

Sunset Cove Homeowner's Association  
Zoom Board Meeting  
October 15, 2022

**MINUTES**

Board Members Present: Doug Berard - President, Dan Allawatt - Vice President, Jean Warner - Secretary, Dawn Bachmann - Treasurer, Steve Krippner - Landscape Chair

Absent: Annie Hayes - Architectural Review Committee

Resident present: Rob Warner

**1. Call to order:**

The meeting was called to order by Doug Berard at 9:01 a.m. PST via Zoom.

The previous meeting's minutes were approved.

**2. Financial Report: Dawn Bachmann**

\* Dawn reported the budget is in good shape. At this point, some expenses are over budget and some are under budget. Some funds were moved out of Reserve under the Washington Blvd. Project for the signage area refresh at the top of Washington Blvd. Otherwise, we may not need to take more out of Reserve as we may be able to pay for the remainder of the special landscape projects out of the operating funds which were not spent. We will know more closer to year end.

\* Dawn was able to get a \$48.00 discount on the association's "ZOOM" membership.

\* The proposed SCHOA management software, “Club Express” will be reviewed by Dawn to confirm it does all of the functions necessary for our needs.

3. **Audit Report: Dan Allawatt** - The audit went smoothly and all was in compliance.

#### 4. **Committee Reports:**

4a. Architectural Review Committee: Doug Berard for Annie Hayes

Spatasfore's have occupied the home.

Yelle's house is progressing.

Mile's hope to complete their house within 30 days.

4b. Landscape Committee: Steve Krippner

Spatasfore's planting plan is in limbo until early Spring.

Mary Ann Nash, on Washington Boulevard reports a couple of trees in the parking strip are causing sidewalk sections to heave. The sidewalk has been shaved off in the past. Since the SCHOA intends to replant these trees in the near future, Steve will advise her to remove the trees, (at her expense) and leave the areas clear until we are prepared to move ahead with the re-planting.

The irrigation systems will be shut down soon by Pro-Scares.

A resident communicated with Steve, (via letter) regarding when the circle in Washington Court will be refreshed. Discussion ensued about project priorities, budget, and timing. In the short term, he suggested we pull out dead materials, prune existing plants, clean debris from the grate at the bottom of the bio-swell, and the refresh project should be put on the 5-year-plan.

ProScapes contract is about to expire. The company has been reliable, responsive, and fairly priced. Steve will ask them if they are willing to extend the contract for another year.

Tree spraying along the boulevard will be done in December or January at the price of \$550.00.

It was suggested a landscape committee be formed to list priorities and prepare estimates for upcoming projects.

4c. Publicity Committee: Doug Berard  
The current SCHOA newsletter has been posted

## **5. Old Business:**

5a. 5-year Plan Update: Doug Berard

After testing “Club Express” software, Dawn will deliver a report at the November 19 meeting. Dawn should have the Operations Manual complete by the November meeting,

5b. Officer Solicitation, term starting January 2023.

Doug will collect biographies of proposed officers, (Kathy Edmonds and Claire Colson) and officers extending their terms, (Doug Berard and Annie Hayes) to be included with the annual meeting correspondence.

## **6. New Business:**

6a. A resident of Washington Park Estates communicated with Steve Krippner about the desire for additional landscape lighting in the boulevards. She also commented non-SCHOA residents have removed some of the recently planted materials along the

gazebo trail. Steve reported it appears an attempt has been made to replace them, although not in the most desirable manner. Steve has prepared a letter that Doug will send to the owners if there are additional shrubs and trees removed or disturbed on SCHOA property.

6b. An article dealing with coyote activity in the area has been included in the latest SCHOA newsletter.

6c. In the future, the Monthly Financial Report will contain a separate line for the Washington Boulevard Median Project.

6d. The retention pond guideline will be included as a permanent item in the SCHOA newsletter.

6e. Updates on various projects will be regularly communicated via the SCHOA newsletter.

6f. A resident of “The Crest” made an inquiry about blocked sight lines. Currently, there is no violation and no further action is required.

6g. Doug will check on the cost for cleaning all mailboxes in the SCHOA.

## **7. Upcoming Board Meetings:**

11/19/22 9:00 a.m. PST Board Budget Review Meeting  
01/24/23 7:00 p.m. PST Annual Meeting

The 2023 budget review will be at the November 19th meeting.

Jean Warner reviewed the materials that will be included in the Annual Meeting packet: cover letter, agenda, finance report and budget, dues, ballot and biographies of officers.

**8. Annual Meeting Prep:** Dawn Bachmann and Jean Warner

Dawn wants to switch from mailed materials to electronically distributed materials for the annual meeting.

Steve Krippner suggested we use “Mail Chimp” to inform the residents of any proposed changes. Dawn already has most of the verbiage complete but will stress the desire to keep the expense of a mailing down. The information will be posted in the SCHOA newsletter, as well. Dawn will contact Rick Etsell with the information so it can be posted on the website.

If residents choose not to participate electronically, a hard copy packet will be distributed to them.

**Motion to adjourn:** Moved by Doug Berard and seconded by Jean Warner

Respectfully submitted,

Jean Warner  
Secretary

