

Sunset Cove Homeowners Association  
Monthly Board of Directors Meeting  
April 24, 2021  
Zoom meeting # 654 319 9637  
Minutes

Attending: Doug Berard, Daniel Allawatt, Dawn Bachmann, Annie Hayes, Steve Krippner and Lori Campbell

Members Present: Jackie Etsell and Rick Etsell

1. Call to order:

The meeting was called to order by Doug Berard at 10:00 am

2. Meeting Minutes:

The minutes had been circulated via email and were approved as written.

3. Finance Report:

Dawn Bachmann presented the monthly financial reports. The beginning balance on March 1, 2021 was \$55,376.75. There was no income for either March or April. Total debits for March were \$4,354.80 and through April 24, 2021 an additional \$4,354.89 leaving an ending balance of \$46,667.06. By the end of April, Dawn had made some bookkeeping changes and moved \$30,683.61 into the reserve account leaving a balance of \$15,983.45 in the checking account. The savings (reserve) account now has \$40,396.71. The CD at People's Bank currently has \$4,175.61 and will be transferred into the reserve account when it matures in August.

Dawn will prepare a spread sheet to show categories within the reserve account so we can better track spending and what is available for various projects. She will also track 2021 spending carefully so we can use that information to budget for 2022. One area of concern was Repairs and Maintenance with a budgeted amount of \$5,800. This covers some expenses that occur annually such as tree spraying but also tree pruning which is only done as needed as well as basic irrigation repairs, etc.

Jackie Etsell brought up the question of whether the payments for the Sundown Court refresh should have been taken out of the Washington Blvd. median reserve fund. It is unclear what was actually included when the special assessment was voted on in 2018. The board voted 4 to 2 to keep the payment to Javier Chavez in the Washington Blvd. median account. (Please see the addendum following these minutes for an update on this matter.)

The board is currently working on a five-year plan for current and future projects related to the HOA. To facilitate this, the board also voted to set up a working account in the checking account and consolidate all reserve accounts into one savings account with sub-categories to track spending for various projects.

4. Committee Reports:

4a. Architectural Review Committee:

Annie Hayes reported that WPE 28 is making good progress. At WPE 27 the owners have their permits, but at this time they are unsure whether they will build or sell the lot. The owners of WPE 6 have all of their permits and are just waiting for their contractor to start. The Colsons (WPE 17) continue to make slow progress. On Washington Ct. the project at SCE 6 appears to be on hold at this time.

4b. Landscape Committee:

Steve Krippner reported that the Sundown Ct. refresh project is complete. The survey of the trees in the buffer areas has also been done. Three trees appear to need some attention and Steve will get cost estimates for those. Soil samples are being taken at no charge to the HOA to determine whether there might be other issues with rot. Steve would like to see a long-term plan regarding buffer health as part of the five-year landscape plan. He and his wife are planning to compile a list of appropriate plants for the buffer areas to be shared with homeowners in those areas. Steve will also gather contact information for the Anacortes owned buffers as there are several trees on those that may cause a problem.

The buffer area retention ponds still need to be addressed. The board voted to authorize a \$300 expenditure for the Sunset Avenue pond. The Observation Ave. pond will be reevaluated later in the year.

4c. Publicity Committee:

No report

5. Old Business:

5a. One homeowner is still delinquent on his HOA dues. A certified letter was sent and rejected. At this point not much else can be done without incurring major legal fees. The home cannot be sold with outstanding debt, but at some point, a lien on the property would have to be filed.

6. New Business:

6a. The last dues increase was in 2018. At this point it is felt that we need a 5-year plan before we make any changes.

6b. Dawn gave an update on the Access Anacortes project to provide fiber optics to the area. The city is in the process of laying cable. In Sunset Cove it may involve obtaining easements in certain areas to dig the trenches. After the main cable is laid, individual homeowners can sign up to have their home connected if they wish. Dawn will gather information about the benefits to pass along to interested homeowners.

6c. Dispute resolution: If there are concerns about HOA properties, please pass the information along to Doug who will respond to the homeowner.

6d. There has been a complaint regarding maintenance of an HOA property. Doug will send an email to the homeowner.

7. Upcoming Meetings: The next meeting is scheduled for June 26, 2020 at 10:00 am via Zoom.

The meeting was adjourned at 11:15 am.

Respectfully submitted,

Lori Campbell, Secretary

Sunset Cove Homeowners Association  
Special Session board meeting  
April 24, 2021

All board members were present.

The HOA board members began a special session at 11:15 am to discuss revising some current procedures.

1. Newsletter:

The board would like to change from a semi-annual newsletter to a monthly or bi-monthly email. The email will be sent to all members via Mail-chimp and will provide more current information. Committee chairs will provide updates to the president who will then prepare the email.

2. New home/resale information:

Information regarding new home purchases or existing home sales should come to the treasurer so she/he can update the roster more easily.

3. Annual meeting:

The board discussed ways in which we could streamline the mailing for the annual meeting. As we have email addresses for all members, it would be more cost effective to send as much information as possible via email. It was suggested that perhaps the secretary could send a postcard to all homeowners in December providing the date/time of the annual meeting and giving an option of receiving materials via email or USPS. Those who chose email could print out the ballot and dues form to send in. We may also be able to set up a way to make payments through Zelle or on-line banking. Lori Campbell will research the by-laws and printing. Dawn Bachmann will check on voting and dues payments.

The meeting was adjourned at 11:40.

Respectfully submitted,

Lori Campbell, Secretary

Sunset Cove Homeowners Association  
Addendum to April 24, 2021 meeting

After the April 24, 2021 board meeting there was still a question as to whether the payments for the Sundown Court refresh project should have been taken out of the reserve for the Washington Blvd. median project. Lori Campbell went through the minutes from 2018 and found the following pertaining to that issue.

**“Parameters in the Boulevard Project included no irrigation; not a re-design but more of an extensive refreshing; lighting not specifically included at this time, but some accent lighting to be added later; and specific drought-resistant and deer-resistant plants to be decided as planting schedules allow. The maximum assessment was set at \$400.00 with any extra going toward contingencies, future accent lighting, periodic water trucks, if needed, and future work on the Boulevard medians only.”**

The \$400 special assessment was voted on by the entire HOA and approved in June of 2018.

With this information, the board voted by email on April 26, 2021 to take the payment for the Sundown Court refresh out of the general landscaping fund and leave the Washington Blvd. reserve separate for use only on those medians.

Respectfully submitted,

Lori Campbell, Secretary