

SUNSET PLAZA BOARD MEETING

January 15, 2014

Board members present: Madeline, James, Herb, Carolyn, Evelyn, Ken, Bev

Non-board members present: Paul Bova, CDC; Scott; Debbie

Homeowners present: 9

Meeting called to order by Madeline at 6:30 p.m.

December minutes: Evelyn moved to approve, seconded by Herb. Approved.

Financials: Delinquency ratio 2.43%. Reserve funds \$713,441.80.

E building: Cannot get in touch of Improcon. Received proof of loss from insurance.

C301: Toilet leak. Plumber came out to repair toilet. C301 is responsible for repairing ceiling below.

F103 water damage: Discussed in executive meeting.

Chain link fence by N building was repaired by Mr. Bill. Scott and Debbie trimmed trees around compactor, cleaned up limbs around area. Landscapers will be trimming back bushes, etc., away from fences, buildings, parking areas and sidewalks.

Trees on freeway side of K building need to be treated for aphids; otherwise they will drip on cars all summer long. This needs to be done in March.

The hole behind N building going down into gully is being looked into. Need an engineer to look at it to see what needs to be done to repair it. Gutters need to be cleaned. Scott and Debbie authorized to clean gutters, do mold treatment and woodpecker holes. Paul will call 4 Aces construction about sinkhole.

Black chairs in the rec center are missing. If you have borrowed any of these chairs please return them to the rec center. About 50 of them are missing.

Just a reminder, the sauna is a dry sauna. Please do not use water in the sauna; it will short out the heating element.

Scott fixed the pool vacuum. Scott fixed the vacuum cleaner for the stairwells.

Meeting adjourned at 7:30 p.m.

October 16, 2014

Sunset Plaza HOA Board Meeting

Present: Herb Stout, Jody Matthews, Pamela Skelton, James Jones, Jean Homan

Non Board Present: Beverly Eickmeyer

Not Present: Evelyn Cruz

6:30 come to order

Citizens Forum

Skip brought up the issue of earthquake insurance-asked us to look into the declaration to make sure we are complying with the amount we should have for coverage in the event of an earthquake. Should homeowners have riders on their policies?

Madeline brought up the issue of woodpeckers, still having trouble. Beverly mentioned that they are a protected species and it is difficult to eradicate the problem when we are limited in how we can deal with them.

The question of insulation in the walls and floors was brought up. There seems to be no insulation in the units. It is ok to insulate when remodeling as long as it complies with the homeowner agreement for ascetics. An ACR will be required because insulation is being placed in the portion of the building that was the Association's responsibility.

Mary asked about lighting in the courtyard, gazebo and the J bldg. Beverly noted this for Mark.

Roof inspector is coming on Saturday to identify what needs to be done for our 5 year plan.

Approval of Minutes from last meeting

The minutes were amended to note all the motions passed

Approval of minutes: Pamela moved/Seconded Herb/ motion passed to write amendment.

Financial Report

Beverly reported on the financials. Jody noted that there were some line item duplications and mistakes. Beverly noted them and committed to cleaning up the financial statement to eliminate duplications.

August Financials Approved: Jim moved/ Pam Seconded/ all approved / motion passed.

Bank Signature card will be coordinated by Jean

Manager's Report-Beverly E.

Everyone was asked to read the action item report when they receive it and review it carefully for discussion at the meetings.

Key return-Notice to be posted and there is a commitment to have the keys destroyed within one month.

Building E update-there is insufficient slope for a gravity fed system for the sanitary line for that building; Improcon is working with the engineer to develop an alternative (Pg 40 of packet)

Asphalt (Pg 46-54) discussion. Requested a motion to patch and seal crack (pg 48). Motion to not exceed \$4500.00 by Pamela, Jim Seconded and all approved the motion was carried.

