

Sunset Cove Homeowners Association

6-25-2022

Board Meeting



Agenda 6-25-2022 SCHOA Board Meeting



- Welcome-Doug
- Call to order-Doug
- Review of minutes-All
 - ❑ 4-23-2022 meeting (slides 3, 4 & 5)
 - ❑ Discuss language surrounding “retention pond maintenance”.
 - ✓ Proposal-Leave 4-23-2022 minutes as is. *Re-state position at 6-25-22 Board meeting for the record*
 - ❑ Motion-2nd-Chair statement of motion-debate-vote
- Finance report-Doug standing in for Dawn
 - ❑ Account balances-June month end 2022
 - ✓ Working acct-\$21,526.52
 - ✓ Reserve acct-\$44,440.01 (interest will be added with June bank statement)
 - ✓ Total-\$65,966.53
 - ❑ Access Anacortes update-Free training
- Architectural review committee-Doug standing in for Annie
 - ❑ Building and permit updates
 - ❑ Misc. update(s) if any
- Landscape committee-Steve
 - ❑ Followup on project bids and timing
 - ✓ Value added pics needed for Q3 newsletter
 - ❑ Irrigation system update
 - ❑ 2022 dead plant status
 - ✓ Removal
 - ✓ New plating(s)
 - ✓ Next steps
- Old business-Updates
 - ❑ Officer solicitation, term starting January 2023
 - ✓ Solicitation and candidate interviews-July, August
 - ✓ Team effort-officers and committee chairs solicit candidates
 - ✓ Steve, Dawn-target list
 - ❑ 5 Year plan-Zoom call 6-13. Next meeting to target finalization 6-28
 - ❑ 2022 SCHOA Newsletter Q3 in Production
 - ✓ Director/Committee Chair input
 - ✓ Post July 2022
- Next Board meeting Saturday 8-27-2022, 9am
- Motion to Adjourn-2nd-Chair statement of motion-debate-vote

SCHOA 4-23-2022 Minutes



Sunset Cove Homeowner's Association
Zoom Board Meeting
April 23, 2022

MINUTES

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

Residents presents: Jackie Etsell, Rob Warner

1. Call to order:

The meeting was called to order by Doug Berard at 9:02 a.m. PST via Zoom.

The previous meeting's minutes were approved.

2. Financial Report: Dawn Bachmann

* As there was no landscape maintenance in January and February the budget ending balance is higher than usual.

* Access Anacortes, (city fiber installation) is still progressing. Repairs are not completed as the city is waiting for warmer weather to pour concrete. The project manager will do a walk-thru after all repairs are completed.

* Currently, Dawn is using Excel to handle all of the financial records and reports. As her term is up in January and using Excel can be tricky if people are unfamiliar, there is a need for more user friendly software. She has looked at various software

packages trying to find the perfect fit for the needs of the SCHOA. She came upon a membership software that uses iCloud making it easy to hand off the treasurer's duties from one person to the next. It is called "Club Express". It is just under \$40.00/mo. based on the number of residences in our association. We can pay month-to-month and there is no contract. There is also a 60-day free trial with technical support. We can cancel at any time. At the end of 60 days and we agree to move forward, there is a one-time \$150.00 set-up fee. If residents pay dues by check, there is no additional charge. If they pay through the software with a credit card, there is a \$8.00 to \$9.00 fee.

Steve Krippner's paddling club uses the software and shared his "Hole-in-the-Wall" website for example. He reported that tech support has been good having an actual living person answer the phone. The current users have a few tips they could give us for easier use. They use it for the membership dues and renewals, directory, club calendar, activities, surveys, mission statement, trip planning, schedules, etc. He suggests no board member names be used in email communication to prevent scamming. Using aliases would prevent that.

Dawn's goal would be to get the software live by December for dues payments. It would be in conjunction with the 60-day trial. She suggested Jean could send out a postcard asking residents what their preferences are whether they want their information via the new software or handled with paper, as in the past. We would decide when to take the system live after that. Each resident would sign in entering names, address, phone #'s. The resident(s) could to fill out a profile if they like, but don't have to.

The areas the software would serve are billing, dues status, collection and tracking, email, and possibly directory and voting. Currently, our directory is static. "Club Express" is not. Dawn will see if there is a way to make the software work for our needs.

