

Sunset Cove Development Homeowners Association  
P.O. Box 943 Anacortes, WA 98221  
Board of Directors Meeting  
November 16, 2024 Zoom meeting  
Minutes

Attending: Doug Berard, Dawn Bachmann, Claire Colson, Kathy Edmonds, Annie Hayes, Lori Campbell, Liana Yelle, Janie Crane and Bob Rosain.

Call to order:

The meeting was called to order by Doug Berard at 9:07 am  
As there were several future board members present, each participant gave a short biography.

1. Meeting Minutes:

The October 12, 2024 minutes were circulated and approved via email and are posted on the Sunset Cove website. [https://sunsetcove.org/owners/SCHOA\\_Minutes\\_Oct24.pdf](https://sunsetcove.org/owners/SCHOA_Minutes_Oct24.pdf)

2. Finance Report:

Dawn Bachmann presented the budget for 2025. The budget is based on dues of \$400 again this year so the income will be the same as last year. The expenses have been adjusted a bit to account for increases in costs.

There were some unscheduled projects in 2024 which necessitated movement into and out of the Reserve Special Project account. There are no special projects planned for 2025 unless the mailbox on Washington Court breaks so we will be able to replenish the Reserve Account next year. Dawn will also transfer the checking account balance beyond the necessary float to the Reserve Account at the end of the year.

Dawn had emailed the November financial report. We have \$21,512.32 in checking and \$8,341.81 in the reserve account. It looks like we will be on budget at the end of the year. The month-end report will be posted to the website.

3. Annual Meeting:

The Annual Meeting will be held January 21, 2025 at 7:00 pm via Zoom. The mailing will go out by December 1, 2024. Doug will be responsible for the cover letter and agenda. Dawn will provide the budget and finalize the mail merge. Lori will prepare the ballot and the Board member bios as well as take care of printing and mailing. The dues will be due on January 1, 2025 and the ballot will be due by January 7, 2025.

Doug will chair the annual meeting. Annie Hayes will update on the Architectural committee; Claire Colson will speak to the Landscape committee; and Kathy Edmonds will discuss the Audit.

Dawn has proposed that we have a digital way to pay dues. The easiest and least expensive way would be to set up a Zelle account with Wells Fargo Bank. In order to establish that we will need to appoint Dawn as a Key Executive on the Board. The Sunset Cove HOA Board approved appointing the Treasurer, Dawn Bachmann, as Key Executive.

The Board also approved adding Douglas Berard, Sunset Cove President, as a Signer on the Wells Fargo bank accounts. The Board also approved these additional changes for the Wells Fargo bank accounts: Remove Jacqueline Etsell and Teresa Kniskern as Key Executives; remove Jean K. Warner who is currently a signer.

Sunset Cove Development Homeowners Association was established October 24, 2000 with the CC&Rs being filed with Skagit County, Washington State on November 28th, 2000.

4. Landscape Committee:

Claire updated the Board on "Tree #121" which is next to the gazebo. There have been two estimates regarding potential pruning of the tree. According to the assessment done by Urban Forestry the tree is top-heavy and may pose a risk to the gazebo or people. The board approved pruning to be done by Sonshine Tree Care.

There has been some severe pruning done on trees along the gazebo trail south of the Graf's house which may be on the HOA buffer zone. Some of the trees have been pruned in the past and may not be salvageable. We need to first determine the boundary line and then try to find out who may have been doing the pruning. Doug will also remind homeowners at the annual meeting that there are regulations regarding pruning along HOA property.

Claire has asked for clarification of the buffer zones, especially tract B which was not part of the Urban Forestry assessment. Many of the trees along the gazebo trail have been pruned without permission. The owners of SCE 18 have asked for permission to prune some branches that are hanging over their property. Homeowners have that right at any time. The Landscape chairperson will have tract B added to the assessment next time.

5. Upcoming Meetings: The meeting was adjourned at 10:15 am. The next meeting will be the Annual meeting on January 21, 2025 at 7:00 pm.

Respectfully submitted,

Lori Campbell  
Secretary