

**Sunset Cove COA  
Property Owners & Board of Directors Annual Meeting Minutes  
April 23, 2022**

**Call the Meeting to Order: Bill Lyons**

**Roll Call:** Joe Mulick

Bill Lyons, Russell Walster, Dave Kunze, Joe Mulick, JC Zalog, Nic Neumann, Jim Smith.

**Introduce New Board Members:** Val Mitchem, Dave Schwend. Jim Smith (3 Yrs) and J.C Zalog (6 Yrs) have completed their terms of service to the Board. We thank them for their efforts.

**Update on Mary Anne:** Bill Lyons

She fractured her femur slipping on the stairs. She will return to work under the restrictions established by her doctor and has been in contact with Workers Comp to arrange transportation and establish accommodations to meet requirements for her injury. Bill/Paul will set up a workspace in the downstairs meeting room. Hours and days will be evaluated and determined, with Mary Anne's input, until she is fully released from work restrictions.

**Introduction of Maintenance Staff:** Dave Kunze

Dave introduced Paul Newsome, Maintenance Manager – 35 years service  
James House – 28 years service & Jordan Hale – 2 years service

Dave presented bonuses to these gentlemen for their efforts in dealing with snow and ice this winter. Including spending several nights here in the clubhouse to insure we had safe access to/from the community.

**Annual Owners Social Gathering:** Bill Lyons

Bill gave insight into this evenings' activities: social hour at 4:30 and 5:30 dinner catered by Dana's BBQ. We have almost 70 owners and guests slated to attend the festivities. There will be a DJ to provide music throughout the event.

**Treasurer Report:** Dave Kunze

Common Budget Checking – \$40,253

Multi Budget Checking – \$50,020

Common Reserve Checking – \$48,288

Multi Reserve Checking – \$22,191

Petty Cash - \$50

Total Cash - \$160,802

Overall, we maintain a strong cash position. Our Budget to Expense ratios is right on target for most categories.

**Budget & Financials:** Dave Kunze

March & YTD Financials were just received from our accounting firm on Thursday; thus, they are not yet posted to the website. They will be when MaryAnne returns to the office next week.

Line of Credit. Our \$100K line of credit is about to expire. Thus, the Board will take action to insure that the LoC is applied for in the coming days. Board voted to authorize Bill Lyons and Dave Kunze to sign a one year Line of Credit for Sunset Cove COA.

Aging Report– Dave reported that all owners were current within 30 days. This is excellent and we thank you!

Dave asked for Board approval of our financials to date. Nic approved and Jim Smith 2<sup>nd</sup> and all members agreed.

The 2023 Budget timeline is included below. Dates include budget reviews times for owners (multi's and single-family homes) so you can get a grasp of the budget process that drives our fees and expenses. We ask for your participation in this important process.

**Legal:** Bill Lyons

Nothing to report.

**Insurance:** Nic Neumann

Nic advised that we are awaiting on Farmers to issue their report on the Risk Management Survey they conducted back in March. To date, we are only aware of two items we need to address; a very old water heater in the pool room and an electrical panel in the pool room that has a 'hot' spot. Both items are being addressed by the maintenance team.

Nic also discussed the need for property owners to check their policies for unplanned/emergency assessments coverage. This is very low-cost coverage that protects owners in the event of heavy damage to our properties that exceeds our 2% deductible for wind and hail damage or \$25K deductible for other damage.

**WWTP:** Nic Neumann

No issues to discuss. The plant is running efficiently.

**Grounds:** Nic Neumann

Paul has purchased flowers (approximately 60% annuals). The flowers are on site and his team will begin to plant them next week. They will also begin to get the irrigation system back on-line.

Nic is working with Paul to identify end of life plants/shrubs (yucca's, yews, trees). And begin to pull them out of the ground and replace them with rock and/or mulch. This will be an on-going project.

