

Sunset Cove HOA Annual Meeting Minutes

Tuesday, January 21, 2025 | 7:00 pm PST | Zoom

Attendees:

Retiring Board Members present: Kathy Edmonds - Vice President, Claire Colson - Landscape Chair; Annie Hayes - Architecture Review Chair

New Board Members present: Doug Berard - President; Dawn Bachmann - Treasurer; Janie Crane - Secretary; Liana Yelle - Landscape Chair; Bob Rosain - Architecture Review Chair

Attendees: Doug Bachmann, Vikki Berard, Bev Bothel, Carl Colson, Paul Allen, Marcia Walters, Jody Rosain; Tim and Lisa Cornelius, Daniel and Tracy Averill, Scott Hayes, Gary and Kathy Edmonds, Barry Langevin, Lisa Kerby, Peter Yelle, Jim Hanson, Terry Miller, Anthony and Liane Nguyen, Todd and Leanne Spatafore, Rick and Jackie Etsell, Jeff and Kim Graf, Steve and Linda Krippner, Skip and Sondra Peters, Diane Berg, Ken Bishop, Mike and Connie Russell

Retiring Board Members absent: Lori Campbell - Secretary

New Board Members absent: Bill Dubiel - Vice President

President Doug Berard called the meeting to order at 7:05 PM.

Welcome

President Doug Berard welcomed attendees to the meeting.

Zoom Etiquette

Dawn Bachman reviewed general Zoom etiquette for attendees and let attendees know that AI was being used to draft meeting minutes.

Introduction of 2025 Directors & Officers

Dawn shared that there was a high return rate of 63 out of 86 ballots, with unanimous approval for the 2025 budget and new board members: Doug Berard - President; Bill Dubiel - Vice President; Dawn Bachmann - Treasurer; Janie Crane - Secretary; Liana Yelle - Landscape Chair; Bob Rosain - Architecture Review Chair.

Recognition of Retiring Board Members

Doug thanked the retiring members for their service: Kathy Edmonds - Vice President, Claire Colson - Landscape Chair; Annie Hayes - Architecture Review Chair, Lori Campbell - Secretary.

Nomination(s) Committee Recognition

Doug acknowledged the work of the Nominations Committee: Paul Allen, Amy Schnabel, Kim Graf and Doug Berard.

Other Recognition

Doug also expressed gratitude to Rick Etsell for managing the website and to Paul Allen for his wealth of knowledge about Sunset Cove.

2024 Financial Report and 2025 Budget

2024 Actuals - Dawn presented the final actuals for 2024. She explained that we had a good year, with some money left over, and we are now focusing on keeping more in reserves and a smaller amount in checking.

2025 Budget - The budget for 2025 has been approved by the board and unanimously approved by HOA members via ballot. The budget aims for a 0 (zero) variance income to expense. We will build up the cash reserves by 10% each month and will also do some additional reserve build incrementally each month. There are no major projects scheduled for 2025, which will allow the increase in cash reserves.

2024/2025 DNR Strategic Initiative - Dawn shared about the work with the Department of Natural Resources, which involved removing trees and clearing brush to reduce fire risk. She also mentioned a future project to remove more trees and clear Scotch broom. Kim Graf raised concerns about their neighbors encroaching on HOA property and removing buffer foliage.

Action Item: Doug to add buffer encroachment to the February meeting agenda.

Committee Reports

Architecture Review Committee - Annie Hayes shared that there are no properties in the works and that only one piece of property remains undeveloped in the neighborhood.

2024 Audit Committee - Kathy Edmonds explained the audit process and reported that the audit for the year 2024 was completed by Bill Dubiel and Dawn Bachmann, with no discrepancies found. Work that was completed included: validating the starting and ending year-end balances, confirmed contract compliance, and randomly selected 15 invoices for verification.

Landscape Committee - Claire Colson announced that the communal landscape management company's contract for the period of 2025-2026 is currently under review. The current vendor, ProScapes, is contracted through February 28, 2025. The decision on whether to continue with them will be made by the new board. Claire provided an update on the projects completed in 2024, including the Washington Court circle refresh, buffer zone tree risk assessment, and Washington Boulevard street tree soil testing. Paul Allen raised concerns about the responsibility for tree maintenance and replacement, suggesting that homeowners should initially pay for and install the trees, with the Association responsible for maintenance. Doug responded by sharing that the Association takes on the responsibility for tree maintenance, including trimming, spraying, and replacement, as per a previous motion made by the Board. He also mentioned that the cost of adding trees to a parking strip is around \$800-\$900, and that the Association could consider a special assessment to fund this. Bev Bothel asked about the assessment of trees for the buffer zone, to which Doug clarified that it's for at-risk trees and includes tracks A, B, C, and D. Lisa asked about the requirements for planting trees, to which Doug responded that they are considering one tree per 30 feet, rather than the current one tree per 20 feet. Paul added that the street sweeper requires a 12-foot clearance, which would affect the tree placement.

Action Item: Doug to add tree maintenance and replacement to the February meeting agenda.

Other Business

Sunset Cove Picnic and Community Meeting - Doug suggested plans for organizing a Sunset Cove community picnic/gathering and asked Bev Bothel to consider chairing the effort.

Doug encouraged reporting issues like broken streetlights to the utility company or using the city's Click Fix service.

The next bi-monthly community meeting is scheduled for February 15th at 9 AM.

Dawn made a motion to adjourn the meeting. Kathy seconded the motion and the motion passed. The meeting adjourned at 8:07 PM.

Respectfully submitted by Janie Crane

1/26/2025