Old Business:

Reserve Study

Pam and Jean met with Cedcore and feel that we should work with them on the Reserve Study. They recommend that we see a draft proposal and then approve through the board. (pg 57)

Pamela motioned to approve the proposal submitted by Cedcore for a three year term/ Jim seconded/ all approved/ motion passed

Improcon has already given us an opinion on rockery issues on the property-Mark McGinnis coming to give us a professional opinion about the rock retaining wall.

Gate area was discussed. Reviewed bids and determined to use Cascade bid as basis for settlement discussions with at fault party. TMT directed to settle with at fault party for an amount not less than \$12,500-Jean motioned/Jim seconded/ all approved/ motion passed.

NEM (pg 88)Jim motioned to pick contractor NEM to do wall and column repair at front gate (amount not to exceed \$30,000 previously approved)/Pam Seconded/all in favor/ motion passed

New Bids for landscape-decision was made to not replace Greenleaf. They are on trial and must perform to our specs. Monthly walk through is mandatory with Mark, Cynthia and Herb. This will be included in our new agreement with them.

Roof Bid: Want an opinion on what we are looking at, will work with Scott Pelrod(sp?)

Schedule a meeting to go over budget which will include the community so that there can be input from all who want to participate.

The board is requested to put together a wish list of items that are not on the reserve plan. Get list to Beverly by next Friday Oct. 24th 2014 through Jean who will coordinate.

Pool cover Bids-find out if existing pool cover is usable for winterization.

Reviewed bids for repair to tennis court. Actual repair will need to be done next spring due to weather. Jim motioned to approve bid by Midpac in an amount not to exceed \$6000. Herb seconded/ all in favor/motion passed

New Business:

Drainage: Sewer lines inspected by Perez found concerns. Reviewed bids for TV inspections of sewer lines to look for maintenance issues. Motion by James to approve bid by Perez in amount not to exceed \$2500/Seconded by Jim/ All in favor/ motion passed

Rental Cap Discussion: Jean Homan is not the Association's Lawyer. Although we are benefited by Jean's expertise she cannot give us legal advice. The board would like to bring on Jo Flannery at \$365/hour to go over some of the condo issues we need clarification on, rental caps being one of them. This lawyer would draft opinions and send them to Jean which will give us valid information and definitions about which the Association is obligated and will clarify what is the obligation of the homeowner with respect to water leaks in the wall.

Motion to retain Jo Flannery for a maximum of 10 hours of work at \$365 an hour to address legal issues. Also, to add this as a budget item. Jim motioned to retain Jo Flannery for the above/ Pamela seconded/ all in favor/ motion carried.

Decided to continue renting the HOA unit on a month to month basis for the time being

The unit needs some updating and repair. It is the Board's TMT is responsible for replacing the slider that was installed by Mr. Bill with the incorrect color frame. Beverly indicated that she would raise issue with responsibility for payment with Denise Rasmussen and have Denise coordinate with Jean. Pam motioned that the slider & window will be replaced so that they comply with the association rules. Jim seconded/ all in favor/ motion carried.

Mr. Bill is off the job. Will do a walkthrough to discuss what needs to be done.

(pg 127) Suggest that we have Sherwin Williams come out to give us a determination on the scope of work on painting the buildings. Once we have the scope we can determine an approval of an amount and agreeing on an amount.

Jean motioned that we walk with a contractor(s) and Sherwin Williams and the amount we would be willing to pay would not exceed \$300K as per our reserve. Pam seconded/ all in favor/motion carried.

Discussion of pressure washing the buildings and cleaning the outside windows when pressure washing is done.

Meeting adjourned/all approved

Note: page numbers reflect where the item was documented in the board packet for this meeting. Used for reference.

SUNSET PLAZA BOARD MEETING
November 12, 2014

Board Members present: Pamela Skelton, Herb Stout, Jean Homan, Evelyn Cruz

Board Members absent: Jim Jones, Jody Matthews

Homeowners/residents present: 3

Others present: Beverly Eickmeyer,

Resident Forum began at 6:30 pm: Resident raised issue of neighbor's toilet running; concern about impact on water bill. TMT will send letter to homeowner, asking him to repair the toilet.

