

## **SCHOA Board Meeting Minutes**

April 26, 2025 | 9:00 AM | Zoom

**Board Attendees:** Doug Berard - President, Bill Dubiel - Vice President, Dawn Backmann - Treasurer, Janie Crane - Secretary, Bob Rosain - Architecture Chair, Liana Yelle - Landscape Chair

**HOA member attendees:** Paul Allen, Rick and Jackie Etsell

**The meeting was called to order by President Doug Berard at 9:00 AM.**

### **Financial Report**

Dawn presented the financial report, highlighting a \$23,400 ending balance and discussing various expenses, including legal fees, one-time clean up of the boulevard and common spaces, and landscape lighting repairs. The board discussed the possibility of getting an estimate for repairs to the landscape lighting boxes.

### **Vegetation Encroachment on Gazebo Trail**

The board discussed the issue of encroachment and vegetation damage on the Gazebo Trail. Doug contacted the city regarding possible recourse. The city said they are unable to help the HOA because it is a private matter between land owners.

In the meeting, the board discussed the need for a fence and restoration of vegetation along the trail, with a focus on sustainability and cost-effectiveness. They considered the possibility of planting trees and shrubs, but also the need for a fence for privacy and to define the property line. The board also discussed the cleanup of debris and the potential for volunteer work. The financial implications of these plans were also discussed, with a focus on the reserve balance and the potential for a demand letter to the Culbertsons.

The board discussed potential costs to hire a law firm to assist with the issue and send a demand letter to Gary Culbertson, with estimated costs ranging from \$11,000 which included Gazebo Trail cleanup, working with the attorney to send a demand letter, and Board administrative costs up to \$20,000 if we proceeded with the tree valuation by Urban Forestry.

The board unanimously voted to proceed with the demand letter and will discuss the details with the law firm. It was also voted upon to not include the fence in the demand letter or proceed with Urban Forestry for the site visit and the tree valuation.

Bob shared that he found landscape encroachment agreements sent to neighbors bordering the Gazebo Trail in 2015, including Roland Culbertson, but could not locate signed acknowledgements. Dawn found October 2015 minutes that referenced the notices. The board agreed to look further into this issue.

### **Parking Strip Guidelines**

The board also discussed parking strip guidelines for replacement trees, with Liana and Bob leading the discussion. They suggested the American Hornbeam tree for consistency and longevity. The board also discussed the need for a list of homeowners who need to plant trees, with Liana agreeing to compile this list and reach out to the City of Anacortes for further guidance. It was requested that Liana adjust the policy guidelines to a minimum 5' strip width. Letters will be sent to residents in need of planting trees in the parking strips. The board agreed to request the trees be planted by the end of 2026.

### **Other business**

The team also discussed the need for maintenance of the mailboxes, with Bill agreeing to take on this task for WD-40'ing the locks.

Doug also informed the board that he was contacted by John Kramer, of the City of Anacortes, regarding retention pond maintenance. Doug to respond and ascertain recommendation.

### **The meeting was adjourned at 10:15am**

### **ACTION ITEMS:**

- **Doug & Dawn:**
  - Schedule follow-up call with attorney, Patrick Byrnes, to discuss the demand letter and future legal options
  - Work with attorney who will prepare and send the demand letter to Gary Culbertson including cleanup costs and vegetation replacement
- **Doug & Paul:**
  - Help with solicitation of homeowners for tree planting after May 21st
- **Doug:** Follow up with John Kramer regarding detention pond cleanup
- **Liana:**
  - Contact Choice Grounds to get a quote for vegetation and trees for the Gazebo trail
  - Forward the Plat Map for Tract B regarding the easement agreement registered with the city to Dawn
  - Create a list of homeowners who need to plant street trees
  - Update the parking strip guidelines to reflect the 5-foot width requirement
  - Research nurseries and get pricing for group tree planting

- **Janie:**
  - Look through hard copy files from Lori for any 2015 encroachment agreements
- **Dawn:**
  - Convert HOA document repository from monthly to yearly payment to reduce costs
  - Send AI meeting minutes to Janie
  - Send document retention policy to the board
- **Bill:**
  - Apply WD-40 to all mailbox locks
  - Send the city-approved street tree list to Dawn and Bob
- **Rick:**
  - Remove old street tree guidelines from the website once the new guidelines are finalized

**Prepared by:** Janie Crane, Secretary, May 5, 2025

**Approved by:** the Sunset Cove HOA Board via email May 11, 2025