

Sunburst Farms East Inc. Board of Directors Agenda

When: Monday, June 16, 2025, **Time:** 7:00 pm Regular Board Meeting **Location:** Desert Shadows Elementary School in the Media Center - 5858 E Sweetwater Ave, Scottsdale, AZ 85254

Agenda subject to change.

Secretary and BOD

- Election of officers for the BOD
- Distribution of BOD operating books
- Review email process and use of SBFE emails.
- BOD to sign confidentiality agreements.
- Meeting minutes from May will be emailed to the BOD for approval
- BOD to review and prioritize operational items that need a BOD assigned and timeline set
 - Irrigation Service
 - Electrical Upgrade
 - Property Management Company
 - Neighborhood Services (STR, COP Planning and Development)
 - Bridle Path
 - 811
 - R&R
 - ByLaw
 - Email platform and update
 - Assessment

Treasurers Report/Bookkeeping

- Current finance
- Homeowner concerns

Irrigation/Bridle Path Report

- Repair to mainline will be scheduled when well site electrical is in progress, review.
- Rain delays
- Billing process: Discussion to firm up when monthly fees are due and when late and finance fees apply to facilitate the irrigation suspension and streamline bookkeeping. Vote needed.
- Obtain a P.O. Box (Arties) or USPS for the community where payments can be sent. Discussion and Vote needed

Legal Executive session as it pertains to property owner accounts.

New Business

Old Business

- Wellsite Filing/Cleanup, contractor needed.
- Schedule shredding of old records at wellsite to coincide with file clean * Community involvement for mass shed event.
- Discussion to establish a Capital Reserve plan and budget for the community.
- Discussion in coordinating SBFE Neighborhood event at Sereno Park

