

Sunset Cove Homeowners Association
Monthly Board of Directors Meeting
June 22, 2024
Doug Berard's home

Minutes

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

Absent: Annie Hayes

Members Present: The meeting was available via Zoom and Bob Rosain logged in.

1. Call to order:

The meeting was called to order by Doug at 9:10 am

2. Meeting Minutes:

The April meeting minutes had been approved by email and are posted on the website.

3. Finance Report:

Dawn Bachmann presented the May month-end financial report as well as the month to date report for June. The final June report will be posted on the website. Dawn is waiting for a corrected invoice from ProScapes as we were overcharged for a few months. As of June 30, the ending balance in checking is \$29,750.23 and the reserve account balance is \$14,900.41. The budget to actual report is on track. There was an expenditure of \$11,190 under Reserve Special Projects. All special projects for the year are now completed.

The locks on the mailboxes are failing and need to be replaced. As parts are not available, Dawn met with a woman at the post office who showed her a cheap fix. Irrigation tubing was purchased by Doug and the woman from the post office came out and repaired all of the locks. It looks like that will take care of all but the Washington Ct. box for several years. This will delay HOA expenses of \$15,000 or more over the next five to ten years.

4. Committee Reports

4a. Landscape Committee:

- Dawn Bachmann is working on a proposed document regarding the street trees on Washington Blvd. This would give guidelines for the upgrading of the parking strips. This could include how to plant new trees and which trees to plant, as well as the appropriate use of rocks or grass around the trees. Doug Berard and Claire Colson will continue with the next round of edits. Dawn has also developed a Project Request/Approval form to be used for any new projects.

- Claire Colson reported on the rest of the landscape issues. Nancy Lovett emailed regarding the Sunset Cove Estate sign at the corner of Observation Ave. It has faded and is very difficult to read. Greg Light has pressure-washed it and Carl Colson will paint the letters soon.
- The buffer zone assessment pointed out two trees that needed some attention. Tyler from Urban Forestry suggested that tree #121 needs some pruning of the lower branches and #138 needs to be mulched and irrigated. Claire will get bids for the pruning (with someone other than Signature Trees) and look into some way to get irrigation to #138 in Tract D.
- Claire and Doug walked the HOA property with Jon from ProScapes. He seems to be resistant to fulfilling the contract and is complaining about the amount of work to be done. The weeding is not being done as specified nor is the removal of dead plants. Jon claims that we may have to buy more hours, which doesn't make sense with the way our contract is structured. Jon will check with Jerod. Claire will email him for verification.
- Since the mailboxes are functional now, the board would like Claire to get bids for irrigation and mulch in the Washington Ct. circle. We may be able to move that up and finish the refresh this year. She will check with ProScapes and report back to the board.
- Several new owners would like to go forward with trees and were told that the HOA would plant them. We have done the soil testing, but there are no funds for the planting of trees this year. Claire will advise the homeowners that there is a plan for the planting in the future. If homeowners would like to proceed on their own, we will revisit the plan. If the HOA chooses the trees, homeowners could plant them at their own expense. They would not, however, be exempt from an assessment if one is voted for in the future.

4b. Architectural Review Committee:

Doug reported for Annie Hayes.

Several people have expressed concerns regarding SCE 6 which is now completed and up for sale. The owners of SCE 7 are worried about run-off from the slope to the east of their property. According to the landscape plan submitted to the HOA there was to be a retaining wall there. Scott Hayes is of the opinion that erosion will not be a problem, but it is a valid concern. Doug emailed Steve Smith, the contractor, about the landscape plan and the many plants that were not included in the current landscaping. Doug received no response. He also emailed the City of Anacortes and was told that Steve had the required number of trees.

The current plan is to put a note on the escrow form that is given to the potential buyer before closing. This would state that the landscape plan submitted to the HOA was not followed. This way the new owner will know that there might be issues with the property. Hopefully the new owner would want to complete the landscaping, but legally it would be very costly to force the issue.

4c. Publicity Committee:

Doug will get the third quarter newsletter out soon.

5. Old Business:

- Kathy Edmonds and Paul Allen met the Dubiels, who purchased SCE 4, to welcome them to the neighborhood. The board will consider having a more formal welcoming committee in the future.
- The nominations committee will meet at Doug's home on July 24th. Dawn will provide the Operations Manual that was prepared by the board. Since the 2025 board will be all new, Dawn has suggested that she might be willing to stay on the board for one more year in a mentor role.
- It may be time to rethink the landscape chair position and streamline the duties. It is a very time-consuming job. To be continued.

6. Upcoming Meetings: The next meeting is scheduled for August 24, 2024 at 9:00 am at Doug Berard's home. There will also be a Zoom link available for HOA members at the Sunset Cove website.

The meeting was adjourned at 10:40 am.

Respectfully submitted,

Lori Campbell, Secretary

Addendum on next page

Addendum to June 22, 2024 minutes

On July 12, 2024 Doug Berard emailed the Sunset Cove HOA Board. Claire Colson had provided estimates from ProScapes regarding the irrigation and bark for the Washington Ct. refresh. To replace the existing irrigation system with drip irrigation would cost \$2,720 and spreading 32 yards of bark would be \$5,697 for a total of \$8,417. If we do both at the same time, we could get a 5% discount so the total would be \$7996. Dawn Bachmann has adjusted the budget and if we move some reserve funds from next year, we could finish the project in 2024 and not do a special project in 2025.

Doug asked that we vote on this by email so we could get it done while ProScapes has the time. There were five yes votes and no nays. Claire worked with Jon at ProScapes to finalize the details and the project was completed by July 22, 2024. The Washington Ct. circle is much improved and we thank Claire for all of her work.