

**Unapproved - Annual meeting minutes cannot be approved until the following annual meeting.**

**Sunset Meadows HOA  
Annual Meeting Minutes  
October 19, 2024**

**Meeting Called to Order:** 2:09 PM by President Kate Schultz

**Board Members Present:** Jenny Odintz, Lisa Armstrong, Tatiana Guerra, Kate Schultz, Mel Huey, Sandi Patton

**Quorum:** 30 members present, constituting a quorum

Motion to approve 2023 Annual Meeting Minutes made by Marilyn O'Malley, seconded by Trisha Lincoln, motion passed.

**President's Remarks (Kate Schultz):**

- Thanked everyone (board members and HOA members in general) for their participation.
- Thanked the A&L (Architectural & Landscape) Committee for their work.
- Announced that we will be working with a management company, Bennett Management, starting January 2025.
  - There is a lot of work involved in managing a community of this age, and this work is currently carried out entirely by volunteer board members and homeowners.
  - Bennett Management will offer professional accounting services, relationships with contractors, a network of resources, and an online portal allowing all members to view their account balances, pay their dues, and put in maintenance requests.
  - Bennett Management will also handle compliance as an unbiased third party
  - The HOA board will still have oversight and decision-making powers.
  - Bennett Management will cost us around \$2,700 a month, but this will not affect monthly dues other than a planned increase of 3% for inflation.

**Treasurer's Report (Mel Huey):**

- Mel went over the 2025 budget (details on handout provided at meeting).
- Discussed painting project to be done in 2025, which will be paid for from the reserves account.

**Maintenance Report (Mel Huey):**

- Explained that this year the Architectural & Landscape Committee has taken over some of the maintenance work.

- A major leak was discovered in the irrigation lines even when not watering. Months of repairs this year reduced the leak. A timer valve was put on the meter by Oak Patch so water only leaks when we irrigate from midnight to 6 am.
- This year gutter cleaning was performed twice, and the board will discuss whether to repeat this in 2025.
- Reported the general work done around the complex this year, including cutting of tree limbs and checking over irrigation nozzles.

#### **Architectural & Landscape Updates (Kate Schultz presenting for Lisa Buscho):**

- Michael Stern and Marilyn O'Malley planted several bushes this year. They have stepped down from the A&L committee, but they will continue to look after the bushes they planted.
- Thanked Michael Stern and Marilyn O'Malley for their work and for helping launch this committee.
- This year we switched to Medallion as our new provider for landscaping services. Reminded homeowners and residents to contact the board (instead of speaking to the landscapers directly) if any issues arise.
- Lisa Buscho had the trees on the complex inspected by Sperry Tree Care. There are a few ash trees impacting the chain link fence on our property. Residents near the fence are asked to report it to the board if they observe any damage to the fence. The board has reached out to the owner on the other side of the fence, but no response yet.
- There was an invasive species (Japanese Knotweeds) growing around the property. These plants were removed, and the complex will continue to be monitored for potential re-growths.
- This year front and back patios were power washed, and the streets were cleaned. The board will discuss whether to repeat these procedures in 2025.
- 2 green waste bins were installed for plant and green recycling.

#### **Social Event Planning (Jenny Odintz):**

- Thanked Kate Schultz for creating our Facebook page this year.
- Spoke about plans to organize social events this year, including potential ice cream social next summer, and asked for other ideas from attendees.
- HOA member ideas included a Halloween event for 2025 (with costume contest, list of households participating in trick-or-treating), a summer potluck picnic, and board gaming.

#### **Election:**

- Kate Schultz asked attendees for any further nominations.
- Votes were counted by Lisa Armstrong, who is not running for office for next year. Vote count was confirmed by Jenny Odintz.
- Election results: Kate Schultz elected as President, Mel Huey elected as treasurer, Jenny Odintz elected as Secretary, and Tatiana Guerra, Lisa Buscho

and Sandi Patton elected as members at large. Marti Gilbert received multiple write-in votes and will consider joining the board as a potential member at large.

**Meeting Adjourned:** 3:14 PM

Minutes submitted by Jenny Odintz, Secretary