

Sunburst Farms East Inc.

Meeting Minutes May 15, 2023

All BOD in attendance except for Tom Krauch, Marco Stoppa, Valerie Altgilbers

Lot Owners present: n/a

**Secretary**

April 17<sup>th</sup> meeting minutes presented. Motion made by Carol Smart to approve the minutes as read and Dave Rogers 2<sup>nd</sup>. All BOD present approved

Homeowner Lot 232 Lora Erickson submitted Candidate form to be elected to the BOD. BOD approved and elected Lora onto the Board.

Discussion of looking for a Property Management company, pros and cons and scope of what the BOD would be looking for to obtain quotations.

Dave Rogers and Desiree Marciniak to research further and bring information to the next meeting.

Dave Roger presented the idea about moving communication to Group Me App so the BOD can all be on the same App and communicate via text. Etc. BOD needs to review. Desiree will contact GoDaddy for updating BOD emails through GoDaddy so no BOD uses their personal email for SBFE business.

**Finance**

Treasurers Report was presented by Judy Nowlin for April 2023. Motion made by Dave Rogers to approve as read and Carol Smart 2<sup>nd</sup>, ALL BOD present approved.

R&R requirements revisions regarding the procedure to Bill for the Bridle Path cleaning and maintenance. Lora will provide critique and recommendations to update the R&R for the BOD to approve and the next meeting.

Currently 39 property owners have not turned in their Membership/Irrigation Election forms. Desiree, Dave, and Carol will divide the list and contact property owners to request the form to be submitted and answer questions if they have any as to why this form is necessary.

Legal fees for Stephanie Wilson presented for April and May and BOD approved payment. Fees related to Bylaws, R&R and community mailings.

Collection letters to be sent to Lots 84 and 149 and a Promissory note for a payment plan to Lot 263. Desiree will coordinate with Judy on updated Statements and create letters and Promissory not to be sent via US Mail.

A Contributor Membership letter needs to be created and sent to property owners notifying them that they can not be members of the corporation but can continue to contribute to the community expenses.

Discussion relating to offering the ability to process monthly payments with a Credit Card. Fees involved are 3.5% plus .30 per transaction. In addition, to the bookkeeping set up and management to offer this service. BOD tabled.

Discussion of letter to go out to Section 2. Desiree and Lora to draft letter and have available at the next BOD meeting for approval.

### **Irrigation and Bridle Paths**

Greg finished Wednesday and will start on Cactus on Thursday.

Property 121 has an irrigation leak more to be presented on this once Greg reviews and quote submitted to the BOD.

Additional materials were needed to complete the repairs and maintenance on Standpipe #1 for Farsight Construction, this was considered an emergency since the contractor was in the middle of the repair.

Since the repairs to the gates and cleaning out of lines the water is flowing faster and Greg and Robbie have had a few situations with water run off to adapt to the additional pressure.

Dave and Jeff to get quotes for the washout concrete and drive area at the wellsite and present at the next meeting.

Invoice submitted by Greg for work performed at the wellsite # 1871 \$1636.25. Jeff to meet with Gregg to request the pricing to be adjusted.

Greg will be required to sign the approved proposal before beginning any work in the community. Change orders need to be presented to the BOD for approval and signed by the BOD in addition to Greg.

Discussion relating to Jeff Hauke contacting and committing the BOD to room rental at the Embassy Suite to hold monthly BOD meetings. Desiree will contact Embassy Suite to further review and try to negotiate better pricing and monthly commitment. BOD reviewed the procedure and process for a Board member to engage in repairs and or services for the community. All proposals need to be reviewed by the BOD, approved, and signed in addition to the hire contracted is warranted. At no time is a BOD to engage and commit to repairs and services without the approval of the BOD. In the event of an emergency the BOD involved can send out an urgent text message relaying what has transpired and what is needed so the BOD is aware of the situation and can approve and acknowledge.

Holes and areas of concern on Bridle Paths need to be addressed. Jeff to communicate with Greg on filling the areas. Area between Pershing and Sweetwater and 56<sup>th</sup> and 54<sup>th</sup> toward east end and in the middle of the block, area Thunderbird and Voltaire and 52<sup>nd</sup> street, area Sweetwater and Pershing and 50<sup>th</sup> Street.

### **Old Business**

Request made and BOD approved the purchase of a new White board for the wellsite that is used for the Irrigators to indicate what sections they are working and any other updates.

### **New Business:**

Open discussion relating to communication to the community relating to membership and formatting the Membership and Irrigation Election form. Desiree to work on forms for Disclosures.

Discussion the community needs to move in the direction of having a Property Manager vs the BOD facilitating the operations of the community. More discussion at the next meeting after Desiree speaks to SBFE West and Property Management companies.

Meeting Closed at 8:45