

# Sunset Cove Homeowners Association

Annual Meeting

January 19, 2019

Meeting Room of the Anacortes Library

## MINUTES

Board Attendees: Alan Hanson, Mike Freeman, Tisa Kniskern, Jackie Etsell, and Kim Graf.

Board Absent: Ken Goodwin

### 1. Call to Order

Meeting was called to order by President Alan Hanson at 12:00 p.m. Alan introduced the 2018 directors and officers. Introductions were made around the room of the property owners present.

Jackie Etsell announced that there were 40 people in attendance with 36 lots/units represented at today's meeting, and 11 proxies.

### 2. Finance/Budget Report:

Tisa Kniskern reported that the 2018 beginning year balance was \$6,596.84. With expenses of \$19,894.97 for 2018, and receivables of \$26,100.00 in assessments and \$100.00 from an ARC fee, and \$34,800 for the special assessment for the Washington Boulevard Medians Project (which will be tracked separately from the HOA budget), the total checking account balance at the end of 2018 was \$47,701.87. The savings account balance as of December 31, 2018 was \$5,710.22 and the certificate of deposit was \$4,145.96.

### 3. Committee Reports:

3a. Architectural Review Committee: Kim Graf provided the ARC report for 2018 from Ken Goodwin:

- The Crane's construction plans for WPE Lot 19 were approved and their home is almost completed. There was an issue on the shared driveway and the Crane's worked with Mr. Izban, who requested that extra concrete be poured to give him improved access to his garage. The Crane's and Mr. Izban created a document which both signed and the issues were resolved between the neighbors.
- The Colson's WPE Lot 17 plans have been approved by the committee and the City; they are waiting on the final permits. They are still working on a start date for construction.
- No other plans have yet been submitted for 2019 construction.

3b. Audit Committee: Gabrielle Thurman reported that the Audit Committee met on November 7 at Tisa Kniskern's home. All expenses were paid in a timely manner, and there was adequate supporting documentation on the checks.

3c. Landscape Committee: Kim Graf reported on her committee's very busy couple of months:

- More members than in the past had signed up for the Landscape Committee. Kim gave thanks to Jean Warner for her past efforts in getting the Washington Boulevard Medians Project going. Phase 1 of the project has been completed – skirting the trees and clearing away dead or unattractive plants. The next phase is planting deer resistant plants in all four medians, which should be completed by the end of February or early March. The lighting experts will then determine how much lighting we want to have; some of the current electrical lighting may need to be replaced. Mulching and river rock will be refreshed also. Finally, the entrance median area will need to be addressed.
- The gazebo roof was cleaned in 2018.

- The Washington Court and Sundown Court islands were refreshed and cleaned up by trimming, adding mulch and river rock.
- Last completed project of 2018 was skirting a couple of trees near the gazebo.
- The new landscape agreement will now be with Simply Yards for the monthly landscaping maintenance and has been approved by the Board; this keeps consistency with vendors.
- 2019 projects: Include completing the median project and working on enhancing Tract B by adding plantings.

Kim encouraged anyone who wants to be on the Landscape Committee to sign up.

3d. Publicity Committee: Alan Hanson noted that Jackie Etsell put out two newsletters in 2018; hard copies of the fall 2018 newsletter were on the back table. She thanked Mike Freeman for hosting the neighborhood social and open house for our Sunset Cove community.

#### **4. Election Results:**

After a count of the ballots by Paul Allen and Ron Telles, it was announced that the following candidates were elected for two-year terms: Ken Goodwin, Gabrielle Thurman, and Jackie Etsell. The proposed budget for 2019 was also approved.

#### **5. Old Business:**

5a. Guemes Channel Trail: Steve Krippner attended recent meetings held by the City of Anacortes. Overall, it will probably be over a year before anything happens, as there are still a lot to decisions to be studied and made. Options for the Lovric's bypass are still in discussion, as well as the wetlands by the ferry docks. Steve will keep going to the City meetings and invited others to do so as well.

5b. Little Free Library – plans will be submitted to the ARC for a permanent structure for a Little Free Library. Christine Benson (the homeowner of WPE Lot 1 who is proposing the plan) said she is thinking of something on a wood or concrete pedestal.

#### **6. New Business:**

6a. Kim Graf talked about establishing a community policy or procedure to address landscaping needs on HOA property and/or buffer zones. Signup sheet is available on back table.

6b. Alan Hanson introduced the new officers for 2019:  
Ken Goodwin – President  
Mike Freeman – Vice President and ARC chair  
Tisa Kniskern – Secretary  
Jackie Etsell – Treasurer  
Kim Graf – Landscape chair  
Gabrielle Thurman – Publicity chair

7. The **next meetings** are scheduled for Tuesdays, February 19 and April 16, at 7:00 at the library. All homeowners are invited to attend.

8. Meeting was adjourned at 12:33 p.m.

Respectfully submitted,  
Tisa Kniskern, Secretary