Meeting called to order and quorum established at 6:35

October Minutes – Herb moved to approve the October minutes as written; Pam seconded the motion; motion passed.

Treasurer's report – The August 2014 financials have been corrected and re-presented to the Board. Motion to accept the amended August 2014 financials in place of the original approved financials made by Herb; second by Evelyn. Motion passed.

September 2014 financials will be revised with corrections addressed in email between Jean and Beverly dated November 12, 2014. Motion by Evelyn to accept the September 2014 financials as revised per email made, and seconded by Herb; motion passed.

October 2014 financials tabled for next meeting as Board has not had a chance to review.

Manager's Report - Reviewed the Action List and Beverly's format changes to make the list easier to review.

OLD BUSINESS:

Building E update – Barghausen has proposed a solution for the new sanitary line, and it has been approved by the City. Instead of a 6 inch line, they will install an 8 inch line which will compensate for the very small slope. This option will cost \$15,000 to \$20,000 less than installation of a pump station (other option). Installation will still include a backwater valve to protect the building from backups and a high water alarm to alert building residents if the backwater valve closes. Construction should still be completed by the end of the year.

Pool cover – because the bids for the winter pool cover were so high, Mark researched a winter pool cover that could be purchased from Amazon for approximately \$500.

Cover needed; leaves clogged pump and pump was in danger of being damaged. Because this amount is within TMT's contractual authority, no formal vote needed. Mark will provide Jean with exact model and Jean will order from Amazon and submit bill for reimbursement.

Reserve Study– all information has been submitted to Cedcore. Reserve Study expected to be completed by the end of December. Cedcore will provide a draft to the Board for the Board to review. Board will then meet with Ray to make any necessary adjustments to the study prior to adoption.

Rockery inspection – still unclear whether Marc addressed the two significant issues identified by Improcon (3" crack and lack of lateral support under asphalt at end of Skyview Park); JPH to call Marc and seek clarification. Item #1 on Marc's list is either regarding the south foundation wall of Building C or installing at least a yard drain to direct the standing water away from the foundation. Asphalt crack sealing (item #2 on Marc's list) is already scheduled for November 14th. Beverly to get bids for gutter cleaning, downspout cleaning and repair and moss treatment to present at the December board meeting. She will circulate written scope of bid to Board for approval before sending to contractors. Remaining items on list do not require immediate attention.

NEW BUSINESS:

Landscape bids – topsoil bid is inadequate. Needs to identify the beds that require topsoil, how much topsoil is needed and cost. With regard to tree trimming bid, Beverly recommends having a tree service evaluate all of the trees, identify those that require spray, fertilizer and those that should be removed. Looking at doing this project in spring 2015. Beverly recommends using Davey Tree Service. Board would like to see if we can find a recommendation for a Tacoma vendor. Jean will check with Lakeside Landing to see who they use.

Audit – Joseph H Vandal, CPA, has been doing our annual audit and tax returns. Motion to retain Vandal in an amount not to exceed \$1,520 to do the 2014 audit and tax returns made by Evelyn and seconded by Pam. Motion passed.

Regular meeting adjourned at 7:35. Board moved into executive session.

SPCA BOARD MEETING
February 19, 2014

BOARD MEMBERS PRESENT: James, Herb, Evelyn, Carolyn, Bev, Ken, Madeline

NON-BOARD MEMBERS PRESENT: Paul Bova, CDC; Scott; Debbie

HOMEOWNERS PRESENT: 13

Meeting called to order by Madeline at 6:30 pm

Annual meeting will be on March 26, 2014. Four board seats will need to be filled in March.

January minutes approved, moved by Evelyn, seconded by Herb.

