

Sunset Cove Development Homeowners Association

11-19-2022

SCHOA Board Meeting Budget Review



Agenda 11-19-2022 SCHOA Board Meeting



- Welcome-Call to order-Doug
- Roll call-Jean
- Minutes review-10/215/2022 Board Meeting
 - ❑ 10/15/2022 minutes (page 3-5)
 - ❑ Motion-2nd-Chair statement of motion-debate-vote (in favor/opposed)
 - ❑ Post minutes-Jean
- Finance report-Dawn
 - ❑ Account balances-October month end 2022
 - ✓ Working acct
 - ✓ Reserve acct
 - ✓ Total
- Budget Review (page 6, updated 11-14-22)
 - ❑ 2022 Budget-Appendix
 - ❑ 2022 Actual-Appendix
 - ❑ 2023 Budget-Appendix
 - ❑ 2022 Open projects discussion-Steve
 - ❑ 2023 Project discussion-Steve
- 2023 Board Vote
 - ❑ President-Doug Berard 1 year term (extension), term ends 1-2024
 - ❑ Vice President-Kathy Edmonds 2 year term, term ends 1-2025
 - ❑ Secretary-Jean Warner term ends 1-2024
 - ❑ ARC Chair-Annie Hayes 1 year term (extension), term ends 1-2024
 - ❑ Treasurer-Abe Shocket 2 year term, term ends 1-2025
 - ❑ Landscape Chair-Claire Colson 2 year term, term ends 1-2025
- Annual Meeting Prep-Cadence (page 7)
 - ❑ Documents/Communication
 - ✓ Cover letter
 - ✓ Agenda-Do we mention the pursuit of external management
 - ✓ Ballot/Bio's
 - ✓ Budget
 - ✓ Dues/assessment increase letter-Omit
- Annual meeting Rehearsal
- Motion to Adjourn

Minutes 10-15-2022 Board Meeting



Sunset Cove Homeowner's Association
Zoom Board Meeting
October 15, 2022

MINUTES

Board Members Present: Doug Berard - President, Dan Allawatt - Vice President, Jean Warner - Secretary, Dawn Bachmann - Treasurer, Steve Krippner - Landscape Chair

Absent: Annie Hayes - Architectural Review Committee

Resident present: Rob Warner

1. Call to order:

The meeting was called to order by Doug Berard at 9:01 a.m. PST via Zoom.

The previous meeting's minutes were approved.

2. Financial Report: Dawn Bachmann

* Dawn reported the budget is in good shape. At this point, some expenses are over budget and some are under budget. Some funds were moved out of Reserve under the Washington Blvd. Project for the signage area refresh at the top of Washington Blvd. Otherwise, we may not need to take more out of Reserve as we may be able to pay for the remainder of the special landscape projects out of the operating funds which were not spent. We will know more closer to year end.

* Dawn was able to get a \$48.00 discount on the association's "ZOOM" membership.

* The proposed SCHOA management software, "Club Express" will be reviewed by Dawn to confirm it does all of the functions necessary for our needs.

3. **Audit Report: Dan Allawatt** - The audit went smoothly and all was in compliance.

4. Committee Reports:

4a. Architectural Review Committee: Doug Berard for Annie Hayes

Spatasfore's have occupied the home.

Yelle's house is progressing.

Mile's hope to complete their house within 30 days.

4b. Landscape Committee: Steve Krippner

Spatasfore's planting plan is in limbo until early Spring.

Mary Ann Nash, on Washington Boulevard reports a couple of trees in the parking strip are causing sidewalk sections to heave. The sidewalk has been shaved off in the past. Since the SCHOA intends to replant these trees in the near future, Steve will advise her to remove the trees, (at her expense) and leave the areas clear until we are prepared to move ahead with the re-planting.

The irrigation systems will be shut down soon by Pro-Scapes.

A resident communicated with Steve, (via letter) regarding when the circle in Washington Court will be refreshed. Discussion ensued about project priorities, budget, and timing. In the short term, he suggested we pull out dead materials, prune existing plants, clean debris from the grate at the bottom of the bio-swell, and the refresh project should be put on the 5-year-plan.

Minutes 10-15-2022 Board Meeting



ProScapes contract is about to expire. The company has been reliable, responsive, and fairly priced. Steve will ask them if they are willing to extend the contract for another year.

Tree spraying along the boulevard will be done in December or January at the price of \$550.00.

It was suggested a landscape committee be formed to list priorities and prepare estimates for upcoming projects.

4c. Publicity Committee: Doug Berard
The current SCHOA newsletter has been posted

5. Old Business:

5a. 5-year Plan Update: Doug Berard

After testing "Club Express" software, Dawn will deliver a report at the November 19 meeting. Dawn should have the Operations Manual complete by the November meeting,

5b. Officer Solicitation, term starting January 2023.

Doug will collect biographies of proposed officers, (Kathy Edmonds and Claire Colson) and officers extending their terms, (Doug Berard and Annie Hayes) to be included with the annual meeting correspondence.

6. New Business:

6a. A resident of Washington Park Estates communicated with Steve Krippner about the desire for additional landscape lighting in the boulevards. She also commented non-SCHOA residents have removed some of the recently planted materials along the

gazebo trail. Steve reported it appears an attempt has been made to replace them, although not in the most desirable manner. Steve has prepared a letter that Doug will send to the owners if there are additional shrubs and trees removed or disturbed on SCHOA property.

6b. An article dealing with coyote activity in the area has been included in the latest SCHOA newsletter.

6c. In the future, the Monthly Financial Report will contain a separate line for the Washington Boulevard Median Project.

