

Sunset Cove HOA Board Meeting Minutes

Saturday, August 16, 2025 | 9:00 am PT

Board Members in Attendance:

Doug Berard – President
Bill Dubiel – Vice President
Dawn Bachmann – Treasurer
Liana Yelle – Landscape Chair

Board Members Absent:

Bob Rosain – Architecture Review Chair
Janie Crane – Secretary

Next steps

- Doug to reach out to Patrick next week to get his thoughts on a closure letter regarding the Culbertson property issue.
- Bill to reach out to Tom Blackwood and Janis Bialko about potentially engineering a replacement part for the mailbox locks.
- Dawn to send photos of the mailbox interior lock to Bill.
- Dawn to send one more MailChimp reminder about the Sunset Cove brunch on Monday.
- Liana to reach out to Choice Grounds to get a quote for maintaining the detention pond twice a year with minimal trimming vs more extensive cleanup every few years by Signature Trees
- Liana to get additional quotes for a fence between the Gazebo Trail and the Culbertson property.
- Liana to reach out to Choice Grounds within the next two weeks about clearing the wild grasses near Pam's fence on the Dog Leg Trail so that Pam can stain her fence.
- Dawn to prepare a draft budget for next year for review at the October meeting.

Call to Order

The meeting started at 9:08 a.m. Doug stated that Bob had given his voting proxy to Liana for this meeting. Minutes from the June 21, 2025 meeting have been approved by email and are posted on the SCHOA Website.

Financial Report and Reserves Update

Dawn presented the month-end financial reports with information for August to date, noting one unbudgeted expense of \$231 for attorney fees. The attorney has been very reasonable in his billing of SCHOA. The budget is running slightly over by \$1,071 due to unbudgeted legal fees, The Gazebo Trail survey, and sprinkler head repairs, so Dawn is not moving the usual \$600 per month additional reserve build from checking to reserves to catch up, so that we can handle these expenses out of operating funds.

An update was provided on Reserves status. SCHOA has paid \$4,363 for the detention pond cleanup. We have not yet scheduled the Gazebo Trail cleanup which is estimated at \$3,500. The mailbox lock on Washington Court has not yet broken; which would be an estimated \$3,500 to replace the entire

mailbox when the lock on the Post Office side breaks. If we expense the Gazebo Trail cleanup and have to replace the mailbox, this would leave SCHOA with \$13,000 in Reserves at year end.

Detention Pond Cleanup Discussion

The group discussed the detention pond maintenance, which cost \$4,000 and was previously estimated for maintenance every 10 years. It was agreed that 10 years is too long between clearing. Liana suggested the option of maintaining it once or twice a year to prevent overgrowth, minimizing a larger expense once the growth has expanded after several years. Liana will contact Choice Grounds for a cost comparison on regular maintenance versus the \$4,000 clearing every few years.

Mailbox Replacement Budget Discussion

Doug explained that the 25-year-old mailboxes have locks on the Post Office side that are breaking and replacement parts are no longer available. Dawn described the temporary fix using irrigation tubing which was completed with the help from the Post Office. The mailbox on Washington Court is close to the water and therefore more corroded than others, so the lock could break in the near future. Tom Blackwood and Janis Bialko had offered to engineer replacement parts for the mailboxes, which could be a more cost-effective solution than the \$35,000 quote to replace all mailboxes. Bill will talk with Tom about the option of engineering the part for all mailboxes to save the HOA from the larger expense.

SCHOA Gathering

Doug provided an update on the SCHOA brunch scheduled for August 23, 2025, noting that 34 people have signed up so far with one more email reminder planned for Monday. He mentioned we will provide mimosas, coffee, water, and quiche, while attendees are asked to bring brunch side dishes. Bev is doing a great job organizing the event.

Gazebo Trail Update

The Board discussed the Gazebo Trail encroachment damage and reviewed options on how to proceed. Based on SCHOA's attorney's recommendation the Board decided not to pursue litigation due to potential HOA expense and the uncertainty of the settlement results.

Gazebo Trail Fence Option

The Board discussed the option of building a fence along the property line to prevent future encroachment. The first estimate was around \$10,000.

Doug discussed getting quotes for a fence, with one already obtained by Paul Allen. The fence is likely to be cedar, similar to Bill Dubiel's fence, and should obscure the sightlines. The specific dimensions and appearance of the fence was not clear from the quote Paul Allen obtained. Liana will talk with Paul to understand the fence options that were discussed for the first quote.

There was discussion about the timing of adding the fence. Doug specified that the fence would extend from the HOA's property corner to near David Wilton's backyard. There was discussion about how far the fence would continue on the Gazebo Trail. Dawn will send the initial fence estimate to Liana, and Liana will solicit several other quotes for the Board to consider.

Washington Blvd. Street Tree Planting Coordination

Liana announced that five residences have agreed to coordinate on street tree planting for Washington Blvd., with a total of seven trees to be installed around October 2026. She also mentioned needing to contact Choice Grounds about wild grasses along the Dog Leg Trail fence that need clearing before Pam stains her fence in two weeks.

Next Board Meeting

The Board discussed upcoming meetings, including the October 11th meeting via Zoom and the financial review on November 15th. Dawn said she'll prepare a draft 2026 budget for the October meeting, so the November meeting will just be a financial and budget review.

Adjournment

Liana moved that the meeting be adjourned. All in favor with the meeting ending at approximately 10:15 am PT.

Respectfully submitted,

Dawn Bachmann
Treasurer, Acting Secretary for August Board meeting