



Sunrise Bay Property Owners' Association

Board of Directors Special Meeting

December 8, 2023

Zoom Meeting (Virtual)

3:30-4:30 pm EST

The Board of Director's meeting was called to order at 3:45 pm by Tina Rulli. In attendance were Stashia Van Deusen, Maureen Kenny, and Tina Rulli. There are presently two vacancies on the Board. A quorum was met for the meeting.

This special meeting was called to discuss two topics: the landscaping and financial manager contracts.

Landscaping Contract

Bids were received from two landscaping companies. As requested by the Board, each company supplied two bids. Bid #1 ("cuts only") is without any tree/shrubbery trimming or leaf removal, and limits cuts along the road to the width of essentially one pass. This leaves the owners to accomplish this work instead. Bid #2 ("enhanced") is the same services as we have today.

The association's budget is \$13,000. One company's bid #2 exceeded our budget. The second company, Smith Landscaping, for bid #2 was within our budget if we included a "Not to Exceed 23 Cuts" in the contract. On average, only 14 cuts are required each year. This contract will charge by the service with cutting costing \$550 each. This also includes a spring and fall cleanup and a two-year commitment.

A motion was passed to award the contract to Smith Landscaping (Bid #2 Enhanced), with the inclusion of a Not-to-Exceed 23 cuts per year.

Financial Manager Contract

RPM supplied a draft contract that was reviewed by the Board prior to this meeting. Tina had our law firm review the contract also; they made some suggestions. RPM reviewed the suggested changes and met with Tina. A revised version of the contract was supplied.

The Board voted to proceed with the RPM contract, as amended with a few clarifications:

- Removal of the Workers Comp insurance requirement as we have no workers.
- Removal of the need for quarterly statements. The Board has determined we will continue with annual invoicing; therefore, quarterly statements will not be necessary.

Tina will meet with RPM to finalize the contract and determine a starting date that meets both parties needs.

The meeting was adjourned at 4:22 pm.

Maureen Kenny, Secretary
Sunrise Bay Property Owners Association