

Sunset Cove Homeowners Association  
Monthly Board of Directors Meeting  
October 23, 2018  
Meeting Room of the Anacortes Library

MINUTES

Attending: Mike Freeman, Ken Goodwin, Kim Graf, Alan Hanson, and Tisa Kniskern.

Members Present: Paul Allen, Barbara Ballentine, Bill Collins, Jackie Etsell, and Trinka Mount.

1. Call to Order:

The meeting was called to order by Alan Hanson at 7:00 p.m.

2. Meeting Minutes:

The minutes from the August meeting had been circulated electronically; approved as written.

3. Finance/Budget Report:

Tisa Kniskern reported that the September end-of-the-month balance was \$50,964.08, with \$34,800.00 of that total earmarked for the Washington Boulevard Medians Project. With (corrected) expenses of \$1,298.78 in August and \$7,434.25 in September, total expenses were \$8,733.03. Receivables for the two months, i.e. special assessments, totaled \$18,000.00; Tisa also noted that everyone has paid! The savings account balance as of September 30 was \$5,709.79 and the certificate of deposit was \$4,142.21. The (corrected) finance report was approved by the Board.

4. Committee Reports:

4a. Architectural Review Committee: Ken Goodwin noted that the Crane's project at WPE Lot 19 is almost completed; and the committee approved plans for WPE Lot 17, and the Colson's plan to begin building next spring. Barbara Ballentine asked whether the ARC has recently reviewed the activity at SCE Lot 10, specifically as to a completion timeline, removal of unsightly materials on the ground, and painting on the north face. She also asked about the current, temporary-looking, fencing on SCE Lot 12. Ken will double-check with both homeowners regarding these issues.

4b. Landscape Committee: Kim Graf reported on the landscaping activities during the past two months:

- The gazebo roof was cleaned and re-stained.
- Everflow double-checked/winterized the irrigation systems, both for residents and the community systems.
- Washington Boulevard Median Project – Update: Simply Yards will be completing the pruning and removal of plants by the middle of next week. Then she and Paul Allen will be discussing actual plantings with Simply Yards. Basically, "less is more," and the focus will be on "an easy, natural landscape, that is mostly deer and drought resistant." Some committee people will also be looking at plant options. After this work, the lighting committee – Mike Freeman, Scott Hayes, and Rick Etsell – will meet to consider upgrades to the wiring and low-voltage lighting options.

- The committee also recently reviewed maintenance contract bids for 2019, from ProScapes, Choice, and Simply Yards. Their recommendation to the Board is to approve Simply Yards, at \$783.33 per month; the Board approved this unanimously.
- Barbara Ballentine noted that the budget needs to include provisions for trimming the trees in the SCHOA buffer near the gazebo, as mentioned on the official SCE Plat Map. Kim asked that Barbara send along a copy of the notation to her, in order for the Board to review. Mike Freeman noted that in his dealings with new owners in Doe Run that the original and subsequent CC&Rs and other official documents are “kind of a mess.” He suggested that a committee, with representatives from each “sector,” be formed to clean them up; no action was taken at this time.

4c. Publicity Committee: Jackie Etsell reported that the Fall newsletter was emailed to all residents in September, and hard copies are available tonight.

5. Old Business:

5a. Guemes Channel Trail: Alan Hanson noted that he has heard there are still a lot of questions about the progress: there may be funding problems; the ferry terminal and wetlands issue still needs to be solved; some land ownership along the Trail has been changing hands; Lovrick’s area; Trail maintenance issues; etc.

5b. Little Free Library: Kim Graf reported that she had a question from a neighbor to look into the request made two years ago by another homeowner to install a permanent Little Free Library structure in their front yard, rather than a temporary plastic/metal bin set up. At the time (the January 2017 Annual Meeting), “some property owners stated that it is an attractive idea the benefits our community and promotes literacy. (She) will submit plans for this structure to the ARC for review and possible approval.” Ken Goodwin will double-check with her as to her plans, and the issue will be re-addressed after some research.

5c. November Budget Meeting: The closed Board meeting for budget planning will be Wednesday, November 14, at 6:30 pm at Alan’s house.

6. New Business:

6a. The Audit Committee – comprised of Mike Freeman, Jackie Etsell, Gabrielle Thurman, and Tisa Kniskern – will meet on Wednesday, November 7, at 7:00pm at Tisa’s house, to go over the financial records for the past year.

6b. New Board Members Nominations Committee: Potential candidates for open Board positions were again discussed. It was determined that three, two-year positions, will be open, and that two candidates will be necessary as Ken Goodwin has decided to run again.

7. The annual meeting is scheduled for Saturday, January 19, 2019 at noon at the Anacortes Library.

The meeting was adjourned at 8:02 p.m.

Respectfully submitted,  
Jackie Etsell, Interim Recording Secretary