

## SUNSET MEADOWS BOARD MEETING MINUTES (**unapproved**) held Thursday April 15, 2021

Present: Sandi Patton, Mel Huey, Lisa Armstrong, Jane Hackett, Dave Hubbard, Tamy Ngan and Marilyn O'Malley

### **Call to order at 6:05 PM**

*Jane moved to adopt the minutes from 03-18-21 meeting as submitted, seconded by Marilyn; motion carried.*

### **Treasurer's Report**

Delinquency decreased by \$1,787 to \$4,208 in March. There were 17 members past due, a decrease from the 21 members past due in February.

Mel reported there were no unusual expenses for the past month. The value of our stock accounts is only updated in the July financial statement by Bottom Line Bookkeeping. Mel reported that currently our stock funds have grown by \$45,000 since last July.

*Jane moved that the Treasurer's report be approved, seconded by Lisa; motion carried.*

### **Maintenance – Mel Huey**

- **Siding Repairs** – Northwest Siding did a siding inspection for the property and submitted an estimate of \$86,000 for the recommended repairs. Dry rot repairs would be an additional expense. Northwest noted in their bid, that material costs have increased by 30% since last year.

*Mel moved that we award the siding repair as estimated to Northwest Siding, seconded by Marilyn;*  
Discussion:

Mel pointed out that the Board decided to prioritize repairs last year to keep costs down. That very likely contributed to the much higher costs this year. He suggested that we are further ahead to do what is recommended each year rather than deferring work.

The work would be scheduled so payment falls into the next fiscal year's operating budget, allowing the Board to plan for the expenditure in the next year's budget and bring forward recommendations to increase HOA revenue at the next Annual General Meeting of home owners. Call for the vote; *Motion carried unanimously*

- **Roof care** – Roof moss removal/cleaning and connecting the upper roof gutter with the lower roof gutter has been completed.
- **Mail carrier parking sign** – Sign has been installed. Please keep the space open as directed.
- **Parking lot sealing** – Mel is working with Western Asphalt to get updated costs and schedule the work for completion before the end of July
- **Misc.**
  - Preliminary irrigation system startup work is ongoing
  - A plan to run a water line to the community garden is being developed

### **Compliance**

- Tamy reported:

- A towing company was call in to remove an illegally parked vehicle. A towing notice was posted on the vehicle and the car's owner removed it prior to towing.
- A cat litter box and misc trash was observed by the front door of one of the units. A warning was issued and the trash was removed.
- Marilyn O'Malley, 707-703-7428, will be HOA compliance rep until May 20, 2021
  - Mel Huey – May 20 – June 17
  - Lisa Armstrong – June 18 – July 15
  - Jane Hackett – July 16 – Aug 19

#### **Landscape – Jane Hackett**

- Jane is planning a walk-around with Rexius to discuss pruning requirements
- Jane met with a home owner, who had modified the area behind their unit, asking if the HOA would return it to its original state. She informed the home owner that removal and restoration of any modified landscaping is the responsibility of the unit owner. **Residents that have modified the landscape directly behind the unit are responsible for the care and maintenance of the area. Removal of landscape modifications is the home owner's responsibility even it the unit was purchased in that condition.**
- Jane is planning to have a Bear Mountain arborist do a tree assessment and maintenance recommendation

#### **Old Business**

- **Recycling** – Overall recycling has improved. It was noted that residents are not collapsing boxes resulting in overfull receptacles and trash being piled up around them. Please take the time to collapse your boxes and minimize the volume. The Board is looking at ways to identify and fine residents that are not following the recycle/disposal rules.
- **Updating the Resident's Guide** – tabled until a special meeting for this purpose is called
- **Community Garden Plot** – Marilyn reported
  - The community garden is complete and space is fully allocated
  - There are 10 resident gardeners and one on the wait list
  - Blue berry bushes will be planted on the west side of the fence for all HOA residents to pick and enjoy
  - A small flower garden will be planted on the south side between the sidewalk and the fence to attract bees (nature's little pollinators) and improve the aesthetics
  - Contact Marilyn O'Malley at 707-703-7428 if you want to get on the gardener wait list

#### **New Business**

- **Special Project Requests** – none submitted

**Meeting adjourned at 7:45 pm**

**Next Meeting – May 20, 2021, 6:00 pm to be held at unit 1452**