FINANCIALS: Delinquencies \$13,070, 2.4%. 2013 audit being done. Property taxes to be paid. Insurance: CAU dropped earthquake insurance. Paul is shopping for insurance. EQ insurance will cost about \$50,000 a year, plus the cost of regular insurance. We budgeted \$62,000 for 2014. EQ insurance would cost approximately \$25 a month extra per unit.

E building updates: City will not allow us to put a high water sensor in their vault; we must put in our own vault. Improcon is getting bids from companies and working with engineers.

F103: Paul contacted his agent and provided documentation, have not heard back from him.

N building: Water erosion due to runoff from overflowing gutters. Herb suggested terracing that area.

Need someone to come out and look at all retaining walls, this will be done by Improcon.

N303: Cracked beam. Should get inspected just to be sure it is okay.

A206 window leak: Will need to check for damage in wall such as rot and mold. Will need to have window removed to install flashing.

Herb has prioritized list of tools that need to be replaced. Wait for estimate of cost before buying. Golf cart: Paul cannot find a rebuilt engine. Homeowner, Ben DeBoer, suggested ATV. He is going to check into it for us.

Homeowner needs new window installation reauthorization, was authorized several years ago, but never got around to doing it. Will send us a copy to make sure we have it. Also mentioned some lights out. Also piece of metal sticking out of ground that needs to be taken care of. Asked about carport roofs and painting for next summer.

Mary asking about bush being cut back, looks awful, will it be taken care of? Will give it a chance to grow back this summer.

James made motion to adjourn, Evelyn seconded. Meeting adjourned at 7:35 pm.

SUNSET PLAZA BOARD MEETING
April 9, 2014

Board members present: Jody, Jean, Pam, Carolyn, James, Evelyn

Non-members present: Beverly Eickmeyer, Dennis Slaymaker

Homeowners present: 13

Meeting called to order at 6:30 p.m. by Jody

February minutes: Jean moved to approve minutes, Evelyn seconded, minutes approved.

Financials: The new bank signature card has been signed. Board reviewed and accepted February and March Financials.

Managers report: insurance has been approved and in effect. Dennis is in possession of petty cash, \$300. Dennis will return the Home Depot card to CDC and must have approval from board before large purchases can be made.

Old business:

Building E update: Insurance checks have been issued to 2 homeowners. This issue is closed.

Retaining wall discussion: Improcon to do a review of all retaining walls.

A206 window leak: Dennis will get a work order and contact the homeowner.

Tool inventory: Dennis has list.

Vehicle purchase: Add to next agenda. Options and pricing to replace golf cart.

Computer issue: All in agreement to buy computer, not to exceed \$500 and it has to have Windows.

Motion to purchase made by James, seconded by Jean, approved.

New business: Gutters will be checked out, the underground pipes are clogged.

Weight room: Broken equipment, dangerous equipment. Bev will go to Play It Again Sports and get pictures and prices on used equipment to replace broken equipment.

Bid on carports: Have one bid from Mr. Bills, Beverly will get more bids.

The newsletter will go to the board for approval and spell check before printing.

Homeowner keys held by association: Do we want to continue with this? Beverly is suggesting returning keys to homeowners. Will check declaration requirements. Jean moves that if CCR does not require keys, then all keys will be returned to homeowner, seconded by James, approved by board.

Meeting adjourned at 7:50 p.m.

Carolyn Ogden, Secretary

SPCA BOARD MEETING
May 14, 2014

Board members present: Pam, Jodi, Jean, Carolyn

Board members absent: Evelyn, James, Herb

Non-board members present: Beverly, CDC

Homeowners present: 10

Board meeting called to order at 6:30 by Jodi.

Jean moved to approve board minutes from April 2014, seconded by Pam, approved.

Treasurer's report: Big overage this month was for insurance payment, \$13,770. Reserve funds in MMA \$241,982. Pam moved to accept financials for audit by Pam, seconded by Jean, approved.

Building E update: Jean will speak to Improcon and Barghausen. Jean moves to approve cost not to exceed \$22,000 without prior board approval, Pam seconded, approved.

Golf cart: CDC recommends gas powered. CDC has companies to plow hills and salt hills, so will not purchase a plow. This is a reserve item so cost will not come out of regular budget. Will hold off on purchasing golf cart until we hire a maintenance person. Jean moves to approve purchase of 2009/2010 golf cart from Farwest pending Jodi talking to them about discount, not to exceed \$3700, seconded by Pam. May need to put down a deposit to hold the golf cart.

Carports: Will get new bid from Sir Construction and another contractor. Motion to approve contract for replacement of carport roofs and mailbox roofs for an amount not to exceed \$33,200 by Jean, seconded by Pam, approved.

Weight room equipment replacement: Motion to do field trip for purchase of exercise equipment not to exceed \$1500 by Pam, seconded by Jean, approved.

Drains, catch basins: Jean moves to approve cleaning by Drainpro for \$2473, seconded by Pam, approved. City's responsibility for drains ends at the gate. Jean disclosed she is an attorney for the City of Tacoma and cannot discuss issues involving the city due to conflict of interest.

Maintenance position: #1 failed background check. Candidate #2, not so sure about. Getting more applications in. Beverly recommends bringing in someone part-time for 20 hours a week until we get a full-time employee. Mark Kimbro, already a CDC employee will start immediately as part time maintenance person.

Beverly proposed hiring Mr. Bill for 40 hours a month at \$1000 on a month to month basis. Motion made by Jean, seconded by Pam, approved. May cancel Mr. Bill at any time.

Goat bids: \$5200 to eat ivy at I, J, M, E, will postpone until next meeting.

Architectural change request for new windows by D102, motion to approve by Jean, seconded by Pam, approved.

Insurance: Philadelphia made recommendations to improve safety of homeowners.

Tennis courts will be pressure washed by Mr. Bill if it can be done without damaging the surface.

Pool: Will open on Memorial Day.

Meeting adjourned at 8:10 pm by Jodi.

DRAFT

SUNSET PLAZA BOARD MEETING
June 11, 2014

Board members present: Jody, Jean, Pam, Evelyn, James

Homeowners present: 12

Meeting called to order at 6:33 pm by Jody.

Resident Forum – discussion with residents until 6:51 pm.

Concern about landscaping company damaging flowers and plants. Want to schedule a walkthrough of the property with the landscaping supervisor and Beverly, to include some of our resident gardening experts, so that we can have an agreed plan on what Greenleaf should be pruning and what they should not.

May minutes – Jean moved to approve; Pam seconded. Minutes approved.

Financials: Evelyn reported that a \$75,000 CD with Capital One had been due to mature in April and Evelyn had faxed a letter to Capital One prior to the maturity date, instructing the bank to cut a check and not roll the CD over. CD rolled over by bank. Evelyn will find the fax confirmation and then discuss issue with Beverly to determine what can be done.

Evelyn also reported that there is a CD at Raymond James that is also coming due and said that the Board needs to determine how we want to invest this. Evelyn confirmed that the money at Raymond James is also all invested in CDs. Evelyn will talk with the representative from Raymond James about whether he has a recommendation for a different/better way for us to invest the reserve fund. The Board requested receiving a written recommendation and risk assessment before asking the representative from Raymond James to come and address the Board.

Pam moved to accept the April financials; Jean seconded. Financials accepted.

Manager's Report: (Beverly not present) \$400 in petty cash had been issued to Gary and had not been reconciled when Gary's last check cut. CDC able to account for only \$95, so CDC issuing check to reimburse SPCA for \$305. Mark has been issued \$300 in petty cash.

Mark is going to be available to work for SPCA full time some point in near future. Now working 1-5 pm four days a week and all day on Wednesdays.

Old Business:

Newsletter - residents miss newsletter. Ben has agreed to do newsletter. Discussion of delivery options (email, web, hardcopy).

