Sunset Cove Homeowners Association

Monthly Board of Directors Meeting

October 16, 2021

Zoom meeting

**Minutes**

Attending: Doug Berard, Lori Campbell, Dawn Bachmann and Daniel Allawatt

Absent: Steve Krippner and Annie Hayes

Members Present: Jackie Etsell, Rick Etsell, Mike Brendt and Paul Allen

1. **Call to order:**

The meeting was called to order by Doug Berard at 9:00 am.

1. **Meeting Minutes**: The minutes of the August 28, 2021 meeting had been circulated via email and were approved as written.
2. **Finance Report:**

Dawn Bachmann presented the October finance report. The beginning balance in the checking account was $6303.62 with expenses of $2125.01 and no income, leaving a balance of $4178.61. There were several unexpected bills paid that put us over budget, but all had been approved by the Board in advance. Among those were the tree survey, Sunset Court refresh, legal fees and an increase in costs for Simply Yards.

By the end of the year we should be close to being within the budget. If not, we can take the extra out of the reserve account which has $44,575.61.

1. **Committee Reports**:

4a. Architectural Review Committee:

Doug presented Annie Hayes’ report. Construction has begun on WPE 6 and WPE 9 has submitted plans, which have been approved. There has been no action on either WPE 27 or SCE 6. WPE 28 is complete and will be on the market next week.

4b. Landscape Committee:

Steve Krippner is working on a five-year plan with Dawn and Doug. Later this year he will get bids for landscaping in 2022. Steve would also like some committee members to assist with the Landscape duties. There is no formal process for this and he can have as many members as he wishes.

4c. Publicity Committee:

No report

4d. Audit Committee:

Daniel Allawatt and Dawn Bachmann completed the audit through August. Lori and Dawn will finish it up next month and will also go back to November of 2020.

5.**Old Business**:

 5a. Annual meeting:

Lori presented possible options for the Annual meeting mailing. We had hoped to transition to electronic mailings, but the by-laws require the notice and ballot to be mailed via USPS. It was decided that we would continue using the USPS but try to streamline things to reduce mailing costs. No return envelope will be sent and the proxy form and perhaps the board candidate biographies will be available online. These changes should get the costs down to approximately $100 from $250 for last year’s mailing.

There was also a discussion of possible payment methods. It was decided that we would not offer credit card payment at this time, but that check, money order or Bill Pay will be accepted. The address for Bill Pay will be on the payment coupon.

All information to be included in the mailing should be sent to Lori in Word format by November 15th. This includes the cover letter and agenda from Doug, the budget and dues information from Dawn and the biographies from the board members who are up for election.

The annual meeting will be held on January 22, 2022 at 1:00 pm.

5b. Unpaid dues:

The owner of WPE 20 has still not paid his dues for 2021. Multiple emails and letters have been sent with no response. At this point a lien has been filed with Skagit County in the amount of $831 which includes the dues plus penalty, interest and legal fees.

5c. Legal issues:

Doug is waiting for the attorney to provide language to update the indemnity clause in the HOA By-Laws.

1. **Upcoming Meetings**: The next meeting is scheduled for November 13, 2021 at 9:00 am via Zoom. This will be a budget meeting, which is for Board members only. The Annual Meeting will be held on January 22, 2022 at 1:00 pm via Zoom.

The meeting was adjourned at 10:01 am

Respectfully submitted,

Lori Campbell, Secretary