

SCHOA Board Meeting Minutes

June 21, 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, Bev Bothell

Doug called the meeting to order at 9:06 am.

The April 2025 meeting minutes were approved by the board via email and posted on the SCHOA website.

Finance Update - Dawn

Revenue & Expense Update: Dawn presented the monthly financial report, highlighting that we have incurred extra unexpected expenses for the Gazebo Trail damage which include the boundary survey and legal fees supporting the creation of the demand letter. We also may incur expenses for cleanup on the Gazebo Trail and potential future improvements which could include plantings and/or a fence. For now we are not moving the Additional Reserve Monthly Build to reserves from checking, however we are still meeting the 10% reserve build requirement. We will fund some of the Gazebo expenses with Additional Reserve Monthly funds out of checking. Dawn presented a draft analysis of the Reserve Fund with the Gazebo Trail Cleanup and the Detention Pond Cleanup added, as well as Mailbox repair which was expected in 2025 as a potential project. The Detention Pond Cleanup will be funded by Reserves when this project occurs this summer. Once we have the results from the Gazebo Trail settlement, we will vote as a Board on expenses and adjust Reserves if needed depending on the resolution of the Gazebo Trail settlement, and expenses not absorbed by the Additional Reserve Monthly funds out of checking.

Sunset Cove Summer Gathering - Bev

Bev began by saying that a purpose needs to be defined for the gathering. Bev requested a committee of four volunteers, suggesting one from the Crest and two from Sunset Crest. Bev suggested a potluck brunch from 11 AM - 1:00 PM on August 23rd. The board discussed weather, difficulty picking a date that allows for the greatest attendance, accommodating kids, collecting RSVPs, location within the neighborhood, and establishing a planning committee.

Landscape Committee Update - Liana, Doug, Dawn

Observation Avenue Detention Pond Maintenance: The HOA was contacted by John Kramer at the City of Anacortes regarding the growth of vegetation in and around the retention pond. There

is a required limit of 10” height for all trees and grasses. Per Kramer’s recommendation, Doug spoke with Washington Department Fish and Wildlife contact Jess. Jess shared that no HPA (hydraulic project approval) permit is needed to work on the pond. In addition, Liana spoke with Jess who suggested doing a pre-application and said that once HPA is approved, it will not have to be repeated. Liana completed the process and a copy was forwarded to Dawn to add to the document storage.

Kramer also provided a document that suggests actions to take for maintenance and recommended companies with which to work. Liana received two quotes, from Signature Tree and TriCo, to complete the required work on the pond. Liana presented the detailed scope and cost.

VOTE: The board unanimously approved Signature Tree’s option #2 totaling \$3,000 plus tax pending John Kramer’s approval of mulching and chipping debris.

Electrical Boxes and Lighting in the Boulevard: Dawn shared that several electrical boxes in the boulevard are in disrepair. Island Electric provided suggestions for upgrading electrical boxes and wiring. The board discussed three possible responses to the suggestions from Island Electric: do nothing, remove everything, or update what’s there. Doug suggested covering or removing the outlets because they are no longer being used, thus reducing the cost of the project and future maintenance.

Gazebo Trail Update: Dawn and Doug

Dawn and Doug shared that a demand letter was sent in late May to Gary Culbertson in which response was requested by June 16th. A response came in on June 17th via voicemail to Patrick Byrnes in which Culbertson said he would like to come to a resolution, His lawyer has been unavailable and will be able to respond within the next two weeks. Once a response has been received Doug will update the board at which time the board will vote on the next course of action. The board agreed that it would be good to have a fence on the property line one day pending financial feasibility. An update on this matter will be included in the Q3 Newsletter to residents.

Washington Blvd Street Tree Update: Liana

When recent homes were built, the requirement for parking strip trees was postponed until new requirements and tree type selection could be more clearly specified. Liana shared that the new guidelines have been posted on the website.

Liana shared that there are five homes that need trees in the parking strips and one home is possibly missing a tree. Liana drafted a letter to be sent to the affected homeowners informing them of the HOA requirement, noting that the requirement aligns with city regulations and

previous board votes. In addition, instructions for permitting and planting the trees, as well as an opportunity to participate in bulk ordering of trees to reduce costs were outlined in the letter with a requested deadline of October 2026.

Liana also requested that a reminder regarding allowable signs in the neighborhood be included in the Q3 Newsletter.

Architecture Committee Update - Bob

CC&R review: Bob

Bob shared that during the course of working with a group of homeowners to update the CC&Rs to remove outdated references, he came across a new RCW that will impact CC&Rs for Washington State condos and neighborhoods. This new legislation will require changes to Bylaws and CC&Rs to by January 1, 2028. It was decided that Bob and committee will review and update the Architectural Sections of the CC&Rs, but hold them and pause updating the remainder of the CC&Rs until more details can be ascertained regarding the impact of the new legislation. Janie suggested creating a Governance Committee of other HOA residents and/or contact an HOA management services company to learn more.

Bob also shared that a request for fence upgrade is being discussed by architecture committee.

Additional Updates

- Bill shared that the mailbox maintenance is complete.
- The Q3 Newsletter draft is completed, pending final review by Dawn
- Next Board meeting is tentatively scheduled Saturday, August 23, 2025 at 9:00 am.

ACTION ITEMS:

Doug

- Update board on response from Gary Culbertson

Liana

- Get updated quote from Signature Tree Service based on approval of Option #2; Schedule Signature Tree to begin work on the pond.
- Ask Kramer at the City of Anacortes if it is acceptable to mulch or chipped debris and leave it in place.
- Acquire a quote for blackberry removal around the fence of the retention pond.
- Send letter to homeowners needing to plant trees in parking strip

Dawn

- Acquire a new quote to cap the outlets and upgrade the lighting, then circulate via email for vote.
- Complete newsletter and sent to Rick

Bob

- Gather thoughts from the architecture committee regarding the new legislation affecting HOA Bylaws and CC&Rs to discuss further at the next board meeting.

Prepared by: Janie Crane, Secretary, July 8, 2025

Approved by: the Sunset Cove HOA Board via email July 14, 2025