

# Sunset Cove Homeowners Association

Annual Meeting

January 21, 2017

Meeting Room of the Anacortes Library

## MINUTES

Board attendees: Jackie Etsell, Alan Hanson, Tisa Kniskern, Amy Schnabel, and Jean Warner.  
Board absent: No one.

### 1. Call to Order

Meeting was called to order by President Jackie Etsell at 12:00 p.m. Jackie introduced the 2016 directors and officers. Introductions were made around the room of the 22 neighbors present.

Treasurer Tisa Kniskern announced that there were 19 lots and/or units represented at today's meeting and 9 proxies. A quorum was therefore achieved, and a simple majority would total 15.

### 2. Committee Reports

2a. Architectural Review Committee – Alan Hanson reported that construction on SCE Lot 13 has been completed. We welcome Kim and Jeff Graf to the neighborhood. Two vacant lots exist in Sunset Cove Estates and 7 in Washington Park Estates. This does not include the Village, which our ARC does not review. Alan also stated that Christine Benson, WPE Lot 1, has requested placing a permanent structure on her property to support a Little Free Library. Some property owners stated that it is an attractive idea that benefits our community and promotes literacy. Christine will submit plans for this structure to the ARC for review and possible approval.

2b. Audit Committee – Jean Warner conducted the annual audit – required by Article 5.6 in our By-Laws – of the treasury November 1, 2016, along with her committee of Alan Hanson, Tisa Kniskern, and Rob Warner. Based on the information submitted by the treasurer, 52 checks were written between January 1, 2016 and November 1, 2016. A random generator was used to select five checks. An additional 16 checks all with amounts in excess of \$500.00 were also selected. The information in the check register was compared to the original invoices and bank statements. All the books were balanced and in order.

2c. Landscape Committee – Jean Warner summarized the projects and issues that were attended to in 2016, and highlighted some of the projects for 2017:

- Jackie signed the maintenance contract with ProScapes for another year in December, 2016. They did not increase their monthly charges, leaving our existing yearly maintenance budget unchanged for 2017.
- The proposed \$3,020.00 for new landscape will include clean-up and pruning of the medians in Washington Blvd and the improvements to the trail leading to the gazebo.
- Everflow Irrigation is going to look at the sprinkler system in the Sunset Cove Estates island in the spring when the system is opened up again to see if there is a problem. The water bill has been abnormally high.
- Jean also stated that she contacted the county regarding noxious weed control in the vacant lot next to The Gardens. They concluded there were not enough to warrant any action. This is now a moot point as the land is going to be developed.
- The proposed \$1,800.00 for repairs/maintenance are for boulevard tree spraying (\$550.00), irrigation start/stop (\$300.00), tree cutting/clearing (\$500.00) and arborist, (estimated \$450.00)

2d. Publicity Committee – Jackie Etsell reported that the Publicity Committee is vacant and is in need of a chairperson. She reminded the attendees that a neighborhood gathering was held on May 1, 2016 in the upper circle. The annual picnic was held on August 28, 2016. The board is considering having homeowners provide their own meat at this year's annual picnic to decrease SCHOA's expense. Jackie also stated that 3 newsletters were published in 2016. If you are interested in publishing 2017's SCHOA Newsletters, please contact a board member.

### **3. Old Business**

3a. Guemes Channel Trail: John Howell, member of the GC Trail Commission, noted that there is no information regarding this project. He summarized what has been completed thus far, but nothing has been finalized.

3b. ARC Issues – SCE, Lot 13 and Tract B – Kim Graf asked when landscaping will be completed on Tract B to help control erosion and water issues. She stated that Tract B's natural spring is flowing and creating problems in the area. Jackie showed the SCHOA lot map and explained that we are responsible for the landscaping/maintenance on Tract B and its dog-leg. Barbara Ballentine stated that a French drain had been installed in 2013 and questioned if Graf's construction disrupted it. Kim replied that Strandberg replaced and restored the French drain with an upgraded version and added gravel on the dog-leg. Some property owners stated that some lots historically have had drainage issues and that fixing this on Tract B needs to be a priority.

### **4. New Business**

#### **4a. Other:**

- \* Rick Etsell was thanked for consistently putting Christmas lights in the Washington Blvd medians.
- \* Alan Hanson thanked Jackie Etsell for serving as SCHOA President and for serving on the board for numerous years.
- \* Committee members will be announced at our next board meeting on Thursday, February 23, 2017.

### **5. Budget**

The 2016 actual income/expenses and 2017 budget were presented by Tisa Kniskern. Explanations for specific expense categories were provided, primarily for repairs/maintenance and new landscaping. A motion was made to approve the budget, and seconded. All were in favor, with no dissenting votes.

### **6. Election of 2017 Board**

After a count of the ballots by Tisa Kniskern, Jackie Etsell announced that the following candidates were elected for two-year terms: Ken Goodwin, Alan Hanson, and Jean Warner.

7. The next board meetings are scheduled for Thursday, February 23, 2017, Thursday, March 16, 2017, and Thursday, April 27, 2017 at 7:00 p.m. at the Anacortes Library. All homeowners are invited to attend.

8. The meeting was adjourned at 1:06 p.m.

Respectfully submitted, Amy Schnabel (Secretary)