

Sunset Cove Homeowners Association  
Monthly Board of Directors Meeting  
November 11, 2023  
Zoom meeting  
Minutes

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

Absent: Call to order:

The meeting was called to order by Doug Berard at 9:07 am

1. Meeting Minutes:

The October 14, 2023 minutes were circulated and approved via email and are posted on the Sunset Cove website.

2. Finance Report:

Dawn Bachmann presented the financial report. As it is early in the month, not much has changed since October. We have \$10,559.20 in checking and \$22,582 in the reserve account. It looks like we will be on budget at the end of the year without taking anything else out of reserves.

There was some concern that not many residents attended the November 7<sup>th</sup> meeting and members may not have enough information to vote on the budget increase. It is hoped that those who did attend the meeting will spread the word and answer questions about the proposed budget. Doug will explain the rationale for the increase in the Annual meeting packet.

Dawn presented the proposed 2024 budget with the dues increase factored in. Landscape maintenance has been increased by 5% and Landscape new has been eliminated. New projects will come out of the reserve account. Dawn will put an estimate of the proposed projects for 2024 on the proposed budget so there will be a more accurate estimate of the reserve balance.

3. Annual Meeting:

The Annual Meeting will be held January 23, 2024 at 7:00 pm via Zoom. The mailing will go out by December 1, 2023. Doug will be responsible for the cover letter/dues increase explanation and agenda. Dawn will provide the budget and finalize the mail merge. Lori will prepare the ballot and the Board member bios as well as take care of printing and mailing.

Because of the vote on the dues increase we will wait until after the Annual meeting to send out the dues assessment. Ballots will be due on January 5<sup>th</sup> and the assessments will be due on February 15<sup>th</sup>.

4. Landscape Committee:

The HOA took over the maintenance of the street trees along Washington Blvd. several years ago. The trees need to be trimmed. Claire Colson checked with ProScapes and they will prune up to 15 feet high as part of their current contract. One resident requested that we have a certified arborist examine her trees. That is not in the budget but we will get input from Jim at Urban Forest Nursery regarding those trees. He will be asked to do some soil testing along the Washington Blvd. parking strips and advise us as to possible replacement trees. Claire will get the cost estimate to Dawn for the budget.

There is also a small tree in a planting strip at the south end of Washington Blvd. that is leaning quite a bit. Claire will check on the most economical way to remove it.

5. Old Business:

At the last meeting it was suggested that someone from the Board might meet new owners to welcome them to the neighborhood. Kathy Edmonds agreed to take on that job.

6. New Business:

There was an email directed to the Sunset Cove HOA regarding a small parcel of land near the detention pond on Observation Ave. The owner of the property was wondering if we would like to purchase it. Doug will check with the city, but there is no reason our HOA would have any interest in the property.

7. Upcoming Meetings: The meeting was adjourned at 10:25 am. The next meeting will be the Annual meeting on January 23, 2024 at 7:00 pm.

Respectfully submitted,

Lori Campbell  
Secretary