

Board of Directors
Regular Business Meeting Minutes
Monday, September 26, 2016
10:00 a.m. - SunBird Ballroom

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

The meeting was called to order by President Gordon Lee at 10:00 a.m. He reviewed the meeting protocol reminding the audience that they can speak on an issue only 1 time and for only 3 minutes. He also asked that they come up to the microphone to speak.

The minutes of the May 23, 2016 Business Meeting, the July 18, 2016 Special Business Meeting, & the September 12, 2016 Agenda Planning Meeting Minutes were accepted as written.

Treasurer's Report given by Don Calvert was accepted. Report was as of August 31, 2016.

Manager's Report given by Layne Varney was accepted.

Committee Liaison Reports

Golf Club/HOA Committee Meeting - No meeting held

Going Green Committee - No meeting held during summer

Rules Committee - Nancy Eckstein reported the Committee did not meet during the summer. The next meeting is on October 3 at 1:00 Chris Nechvatal, Committee Chair, Tom Catri, Patrol Chief, and Layne Varney reviewed all existing signage pertaining to age requirements for the use of amenities to verify they are correct.

Project Review Committee - Dee Brown-Knoeppel reported the Committee met on September 1. Clubhouse: Handrail at front entrance, 81 window shades, and awning over southwest Lakeview Room were installed. The construction of a new dog area will be presented to the Board at their September 26 meeting. Bill Hook, Chair, presented the proposal for construction of a new room on the 3rd floor and the remodeling of the Horizon Room kitchen. He will present this at the Board's September 26 meeting.

ACC Committee - Pat McGonegle reported the Committee met monthly during the summer. They will begin to meet every other week starting in October. The Committee reported that residents need to only trim their palm trees once a year if they wait until after the pods appear. She asked that the addition of a new member to the Committee be added to today's meeting for approval.

Marketing Committee - No meeting held

Finance Committee - Don Calvert who was unable to attend the meeting September 6 asked Layne Varney to give the report. The Committee discussed the 2017 budget and the proposed budget is on today's agenda. Next meeting October 4.

Pat McGonegle introduced Robin Maynard as a nominee to the ACC Committee. Don Calvert made a motion to accept Robin as a new member. Motion passed 7-0

Layne Varney explained the process that was followed in developing the 2017 budget. Department heads, Finance Committee members, and the Board all had input. He explained that the Committee proposed a \$40.00 increase in homeowner dues, bringing it to \$920.00 per year, which is the lowest in the area. It was proposed that the \$40.00 be allocated as \$10 to the Contingency Fund and \$30 to the operating budget. It was suggested that the projects completed during the past ten years be posted for the residents to see how their money has been spent. The budget will be voted on at the October 24 meeting.

Gordon Lee and Layne Varney explained that a SunBird Food Service Policy was needed to keep SunBird in compliance with the Maricopa County Board of Health laws. Layne briefly reviewed the policy. Dee Brown-Knoeppel made a motion to approve the SunBird Food Service Policy. Motion passed 7-0. The Policy will be made available upon request to all residents and/or clubs.

A Contingency Fund was established at the March 28, 2016 Board meeting. Chuck Warren made a motion to accept the proposed policy for the Contingency Fund. The policy reads: The Board of Directors may establish a Contingency Fund which may be funded at the discretion of the Board. The Contingency Fund balance may roll over into the following year or can be used at any time for unforeseen expenses, short falls in operations, and/or transferred into the reserve, capital improvement or special project funds if approved by the Board of Directors. Fund not to exceed \$150,000.00. Motion passed 7-0

SunBird currently holds a Private Club License, Class 14 that allows on site sale and consumption of liquor to members and bona fide guests. A Restaurant License, Class 12 (purchase price \$2,000 with yearly fees of \$1,900) would allow SunBird to sell to non-residents, but mandates that the kitchen have a cook to provide food services while the bar is open. Additional annual labor costs would be approximately \$25,000 per year, every year. A Bar License, Class 6 (purchase price \$78,850 with yearly fees of \$1,550) would allow SunBird to open sales to the public for consumption on site and sell closed containers to take outside). This license holds value. Jean Pritchard made the motion to purchase a Class 6 license when available. Motion passed 7-0.

The Finance Committee had recommended that a Succession Plan be developed. The purpose of the plan is to recognize and identify key employee positions and have in place a plan to fill vacancies. Layne developed a plan and was reviewed by the Board. This plan will be kept in the Homeowners safe in case the need arises. The development of this plan is one of the 2016 Board goals.

Project Review and Long Range Planning Committee Requests:

The Committee, after many hours of research, recommended that the construction of a new dog area not be constructed. Nancy Eckstein made a motion to accept the Committee's recommendation to not construct a dog area. Motion passed 7-0

Bill Hook, Chair, presented proposed plans for a room addition on the 3rd floor and an additional patio, and the remodeling of the Horizon Room Kitchen. The Committee recommended that the kitchen project be first with funds projected to be available by June 2017. If the project is approved, the architect be hired by November as it takes a couple of months for permits to be obtained. The Committee also recommended that the proposed new hood be purchased as funds are available due to the high cost to avoid a price increase. Dee Brown-Knoeppel made a motion which was seconded to accept the proposal. No vote taken. Gordon Lee made a motion to table this issue until the October 24 meeting. Motion passed 7-0

Layne Varney reviewed the Homeowner Comment Sheet.

Comments were made by Homeowner and Directors

The meeting was adjourned at 12:55 p.m. by President Gordon Lee.

Respectfully Submitted,

Nancy Eckstein, HOA Board Secretary