

Board of Directors
Regular Business Meeting Minutes
Monday, December 12, 2016
10:00 a.m. - SunBird Ballroom

Members present: Dee Brown-Knoeppel, Don Calvert, Nancy Eckstein, Gordon Lee, Pat McGonegle, Jean Pritchard, Chuck Warren, and Manager Layne Varney

The meeting was called to order by President Gordon Lee at 10:00 a.m.

The minutes of November 28, 2016 Business Meeting and the November 28, 2016 Executive Session were accepted as written.

Due to the early date of this meeting, the November financial report is still in the process of review and completion.

Manager's Report given by Layne Varney was accepted.

Committee Liaison Reports

Golf Club/HOA Committee Meeting - No meeting was held since the last HOA Board meeting. Their next meeting is scheduled for December 15.

Going Green Committee - Jean Pritchard reported that they did not have a meeting in December.

Rules Committee - Nancy Eckstein reported the Committee met on December 1. Committee is still working on reviewing the Rules Compliance Book and hope to submit the final review for Board approval in January. The next meeting is on January 2, 2017 at 1:00 p.m.

Project Review Committee - Dee Brown-Knoeppel reported the Committee met on December 1. Final architecture drawings are expected in January for the kitchen remodel and expect to submit plans to the city and county by February 1. New speakers were installed in the Ballroom and the project came in under budget. Jack Loy reported that building a dedicated wood working location within the golf course maintenance area is not feasible at this time. Dave Meyers reported that it would cost approximately \$10,000 to add 6 additional parking spaces on SunBird Boulevard near the entrance to the Pro Shop to ease congestion and that it was not feasible at this time. Dana Smith will study the process and cost of raising heights of toilets in the clubhouse. Layne Varney reported that a long-range plan to revitalize all the common areas has begun. This is a 5-7 year plan that may need some PRPC assistance. Projector mount and cabling for the Lakeview Room has been received and will be installed by the maintenance staff.

ACC Committee - Pat McGonegle reported the Committee did not meet since the last Board meeting. The next meeting is December 14.

Marketing Committee - Chuck Warren reported the next new homeowner breakfast will be on January 16, 2017. Many people rent before they buy in SunBird. When renters check in, they will be personally invited to the Information Coffee meeting that is held on the 3rd Wednesday of the month.

Finance Committee - Don Calvert reported the Committee met on December 6. The October financials statement was reviewed. Layne reported that the delinquency rate for the year is ½ of a percent. The Horizon Room continues to perform better than last year. It had the best October in years. It is projected to lose more than half what it lost last year. Joan Lemmons made a motion to recommend to the Board that Joel Huber be hired to conduct the 2016 audit. Motion passed 5-0

ACC guideline revision - Pat McGonegle reported that the Committee added the following as number 10 to the guidelines regarding walls that were previously approved at the November 28 meeting. The sentence is ‘All fences must be built within property lines by either a survey or written approval from your neighbors’. Jean made a motion to add the sentence. Motion passed 7-0

Auditor Recommendation - Walt Mills, Finance Committee Chair, recommended that Joel Huber conduct the 2016 audit. Don Calvert made a motion to accept the Committee’s recommendation. Motion passed 7-0

Review of 2016 Board Goals

1. Study Horizon Room successes, challenges and future services and costs.
A Committee made up of Gordon Lee, Nancy Eckstein, Don Calvert, Jean Pritchard, and Dee Brown-Knoepfel met many times to discuss successes and challenges. Food and Beverage operations has greatly improved with a net gain over last year of \$34,597.96. This is an on-going goal. Loss is approximately \$60,000 which is half of 2015 loss.
2. Work closely with the Golf Club on joint interests and projects.
Many residents, golfers and non-golfers, have commented on how good the course looks. Layne will talk to new course supervisor to set dates for continued meetings with the HOA Board and Golf Course Board. The Golf Course Board members will be invited to participate in our new homeowner breakfasts. The golf course and residents approved the change use of land enabling bocce ball courts to be built.
3. Improve involvement of residents, renters and new owners by orientations, welcome packets, and the Marketing Committee.
A new welcome packet was designed. Committee members meet with new residents to welcome them. Three welcome breakfasts were held with over 100 in attendance. Marketing committee will continue to work on welcoming new owners and renters.

Many people who rent in SunBird eventually buy here and will be personally invited to the 3rd Wednesday of the month information coffee meetings.

4. Develop a long term plan to improve and beautify common area landscape throughout SunBird.

Staff continues to work with the Garden Club to complete landscape projects around the pool area. A new sign was placed on Cooper/Hunt identifying SunBird. There are 6 miles of cart paths and perimeter areas. A long-range plan is being worked on which includes the landscape supervisor, long range planning committee, and garden club representatives. It was agreed that too many plants had been planted by the original owner of SunBird (some needing a lot of water) and in some cases trees and over planting have crept into private home areas. This on-going goal will take approximately 5-7 years.

5. Study current parking, recreational facilities and common area use (bocce ball, pets, etc.) and next generation homeowner wants and needs for possible expansion and/or long term planning.

Two new permanent Bocce Ball courts were voted on and approved by residents and were built. The project regarding building a dog area was not approved by the Board. Continued research into these areas is an on-going goal.

6. Insure the completion of a succession plan for key employees.

The plan is completed and on file in the office.

7. Study and provide safety/emergency training opportunities for homeowners.

Stop and slow signs were painted on some roads. A handrail was installed at the clubhouse main entryway. Non-slip strips were added to the main steps. Safety markers on steps around the clubhouse were repainted. Cracks on roads and around the clubhouse were repaired. A map has been developed that indicates all the clubhouse emergency telephones, AEDs, first aid kits, and fire extinguishers. A CPR, first aid, and AED training was held and more will be scheduled.

Don Calvert made a motion to meet on January 10, 2017 at 10:00 a.m. to elect new officers. Motion passed 7-0

Layne Varney reviewed the Homeowner Comment Sheet.
Comments were made by Homeowner and Directors

The meeting was adjourned at 10:45 a.m. by President Gordon Lee.

Respectfully Submitted,

Nancy Eckstein, HOA Board Secretary