

Sunset Cove Development Homeowner's Association Zoom Board Meeting  
July 30th, 2022

**MINUTES**

1. Zoom Meeting Called to order at 9:02am PDT by Doug Berard
2. Board Members present: Doug Berard President, Daniel Allawatt VP, Dawn Bachmann Treasurer, Steve Krippner Landscape Committee Chair and Vikki Berard (substituting for Jean Warner Secretary)
3. Minutes discussion-4/23/2022 minutes are posted
  - a. Spoken vs written word
  - b. Intent vs actual-Need to ensure clarity on all points while on Zoom call during meeting(s)
4. Finance report-Dawn
  - a. Account balances-July month end 2022 (page 3)
    1. Note: Dawn reported that the Landscaping expenses exceeded budgeted amounts for tree service and gazebo path in July and that the HOA may need to move funds to cover shortfall before the end of the year. Dawn suggested moving funds that were budgeted for legal expense into the landscape bucket
  - b. Access Anacortes update-Doug pointed out that free training is offered periodically by Martin Harris (Access Anacortes surrogate) at the Anacortes Senior Center
  - c. SCHOA naming convention change-"Sunset Cove Development Homeowners Association"
    - i. Usage-Go forward plan
5. Architectural review committee-Doug standing in for Annie
  - a. Building and permit updates-No changes
  - b. Spatafore homeowner's request for variance ext. paint color – Doug and Paul Allen walked the property to check on color variance request and
  - c. Doug and Paul subsequently approved the variance
  - d. Doug has documented and communicated the approval to the Spatafore's
6. Landscape committee-Steve
  - a. Observation Ave. retention pond
    - i. Ticket for review by the city was requested 6/23/22-Sunset Cove HOA. Conclusion is that this pond is the responsibility of SCHOA and should be evaluated annually for cleaning purposes. Cost for cleaning may exceed \$2500
    - ii. Discussion ensued about a SCHOA work crew vs hiring professionals with liability identified as an issue for residents to form a work crew
    - iii. Steve will solicit a current bid for cleaning and present it at the 8-27-2022 SCHOA Board meeting
  - b. Tree removal of (3 trees) of impacted trees from the buffer zone study
    - i. The trees in the study were deemed to be removed
    - ii. Steve will come back with a bid to do so at the 8-27-2022 Board meeting. It's estimated to be between \$550 and \$600 per tree
  - c. Street tree's

- i. Re-evaluate street tree spraying-It was noted by Doug that since we probably won't replace street trees for the balance of 2022 and possibly not 2023, we should spray existing trees for pests and disease
    - ii. Total budgeted for project is \$700. Steve will clarify quote and report back at the 8-27-2022 Board meeting
    - iii. Steve suggested that if street trees are on or overhanging on sidewalks he can be contacted and will take care of the offending trees by pruning them back
  - d. Irrigation system update
    - i. Recent billing shows upper two areas using more water than the lower irrigation system. Steve requested irrigation control to be reset to the minimal amount on the timer by landscaper (no leaks reported).
    - ii. Steve is also checking on water flow devices currently on the market to research if it will improve our water usage
  - e. 2022 dead plant status – Steve reported all dead plants have been removed from Sundown Ct circle. Please report any additional dead plants to Steve. Doug removed root balls from dead plants cut down on Observation Ave. and re-spread rock over the holes
    - i. Discussion ensued about responsibility of plantings on the parking strips on Observation (next to The Crest building(s)).
    - ii. Clarity is needed to share with The Crest residents. Currently the board assumes SCHOA takes care of the trees in the parking strips only
    - iii. Steve will update the SCHOA map to reflect responsibility of parking strip plantings and outliers in the community
  - f. Buffer zone adjacencies and the possibility of city maintenance-Doug and Dawn inquired if the city was responsible for maintenance in the areas beyond the 30' buffer zone; Observation Ave. fire access lane and the slope behind Doe Run S were used as examples. Steve stated he would ask the city for clarification on boundaries and who is responsible
- 7. Publicity Committee-Doug
  - a. Circle gathering August 2022
    - i. Due to an increase in COVID concerns this topic was tabled for now
  - b. 2022 SCHOA Newsletter Q3 is posted on the website
- 8. Old business-Updates
  - a. Officer solicitation, term starting January 2023
    - i. Doug and Annie are running for 1-year terms in 2023
    - ii. Solicitation and candidate interviews-August, early September
    - iii. Doug asked that the positions get solidified before October (Doug and Daniel return to AZ in October)
    - iv. Team effort-Officers and Committee Chairs solicit candidates
    - v. Steve, Dawn, Daniel, & Doug conduct interviews
  - b. 5 Year plan update-Zoom call occurred on 6-28
    - i. 8-2-2022 followup Zoom call scheduled
- 9. New business
  - a. Homeless shelter dialogue-WA Park
    - i. Doug spoke with the Anacortes Family Center (Nina L) and she shared that WA Park is considered an option for transitional housing for people when all hotel/motels are full
    - ii. WA Park is rarely used especially this time of the year when the park is full of recreational campers. It is an option but not the preferred plan. Doug will investigate further with the city for additional information

Next Board meeting Saturday 8-27-2022, 9am  
Motion to Adjourn at 10:15 am.

Respectfully Submitted

Vikki Berard substituting for Jean Warner Secretary

## July 2022 Month End SCHOA Financial Statement

Sunset Cove HOA July 2022 Month End			
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<i>CASH ACCOUNT</i>			
Beginning Balance		\$	14,699.31
Ending Balance		\$	10,945.91
<b>2022 Actuals</b>			
Debits			
7/6/2022	ProScapes, Inc. (Jun)	\$	(973.77) Landscape Maintenance
7/6/2022	ProScapes, Inc.	\$	(7,800.96) Landscape New
7/19/2022	GCF Backflow Services	\$	(278.41) Landscape Maintenance
7/27/2022	Puget Sound Energy	\$	(12.70) Utilities
7/29/2022	City of Anacortes	\$	(26.76) Utilities
7/29/2022	City of Anacortes	\$	(40.11) Utilities
7/29/2022	City of Anacortes	\$	(87.90) Utilities
TOTAL DEBITS		\$	(9,220.61)
Credits			
	HOA Fees		
	ARC Fees		
	Reserve Transfer	\$	5,467.21 SSC Sign area refresh
TOTAL CREDITS		\$	<u>5,467.21</u>
Ending Balance validation		\$	<u>10,945.91</u>
<i>RESERVE ACCOUNT</i>			
	Interest 7/26/22		0.36
Balance		\$	38,973.54