

SUNRISE MEADOWS HOA

BOARD MEETING

JANUARY 27, 2010

The Sunrise Meadows Board meeting was called to order on January 27, 2010 at 7:00 p.m. at 3233 Morning Dew Ave, the residence of Wilma Walter. In attendance were Wilma Walter, Rozalda Ruiz, Betty Barlow, Deb Smith and Deb Yearout. Nancy Harris was unable to attend. Wilma reported that Grace Homes owns the certificates to the Grand Valley Irrigation shares under Darter LLC, and we will no longer be billed for the assessment fee. Wilma was able to recoup \$136.00 of the out-dated Western Union payment of \$145.00 after the fee was taken out. Rozalda stated that Nancy was unable to attend meetings on Tuesday, Wednesday or Thursday evening due to prior commitments. It was suggested that meetings be held on Mondays to accommodate all board members.

Wilma received a landscaping estimate for the front area only from High Desert Landscaping and Irrigation for \$8,500 that would include clean-up of the front entrance area, rock, 5 trees and 20 bushes. Wilma would meet with Francisco from High Desert Landscaping the following day. Deb Smith suggested that we need to consider weed control in the common areas in the entire subdivision and we need at least two more estimates for landscaping and that all board members need to be present to vote on the landscaping project. Wilma stated that we do not have the funds to do weed control at this time and may consider it later in the summer to be paid for with late fees. Wilma mentioned getting the front area done first because that is what people see when they enter the subdivision. Deb Yearout suggested that homeowners who live next to the common areas should maintain that area. She said that the area by the canal is maintained by the canal company. Deb Smith stated that the common area is the responsibility of the homeowners association and should be maintained by them. Deb Yearout said that chemicals for weed control are very expensive and can cost \$200 to \$300 per month. Wilma stated that chemicals used for weeds could run into yards and be hazardous to plants and pets. Betty suggested that we have a workday once a month and homeowners could show up to clean up the common areas and remove weeds. Deb Smith said that if homeowners would not attend a meeting, then they are not likely to volunteer their own time to cut weeds. Betty suggested that the HOA fine them. Deb Smith said that you can't fine volunteers. Betty thinks that we need to go with bushes and rocks because trees need trimming and leaf removal in the fall. Deb Smith insisted that we need at least two more landscaping bids and then the entire board needs to be present to vote on the best contract.

Deb Yearout suggested that we bill for the past years of 2007, 2008 and 2009. Deb Smith stated that some homeowners have already paid. Deb Yearout said that they would have to provide a copy of a canceled check as proof of payment. Deb Smith said that not all people will have their canceled checks and that you can't bill for past years now. Deb Yearout thinks that another billing for 2009 needs to be sent out immediately, with payment due on June 30, 2010. Also, Deb Yearout suggested that we consider billing a special assessment. She has received phone calls asking for a copy of the budget and inquiring as to what is being done with the dues collected. Wilma will record and make copies of all checks and forward to Deb Yearout, who will input the information into her computer program. Late fees will be assessed after March 1, 2010. Deb Yearout would like to fine \$25.00 for the first late day and \$5.00 a day for every late day after that.

To keep homeowners informed about the progress about the HOA, Deb Yearout recommended sending out a monthly newsletter. This newsletter would include homeowner's birthdays, anniversaries, inspiring quotes, recipes and reminders about violations of the HOA covenants. Deb Smith asked who would be responsible for putting the newsletter together and the cost of mailing a monthly newsletter to 42 houses. Betty said that everyone could contribute the information. Betty further stated she did not have computer skills to do this task. Wilma stated that it was between Deb Year out and Deb Smith. Both individuals stated they didn't have time to do a newsletter.

The meeting was adjourned at 8:25 p.m. Another meeting will be scheduled when more estimates from landscaping companies are collected.

Deb Smith, Secretary

Sunrise Meadows HOA

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BOARD MEETING

JANUARY 11, 2010

The Sunrise Meadows Board meeting was called to order on January 11, 2010 at 7:00 p.m. at 3233 Morning Dew Ave, the residence of Wilma Walter. In attendance were Wilma Walter, Rozalda Ruiz, Nancy Harris, and Deb Smith. Betty Barlow was unable to attend. Deborah Yearout, a Broker Associate Property Manager from A Step Above Property Management Company was invited to speak to us about the services that her company could provide. She was briefed by the board members on what the board was able to accomplish to date and some of the problems yet to resolve. Accomplishments mentioned were the establishment of a bank account, registering the HOA with the State of Colorado and payment of the overdue water bill.