E building update –getting final contracts; project to begin soon

Weight equipment – Board has approved \$1500 for purchase; equipment may be in place by week of June 25th.

2013 Audit/2014 Representation letter – Board not willing to sign Representation Letter until CPA signs off on certification of audit. Evelyn to send email to Beverly.

Computer – Jean will purchase computer from Best Buy this weekend; Jean to pick; no Geek squad, no BB set up. James can create boot disk and set up.

New business:

Landscape contract – not sure that we have one, since no one was able to produce a current signed copy. Need to get contract. Send out for bid?

Pool heater-want to see if we can determine why the pool heater went out and to see whether there is a warranty; need to figure out what is happening with leak before making a final decision on pool heater.

AA Asphalt bid-reviewed bid. Board wants three bids before making any decisions.

Pam mentioned Tucci's reputation and expertise with asphalt. Board asked Pam to contact Tucci and see whether they take on projects like our property. If so, the Board would like Beverly to solicit a bid from Tucci & Son.

Also, in conjunction with the asphalt issues, James mentioned that we were supposed to get an engineering evaluation of the property (lateral support eroding under one location; end of Skyview Place in danger of slumping). James to contact Beverly about hiring an engineer to do this evaluation.

Greenleaf Landscaping Pipe Repair-James moved to approve repair of pipe in an amount not to exceed \$700. Pam seconded. Motion approved.

Website-owners only page - Evelyn moved to allow Jean to set up a password protected page for owners only to post confidential financial information. James seconded. Motion passed. Owners will have to contact CDC to obtain password.

Meeting adjourned at:

SUNSET PLAZA BOARD MEETING
July 9, 2014

Board Members: Jim Jones, Pamela Skelton, Herb Stout, Jody Matthews, Jean Homan

Homeowners/residents present: 18

Others present: Beverly Eickmeyer, Denise Rasmussen, Mark Kimbrough

Meeting called to order at 6:30 pm

Introduction of Mark Kimbrough, Maintenance Manager, and Denise Rasmussen, Manager of Tacoma Office of The Management Trust. Mark is full time as of July 1st.

Resident Forum – discussion with residents from 6:30 to 7:05. During Resident Forum, Beverly asked to contact City of Tacoma Solid Waste to see if we can participate in the You Call, We Haul program. Mark asked to find manuals online for the exercise equipment and post in Exercise Room.

Meeting called to order and quorum established at 7:05

June Minutes - Jim moved to approve June board minutes as written; Herb seconded. Minutes approved as written.

Treasurer's report – Financials hanging in hallway and posted on password protected page on website. Beverly read financials. Jean moved to accept financials; Jim seconded. Financials accepted.

Manager's Report: The Board needs to address the sanitary project at Building E. Beverly also needs to discuss structural issues with James to understand what areas at issue. Heater Pool heater to be installed on July 11th. Carport roofs should be completed in the next three weeks. Trying to locate keys to front gate lock box; Mr. Bill had the original keys that Dennis had and checking to see if he has the keys to the gate box. If not, box lock to be rekeyed, since Mark needs to know how to manually open the gate, if necessary. Gate access cards and remotes to be obtained from TMT.

Old Business:

Newsletter – Jean will send list of items for newsletter to Ben and Board for additional input. Ben will prepare newsletter and send to TMT and the Board for printing. This is the last month we will deliver. Starting August 2014, residents can obtain newsletter in Rec Center or by email.

E Building sanitary project – reviewed anticipated scope and progression of project. Improcon (project manager) contract for \$5330; Barghausen (engineers) contract for \$3000, and Olson (construction contractor) contract for \$21,500. Jean moved to approve all three contracts for the amount specified; Jim seconded. Contracts

approved. Board noted that total cost is \$5000 more than anticipated, but project must be done.

