**Sunset Cove COA**

**Property Owners & Board of Directors Minutes**

**March 16, 2024, 9:00 A.M.**

**Agenda**

* Call Meeting to Order: Bill Lyons
* Board elected Val Mitchem as Secretary to fill the open position
* Request Mary Anne to record meeting minutes in Val’s absence: Bill Lyons
* Roll Call of Board Members: Association Admin – Mary Anne Burleson – Present

Present: Dave Kunze, Dave Schwend, Russ Walster, Bill Lyons. Not present: Val Mitchem, Nic Neumann

* Call for approval of minutes of November 18, 2023, Board Meeting: Bill Lyons,

Seconded by Russ Walster and all present voted to accept

**Board Elections: Bill Lyons**

* Last call for resumes: Nic Neumann and Jeff Carr were the only two submitted for consideration. With two openings and two for consideration, Nic and Jeff were elected to each fill a three year term beginning on April 27, 2024. New officers for 2024-2025 will be elected by the board on April 26.

**New Owners**: Bill Lyons

* 432 Samantha Mullin-Connelly
* 323 James King513
* Ed and Deb Baldwin

**Treasurer**: Dave Kunze

* Common Budget Checking – $38,987
* Multi Budget Checking – $87,599
* Common Reserve Checking – $15,369
* Multi Reserve Checking – $42,552
* Petty Cash - $50
* Total Cash - $184,467

**Financials**: Dave Kunze

* February & YTD Financials

Our financials are in good condition. Dave made a motion to accept them, Russ seconded the motion, all members present voted to accept them. Dave updated owners concerning two unbudgeted projects from a financial perspective; WWTP Ammonia Reduction Requirements (~$31,000) and Retaining Wall collapse ($28,000) – Both are in progress with no assessment needed at this time

**Legal**: Bill Lyons

* No updates at this time…only that SSC is still involved in litigation with an adjoining property.

**Insurance:** Bill Lyons forNic Neumann

* Workers Comp Audit

WC audit is still in the works. Ken Teague and Farmers are working through some details to get it satisfied.

* Safety Audit

Farmers requires our swimming pool operator be certified. Jordan Hale completed the certification course and documentation sent to Farmers. All Safety Audit compliance items have been satisfied and submitted to Farmers.

**Wastewater Committee**: Bill Lyons for Nic Neumann

* Working through ongoing data submission issues by Terry Simmons. Should be resolved moving forward. Our current permit expires on June 30, 2024. Nic is managing this process. Had some operation issues during the winter…subzero temps froze some pumps and must be replaced. Cost estimated to be $2,000-$3,000. Annual sludge removal & haul out report is due for the DNR. Mary Anne is compiling for Nic.
* Ammonia reduction compliance project. Originally estimated to be ~$60,000, now estimated to be ~$31,000 due to some design and equipment changes. Discussion with several owners concerning odor being released and how can that odor be reduced or eliminated. Solutions offered by owners: Build a structure over the ponds; adding a shade cloth over the ponds; adding chemicals to disperse odor more efficiently. Dave Kunze offered to get a cost estimate on a building containing the plant under roof. Nic, an engineer, will be studying and working on viable permanent solutions.

**Grounds Committee** – Dave Schwend

* Flowers will be planted mid-April
* Tree Removal (2) - bid $3,300 and approved – Complete

Dave is developing a plan and will work with Paul to better manage the front entrance and identify some areas to potentially add trees.

**Water Committee**: Bill Lyons

* Water consumption
  + February: 1,109,000 gallons which is down 612,000 saving $1,836
  + Jan-Feb: 2,236,000 gallons which is down 1,003,000 saving $3,009…almost 17,000 gallons/day
* Two major leaks identified and repaired.

**Multi Committee**: Russ Walster

* Status of Assessment projects
  + Townhome siding project completed
  + Railings on building 2, 3 & 5 – In progress
  + Carport Soffits buildings 1 & 4 – In progress
* Stairwells on all condo buildings – crack repair and painting – In progress by the Maintenance Team
* Retaining wall repair – In progress – Cost of $28,000
* An owner brought up the area between buildings 2 and 3 can get muddy due to equipment accessing the area behind the condo buildings. This is being evaluated for a permanent solution.
* Grills

A new rule was passed implementing a “No Grill” rule to follow Farmers Insurance requirements. It will become effective October 1, 2024. It applies to all multi-unit buildings and common area buildings. A copy of the new rule is posted on Sunset Cove’s website and available at the office located in the clubhouse.

Several owners want to identify potential grilling areas around the multi-units. Representative owners will work with the board to identify those areas and develop guidelines moving forward.

**Common Area & Roads Committee:** Bill Lyons

* Road sealing to start late summer

There will be road closures during the sealing work. Unfortunately, this work must take place during the hot months to effectively seal the pavement.

**Single Family Homes Committee:** Russ Walster

* Status of Single-Family Home Construction

One single family home is under construction. Appears several construction projects may be forthcoming.

**Corp of Engineers Committee**: Bill Lyons

* Nothing to report at this time.

**COA Admin Assistant –** Mary Anne Burleson

* Aging Report

All owners are current with monthly dues.

* Garage Sale

Saturday May 4 – 8:00-Noon

**New Business:**

* Annual Owners Gathering ($25.00)
  + Friday April 26 @ 5:00 - Till – Happy Hour with DJ and finger foods catered by Big D’s
  + Saturday April 27 @ 5:30 – Till – DJ with a sit-down dinner catered by Big D’s

Flyer will be sent out with more details.

**Owner Board Meeting Dates for 2024:** March 16, April 27, June 29, October 5, November 16

**Owner Board Meeting Dates for 2025:** March 15, April 26, June 28, October 4, November 15

**2025 Budget Meetings/Critical Dates:**

* August 12-16– pull QuickBooks info (need financials completed thru July)
* September 13 (Friday) – Executive board meeting to review with preliminary approval of budget
* September 27 (Sat) – 8:30-11:30 – Budget review for Multi-Owners, Single Family Homes & Lots
* October 5 (Sat) – 9:00 \_Owners Board Meeting
* October 14 – Mail to all owners for review and vote
* November 16 (Owners Board Meeting) – Tally budget vote

**Questions/Comments**

**Adjourned**: