

**Sunset Cove HOA Board Meeting Minutes**  
Saturday, February 15, 2025 | 9:00 am PST | Zoom

**Board Members in Attendance:**

Doug Berard – President  
Dawn Bachmann – Treasurer  
Liana Yelle – Landscape Chair  
Bob Rosain – Architecture Review Chair

**Board Members Absent:**

Janie Crane – Secretary  
Bill Dubiel – Vice President

**HOA Members in Attendance:**

Paul Allen, Kim Graf, Amy Schnabel, Todd and Leanne Spatafore, Rick and Jackie Etsell

President Doug Berard called the meeting to order at 9:00 am.

**Next steps**

- Liana to obtain and review remaining quotes for landscaping services.
- Liana to obtain remaining quotes for property boundary survey of the Gazebo Trail from Star Survey and Pacific Survey. Liana will share quotes with the Board who will vote by email in order to move expeditiously to next steps with the Gazebo trail.
- Doug to work with our attorney in Bellingham to draft and send a cease-and-desist letter to the neighbor encroaching on HOA property South of the Gazebo trail after the survey is completed.
- Liana will research and identify vendors for fencing options along the Gazebo Trail property line once boundaries are defined.
- Doug and Liana to review and update the existing guidelines for parking strip revisions for street trees on Washington Boulevard which will include tree type, spacing, planting requirements and maintenance responsibilities.
- Dawn to schedule an electrician to inspect the electrical issue with the landscape lighting on the second island of Washington Boulevard. Paul offered to assist with the electrician visit.
- Doug to contact Dan Jones from the City of Anacortes to assess the buffer zone behind Bob's house and other properties along Washington Boulevard.
- Rick to post the 2025 board meeting dates on the website. Rick to update the website with the new April board meeting date.
- Bill to address semi-annual mailbox maintenance upon return from Europe.
- Dawn to coordinate with the noxious weed control board regarding Scotch broom removal in the Sunset Cove buffer zone.

- Board to consider including the buffer zone behind Washington Boulevard homes in a future phase of the DNR clearing project, once we understand how to work with the City of Anacortes regarding their property.

### **Minutes Update**

Doug reminded the Board that the minutes will be compiled using Zoom's AI functionality. We will distribute a draft via email with Doug's request for a quick response with edits and approval.

### **Finance Reports**

Dawn reported on the current financial status noting that the timing of the Board meeting is mid-month, therefore the finance reports will be updated at month-end. Dawn noted that there still are four outstanding HOA dues payments. ProScapes failed to turn off irrigation in the Fall and as a result our October – December water bills are high. Dawn is working with Jarod to see if ProScapes will reduce the charge for winterizing the irrigation due to the high water bills.

### **Department of Natural Resources Update**

Dawn reported the DNR is scheduled to perform tree maintenance and fire prevention work on Wednesday, February 19, 2025. The DNR will lop and scatter in the SCHOA buffer zone to the East of Doe Run HOA. Lower branches, dead trees and brush will be cleared on the North forest edge of Doe Run HOA, The Gardens and the Crest. The chipper cost will be shared across SCHOA and the three sub-HOAs.

### **Google Drive Repository for the Board**

The board is transitioning from Dropbox to Google Drive for document storage as Drive provides 15G of space at no cost and the Board can have shared access. Dawn will work with Board members to establish access for each Board member, as Drive will now contain 5 years of digital documents.

### **Landscape Committee Update**

Liana provided updates on landscape lighting issues, tree spraying, and the process of obtaining quotes from three landscaping companies for future maintenance, with ProScapes and Choice Grounds emerging as the most competitive options.

### **Track B Gazebo Trail Landscape Issues**

In the meeting, Kim expressed concerns about the landscape maintenance of Track B as an ongoing problem with little resolution. Liana agreed and indicated that a professional assessment of the boundary is required to ensure proper maintenance by our landscape vendor. Liana has requested quotes from surveying companies to identify the boundaries so that the Board can address encroachment issues. The attendees also discussed potential legal action if needed to enforce property boundaries. Back hoe digging and a construction project by the homeowners to the South of the Gazebo trail is causing visual distress and potentially damaging vegetation. A cease-and-desist letter was suggested as a next step once the survey is completed defining the HOA boundary lines.

### **Tree Replacement and HOA Responsibilities for Washington Blvd Parking Strips**

The Board discussed the issue of trees in the parking strip along Washington Boulevard. Paul raised concerns about the HOA's responsibility for tree replacement as stated in previous meeting minutes, noting the high cost to the HOA. Paul clarified that replacement likely refers to existing trees, not planting new ones in empty spots. The Board considered various factors, including tree spacing, homeowner responsibilities, and different CC&R provisions for Sunset Cove Estates and Washington Park Estates. Kim and Rick informed the group about an

existing exemption for Sunset Cove Estates that excludes them from the tree requirement due to parking strip space constraints.

**Street Trees Guidelines Discussion**

The Board discussed the issue of street trees on Washington Boulevard. They clarified that city ordinance requires trees spaced 30 feet apart, and the SCHOA CC&Rs requires trees in the parking strip, with one tree every 20 feet. The Board agreed to develop guidelines for tree selection and planting, using the existing guidelines as a framework. They decided to specify one consistent tree type for new trees and replacements on all properties, address maintenance responsibilities, and consider exemptions for narrow parking strips. The Board plans to revisit the guidelines and determine whether compliance will be mandatory or voluntary.

**Housing Project Property Line Concerns**

Doug summarized the discussion about the proposed housing project on the South side of the Gazebo trail, noting concerns about property lines and potential fence placement. Kim shared updates on the property's history and current developments, including a plan to move a home via barge from Canada and place it on the homeowner's lot. The group discussed the need for clear property lines and adherence to city codes. Bob raised a question about building permits, which Doug agreed to investigate. The discussion ended with the decision to wait for the project's progress before addressing fence placement.

**City Maintenance and Buffer Zone Clearing**

Doug discussed the need for maintenance in the buffer zone behind Bob's house, which is owned by the city of Anacortes. Dawn mentioned that she had already started discussions with Liana about clearing the undergrowth in the buffer zone. Doug also mentioned that he would contact Dan Jones, a city employee, to discuss the issue. The Board also discussed the possibility of involving the DNR in future phases of the project.

**Board Meeting Date for April**

The Board agreed to move the next meeting date from the April 19th to April 26th due to Doug's travel plans. Liana moved and Dawn seconded; the Board approved the new April meeting date.

**Motion to Adjourn**

Dawn moved and Bob seconded to adjourn the meeting. Motion was approved and the meeting adjourned at 10:05 am PST.

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Respectfully submitted by Dawn Bachmann, 2/16/2025