

Sunset Cove Homeowners Association  
Monthly Board of Directors Meeting  
August 16, 2018  
Meeting Room of the Anacortes Library

**MINUTES**

Attending: Kim Graf, Alan Hanson, and Tisa Kniskern.

Absent: Mike Freeman and Ken Goodwin.

Members Present: Paul Allen, Jackie Etsell, Cori Nelson, and Jim Nelson.

Guest: Eric Johnson, Anacortes City Council Member.

**1. Call to Order:**

The meeting was called to order by Alan Hanson at 7:00 p.m. Jackie Etsell was appointed recording secretary for the remainder of 2018 as Lavon Fisher resigned her position due to health issues.

**2. Meeting Minutes:**

The minutes from the June meeting had been circulated electronically; approved as written.

**3. Finance/Budget Report:**

Tisa Kniskern reported that the July end-of-the-month balance was \$41,697.71. With expenses of \$918.17 in June and \$841.23 in July, total expenses were \$1,759.40. Receivables, i.e. special assessments, totaled \$16,800.00, bringing the July month-end total balance to \$41,697.71. The savings account balance as of July 31 was \$5,709.50 and the certificate of deposit was \$4,142.83. The finance report was approved by the Board.

**4. Committee Reports:**

4a. Architectural Review Committee: Kim Graf reported in Ken Goodwin's absence that the owners of WPE Lot 17, the Colson's, have finalized building plans, and will be submitting them for review to the Committee ASAP. Mr. Colson is hopeful that the Committee can meet very soon so he can get the plans to the City in early September.

4b. Landscape Committee: Kim Graf reported there has been a lot of activity during the past two months:

- The Washington Court and Sundown Court circles recently had additional river rocks installed and new mulch applied.
- We are still in the queue for repair and maintenance of the gazebo (including cleaning and staining/oiling the roof), but that if he doesn't get to our project soon she will get another provider. Meanwhile, a tree was cut down in that general area.
- Some tree branches were cleaned up/trimmed in the Boulevard medians.
- There was a mix-up with the spring backflow testing, in that the community irrigation systems were never turned back on. All have been repaired and currently working.
- Washington Boulevard Median Project – Update: She, Paul Allen, and Mark from Simply Yards will meet in mid-September to confirm the time-line and specific actions. Work is likely to begin the end of October, and should take about two weeks

to complete. Email reminders will go out this evening to owners who still need to send in the assessment.

4c. Publicity Committee: Jackie Etsell reported that the Fall newsletter is likely to be sent out in late September; she will check with Dan Worra as to his availability to work on it.

**5. Old Business:**

5a. Guemes Channel Trail: Eric Johnson noted that meetings with the “higher-ups” from both WWU and the City are attempting to be scheduled; otherwise, not much else happening at the moment.

**6. New Business:**

6a. It is a good time to “activate” the Audit Committee, which is traditionally chaired by the Vice President. Jackie Etsell offered to be on the Committee also; she will contact Mike Freeman and help arrange a time with Tisa Kniskern to go over the books before the November budget meeting.

6b. While not formally activating the Nominations Committee at this time, potential candidates for open Board positions were discussed. It was determined that three, two-year positions, will be open. The one partial vacancy (one-year term) will be filled by Kim Graf.

7. The **next meeting** is scheduled for Tuesday, October 23, 2018 at 7:00 at the library. Alan Hanson will research dates for the closed November budget meeting.

The meeting was **adjourned** at 7:35 p.m.

Respectfully submitted,  
Jackie Etsell,  
Interim Recording Secretary