

DRAFT MINUTES

SUNBURST FARMS IRRIGATION DISTRICT
Collection Policy Committee Meeting
Sunburst Farms Irrigation District
16040 N. 43rd Avenue
Glendale, AZ 85306

October 10, 2017

MEMBERS PRESENT: Kay Lorenzen, Peggy Schwend, Rick Gould, Larry Hudson and Karen Mills

EMPLOYEES PRESENT: Richard Mitten

OTHERS PRESENT: (See attached sign-in list)

1. CALL TO ORDER: The regular meeting of the Sunburst Farms Irrigation District Collection Policy Committee was held on September 19, 2017. The meeting was called to order by Kay Lorenzen, at 6:39 P.M.

2. NEW BUSINESS:

A. Discuss and possible action to appoint a Chairperson:

MOTION *Made to appoint Kay Lorenzen as Chairperson*, seconded and carried unanimously.

B. Discuss and possible action to appoint a Secretary:

MOTION *Made to appoint Brenda Brown as Secretary*, seconded and carried unanimously.

3. OLD BUSINESS:

A. Discuss and possible action on updating the Collection Policy:

The following topics were discussed.

- a. Collection procedure.
- b. Online payments.
- c. Detail legal action.
- d. Payment options.
- e. Correspondence to homeowners.
- f. Late fees.
- g. Payable upon receipt.

4. ADJOURNMENT:

Without objection, meeting adjourned at 8:05 P.M.

Dated this _____ day of _____, 2017

Submitted by: _____
Committee Secretary

***Note:** *All attachments including correspondence in its entirety are filed with the original minutes and may be viewed at the District Office*