

Sunset Cove Homeowners' Association

Monthly Board of Directors Meeting

November 7, 2012

Meeting Room of Village Pizza

**MINUTES**

Board attendees: Paul Allen, Barbara Ballentine, Don Berg, Victor Brzeg, Jackie Etsell, and Jim Gray.

Ex-officio Board Member present: Roy Raphael.

**1. Call to Order and Welcome:**

The meeting was called to order by Paul Allen at 6:00 p.m.

**2. Meeting Minutes:**

The minutes from the September meeting were approved as distributed electronically to Board members, and the October minutes were handed out and approved.

**3. Finances:**

The beginning balance for September 2012 was \$21,134.19; with expenses of \$907.85 and no receivables the end of the month balance was \$20,226.34. October expenses totaled 650.92 (and had no receivables) for an end-of-the-month balance of \$19,575.42. The 2012 budget tracking reports were submitted and all treasurer reports were approved by the Board. Discussion of the year-end projections and proposed 2013 budget was tabled to later in the meeting.

**4. Committee Reports:**

4a. **ARC** – Don Berg reported that upon receipt of reports from Edison Engineering re: the rock wall on SCE Lot 12, a letter was sent to the homeowner that the proposal can only be submitted for his property and not the neighbor's, unless both sign and submit plans. Meanwhile, a report by the wall builder that the entire plan had been retracted is not true.

4b. **Landscape** – Barbara Ballentine reported that she met with Green Street Yards recently about all the plantings: the tall trees in the medians were to be trimmed; seasonal color at the entrance is a challenge, and may be pushed until spring; and that now would be a good time to mulch everything in preparation for winter. Funds of \$2,100.00 plus tax were approved for the immediate mulching project.

Barbara also mentioned that some entry lights which had been burned out had been fixed; and she and Bill Ballentine have done research regarding additional lighting to be installed next year (Fowler in Bellingham). Next year we will need to hire someone to keep up with the lights, as Bill is unable to continue.

4c. **Publicity** – Victor Brzeg brought up a suggestion that it might be nice to install holiday lights at the entrance to Sunset Cove. It was decided that the weekend of December 1 and 2 would be a good time, and Paul Allen and Barbara Ballentine offered to help him. [No budget was immediately earmarked for the effort.]

Jackie Etsell reported that items for the newsletter are due to her by Thanksgiving. Hard copies will again be mailed with the annual mailing. She also indicated that if someone would like to take over the newsletter responsibilities, that would be great.

**5. Old Business:**

The SCE Lot 12 rock wall was discussed earlier.

**6. New Business:**

6a. The Board recently received a letter from Pete and Liana Yelle (WPE Lots 9 & 10) regarding their effort with the City to consolidate their two lots into one. They will adhere to the CC&R's, but wanted clarification about the assessment of homeowner dues: the Board agreed that dues must be paid on two lots until the Boundary Line Adjustment is final, and after that only one assessment will be required. Jackie Etsell will send a letter outlining this decision.

6b. Paul Allen reported that according to the post office, we have an issue with several of our mailbox package locks, which seem to need replacing. They will do it for us, for approximately \$50.00 each; the Board approved \$300.00 total for the project. Paul will follow up.

6c. 2013 Budget Discussion: Jackie Etsell handed out the preliminary 2013 proposed budget, which again was based on balancing expenses with known expected revenue. After discussion, a few categories were adjusted (by definition), and changes were reflected in some dollar amounts based on expenses to date and known coming price increases.

The Board also approved a \$100.00 payment to the Library to thank them for allowing us to use their meeting room each month; this and other meeting expenses would henceforth go under "legal fees" as the Association is required to hold monthly meetings.

The Proposed 2013 Budget (updated with actual November 2012 amounts) will be included in the annual packet mailed to homeowners, for approval at the Annual Meeting.

6d. As Don Berg decided to not run again for the Board of Director's, potential candidates to fill his position were discussed. Nominees will need to submit a paragraph for the mailing before Thanksgiving. Also, some felt that a call for nominations should be put on the website, so Jackie will have Rick put up a notice.

6e. The 2012 annual audit will be spearheaded by Jim Gray; Ron Telles volunteered earlier in the year to help, so Jim will connect with him soon to conduct the audit.

6f. Mailing of the 2013 Homeowners Packet must be done by December 19, 2012. Everyone agreed that specific information about the dues assessment late fee needs to be emphasized this year.

6g. The next meeting is the 2013 Annual Meeting, on Saturday, January 19, 2013, from 1:00 p.m. to 4:00 p.m. at the Anacortes Library.

**(7.)** The meeting was **adjourned** at 7:15 p.m.

Respectfully submitted,

Jackie Etsell  
SCHOA Secretary/Treasurer