

Sunset Cove Homeowners Association  
All Members Informational Meeting  
November 7, 2023  
Zoom Meeting

## Minutes

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

Members Present: Bev Bothel, Paul Allen, John and Leslie Okerman, Gabrielle Thurman, Robert Rosain, and Todd Spatafore

Call to order:

The meeting was called to order by Doug Berard at 6:05 pm

This was a meeting to provide information to members regarding the budget that will be voted on prior to the 2024 Annual meeting.

### 1. 2024 Board Members

As there were no volunteers to serve on the HOA board, four current board members have agreed to run for additional one-year terms. Two other members will be finishing their two-year terms in January of 2025. As a result, we will need to elect six new board members in 2025. Doug Berard has established a nominating committee to recruit members to run for those positions. At that time, we will have three candidates run for two-year terms and three run for one-year terms so we can get back to having three new and three continuing members on the board.

### 2. Treasurer's Report:

Dawn Bachmann explained the Operating Manual that she and other Board members have prepared over the past couple of years. The purpose of this document is to provide instructions on every Board position responsibility and to help with the transition of Board member terms. It is hoped that this information will encourage more HOA residents to volunteer to serve on the Board.

Dawn and Doug Berard discussed the budget planning for 2024 and beyond. Our current plan has not considered inflation and has been vague on new projects and projects that are done on a regular basis but not every year. We have also not had a plan to increase the reserve fund by the recommended 10% per year. Dawn has gone out 30 years to estimate income and expenses factoring in necessary dues increases.

The budget projections would:

- Assume 5% per year inflation (can be adjusted each year)
- Eliminate "Landscape new" of \$5000/year
- Build the reserve fund by 10% per year
- Move checking surplus to reserve fund at end of year
- Manage project expenses out of reserve account
- Allow for expenses and budget to be adjusted yearly based on current costs.

The budget projections would allow the board to plan for such projects as refreshing common areas, maintenance of buffer zones and detention ponds, and replacement of mailboxes as needed.

To budget for all upcoming expenses, the Board is proposing a \$100 per year dues increase for 2024. This increase will be voted on prior to the Annual meeting and will be on the ballot with the budget approval. This information will be mailed to all residents in early December. The last dues increase for HOA dues was in 2018 and since that time inflation has been as high as 8%. Also, in comparison to other HOAs in the area, Sunset Cove's dues are among the lowest. For example, the dues at San Juan Passage are \$900 per year for comparable services.

3. Landscape Committee:

Claire Colson and Dawn Bachmann met with representatives from the Department of Natural Resources to determine how best to deal with the fire danger in the HOA buffer zones. The DNR has cost sharing plans to help homeowners in forested areas clean up brush and trees that might be fire a danger. Claire and Dawn will work with the DNR to start the clean-up in Tract C this winter. Other areas will follow as soon as possible.

4. New Business:

There was discussion regarding how the Board might get more new members involved in the HOA. Paul Allen suggested that a Board member might visit the new residents to explain the workings of the HOA, especially the need for the dues increase. It was also suggested that perhaps there could be an introduction of new residents in the quarterly newsletter.

5. Upcoming Meetings: The Annual membership meeting is scheduled for January 23, 2024 at 7:00 pm via Zoom. Information regarding this meeting will be mailed to members in December. The Zoom invitation will be emailed prior to the meeting and is also available on the Sunset Cove website. The budget review meeting is scheduled for November 11, 2023 and is a closed meeting.

The meeting was adjourned at 6:48 pm.

Respectfully submitted,  
Lori Campbell, Secretary

# Project Timing and Reserve Build



## Project Timing and HOA Dues Estimates

|                   | 2024     | 2025     | 2026     | 2027     | 2028     | 2029     |
|-------------------|----------|----------|----------|----------|----------|----------|
| HOA Dues Per Year | \$400    | \$400    | \$500    | \$500    | \$500    | \$500    |
| <b>Income</b>     | \$34,400 | \$34,400 | \$43,000 | \$43,000 | \$43,000 | \$43,000 |

|                      |          |          |          |          |          |          |
|----------------------|----------|----------|----------|----------|----------|----------|
| <b>Expense Total</b> | \$26,818 | \$28,153 | \$28,785 | \$37,915 | \$30,005 | \$39,196 |
|----------------------|----------|----------|----------|----------|----------|----------|

|                                   |         |         |          |         |          |         |
|-----------------------------------|---------|---------|----------|---------|----------|---------|
| <b>Income to Expense Variance</b> | \$7,582 | \$6,247 | \$14,215 | \$5,085 | \$12,995 | \$3,804 |
|-----------------------------------|---------|---------|----------|---------|----------|---------|

|  |          |         |          |          |         |          |
|--|----------|---------|----------|----------|---------|----------|
| <b>Estimated Total Cost (less after major refresh)</b> | 2024     | 2025    | 2026     | 2027     | 2028    | 2029     |
| Washington Court Refresh                               | \$7,875  | \$8,269 |          |          |         |          |
| Sundown Court Refresh (last 2021)                      |          |         |          |          | \$4,862 |          |
| Washington Blvd Refresh (last 2020)                    |          |         |          | \$12,155 |         |          |
| Gazebo Train Refresh (last 2022)                       |          |         |          |          |         |          |
| Street Tree Replacement                                |          |         |          |          |         |          |
| Buffer Zone Assessment (last 2021)                     | \$3,360  |         |          |          | \$4,084 |          |
| Detention Pond Cleanup (last 2023)                     |          |         |          |          |         |          |
| Mailbox Replacement                                    |          |         | \$10,000 |          |         | \$10,000 |
| Reserve to Checking                                    |          |         |          |          |         |          |
| <b>Project expense per year</b>                        | \$11,235 | \$8,269 | \$10,000 | \$12,155 | \$8,946 | \$10,000 |

|                        |          |          |          |          |         |         |
|------------------------|----------|----------|----------|----------|---------|---------|
| <b>Reserve Balance</b> | \$17,079 | \$14,832 | \$10,379 | \$11,739 | \$7,178 | \$9,473 |
|------------------------|----------|----------|----------|----------|---------|---------|

### Notes

- 7 mailboxes to be replaced in 2026 and 2029 (may have to replace sooner), 1 cluster box replaced in 2023
- Projects refresh every 5-6 years
- Buffer Zone Assessment every 3-4 years
- 1 Detention pond-cleanup every 10 years