

Sunset Cove Homeowners Association
Monthly Board of Directors Meeting
August 28, 2021
Zoom meeting
Minutes

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

Absent: None

Members Present: Mike Brent

1. Call to order:

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

2. Meeting Minutes: The minutes of the June 26, 2021 meeting had been circulated via email, and were approved as written.

3. Finance Report:

Dawn Bachmann reported that the People's Bank CD has matured. The account was closed and the funds were transferred to the Reserve account. As far as the Budget to Actuals report we are about \$800 ahead this month and we have \$6,513 left for the remaining four months of the year. We may need to pull some out of the Reserve account as Landscaping will be over budget because of some one-time expenses related to the tree survey. Also, Simply Yards has increased their prices by 10%. As of the end of August the checking account had \$8,058.59 and the reserve account had \$44,575.21 which includes \$12,609 left for the Washington Blvd. project.

4. Committee Reports:

4a. Architectural Review Committee:

Annie Hayes reported that the Colson's home has been completed. SSC 6 has been put on hold for now. WPE 28 is making progress. WPE 6 and WPE 27 both have their permits but have not begun building. There are 5 open lots left in the Sunset Cove development, including one double lot.

4b. Landscape Committee:

There was an irrigation failure in the Washington Court planting area. Steve shut down the system there until Simply Yards could repair it. We may need to update the irrigation in that area in the future.

Steve has been in contact with the owners of the vacant lots to make sure they get their mowing under control.

There was a discussion regarding bids for landscaping in all common areas of the HOA and perhaps having the same company responsible for the entire development. It was suggested that more clarity is needed regarding what is expected in terms of types of plants, trimming and upkeep. Steve is mapping the HOA so everyone knows what areas for which the HOA is responsible.

The Colsons have finished their home and put down mulch on their property. The HOA is responsible for the area adjacent to that. The board approved a request for \$560 to mulch that area. Planting will be done in the fall.

4c. Publicity Committee:

There was a very positive response to the emailed newsletter. Mail Chimp showed that 70% of the emails were opened. Doug will need information from every committee chair for the December edition.

5. Old Business:

5a. Access Anacortes

The laying of the conduit for the cable has been completed in the streets except for the Doe Run area. The fiber optic cable will be fed through at a later time. It will be several months before interested parties can be connected. Dawn will check with the city regarding the clean-up of lawns and sidewalks.

5b. Five Year Plan

Doug, Dawn, and Steve are continuing to work on a five-year plan that would include not only landscaping projects but possible revisions of CC&Rs and By-laws. They will canvass members for input and report back in October.

5c. Legal Issues

The signed copies of the By-laws from 2005 and 2010 have been posted on the website. Doug has met with an attorney at Belcher Swanson law firm regarding several issues. The lien on WPE 20 will be filed soon. The current costs owed are \$831. The attorney will also advise the board regarding the Indemnity clause in the By-laws and a possible update of the CC&Rs.

6. New Business:

6a. Annual Audit

This will need to be completed in November. Dawn and Daniel Allawatt will arrange a time to work together.

6b. Annual meeting

There was a discussion regarding ways that we might streamline the communications process, as well as cut costs, for the annual meeting. Last year it cost about \$250 for the mailing of the information. We would be able to cut that cost significantly if we went to a postcard to announce the date and time for the meeting along with a website for access to for the other information that has been mailed in the past. There would be an option to request a paper mailing if a member was not comfortable with that. The By-laws state that the ballots should be in written form and mailed along with the notification. The question is whether email can be considered "written and mailed." We will do some research and revisit this issue in October.

7. Upcoming Meetings: The next board meeting is scheduled for October 16, 2021 at 9:00 am via Zoom. The budget meeting will be held on November 13, 2021 at 9:00am.

The meeting was adjourned at 11:37 am

Respectfully submitted,

Lori Campbell, Secretary