6d. The retention pond guideline will be included as a permanent item in the SCHOA newsletter.

6e. Updates on various projects will be regularly communicated via the SCHOA newsletter.

6f. A resident of "The Crest" made an inquiry about blocked sight lines. Currently, there is no violation and no further action is required.

6g. Doug will check on the cost for cleaning all mailboxes in the SCHOA.

7. Upcoming Board Meetings:

11/19/22 9:00 a.m. PST Board Budget Review Meeting
01/24/23 7:00 p.m. PST Annual Meeting

The 2023 budget review will be at the November 19th meeting.

Minutes 10-15-2022 Board Meeting



Jean Warner reviewed the materials that will be included in the Annual Meeting packet: cover letter, agenda, finance report and budget, dues, ballot and biographies of officers.

8. **Annual Meeting Prep:** Dawn Bachmann and Jean Warner

Dawn wants to switch from mailed materials to electronically distributed materials for the annual meeting.

Steve Krippner suggested we use “Mail Chimp” to inform the residents of any proposed changes. Dawn already has most of the verbiage complete but will stress the desire to keep the expense of a mailing down. The information will be posted in the SCHOA newsletter, as well. Dawn will contact Rick Etsell with the information so it can be posted on the website.

If residents choose not to participate electronically, a hard copy packet will be distributed to them.

Motion to adjourn: Moved by Doug Berard and seconded by Jean Warner

Respectfully submitted,

Jean Warner
Secretary

2023 Budget/2022 Budget and Actual-11/14/2022 revision



SCHOA Proposed Budget 2023	2022 Budget	2022 Actual + YE Est	2023 Budget	Notes Actuals	Notes Budget
INCOME					
Washington Park Estates	\$ 9,900	\$ 9,930	\$ 9,900		
Sunset Cove Estates	\$ 5,400	\$ 5,400	\$ 5,400		
The Crest Condominiums	\$ 5,400	\$ 5,430	\$ 5,400		
The Gardens Townhomes	\$ 2,400	\$ 2,430	\$ 2,400		
Doe Run Homes	\$ 2,700	\$ 2,700	\$ 2,700		
ARC Fees	\$ -	\$ -	\$ -		
Misc. Income & Interest	\$ -	\$ -	\$ -		
Reserve to checking for legal	\$ -	\$ 1,000	\$ -		
TOTAL INCOME	\$ 25,800	\$ 26,890	\$ 25,800		

Notes Explanation:

2022 Actuals

1. Landscape costs not billed Jan/Feb change in svcs
2. Gazebo trail tree removal \$ 1,383 Landscape New
3. Sign area gravel and bark \$ 5,467 Wash Blvd. Reserve
4. Gazebo trail refresh \$ 7,801 Landscape New
5. ProScapes irrigation controller repair \$ 1,360 Repairs & Maint
Landscape New overage covered by under budget in other categories
6. Repair and Maint tree down in storm
7. Repair and Maint damaged trees removed Gazebo trail

	2022 Budget	2022 Actual + YE Est		Notes Actuals	Notes Budget
EXPENSES					
Landscape Maintenance	\$ 15,000	\$ 10,067	\$ 15,605	1	8
Landscape, New	\$ 5,260	\$ 9,184	\$ 4,900	2,4	9
Utilities	\$ 1,500	\$ 1,432	\$ 1,740		
Insurance	\$ 1,200	\$ 1,066	\$ 1,150		
Professional Fees	\$ 225	\$ 214	\$ 240		10
Copies/Supplies/Postage	\$ 400	\$ 378	\$ 375		
Repairs/Maintenance	\$ 1,000	\$ 2,024	\$ 1,010	5,6,7	
Legal Fees/Meeting Expenses	\$ 1,000	\$ 84	\$ 750		
Tax/Recording Fees/Misc	\$ 15	\$ 20	\$ 30		
Picnic/Entertainment	\$ 80	\$ -	\$ -		
Lighting	\$ 100	\$ -	\$ -		
Bank fees/Checks	\$ 20	\$ -	\$ -		
Reserve	\$ -		\$ -		
TOTAL EXPENSES	\$ 25,800	\$ 24,468	\$ 25,800		

Notes Explanation:

2023 Proposed Budget

8. Tree spraying, irrigation maint, buffer zone mgmt
9. Storm pond cleanup, border tree removal + \$100
10. Zoom subscription, Website fee

Variance Inc to Exp \$ - \$ 2,422 \$ -

Waiting for Oct bank stmt

To be updated with YE bank stmt

SCHOA SUMMARY:	Beg Balance	End Balance	
	12/22/2021	10/24/2022	
	\$ 14,511	\$ 7,618	
	\$ 44,577	\$ 38,974	
Checking	\$ 14,511	\$ 7,618	
Reserve Total	\$ 44,577	\$ 38,974	
	\$ 59,088	\$ 46,592	

Reserve breakdown

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	2022 Ending Balance	2023 Starting Balance
Unallocated Reserve	\$ 31,832	
Wash Blvd. Project Balance	\$ 7,142	
	\$ 38,974	\$ -

2023 Annual Meeting Cadence



2023 SCHOA Annual Meeting Cadence

Annual Meeting Packet-Mailed on or before 12-5-2022. Due date January 2nd-Jean, Dawn

Annual Meeting Packet to Include

- Cover letter-Doug
- Agenda-Doug
- Ballot-Jean
- Budget-Dawn
- Bio's-Jean

Zoom invitation sent to all owners Friday January 20th-Jean



Sunset Cove Homeowners Association

SCHOA