Representation letter and audit – According to Beverly, once the Board signs the representation letter, the auditor will finalize the audit and we will all be provided with copies. Beverly said this has been the past practice. When questioned by Jean, Beverly represented that TMT had done all of the things outlined in the representation letter on behalf of the Board and the Board can sign off. Representation letter signed.

Pool heater– scheduled to be installed July 11th

Landscaping contract – GreenLeaf presenting a new contract for a monthly fee of \$2500 (which is less than amount of invalid contract signed by Gary Hall in 2006). Contract not for a specified term, so can be canceled if necessary. Board will not sign off on contract until provided an appropriate, clean copy (as opposed to a previously executed agreement). not a clean copy; terms to be \$2500 a month; want to sign an appropriate clean copy. Jean moved to approve terms of contract, conditioned on being provide a clean, new contract; Jim seconded. Contract approved, subject to condition. ;

GreenLeaf also needs to provide new certificate of insurance for current policy period.

Asphalt bids – Board wants asphalt for entire property evaluated and recommendations made for immediate and long term maintenance needs. TMT to have one contractor walk entire property and identify issues that are “urgent” and then recommendations on future maintenance. Once the scope of work is defined by first contractor, Beverly will get bids from two additional contractors.

Architectural change requests – Beverly asserted that time for response is mandated by law (declaration?). In the event there is no Board meeting during a month when a request has been submitted, TMT will send request to Board; Board will discuss by email and reach consensus (not to include TMT in discussion) and then on Board member to advise TMT of the decision.

New Business:

Carolyn Ogden Resignation - Carolyn Ogden has resigned. The Board acknowledged her many years of service and decided not to appoint anyone at this time to fill the vacancy. Need to identify a new secretary. Pam moves that Jean become president, Pam vice president and Jody secretary; Jim seconded. Motion approved.

Wi-Fi in club house - Jean moved to purchase of router for Wi-Fi for Rec Center and installation of wireless network by Best Buy not to exceed \$300; Pam seconded. Motion approved.

Bylaw amendment – Jean raised issue of changing Bylaws (which can be amended by Board) to allow for Board decisions by majority consent in writing, instead of unanimous consent. Beverly argued that there was no need for a change in the Bylaws (Board can take action between meetings for health and safety issues) and that the Board should be making decisions during the meeting, for transparency reasons. No changes to the Bylaws at this time.

Reserve Study – Beverly to research and inform the board of the history of reserve study for our property (what have we done and when did we do it).

Regular meeting adjourned at 8:25. Board moved into executive session.

HOA Sunset Plaza Board Meeting

August 13, 2014

Homeowner forum

- Pool rules being enforced
- Opening and closing
- Possible rule book
- E building Status
- Carport reroofing no metal flashing on carports-check to see
- Big Tree take down-tomorrow
- Carport roof contractor?
- Ivy on the gulch trail trim
- Ant spray in gulch
- K building trees Spanish oaks aphid ground spikes to kill
- Staining on far end of A building, continuing the ongoing staining on shake siding

Call to order & establish quorum

- 5-6 Board Members quorum
- 6:40 call to order

Approval of Minutes

July minutes approved Evelyn moved Jim seconded approved by all

Treasurer's Report:

- Legal fee question pg 2 of 3
- Raymond James CD recommendation
- Evelyn will research and get statements organized the way we wanted
- Reserve study updated and budget process will be started soon

Financials accepted Jody moved and Pam seconded all approved

Manager's Report:

- Pg 26 manager's report
- Madeline unit update
- Gate key on the list of priorities
- Bids for clubhouse
- Asphalt bids discussion
- Key return postponed until more time
- Pool leak being addressed
- Mr. Bills crew work orders. Asked for progress reporting
- Discussed the work order list

Old Business:

Building E update/contracts-Approved to go ahead Jody motioned/Pam seconded all agreed
Asphalt Bids & Discussion-pending until next board meeting

Landscape Contract-pg 58 discussion

Blowing in the parking lots and into building Beverly will make recommendations to Green Leaf
Beverly talk to Cindy re: top soil

Jim motion, Evelyn seconded all in favor about Goat Bids (ivy)

I, H-4 buildings to the gulch-ivy mitigation

New Business:

Solar power-Jody discussed- work on getting more info and make a proposal

Reserve study with budget discussion

Pool use, rules updated

Locking up after hours-volunteers /Chris, Linda Hopper 101 may be interested. Employee of
TMT?

