

Board Meeting October 15, 2019 – Sunrise Ridge Homeowners Association

Meeting presided over by Kara Linn, President of Sunrise Ridge Homeowners' Assn.

Call to order: Meeting called to order at 7:00 PM

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

Homeowners in attendance: Diane Ampe, Mike and Marilyn Feldhousen, Walt Lyons, Caryl and Bob Schonbrun, Kelly Schuler, Marie Warner

Kara Linn stated that the CCIOA policies and procedures had been voted on and unanimously approved via email by The Board, prior to this meeting. Kara read aloud the newly adopted Sunrise Ridge Homeowners Association Conduct of Meetings Policy and Procedure. She also stated that the new CCIOA Policies and Procedures will be delivered to all homeowners.

1. Proof of Notice was emailed to all SRRHOA members on Thursday, September 30, 2019.
2. Approval of minutes from July 15, 2019 Board Meeting
 - **Board Unanimously Approved minutes with some corrections offered from the Board.**
3. Reports of Directors
 - a. President's report:
 - i. CCIOAs: President, Kara Linn reiterated **that the CCIOA policies and procedures had been voted on and unanimously approved via email by The Board on October 15, 2019, see Addendum 2 attached.** She also stated that the new CCIOA Policies and Procedures will be delivered to all homeowners. She described what these procedures are and why we must have them in place. She stated there is a State Statute that HOAs have these policies in place. This is one reason we had to hire an attorney, in order to get these policies in place.
 - ii. Budget: Kara informed the Board that the Budget will be released within the next few weeks. There are still many items she is still discovering about the HOA finances and needs to finalize this discovery before she can develop and release. She stated there are specific requirements on how this is to be handled. She is consulting with our attorney on how the budget is supposed to go out to the members.
 - b. Vice-President Report
 - i. Lestel Meade, stated that we are using invoicing to send notice of when HOA quarterly obligations are due. The invoices go out on the 1st day of the first month of each quarter (January 1, April 1, July 1 and October 1).

Payments can be dropped off at Lestel's home (5114 Daylight Court) or mailed to Sunrise Ridge HOA, PO Box 532, Timnath, CO 80547.

Payment is due upon receipt, and members are encouraged to pay as soon as possible. A late fee of 5% will be imposed on Dues that are not paid within 30 days of the due date.

- ii. Gallegos Sanitation fees are increasing as of January 1, 2020. Each customer will be charged \$2.50 per container for materials recovery fee.

Small Container effective Jan 1, 2020: \$13.50 no change

Medium container effective Jan 1, 2020: \$24.50 previously 23.50

Large container effective Jan 1, 2020: \$35.50 previously 33.75

c. Secretary Report

- i. Angie stated, we will put up the "unapproved meeting minutes" for Board Meetings on the website so homeowners can review the items covered prior to the next board meeting. They are clearly marked "unapproved" until the board votes to approve them at the next quarterly meeting. After that happens, the "unapproved" minutes are replaced by the official "Approved" minutes which are not only watermarked "APPROVED" but are also stamped by the Secretary.

4. Reports of Committees:

- a. Kara explained that the Architectural Review Committee (ARC) is in place, so homeowners and the builder know how to comply with design guidelines and rules required by our covenants. Kara introduced Mike Feldhousen and Diane Ampe, present, as members of the ARC Committee. Scott Clements (not present) is also on the ARC.
- b. Mike added that he wanted his report from the last board meeting added to the approved meeting minutes as an attachment.
 - i. There was discussion about 5102 Daylight Court and if information regarding the remodel of this property had been carried over from the previous HOA President to the current President, Kara. Diane Ampe added that Bob Schonbrun did provide her with some documentation that she will provide to Kara. Kara asked Bob Schonbrun to provide all information from his records to the ARC. He agreed to do so.
 - ii. Lot 3 on Sunglow Ct. has an outstanding request for a pool and hot tub.
 - iii. Walt and Liv at 4022 Rock Creek have a request for landscape changes.

5. Unfinished Business:

- a. Approval of fees that can be charged by SRRHOA. Due to more discovery and discussion through a recent homeowner's sale, the Board approved, **by unanimous email vote, on September 20, 2019 to adjust the fees that can be charged at closings. See Addendum 3 attached for documentation on that email vote to reduce fees. The fees are as follows:**

\$125.00.00 for each request for a closing Transfer Fee

\$125.00 for each Status Letter Fee

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\$50.00 fee for any buyer's lender questionnaires when requested to be completed by The Board was moved by Lestel Meade and **approved by unanimous board vote.**

\$250.00 water tap transfer fee for each new construction paired home to be charged to the builder at closing on new construction was moved by Lestel Meade and **passed by unanimous board vote.**

- b.** Board development, Kara Linn discussed the requirement in our bylaws for rotating 3-year terms for Director positions. The following motion was made and unanimously passed.

