

Sunset Cove Homeowners Association  
Monthly Board of Directors Meeting  
September 3, 2020  
2306 Sundown Court #201

## Minutes

Attending: Gabrielle Thurman, Dawn Bachmann, Jackie Etsell, Ken Goodwin, Steve Krippner, and Lori Campbell.

### 1. Call to order:

The meeting was called to order by Gabrielle Thurman at 5:00 p.m.

### 2. Meeting Minutes:

The June 2020 meeting minutes had been circulated electronically and were approved as written.

### 3. Finance Report:

Jackie Etsell presented the finance report. As of June 1, 2020, the balance for the checking account was \$47,780.80 with \$15,384.10 earmarked for the Washington Blvd. Median Project. Expenses for June totaled \$1,065.70 and for July the total was \$1,802.33. Credits received were \$0.00, leaving a July 31, 2020 balance of \$44,912.77. The savings account balance as of July 31, 2020 was \$5,712.53 and the certificate of deposit balance was \$4,165.73. Expenses for the year are tracking well within the budgeted amounts. The finance report was approved by the board.

### 4. Committee Reports

#### 4a. Architectural Review Committee:

Ken Goodwin reported that the Miles (WPE 27) have submitted plans for review. The committee members are currently reviewing them. The construction of the Colson's home (WPE 17) is progressing. The wait for sub-contractors has slowed things down.

#### 4b. Landscape Committee:

Steve Krippner presented the report.

An email was received from the owners of units C101 and 102 of the Crest Condominiums regarding their views and possible trimming of trees on lot SCE 4. There are no SCHOA regulations regarding view easements, but there appears to have been a verbal agreement between the condo association and the owners of SCE lot 4 which might establish a precedent. Other view issues between neighbors should be resolved by conversations between the affected parties.

A “policy” or “resolution” is to be developed for SCHOA-owned buffer zones and areas where views may be blocked because of growth of trees and other vegetation. Clarification is needed for who is responsible for various buffers in the area and a schedule of ongoing maintenance. Steve will bring this matter back to the board for discussion and approval before moving forward. Gabrielle will research the method of adoption of any policy/resolution the board may suggest, reporting to the board in November.

A tree was trimmed between SCE 18 and WPE 17 that still may have some issues. Steve will look into the stability of the tree and make sure that it poses no danger to the Goodwin’s home. If necessary it will be removed. All future tree trimming will be done under Steve’s supervision even if it means waiting until he gets home.

The planting areas along Washington Blvd. are the responsibility of the SCHOA. Steve will work on a plan to redo the area between the sidewalks and the street where various species of trees are planted. He will propose plantings and gravel for these areas to provide continuity and consistency. The plan will be presented at the annual meeting (via YouTube) and, if approved, will be funded from existing funds.

The Board approved a bid submitted from Simply Yards for \$2,717.17 to add additional plantings in the Washington Blvd. medians.

4c. Publicity Committee:

Jackie Etsell did a Summer newsletter which is available on the website. With COVID-19 there is nothing else to report.

**5. Old Business:**

5a. The issue of large trucks parking overnight along the circle on Sundown Court has come up again. This area does not belong to any condo association and is maintained as City property. Vehicles may park in the area for 72 hours without being fined. If the vehicle is moved, the 72-hour period starts over.

5b. The Garden Townhomes brought up an issue of sidewalk liability and maintenance regarding a cracked area near the mailboxes on Sundown Court. This was reported to the City as it is their responsibility. The crack was repaired the next day. An earlier, similar sidewalk defect was repaired by the city along Washington Blvd. after the root from a tree, which had been required by the City, pushed up one segment of the sidewalk.

5c. The new owners of lot WPE 30 parked a trailer in their driveway in violation of CC&Rs 5.4.1 and 6.3. An email was sent to the owners who removed the trailer.

5d. A request for a variance to the easement next to SCE Lot 18 was submitted, reviewed and declined. The Board does not have the authority to alter easements as stated in RCW 64.40.175 and SCE CC&Rs 1.3.

**6. New Business:**

6a. Nominating Committee: The board will serve as the nominating committee this year. Each member was asked to provide the name of one new member to serve. A member from each of the sub-HOAs should be a priority. Three positions are open this year. Nominations will be discussed at the board meeting in November and will be included in the packet mailed to HOA members.

6b. Annual Meeting: With the current mandates related to COVID-19 in place and Skagit County still in phase 2, the annual meeting will not be held in person. Steve and Dawn will provide direction and assistance to the board for a YouTube presentation of the annual meeting. Voting will be by "mail in" ballots. A short, written report from each of us should be included in the mailing as there will be members who will find this intimidating. Gabrielle will research what other condo associations are doing to comply with state laws while adhering to state and local mandates related to COVID-19.

**7. Upcoming Meetings:**

The November meeting is primarily for the approval of next year's budget. We will also need to fine tune the plans for the annual meeting. The meeting time and place have yet to be determined.

The meeting was adjourned at 6:32 p.m.

Respectfully submitted,

Lori Campbell, Secretary