Reserve study discussion, Cedcore Level 1, when did we do the last one? Will meet with
Cedcore to discuss the process. Jean will research and get back to the board will talk to Targa.

Jody to pick out shelving

Siding Mr Bill 25-30 hours Evelyn motion/Jody second -all in favor

Good of the order

Stairwells, done by Chris. Not anymore we should keep this up as individual unit holders until
we get someone to do it.

Madeline-Marks hours a question, Beverly discussed his schedule

Ben-gulch work party bring your own tools

E building soggy lawn

G building contract-for news letter

Pool leak b4 end of season-leak will continue until found

Ivy needs to go, some will probably remain

Woodpecker, leaking, siding priorities for Mr. Bill in newsletter

Tennis court needs to be resurfaced

Adjournment:

Jody motion to adjourn/Pam seconded-all approved

Executive Session: August 13, 2014

Tim Cox update, we owe him money. Paul admitted fault. We have a trial date in October.

Affidavit from us to settle.

Gage unit current still Beverly will work on getting this off the books

Judy H/Gina Z to the lawyers

Abandoned cars/ Towing-put in newsletter

Scott on the property working for Mr. Bill.

Drugs on property Mr. Bill and Beverly handled

Motion to adjourn Evelyn, Pam seconded, all in favor.

Sunset Plaza Board of Directors Meeting

September 10, 2014

Home Owner Forum

- C301
- Cracks in the tennis courts-three bids AI to Beverly
- It's in the reserve study
- Siding
- Pool closing-while the weather holds-September 30th closure proposed
- Who will lock up?

Call to order & Quorum

- 6:49 call to order/had a Quorum

Approval of Minutes

- Pam approved, Jody seconded

Treasurer's Report

- Rates for our Money Market and CD's need to get a signed signature card
- Bank signature cards need to be updated as well

Manager's Report

- Grounds are not being maintained correctly Beverly needs to get landscaper bids

Old Business

- Building E Update PRECON meeting to happen Friday 9/12
- Asphalt Bids & Discussion
- Solar Power Information-info discussed
- Locking up after hours- Hire someone to open and close Pam motion/Jim second
- Reserve Study Discussion meeting on the 16th at 4pm
- Ivy Discussion/Bids bids pending
- Rockery inspection Pam motion to pay \$400 and Herb seconded
- Landscape bids-NA
- Ben and Wife will be locking up. They will start immediately

Open Bids

- Asphalt maintenance plan-forward the three bids for alligator and get the rest of the outstanding bids-shoring up the driveway
- Landscaping general maint-requested bid this month
- Entry wall and pillars-requested bid this month

- Cedco Reserve study update-16th meeting
- Exterior painting –one and two more
- Tennis court bid- 3 needed

New Business

- Irrigation issues (area 2 zones) issue aside until we get a new landscaper if that happens
- Entry Wall Bids (damage) getting bids and getting the financial reporting –Motion by Jim to not to exceed 30K to repair front gate damage and to recover damages from the at fault driver and company seconded by Pam. All in favor
- Perimeter Painting Bids—issues brought up. Get some bids.
- Mr. Bill Perimeter Schedule
- Rental Unit Repairs/Discussion Jim make a motion, Herb seconded all in favor.
- Work party, gully party. Pick a date and time. Walking trail and gully.

Post meeting discussion

- Rules
- Parties
- Reserve study

Adjournment

- Herb moved and Jody seconded all approved