim Goddard of Hasler, Fonfara and Goddard.

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The Board voted to enter retained agreement for representation with Orten, Cavanagh & Holmes.

Board Meeting commenced after Executive Session was completed.

Motion from the Board to vote: Caryl's application for the Board vacancy did not result in an affirmative vote of the Board. Thus, she is not appointed to the Board.

4. Directors elected, among themselves as per the bylaws, who the new officers will be.

The Board will move forward with a vacancy until a later date.

Results as follows:

Kara Linn, President

Lestel Meade, Vice President

Angie Grothmann, Secretary

It was further agreed with the vacancy of the 4th Board Member that Kara Linn and Lestel Meade would jointly act as Treasurer until such time this vacancy is filled.

5. Transition items were discussed

An email written by Bob, titled HOA material, cease and desist- paper trail is entered into the minutes of this meeting, at the request of the bank in which HOA deposits are held in order for us to gain access to the account and change signators on the account. The fact that liability insurance for the Officers and Directors as well as general liability insurance for the Sunrise Ridge HOA was cancelled by the previous President and was reinstated, at the insistence, of Kara Linn, on or about June 7, 2019. General Liability and Officers/Directors Insurance are required by our Covenants. We need to make sure that this action is never repeated by any future member of the Board as it puts our whole association at risk. Email presented for the record.

Annual prepayment of member dues – Several homeowners have requested to prepay HOA dues in advance or for the entire year. The Board discussed pros and cons and then voted unanimously to allow members to pay up to 1 year advance HOA dues.

Discussion of Officer duties was made and was agreed as follows:

President – Actions must be Board authorized or explicitly directed by our bylaws/covenants

Vice-President – Current and abreast of all business, ready to act on behalf of President

Secretary – Keeper and recorder of all records. Approved minutes are official and notated as such. Bylaws (and any official changes) notarized, stamped, and recorded with the county.

Treasurer – Keeps a complete set of books and accurate records. Bills paid on time. AND, no financial transactions to happen with only one signature (counter checks require 2 signatures and electronic payments made by one person must be authorized by the board)

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All documents, correspondence, etc. in the care of any Board member will be kept organized and in good order and made available for inspection by any member of the association who asks in a reasonable period of time. We will be a transparent organization.

Meeting adjourned 4:50

Next Board Meeting Scheduled for July 15, 2019 at 7 PM, at 5100 Northern Lights Drive

APPROVED