

SUNSET MEADOWS BOARD MEETING MINUTES  
Thursday, January 19th, 2023  
1452 Feters Loop (Sandi Patton's home)

**Present:** Marilyn O'Malley, Mel Huey, Lisa Armstrong, Sandi Patton, Jane Hackett, Rebekah Rossberg **Absent:** Jenny Odintz

**Call to order:** 6:35pm

**Approval of the Minutes**

Approval of December 15th, 2022 minutes. Motion, seconded, approved.

**Treasurer's Report - Mel**

- Net income for December: -\$9,891.96. Financial report was approved by the Board.
- Delinquency in December was \$5,515, \$265 less than November.

**Maintenance Report - Mel**

- A temp employee repaired the fences by 1492 and 1568 over four days.
- Jeff Plummer has worked 5 days so far on fixing the crushed or blocked drainage pipes around 1472-1478.
- Aleman Contractors cleaned 13 carports in January.
- Evergreen Roofing signed a contract to repair some sheds. Worked was scheduled to start the week of January 23rd.
- The toilet was repaired in the rental unit
- **Roof Repair Update - Marilyn**
  - Father & Son Roofing is under contract to repair the three roofs. They expect to start on March 6th, weather permitting. They require the deposit before starting.  
Cost breakdown: 1432-1438 - \$20,787.42. Deposit - \$6,236.23  
1456-1458 - \$10,602.40. Deposit - \$3,180.72  
1492-1498 - \$16,824.08. Deposit - \$5,047.22  
Total - \$48,213.90. Deposit - \$14,464.17
  - There is an additional cost for any plywood that needs to be removed and replaced. Because they will not know how much plywood will need to be replaced until they have removed the roofing, they cannot give an exact cost. They said it could be 10-20% more (\$4,820.79 to \$9,641.58).
  - The mold and insulation in the attic of 1438 will be cleaned and removed the week of March 1st.

## **Compliance Report - Lisa**

- A large shelf has been stored on the front porch of a unit for several months. The occupant was given 7 days to remove it. If they do not comply, a notice will be sent to the owners.
- A complaint was made about there being too much trash on the ground in the dumpster areas. Suggestions made on how to address this were adding motion sensor lights to the areas and switching to the chute style dumpster lids.

## **Upcoming Compliance**

- Mid-January to mid-February: Mel
- Mid-February to mid-March: Jane
- Mid-March to mid-April: Sandi
- Mid-April to mid-May: Marilyn

## **Old Business**

- Landscape update - Jane
  - Wolfpack Tree Service is doing a bid to trim or remove tree branches that overhang roofs or carports.
  - The bathrooms by the pool were left unlocked and Jane found squatters in one.
- Disclaimer forms: approved
- Maintenance matrix of responsibilities: approved with the following changes:
  - Add fireplaces as owner responsible, separate from chimneys.
  - Change window frames to window systems.
  - Add vegetation planted by previous owners as owner responsibility.
- Collecting proof of insurance - Marilyn
  - Some have been turned in.
  - It is difficult to set a specific deadline at this time as some people did not receive/read the notice and some people's insurance won't send out the proof until their insurance renews.
- Updating Website - Marilyn
  - All HOA minutes starting in 2021 will be posted on the new website. Annual meeting minutes will be posted starting in 2018.
  - The emergency water shutoff instructions need to be edited to include date written and author.
- Rental unit contract - Marilyn
  - The rental unit contract was found. It requires a 90-notice for rent increases. A notice will be given by February 1st for an increase on May 1st.
  - An occupied unit inspection will be conducted in mid February.
- Reserve study - Marilyn
  - The reserve study committee has a meeting with Gene Bicksler on Monday, January 23rd at Marilyn's unit.

- There is a webinar for education on special assessments for HOA board members who would like to participate.

### **New Business**

- 1478 submitted a project request for window replacement: approved.

**Meeting adjourned:** 8:00pm

**Next meeting:** Thursday, February 16th, 2023 in unit 1452.

Submitted by Rebekah Rossberg