

Sunset Cove Development Homeowners Association

8-27-2022 Zoom Board Meeting Minutes

1. Welcome-Call to order at 9:00 am by President-Doug Berard
2. Board Members present: Annie Hayes, Dawn Bachmann, Steve Krippner, Daniel Allawatt, Doug Berard, Vikki Berard (standing in for Jean Warner)
Absent: Jean Warner
3. Minutes review- 7/30/2022 Board Meeting
 - a. 7/30/2022 minutes
 - b. Unanimously approved
4. Finance report-Dawn
 - a. Account balances-August month end 2022 (page 4)
 - b. Dawn shared that there were no extra expenses this month. Year to date budget over by \$4000 due to gazebo landscaping, tree removal and repair/maintenance
 - c. Document retention guidelines (page 3)
 - i. Currently there are no guidelines for SCHOA document retention, however Dawn and Doug reviewed current best practices as presented by Dawn. Discussion included "if we need to scan any paperwork", however Dawn stated that most records are now digital. Motion presented, 2nded and unanimously approved to use best practice guidelines as developed and presented by Dawn
 - d. Club Express update
 - i. We have a 60-day free trial starting in September
 - ii. Dawn will review and work with Jean when she returns for Secretary position functions
5. Architectural review committee-Annie
 - a. Building and permit updates – nothing to report on permits
 - b. Misc. update(s) Both Spatafore variances were approved by the ARC Committee
 - i. Driveway material request for variance to use brushed concrete on the upper most driveway sections due to winter weather conditions
 - ii. Exterior home color choice update so home doesn't match neighbors
6. Landscape committee-Steve and Doug reported that plants will be replaced in the common areas (Sundown Court circle) in conjunction with the Garden's Landscaping to be done once the sprinkler system is completed; Spring 2023. Also see old business updates
 - a. Project update – Irrigation timer setting corrected on Sundown Court
 - b. Steve reported some issues with response time from ProScapes. He will continue to followup with them until specific requests are completed
7. Publicity Committee-Doug
 - a. Q4 newsletter-Distribution early October 2022
8. Old business-Updates
 - a. Observation Ave. retention pond cost to clean – Steve reported the pond is finally drying out enough to clean. Signature bid is \$2700. Steve will obtain a 2nd bid to verify if the Signature bid is currently the industry standard
 - b. Tree removal (3 total) cost – Steve will obtain 2-3 new bids in Sept/Oct. Would like to get the trees removed/cut to a suitable height this Fall
 - c. Street tree spraying and cost -Steve will get bids to have street trees sprayed for WA State pear rust disease this Fall
 - i. Steve asked to be contacted via email if trees need pruning over the sidewalks

- ii. Steve and Paull Allen monitor and periodically prune street trees in Sunset Cove
- d. Parking strip and buffer zone maintenance responsibility
 - i. Parking strip planting maintenance.....non tree planting(s) and grass to be conducted by the owner(s)
 - ii. Area beyond 30' buffer zone in the fire access lane off of Observation Ave.-Doug will contact the city to determine who is responsible; City, SCHOA or individual HOA's
- e. WA Park transitional housing – Doug reported that he has communicated with the City of Anacortes, and this appears to be a non-issue at the current time
 - i. Minimal usage on an annual basis-Doug communicated with John Lunsford (Parks and Rec Director) via email
- f. 5 Year plan update – Dawn noted that the plan will need to be updated in the table of contents and calendar sections once the Club Express trial is completed. She will work with Jean to add Secretary section to the manual once Jean returns
- g. Officer solicitation, term starting January 2023-Board Solicitation note
 - i. Open positions-Landscape Chair, Treasurer, VP, Publicity Chair
 - ii. WA Court, Doe Run, The Crest inclusion must be top of mind
 - iii. Paul Allen's thoughts on 2023 Board Member selection
 - 1. Bev Bothell-The Crest
 - 2. Lynnette Setmire-WA BLVD
 - 3. Chuck and Nancy Lovett-WA Court
 - 4. Kathy Edmonds-WA BLVD
 - 5. Lisa Kerby and Barry Langevin WA BLVD
 - 6. Carl and Claire Colson-WA BLVD
 - iv. Steve has contacted Claire and Carl Colson-They are willing to run for the Landscape Chair position with Steve's continued support/guidance
- 9. New business
 - a. Mailbox lock lubrication-8/9/2022 completed by Doug Berard and should last for the next 6 months.
 - b. Doug Thanked Steve and Paul for their work on 8/8/2022 for the street tree pruning
- 10. Next Board meeting Saturday 10-15-2022, 9am
- 11. Meeting adjourned at 9:48 by motion and 2nd.

Respectfully submitted by
 Vikki Berard for Jean Warner
 Date: 9-2-2022

SCHOA Retention Guidelines

Retention Guidelines

(Retention responsibility is Treasurer unless otherwise noted)

Permanent Records

- Minutes of all Board meetings, plus agendas (secretary)
- Original and amended articles of incorporation (secretary)
- Original and amended bylaws (secretary)
- Original and amended CC&Rs (secretary)
- Legal settlement agreements
- Legal deeds and titles
- Monthly and year-end financial statements, budget as approved at annual meeting, budget to actual detail
- Tax ID issuance notices
- Annual corporate tax returns
- Documents granting tax-exempt status, if applicable

Four Year Records

- Bank statements, deposit slips and canceled checks
- Vendor contracts
- HOA dues payment tracking
- Paid bills, invoices, and collection documents
- Secretary of State SCHOA annual report filing confirmation
- Insurance coverage documents and claims
- Important business or legal correspondences
- Association newsletters

One Year Records

- Ballots, proxies from the annual meeting (secretary), results are recorded in the minutes which are retained as permanent records
- Correspondence of more casual nature (secretary)

Month End Financial Statement August 2022

Sunset Cove HOA Aug 2022 Month End

CASH ACCOUNT

Beginning Balance	\$	10,945.91
Ending Balance	\$	9,836.06

2022 Actuals

Debits			
8/1/2022	ProScapes, Inc. (July)	\$	(973.77) Landscape Maintenance
8/25/2022	Puget Sound Energy	\$	(12.58) Utilities
8/31/2022	City of Anacortes	\$	(27.78) Utilities
8/31/2022	City of Anacortes	\$	(43.08) Utilities
8/31/2022	City of Anacortes	\$	(52.64) Utilities

TOTAL DEBITS \$ (1,109.85)

Credits

HOA Fees
ARC Fees
Reserve Transfer

TOTAL CREDITS \$ -
Ending Balance validation \$ 9,836.06

RESERVE ACCOUNT

Interest 8/23/22	\$	0.30
Balance	\$	38,973.84