

Sunset Cove Homeowner's Association Zoom Board Meeting
April 23, 2022

MINUTES

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

Residents presents: Jackie Etsell, Rob Warner

1. Call to order:

The meeting was called to order by Doug Berard at **9:02** a.m.

PST via Zoom.

The previous meeting's minutes were approved.

2. Financial Report: Dawn Bachmann

* As there was no landscape maintenance in January and February the budget ending balance is higher than usual.

* Access Anacortes, (city fiber installation) is still progressing. Repairs are not completed as the city is waiting for warmer weather to pour concrete. The project manager will do a walk- thru after all repairs are completed.

* Currently, Dawn is using Excel to handle all of the financial records and reports. As her term is up in January and using Excel can be tricky if people are unfamiliar, there is a need for more user friendly software. She has looked at various software packages trying to find the perfect fit for the needs of the SCHOA. She came upon a membership software that uses iCloud making it easy to hand off the

treasurer's duties from one person to the next. It is called "Club Express". It is just under **\$40.00/mo.** based on the number of residences in our association. We can pay month-to-month and there is no contract. There is also a **60-day** free trial with technical support. We can cancel at any time. At the end of **60** days and we agree to move forward, there is a one-time **\$150.00** set-up fee. If residents pay dues by check, there is no additional charge. If they pay through the software with a credit card, there is a **\$8.00** to **\$9.00** fee.

Steve Krippner's paddling club uses the software and shared his "Hole-in-the-Wall" website for example. He reported that tech support has been good having an actual living person answer the phone. The current users have a few tips they could give us for easier use. They use it for the membership dues and renewals, directory, club calendar, activities, surveys, mission statement, trip planning, schedules, etc. He suggests no board member names be used in email communication to prevent scamming. Using aliases would prevent that.

Dawn's goal would be to get the software live by **December** for dues payments. It would be in conjunction with the **60-day** trial. She suggested Jean could send out a postcard asking residents what their preferences are whether they want their information via the new software or handled with paper, as in the past. We would decide when to take the system live after that. Each resident would sign in entering names, address, phone #'s. The resident(s) could fill out a profile if they like, but don't have to.

The areas the software would serve are billing, dues status, collection and tracking, email, and possibly directory and voting. Currently, our

directory is static. “Club Express” is not. Dawn will see if there is a way to make the software work for our needs.

She is not certain it will handle voting and will look into it. If not, we can always do it as we have before or vote via “Zoom”.

Dawn currently has an Operations Manual completed for the Treasurer’s position on the board.

Doug moved we go forward with the **60**-day trial of the “Club Express” software. The motion was seconded and approved.

Month to **Date April (as of 4-23-2022)** Account **Balances:** - Operating account total - **\$25,283.23**
- Reserve account total - **\$44,439.26**

3. Committee Reports:

3a. Architectural Review Committee: Annie Hayes

Currently, there is progress on three houses. One house is yet to start. The plans for that house do not expire until late this year. If Annie finds it necessary, she will send a reminder to the owners.

3b. Landscape Committee: Steve Krippner

There is a landscape project beginning adjacent to Colson’s at the trailhead. While he and Paul Allen were looking at it, they thought it would be a good time to continue down the path to the gazebo.

Unauthorized pruning has occurred on several large trees compromising their health and life. There is much more mud on the trail making the surface slippery and unstable. Roots are exposed and there is erosion. New mulch and gravel are needed. Several smaller

plants are dead and need to be replaced. The work could be done by ProScapes.

Dawn reported these project costs would exhaust the entire “landscape new” and excess landscape “repair and

maintenance” for **2022** and that we will have to dip into the reserve for expense over-runs. A breakdown of the budget and landscape project costs are attached.

Steve is seeing costs on all landscape-related projects are going up between **15-25%**.

Steve reported he found a better deal for starting up and shutting down irrigation systems for home owners after a horrible job of messaging by ProScapes. As a result, he found a separate contractor to perform the service on May **13th**.

The bid to clean out the storm pond is **\$2,800.00** by Signature Tree Service. He suggested in the future costs could be saved if it were maintained more regularly. Steve will double-check with the city to see if they will clean out the pond as they did with the storm pond on the west.

Three trees along the buffer zone on the north side of the development and one near the gazebo need pruning. It will cost approximately **\$1,000.00** per tree. Two of the trees are near the northern most building of “The Crest” and the other is near the furthest north and east home in “Doe Run”. Doug suggested these projects should proceed due to safety concerns and potential damage

caused to nearby residences. Steve does not have a cost estimate for the tree near the gazebo that needs thinning and pruning.

The bid along Washington **B**oulevard and by the sign on Observation Ave. for mulch and gravel was **\$5,467.20**.

At some point the large evergreen tree that was removed recently on one of the islands should probably be replaced.

Doug suggested the retention pond project could be placed on hold if the city won't do it.

Doug proposed we either vote on individual projects or all projects as a whole.

Doug moved a vote be taken item-by-item.

Motions were made, seconded, and approved for the following three projects:

- Washington **B**oulevard and adjacent signage mulching
- Observation storm pond clean-up, if the city does not do the work
- Tree trimming along northern buffer and gazebo

The board voted and approved to proceed with the gazebo trail refresh project and tree removal ahead of the **April 23, 2022** meeting on **April 9, 2022** via telephone. This was due to labor and material needs. The board voted on each of the three individual landscape projects at the **April 23, 2022** board meeting. ^[11]_[SEP]

Steve commented about the unauthorized tree trimming along the trail and other areas. If we don't see someone do it, there isn't much we can do about it. Trees become unhealthy, become a hazard, and

die off. In excess of ten trees were cut on the trail. Perhaps signage reminding people the trail is part of the SCHOA development and not private property might make people more aware. He will look into signage.

Western Washington should be contacted regarding their long- term plan for clean-out, re-planting and general maintenance along the northern buffer area.

4. Old Business:

4a. Doug stressed we need to work on recruiting members to serve on the SCHOA Board. Doug agrees to stay on another year in some capacity to help with the transition.

4b. Doug reported the newsletter has been posted.

5. Upcoming Board Meetings:

6/25/22 9:00 a.m. PDT

8/27/22 9:00 a.m. PDT

10/15/22 9:00 a.m. PDT

11/12/22 9:00 a.m. PDT

All meetings will be held via Zoom. A notice will be posted on the website in advance.

A motion was made and accepted to adjourn the meeting at **10:32** a.m.

Respectfully submitted,

Jean Warner, Secretary