Deborah Yearout stated that she could check into the cost of liability insurance and could recommend a landscape vendor. She recommended Business Generations to file the HOA taxes for 2007, 2008 and 2009. She would input all of the past tenant dues history and the addresses into her computer program and send out the billing statements. She also recommended that ten days after the billing statement is due, to charge a late fee of \$25.00 for the first day and \$5.00 a day for every day after that. Deb Smith presented billing statements for 39 households and a letter to accompany each statement and provided Deb Yearout with a copy of the Sunrise Meadows HOA covenants. Betty Barlow was given the task of researching at the Mesa County Assessor's office, the property owners of the 4 remaining households. Deb Yearout said that she would take the list of names and addresses of each household and would revise the letter that would be mailed with the billing statements. A Step Above Property Management Company fees are \$150.00 a month, which could be paid monthly. The Board could choose to discontinue her services at any time and our information would be returned to us. Wilma Walter suggested that we retain Deborah Yearout's services. There was no further discussion of this matter.

The meeting was adjourned at 8:15 p.m.

Debra R. Smith

Secretary, Sunrise Meadows HOA

SUNRISE MEADOWS HOA

BOARD MEETING

December 9, 2009

The Sunrise Meadows Board meeting was called to order on December 9, at 6:00 p.m. at 3233 Morning Dew Ave, the residence of Wilma Walter. In attendance were Wilma Walter (President), Deb Smith (Secretary) and Betty Barlow (Vice President). Nancy Harris and Rosalda Ruiz (Directors- at- large) were unable to attend.

It was discussed that the HOA budget should be included with the first annual dues billing to HOA members. Wilma agreed to prepare a budget statement to include the water bills and landscaping project. Betty agreed to go to the courthouse to get a list of current homeowners and addresses. Wilma instructed Deb to make up a simple letter and billing statement for each homeowner by next week with a due date of January 31, 2010. Wilma only wanted to bill \$75.00 for the current year and forget about trying to retrieve outstanding balances for previous years. Deb stated that a computer program needed to be researched and purchased for the specific purpose of bookkeeping. Deb also stated that late fees and interest to be charged needed to be decided and voted on prior to mailing the billing statements so that all homeowners would understand the process, cost, and consequences of not paying the HOA in a timely manner regarding fines and dues. Wilma stated that she just wanted to get the billing statements mailed out immediately and there was no further discussion. Wilma said that we may have to get a management company and she would ask Nancy to research management companies. Wilma further stated that she wanted a letter sent to the Grand Valley Irrigation Company to redeem shares and pay the overdue bill.

The meeting was adjourned at 7:15 p.m.

Debra R. Smith

Secretary

Sunrise Meadows HOA

SUNRISE MEADOWS HOA

BOARD MEETING

SEPTEMBER 16, 2009

The Sunrise Meadows Board meeting was called to order on September 16, 2009 at 6:00 p.m. at 3233 Morning Dew Ave, the residence of Wilma Walter. In attendance were Wilma Walter, Betty Barlow, Rozalda Ruiz, and Deb Smith. Nancy Harris was unable to attend. The elected Board Members immediately elected officers for the Board. The new Board of Directors and their appropriate titles are as follows:

Wilma Walter-- President
3233 Morning Dew
523-5441

Betty Barlow-Vice President
505 Aurora Way
523-2042

Deb Smith-Secretary/Treasurer
3226 Golden Sun Ave.
523-5348

Nancy Harris-Board Member at Large
508 Aurora Way
210-4068

Rozalda Ruiz-Board Member at Large
3225 Morning Dew Ave
589-2824

The first orders of business were numerous; to check into obtaining the income tax identification number, filing the tax form for 2007 & 2008, updating the HOA compliance with the State of Colorado Secretary of State in order to establish a bank account to deposit several checks of the HOA funds and to pay delinquent bills from the Clifton Water District and the Grand Valley Irrigation Company.

Rozalda will obtain a Post Office box at the Clifton Post Office. Wilma will furnish the \$40 fee and be reimbursed when a bank account is established. Rozalda will also inquire into HOA insurance coverage and contact the Clifton Fire Department as to the exact requirements for an emergency access road (presently located by the mailbox) and check with Grand Valley Irrigation Company as to the procedures to redeem the remaining irrigation shares owned by the HOA.

Deb will research the requirements to update the Sunrise Meadows HOA compliance with the State of Colorado and will also contact Century 21 and Cedar Creek Management Company for additional information regarding when the taxes were last filed and if so, the location of the filed documents. As the Management Company since July 2007, Century 21 was responsible for filing the 2007 taxes for the HOA until July 15 2008, when they dropped Sunrise Meadows subdivision from its responsibility.

It was discussed that after a bank account is established and the bills paid, the next order of business will be to bill owners their HOA dues for 2010. A November billing date with a January due date was agreed on if a bank account can be established.

There being no further business Wilma motioned for adjournment and Betty seconded the motion and it carried. The first meeting of the new Board of Directors adjourned at 7:15pm.

These minutes have been reviewed and approved by the newly elected Sunrise Meadows Homeowners Association Board of Directors.

Wilma Walter _____

Date _____

Betty Barlow _____

Date _____

Rozalda Ruiz _____

Date _____

Nancy Harris _____

Date _____

Deb Smith _____

Date _____