SCHOA 4-23-2022 Minutes



She is not certain it will handle voting and will look into it. If not, we can always do it as we have before or vote via "Zoom".

Dawn currently has an Operations Manual completed for the Treasurer's position on the board.

Doug moved we go forward with the 60-day trial of the "Club Express" software. The motion was seconded and approved.

Month to Date April (as of 4-23-2022) Account Balances:
- Operating account total - \$25,283.23
- Reserve account total - \$44,439.26

3. Committee Reports:

3a. Architectural Review Committee: Annie Hayes

Currently, there is progress on three houses. One house is yet to start. The plans for that house do not expire until late this year. If Annie finds it necessary, she will send a reminder to the owners.

3b. Landscape Committee: Steve Krippner

There is a landscape project beginning adjacent to Colson's at the trailhead. While he and Paul Allen were looking at it, they thought it would be a good time to continue down the path to the gazebo. Unauthorized pruning has occurred on several large trees compromising their health and life. There is much more mud on the trail making the surface slippery and unstable. Roots are exposed and there is erosion. New mulch and gravel are needed. Several smaller plants are dead and need to be replaced. The work could be done by ProScapes.

Dawn reported these project costs would exhaust the entire "landscape new" and excess landscape "repair and

maintenance" for 2022 and that we will have to dip into the reserve for expense over-runs. A breakdown of the budget and landscape project costs are attached.

Steve is seeing costs on all landscape-related projects are going up between 15-25%.

Steve reported he found a better deal for starting up and shutting down irrigation systems for home owners after a horrible job of messaging by ProScapes. As a result, he found a separate contractor to perform the service on May 13th.

The bid to clean out the storm pond is \$2,800.00 by Signature Tree Service. He suggested in the future costs could be saved if it were maintained more regularly. Steve will double-check with the city to see if they will clean out the pond as they did with the storm pond on the west.

Three trees along the buffer zone on the north side of the development and one near the gazebo need pruning. It will cost approximately \$1,000.00 per tree. Two of the trees are near the northern most building of "The Crest" and the other is near the furthest north and east home in "Doe Run". Doug suggested these projects should proceed due to safety concerns and potential damage caused to nearby residences. Steve does not have a cost estimate for the tree near the gazebo that needs thinning and pruning.

The bid along Washington Boulevard and by the sign on Observation Ave. for mulch and gravel was \$5,467.20.

At some point the large evergreen tree that was removed recently on one of the islands should probably be replaced.

Doug suggested the retention pond project could be placed on hold if the city won't do it.

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Doug proposed we either vote on individual projects or all projects as a whole.

Doug moved a vote be taken item-by-item.

Motions were made, seconded, and approved for the following three projects:

- Washington Boulevard and adjacent signage mulching
- Observation storm pond clean-up, if the city does not do the work
- Tree trimming along northern buffer and gazebo

The board voted and approved to proceed with the gazebo trail refresh project and tree removal ahead of the April 23, 2022 meeting on April 9, 2022 via telephone. This was due to labor and material needs. The board voted on each of the three individual landscape projects at the April 23, 2022 board meeting.

Steve commented about the unauthorized tree trimming along the trail and other areas. If we don't see someone do it, there isn't much we can do about it. Trees become unhealthy, become a hazard, and die off. In excess of ten trees were cut on the trail. Perhaps signage reminding people the trail is part of the SCHOA development and not private property might make people more aware. He will look into signage.

Western Washington should be contacted regarding their long-term plan for clean-out, re-planting and general maintenance along the northern buffer area.

4. Old Business:

4a. Doug stressed we need to work on recruiting members to serve on the SCHOA Board. Doug agrees to stay on another year in some capacity to help with the transition.

4b. Doug reported the newsletter has been posted.

5. Upcoming Board Meetings:

6/25/22 9:00 a.m. PDT
8/27/22 9:00 a.m. PDT
10/15/22 9:00 a.m. PDT
11/12/22 9:00 a.m. PDT

All meetings will be held via Zoom. A notice will be posted on the website in advance.

A motion was made and accepted to adjourn the meeting at 10:32 a.m.