Motion: A one-time adjustment to the terms of the Sunrise Ridge Board Director positions that will bring them, forever hereafter, into compliance with the bylaws which call for 3-year staggered terms wherein one Director position terms out each year. This motion will be carried out in 2 parts as follows:

- A.** **All Director terms, in perpetuity, will expire on June 30th.** This one-time adjustment will bring all Board Director positions into compliance with Sunrise Ridge HOA bylaws, necessitating an annual election each June. (Therefore, the annual member meeting is recommended to take place in June each year.)

- B. One-time adjustment to the 4 Board Director positions:***

Director 1 (currently held by Kara Linn) will expire 2020 instead of December 31, 2019.

Director 2 (vacant) will expire in 2021 instead of December 31, 2019.

Director 3 (Lestel) will expire 2022 (**no change** from present)

Director 4 (Angie) will expire 2023 (instead of 2022)

*This means that at the annual meeting on June 16, 2020, there will be an election for 2 open Board Director positions, Director 1 and Director 2 (unless Director 2 is filled prior to that time). The succeeding term for Director 1 will forever thereafter be for 3-years, per the bylaws. The term for Director 2 will (1 time only) expire June 30, 2021, and will forever thereafter be for 3-years, per the bylaws. If both positions are filled in June 2020, the top vote getter will fill Director 1 for the 3-year term, and the second vote getter will fill Director 2 for the one time only, 1-year term.

Director 3 – No change (currently complies with bylaws). Director 4 is extended by 1 year (to 2023 instead of 2022, 1 time only) and forever thereafter, it will be 3-years, per the bylaws. (See Addendum I, to minutes for graphic depiction.)

Angie made the above referenced motion, Lestel seconded the motion.

The board voted and unanimously approved a one-time adjustment to the terms of the Sunrise Ridge Board Director positions for the purpose of bringing the terms of all Director positions into compliance with the SRR bylaws. (See Addendum I, for detail.)

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6. New Business:
 - a. 5102 Daylight Court – Formalizing their dues structure as a member of the HOA. Kara stated that this property is included in the Declaration and Covenants for our HOA. The members of the HOA had been informed that this home would be razed and a twin home would be built. The home was, instead sold and is now in the process of remodeling as a single-family home. This home is currently not paying HOA dues and the water tap is not in the HOA’s name. **Lestel moved to have 5102 Daylight Court pay \$300 per quarter for HOA dues and, if they transfer their billing to the Sunrise Ridge Association billing account, the Association will pay their water bill—otherwise, the owner pays their own water bills. Kara seconded the motion and the motion was voted on and unanimously approved by the Board.**

7. Member Forum: Members made comments from the floor.
 - Question about the budget
 - Questions asking for clarification on how board meetings are conducted
 - Thanks expressed to board for progress made on process and structures
 - ARC questions, including some landscaping questions

Meeting adjourned 8:43 PM

Next Board Meeting Scheduled for: January 15, 2020

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ADDENDUM I

GRAPHIC DEPICTION

One-time adjustment to accomplish Bylaw Compliant Staggering of Director Terms

Board of Directors	Tenure Expiration Date (Always June 30)			
	2020	2021	2022	2023
Director #1				
Director #2				
Director #3				
Director #4				

Director 1 = Kara (1 time only, this office is extended by 6 months)
 Director 2 = Vacant (1 time only, this office has an initial term of 1 year)
 Director 3 = Lestel (No Change – Compliant)
 Director 4 = Angie (1 time only, this office has an initial term of 4 years)

Current Situation

Board of Directors	2020	2021	2022
Director #1			
Director #2			
Director #3			
Director #4			

Director 1 = Kara (Expires December 31, 2019)
 Director 2 = Vacant (Expires December 31, 2019)
 Director 3 = Lestel (Elected June 2019, expires June 2022)
 Director 4 = Angie (Elected June 2019, expires June 2022)

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ADDENDUM II

EMAIL VOTE BY THE BOARD OCTOBER 15, 2019, TO APPROVE CCIOA POLICIES AND PROCEDURES

APPROVED

ADDENDUM III

EMAIL VOTE BY THE BOARD SEPTEMBER 20, 2019, TO REDUCE FEES THAT CAN BE CHARGED BY SRRHOA

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APPROVED