

# Sunrise Mountain Mutual HOA Board of Directors Quarterly Meeting

**Time & Date:** Saturday, February 4, 2023, 10 am - Noon

**Location:** Ken Jacobs's house, 19 Sunrise Mtn. Rd., Cazadero  
& via Zoom [link to be provided by Suzanne Vradelis]

Ken can be contacted at (707) 849-2151

**Board Members:** Caitlin Kniazewycz, Ken Jacobs, Gloria Allen, Jordan Shepard, Suzanne Vradelis

**n attendance:** Caitlin Kniazewycz, Ken Jacobs, Suzanne Vradelis, Gloria Allen (via Zoom) , Jordan Shepard, Joe Meisch, Denise Owen (80 Sunrise), Tyler Suchman (3 Sunbeam), Lisa Jacobs (19 Sunrise), Anne Hatt, Kris Allen (70 Sunrise via Zoom)

After achieving quorum meeting called at 10:06

## MEETING MINUTES

### Agenda Items:

#### 1. Introduction of Board members

2. **Election of Joe Meisch** (12 Sunrise Mountain) to SMMHOA Board (motioned, seconded, voted, passes)

#### 3. Statement to SMMHOA Community regarding the complete reconstitution of the Board and legal requirements of Board under AB54/AB240

a. Review vacancy (Sona Aggarwal has stepped down)

b. Need to maintain participation- Tiffany Fields (new resident on Kidd Creek), Denise Owen also expressed willingness

#### 4. Review of Community finances (Ken Jacobs)

a. Present balance sheet

b. Provide update on budget creation

c. Ken Jacobs raised motion to purchase roll of first-class stamps, seconded, voted, carried

d. Verify PG&E costs and whether power is being split/divided up at 9 Sunset (Caitlin)

e. Water loan- cannot get reply from Dept of Water Resources- where can we find information about this

loan? \$51k due (get copy of loan from David Shepard? Is it in files?) (Jordan to ask DS)

f. Ken to consolidate bank accounts, close second checking account and close savings account to simplify tracking of funds

g. Receivables: how do we collect \$20,000 in missing funds from people who have not paid dues- per

Gloria, Mansfield paid, Tyler Suchman to retire \$200 of Nordeen debt (previous owner of 3 Sunbeam),

Bonnie Hill needs to pay (lives full time at house, took house from Brandy Hill)

h. Caitlin to write past-due warning letter to go with invoices, get invoices from Cassie (Ken to ask)

i. Some discussion about need for protocols/payment plans and possible community fundraising

for people who are struggling to pay.

5. Discuss proposal for Russian River Utility to take over billing for SMMHOA
  - a. RRU will do billing for \$50/mo on top of current contract- start in June, for next fiscal year- annual billing
    - via mail, disconnection notices, deposit payments into bank, email deposits to HOA, will handle paying
    - sub-contractor costs and billing HOA
  - b. Vote to approve amended contract to include billing, testing billing- motion passes unanimously
  - c.. Jordan to investigate quotes/pricing/feasibility of new generator to support pumphouse
6. Discuss plan for bookkeeping as Cassie Wiedmann is closing her bookkeeping business at the end of February

## **7. Review of action items and closing**

- a. Drafting warning letter communication for overdue bills
- b. Jordan to investigate quotes/pricing/feasibility of upscaled generator
- c. Calling PG&E review of system electric use and state of power feed at 9 Sunset
- d. Ken will close and consolidate bank accounts and contact Cassie for invoices and look for Mansfield
- e. Suzanne will contact Kemp children
- f. Jordan will contact Bonnie Hill, will get Ollie's address/contact info
- g. Tyler Suchman work on digital communication for community
- h. Next meeting in March 18, 10-noon, at Ken's house
  1. Financial update
  2. Generator
  3. Spring cleanup
- i. Adjourned at noon

