**Sunset Cove COA**

**Property Owners & Board of Directors Meeting**

**March 19, 2022 @ 9:00 a.m.**

**Meeting Called to Order**: Bill Lyons

**Roll Call:** Mary Anne

Bill Lyons, Russ Walster, Joe Mulick, Nic Neumann, JC Zalog, Mary Anne Burleson. Jim Smith and Dave Kunze absent.

**Welcome new owners**:

* Robbie & Shelly Blakemore - CO 102
* David & Elizabeth Henson - CO 103
* Gene & Stephanie Beckman – CO 108
* Rick & Tammy Melsen – 87 End of Trail Rd
* Bluebonnet Properties – Lot 1700 (End of Trail)

**Board Election:** Bill Lyons

We received three resumes from candidates seeking to fill positions on this year’s board. Jim Smith, JC Zalog and Russ Walster’s terms expire in April. As the 3 candidates fill the positions, no voting will take place at the April meeting. Val Mitchem, Dave Schwend are the new members. Russ Walster will stay on the Board for another term.

**Treasurer Report:** Bill for Dave K,

As of January 31st, we have total cash of $165,002. We continue to have a strong financial position. Individual accounts are as follows:

* Common Budget Checking - $60,371
* Multi Budget Checking - $34,104
* Common Reserve Checking - $48,286
* Multi Reserve Checking - $22,191
* Petty Cash - $50
* Total Cash - $165,002

**Legal:** Bill

There is a civil action between several parties owning property adjacent to Sunset Cove. SSC’s property is being looked at for access to a public road. Our attorney is managing our response. Our position is not to allow access across SSC property.

**Insurance:** Nic Neumann

Farmers Risk Management conducted an on-site property review in February. This is a normal practice for commercial properties. As we are awaiting the formal report, only two items were noted by the inspector; a very old water heater in the clubhouse pump room and a rusted electrical panel in the same room. These items are in process of being replaced.

We also completed the required Workers Comp Audit without any issues.

**Waste Water Treatment Plant:** Nic Neumann

No issues with the waste water treatment plant at this time. Please continue to refrain flushing anything that has not first passed through your body. Just because it may say ‘flushable’ does not mean that it can pass through our treatment plant.

**Grounds**: Nic

Yesterday’s Grounds Committee meeting was cancelled. Nic is working on coming up with a ‘Master Plan’ of the 32 beds that exist in SSC. JC will assist in providing aerial shots of the beds to help with a visual layout of existing beds. Paul is currently working with his nursery contacts to determine the correct flowers for sun/shade and deer abatement. All this detail will be included with Nic’s plan document that will be presented to the Committee for further input and planning at his next meeting.

**Water:** Bill Lyons

There has been no activity (by contractor Mullis) on relocating the water line that was found deep under the Binz foundation. We looked into finding another contractor to perform the work but all bidders are 4 to 6 months out.

**USACOE:** Bill Lyons

Our Vegetation Permit is set to expire this year. We will take the necessary steps to renew this permit at minimal cost.

**Multi Committee:** Joe Mulick & Jim Smith

Things are quiet at the moment now that the Assessment projects are about complete. The last item from the Assessment projects is TH #6 deck and screen room (Chally’s). The materials are on-site and we are awaiting a schedule to have this work completed.

Last November’s inspections determined that the 5 condo buildings need painted and lap caulked and dryer vents replaced. It’s hoped to have the work started soon. We will be using existing reserve funds and a loan from our line of credit to pay for this effort.

Building 2 lake side railings were removed and sent to a vendor in St Louis for blasting and powder coating. This will improve the look of the rails that should last 15-20 years. The rails have since been returned and the upper floors reinstalled.

We had a qualified roofing engineer inspect our roofs for condition, longevity, and ventilation. We are looking to determine when roofs will need to be replaced. Overall, we are in good shape all things considered. Buildings 3 & 4 will require the most immediate attention in the next 4 – 6 years, followed by Building 1 in 5-7 years. The remaining buildings will need work in 8+ years. A formal report was issued and is now filed in the office.

**Common Areas & Roads**: JC Zalog

We are still waiting on Coltrane to get the resealing scheduled for 2022. He is holding his pricing quoted back in 2021 which is good news.

Club House kitchen is now complete with a total cost of $4,755.37, leaving an assessment balance of $3,665 that was applied to flooring cost. The TV Room flooring/stairs has a total cost of $6,470. The stairs will be completed in the coming weeks.

The guys added more rock/gravel to the back parking area behind the club house. An owner requested that we look at chip/seal that lot to prevent run off.

New LED lighting was added to the pool area in response to an owner’s concern of the poor visibility especially at night.

**Homes Committee:** Russ Walster

There are several homes being constructed at this time which means a lot of truck traffic. Please be cautious when driving around the cove.

**COA Admin:** Mary Anne Burleson

We are in good shape for debt collections and follow up (Aging report).

SSC’s new email address is: [office@sunsetcovecoa.com](mailto:office@sunsetcovecoa.com)

Mary Anne developed a Job Duties document and presented it to the board for their review. It is a thorough detail of her duties and responsibilities.

Mary Anne is looking into joining a Chamber of Commerce to take advantage of reduced medical premiums. We were members of TRL CoC at one time, but the cost has grown in recent years. She is now talking to Hollister CoC to see about joining their organization for approximately $100/annually.

**New Business:**

**Brush & Tree Removal**

The area adjacent to the helipad on Monterey has been used for disposing yard waste. It should not be used for lot clearing or tree disposal. If you need to remove this material, please arrange to rent a dumpster. This will defray the cost of SSC from having to rent a large chipper and the guys’ labor to clean up the waste.

**Cardboard Recycling/Trash Dumpster pickup**

We encourage owners to use the cardboard recycling bin located in front of Bldg 5. You will need to breakdown the boxes to be able to fit them into the bid. We pay $75/month with 2 pickups per month. The reduced bulk waste of the boxes in our dumpsters allows for more garbage bags and thus reduced cost to haul away. We are currently saving $300/month with the 2 dumpsters & 2 weekly pickups over what we were paying last year.

**Annual Owners Meeting & Party**

Friday April 22nd at 5:30pm at Clubhouse

Saturday April 23rd at Clubhouse – Social Hour 4:30, Meal 5:30

A flyer with Party details will be emailed to all owners this coming week. Please plan to attend so you can meet and greet your TRL/SSC neighbors. There will be an RSVP date that we will need your commitment so food amounts can be determined by the caterer.

**Smoke alarms**

Please be sure to replace your smoke alarm batteries now that the summer season is almost upon us.

**Owner/board meeting dates for 2022:** March 19, April 23, June 25, October 8, November 19.

**2023 Budget Meetings/Critical Dates**:

* August 15 – pull QuickBooks info (need financials completed thru July)
* September 9 – Executive board meeting to review with preliminary approval budget
* September 17 (Sat) – 8:00 – 10:30 – Budget review with multi-owners
* September 17 – 10:30 – 1:00 – Budget review for Single Family homes & Lots
* October 10 – 14 – Mail to all owners for review and vote
* November 19 (Board Meeting) – Tally budget vote

A motion was made to adjourn the meeting and all members approved.

Meeting adjourned.