Respectfully submitted,

Jean Warner, Secretary

Access Anacortes-Training



➤ Access Anacortes Fiber Optics Platform

- Training opportunity with the Fiber Optics Team from the City of Anacortes



With the high price of internet and cable services, many people are choosing to “Cut the Cord.”

Computer volunteer Martin Harris will help you “cut the cord” and assess the pros and cons of dropping cable TV services. Martin will guide you through the many options to access your favorite TV and entertainment sources via the internet.

Martin will review the equipment and actions necessary to accomplish this switch and where you might find some cost savings.

Upcoming Classes:

Cutting the Cord
June 27

1:30-3:30
Anacortes Senior Activity Center

Cutting the Cord
July 20

1:30-3:30
Anacortes Senior Activity Center

This class is FREE but registration is required. Sign up in advance at the Anacortes Senior Activity Center Reception Desk. For more information, email Martin at svmystique@hotmail.com

This is the link you will need to place orders for service:
<https://forms.cityofanacortes.org/Forms/FiberNewService>

Access Anacortes Fiber Optics Support Team

- Jim Lemberg (360) 588-8360 Program Manager
- Kimberly Henry (360) 588-8361 Administrative and Technical support
- Martin Harris-Training class coordinator

Q3 Newsletter-Q2 Content Treasurer



Treasurer Update

- Pleased to announce that all dues/assessments have been paid in full for fiscal year.....2022
- Assets on hand as of March 31st, 2022:
 - Total assets \$70,780.19
 - Operating funds = \$26,340.93, Reserve funds = \$44,439.26Note: The asset total in the Q1 newsletter was mis-stated only showing the reserve fund total
- The mailbox lock repair on WA BLVD has taken place without replacing the box itself
 - A big **THANK YOU** to Tom Blackwood and David Wilton for their efforts lubricating and conditioning all the mailbox locks in Sunset Cove along with working with the USPS in the process
 - On a go forward basis we'll monitor the functionality of the mailboxes and set in motion an annual maintenance program



Treasurer Update-Cont'd

- Access Anacortes Fiber Optics (AAFO) Network update
 - AAFO has completed laying the new fiber optics cable in Sunset Cove
 - A number of residents that have the new fiber optics cable in place have commented on the speed and functionality of the new system. One resident stated that it was “smokin fast”!
 - Installation crews are city employees
 - Most installations take place in under 2 hours

Notes:

1. AAFO is in the process of completing sidewalk repairs
2. They will replant grass once the weather improves
3. A quality walk will be done towards the end of May by the the AAFO Project Manager
4. All impacted areas have been documented and turned over to the AAFO Project Manager for repair and maintenance disposition(s)

Dawn Bachmann Treasurer

Q3 Newsletter-Q2 Content Landscape/ARC



Landscape Committee Update

- Our new landscape maintenance program was awarded to ProScapes earlier in the year. Early on it would appear that service levels are solid and the appearance of our common areas look great for this time of the year.
- The Gazebo trailhead maintenance project has been out for bid and we hope to see the project start soon. The project scope includes new mulch and gravel along with selective tree removal
- Un-authorized tree topping has taken place in the neighborhood buffer zones. Alterations (proposed) to our buffer zones must be approved by the SCHOA Landscape Committee prior to any work being done. Pruning done without a trees health in mind often times leads to removal and or replacement which is costly to say the least.
- It is that time of the year when we evaluate new mulch/bark for our beds. Steve and Linda Krippner have used a number of different mulch/bark combinations over the years. Consider looking at their landscape for new ideas; 2714 WA BLVD.

Steve Krippner Landscape Committee Chair

Architectural Review Committee Update

- Sunset Cove Construction Update
 - Lot #SCE6 construction not started
 - Lot #WPE6 under construction
 - Lot's #WPE9 & 10 (combined lots) under construction
 - Lot #WPE27 under construction
- For more information regarding the Architectural Review Committee (ARC) and its function can be found in the CC&Rs section III through VI.
 - Section III- Architectural Review Committee overview
 - Section IV-Approval Requirements
 - Section V-Building Restrictions
 - Section VI-Land Use Restrictions

Annie Hayes ARC Committee Chair



Sunset Cove Homeowners Association

SCHOA