**Water:** Bill Lyons

Still waiting on Roger Mullis to begin to relocate the water main found under the foundation on Lot 1214 (currently be constructed). This bid is \$40,000.

We had one major leak over the winter. A broken valve at Dave Kunze's lot was quickly repaired.

**USACOE:** Bill Lyons

Our Vegetation Permit expires this year. A new application will be submitted in the coming weeks.

**Multi Committee:** Joe Mulick

Some of the exterior coach lights on Bldg. 2 are showing signs of rust. There are 16 of these on the bldg. Paul and Russ are looking at options to replace the lights.

Last years assessment project was completed with exception of TH #6's back deck. The material is here and we are waiting a schedule to complete from Russ.

Building 2 lake side rails were removed and sent for powder coating. The rails look beautiful and the guys reinstalled them. The power coating process should last 15 – 20 years. Thanks to Russ for transporting the rails to and from the firm in STL.

The five condo buildings' drier vents are in bad shape. They are plastic and several of the vent flanges are broken or missing. New steel vents were obtained and the guys have started installing on Bldgs. 2-5. There are 14 units remaining but these will require the use of a lift to get the work done. We expect a lift will be rented when the painting project is underway and the remaining vents can be installed at that time.

**Common Area and Roads:** J.C. Zalog

We are still waiting on Coltrane Asphalt to start road resealing. This one is still pending, but they are holding to their 2021 pricing.

The clubhouse kitchen work has now been completed. Russ finished covering the stairs to wrap up the project.

**Homes:** Russ Walster

There are 4 new homes under construction and 1 home being repaired due to a fire (Boyd's). Be aware of all the construction traffic.

**COA Admin:** Bill Lyons for Mary Anne:

We are now a member of the Hollister Chamber of Commerce. This will allow us to get discounts for Faith Health insurance benefit for our employees.

**New Business:**

- Condo painting bid & timeline. Russ to provide a formal proposal and timeline for this project. Verbally the bid is \$27,500.
- Front Gate painting is bid for \$3,300. Powder coating with 2 colors in St Louis. Russ will transport to/from St Louis for the cost of his fuel and help with the install/takedown. Estimate to the gate will be off site is 2 weeks. We expect to accomplish this during off-peak season (Jan/Feb 2023)
- Proposed new parking behind the clubhouse. Looking at adding a golfcart lot behind the clubhouse. The lot would be asphalt with a path connecting the lot to the dock road. We will obtain quotes for this effort and then decide to move forward or not.
- Revise Clubhouse Rental agreement. The present agreement requires the owner to pay a cleaning fee for the clubhouse (\$25) and onetime damage fee (\$75) and an additional damage deposit (\$150). The Board voted to eliminate these fees and requires the owner to pay for any damage. We will only rent the facility to SSC owners – no outside sources allowed.
- New laptop for office – the present machine is over 5 years old and is considered end of life. A new machine was ordered and JC will help Mary Anne set up the new machine next week.
- Books in Library. Someone left a sizable quantity of old books in the library. Thanks for the donation, but we recently cleaned out a large quantity of books & reorganized the books to make it nicer for owners to use.
- Pets – an owner is asking permission to install a Wireless fence behind their property (Townhome). This is considered common ground and if allowed would go beyond our rule for having all pets on a leash and could cause issues if the animal attacks someone or another animal within the confines of the 'fenced' area. The Board decided to stick with our policy of all animals be leashed at all time.
- Pet owners and guests should be reminded to clean up after their pets using waste receptacles provided.

**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 of budget
- September 17 (Sat) – 8:00-10:30 – Budget review for 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

**Reserves:**

- Common reserve accumulation. Clubhouse valued at \$1,651,260
  - Monthly - \$1,551
  - Annual - \$ 18,612 (1.1%)
- Multi reserve accumulation (Average recommended 1%-4% annually for maintenance based on value). Condo's/Townhouses valued at \$12,839,576
  - Monthly - \$2,848
  - Annual - \$34,176 (.27%)

**Adjourned:**