

Sunset Cove Homeowners Association  
Monthly Board of Directors Meeting  
February 18, 2023  
Zoom Meeting

## Minutes

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

Absent: Kathy Edmonds

Members Present: None

1. Call to order:

The meeting was called to order by Doug Berard at 9:02 am

Doug announced the retirement of Jean Warner as of 1/26/23. Lori Campbell has offered to serve a one-year term to finish out Jean's term. Doug moved that Lori be appointed to the position of Secretary for a one-year term. The motion was approved.

Board members for 2023 are as follows:

President: Doug Berard

Vice-president: Kathy Edmonds

Secretary: Lori Campbell

Treasurer: Dawn Bachmann

Architectural Committee: Annie Hayes

Landscape Committee: Claire Colson

Publicity: Group

2. Meeting Minutes:

The January annual meeting minutes and the January 21, 2023 minutes had been circulated electronically and were approved as written. They will be posted to the website.

3. Finance Report:

Dawn Bachmann presented the financial report for February. She took \$2500 out of the reserve funds to cover some unexpected landscaping costs. We may not have a ProScapes bill for February so we are pretty close to on track. Utility bills are down for the month as we are using no water at this time. The Secretary of State report has been completed.

All HOA dues have been collected except for one. Dawn has sent a reminder, and a demand letter will be sent soon by registered mail.

The financial reports will be posted to the website at the end of each month.

#### 4. Committee Reports

##### 4a. Architectural Review Committee:

Annie Hayes updated the current activity. The Pollards (SCE 6) have decided not to build. The Yelles (WPE 9/10) are getting close to finishing their home. There is only one other vacant lot at this time (SCE 17). There are 3 condos for sale currently, one of which is sold pending inspection. One other sale fell through and the other is still for sale as well.

##### 4b. Landscape Committee:

Claire Colson reported on landscaping activity. The new ProScapes contract goes into effect on March 1<sup>st</sup>. The site map and task list will be attached as an addendum to avoid any confusion regarding responsibilities.

Questions have been raised about the pruning of trees in Tract A. The policy going forward will be that trimming in that area must be approved by an arborist. We may need to revise that document to allow for virtual contact (with photos) as it is often difficult to get someone to come out. Unless a tree poses a danger to property, the cost of pruning or removal will be the responsibility of the homeowner. Claire will revise the policy and we will vote on it at the next meeting.

The storm pond by Washington Park has been cleared and there will be some new plants this spring. The pond on Observation Ave. needs to be cleaned this summer. Claire will get an estimate.

There is interest in finishing the landscape lighting along Washington Blvd. Paul Allen has volunteered to get more information and bids for that project.

The Washington Court planting area needs a refresh. Claire will check on having ProScapes start by cleaning out old/dead plants. Kim Graf has volunteered to help with the planning of that project. Dawn Bachmann will provide the financial information needed. Claire suggested that more care should be taken to choose "deer resistant" plants in all of the common areas. We may be able to get HOA members who would help with the planting.

There has been confusion regarding the corner lot (SCE 1) on Observation Ave. as to who is responsible for the upkeep of the area along the sidewalk. We need to determine the boundary line in that area. Dawn will check with the new owners.

4c. Publicity Committee:

No report

5. Old Business:

None

6. New Business:

A demand letter will be sent to Mr. Izban on Monday.

Doug has suggested that we need to get a reserve study done to determine the future funding needs of the Sunset Cove HOA. He will get information and a bid so we can vote on it at the next meeting.

Arrangements will be made to include a sign-up sheet in the Annual Meeting mailing for people to volunteer on various committees. Currently the following people have expressed an interest in serving on the Architectural Committee: Paul Allen and Scott Hayes. Those interested in the Landscape Committee: Kim Graf, Steve and Linda Krippner, Paul Allen and Sondra Peters.

Doug moved that Lori Campbell be added as a signer on the bank account. The motion was approved.

7. Upcoming Meetings: The next meeting is scheduled for April 22, 2023 at 9:00 am

The meeting was adjourned at 10:26

Respectfully submitted,

Lori Campbell, Secretary