

Sunrise Mountain Mutual HOA

Board of Directors. Quarterly Meeting Minutes

Time & Date: Sunday March 24, 2023, 11 am – 1pm

Location: Ken Jacobs's house, 19 Sunrise Mtn. Rd., Cazadero

Board Members in Attendance: Caitlin Kniazewycz, Ken Jacobs, Gloria Allen, Jordan Shepard, Suzanne Vradelis, Dana Valley, Joe Meisch

Members at large in Attendance: Tyler Suchman, Roberta Whitman

Meeting start and welcome at 11:00 am.

1. Secretary- [Suzanne Vradelis] Approval of minutes from 1/20/24 (motioned, seconded, approved, unanimous)

2. Treasurer's financial report [Ken Jacobs]

- a. No unusual expenses except generator for emergency (\$794 for generator and fuel)
- b. \$1170 RRU labor for storm damage leak repair
- c. About \$2600/month in expenses, net income \$10K-14K at end of fiscal year
- d. Balance sheet, have \$56K in bank right now
- e. Water loan down to \$39k, should be paid off in a few years
- f. 95% of SMMHOA current dues received

3. Review policy and shut-off procedures for non-payment (Caitlin emailed these in February)

- g. Gloria made motion to delegate policy drafting to Caitlin and Ken for implementation [motioned, seconded, passed unanimously]

- h. Gloria made motion to send shut off notices to households in arrears of \$1400 or more and not on a current payment plan. Motioned, seconded, approved seconded, passed unanimously]
4. Review of February water emergency/RRU response communication issues when power and cell service is out/water system update
- a. Many members did not get restoration notice, will follow up with RRU
 - b. Tyler Suchman raised broader communication issues. PG&E and RRU had problems, HOA did not send out direct communication. Need better, coordinated system. We need different protocol guidelines for fire or storm emergencies
 - b.i. Phone tree/SMS system (can be done via MailChimp, for example, but costs money)- Tyler will research some options for SMS
 - b.ii. Door knocking, door notices
 - b.iii. Emails
 - b.iv. Phone calls
 - b.v. Sandwich board modified and/or posted in rain proof area
 - c. Generator update: Jordan got quote from Blue Star Propane for new generator for pump house to replace undersized generator.
 - d. Caitlin provided update on State proposal for water consolidation feasibility study.
5. Possible dates for yearly meeting, brush clean-up (in light of many insurance policies dropped people might be more motivated,) and road work.
- a. Next Board meeting, June 15, 11 am
 - b. July 6 annual meeting
6. Review of action items and closing
- a. Ken and I will formalize shut off policy and notice and get it sent out to accounts in arrears
 - b. Jordan to solicit quotes and technical requirements for upgrading pump house generator

- c. Suzanne newsletter for water notices, PG&E medical baseline, annual meeting, reminder to begin brush clearing.
- d. Set up fire safety talk with CAL Fire or Volunteer Caz representative before annual meeting-