

Sunset Cove Homeowners Association  
Monthly Board of Directors Meeting  
August 26, 2023  
Zoom meeting  
Minutes

Attending: Claire Colson, Doug Berard, Dawn Bachmann, and Lori Campbell

Absent: Annie Hayes and Kathy Edmonds

Members Present: None

1. Call to order:

The meeting was called to order by Doug Berard at 9:03

2. Meeting Minutes:

The minutes of the June 24, 2023 meeting had been circulated via email and were approved as written. After discussion, it was moved and seconded that in the future the Board would vote to approve the minutes via email so they could be posted to the SCHOA website prior to the next meeting.

3. Finance Report

Dawn Bachmann presented the financial report. There were no unusual expenditures except for the replacement of one mailbox. A transfer of \$3,236.80 was made from the reserve account to cover that cost. As of the end of August there is \$14,541.50 in the checking account and \$22,576.37 in the reserve account.

Dawn has worked on a projection of upcoming projects and the effect they would have on a possible dues increase. The HOA has never had a plan to increase the reserve account and with inflation this is becoming more of an issue. Dawn shared an estimate of necessary dues increases through 2036 based on known upcoming projects and increasing the reserve account. This information will be presented prior to the Annual Meeting in anticipation of a vote on the dues increase. The Board voted to have a Zoom meeting on November 7<sup>th</sup> to present the dues increase to the membership.

4. Committee Reports:

4a. Architectural Review Committee:

Doug spoke for Annie Hayes. SCE 6 is now under construction. It is moving rather slowly.

4b. Landscape Committee:

Claire Colson presented the Landscape report. Doug and Claire walked with Antonio from ProScapes to encourage them to step up their game. Claire will make a recommendation later regarding whether we keep ProScapes.

The street trees along Washington Blvd. will need to be replaced eventually. Doug and Paul Allen suggested that we test one or two trees from the City of Anacortes list to see which one we like. The Board approved the plan and will ask Paul to work with Claire to suggest a tree and then get estimates on the purchase and planting.

The landscaping plan for Washington Ct. will be approached in three phases.

1. Cleanup 2. Layout/design 3. Thin and plant

The irrigation system needs to be redone but for now we will fix issues as they occur and wait until the final design stage to determine whether or not it needs to be replaced.

4c. Publicity Committee:

None

5. Old Business:

Home Ignition Zone (HIZ): After the walk with the Conservation District it was suggested that we need to know our boundaries to determine the HIZ. Doug measured behind the north side of The Gardens and Building 3 of the Crest and determined that much of the area of concern is actually on Western Washington University property. Doug tried to contact the operations manager at WWU four times to see how we might be able to work together on the safety issue but he has had no response. Dawn will post his notes on Dropbox as a record of his attempts. Dawn has reached out to the Washington DNR for information about their help with the safety concerns at Doe Run.

6. New Business:

Nominating committee: Doug will organize a committee to recruit members to serve as Board members.

New mailbox: A new mailbox was installed on Washington Blvd. It cost \$3,200 which was taken out of the reserve account. The new mailboxes need to be accessed from the street side so we will need to add stepping stones across the planting strip. There are three unused boxes. The keys to those will be in the Secretary's box.

7. Upcoming Meetings: The next meeting is scheduled for October 14<sup>th</sup> at 9:00 am via Zoom with a link available on the Sunset Cove website.

The meeting was adjourned at 10:22 am.

Respectfully submitted,

Lori Campbell, Secretary