SUNSET HEIGHTS CSD MEETING

Minutes for May 17, 2025

Location: 17820 Lynn Way

Time: 6:00 PM

1. **CALL TO ORDER** @ 6:15 PM
2. **ROLL CALL** Sean, Nataliya, Donna, Hub, Tara, Vanessa
3. **PUBLIC COMMENTS** Vanessa announced she will not renew the Firewise certificate for the community. Someone else is welcome to take over if they’d like to see it continue. Donna inquired about making Sharon Ct a legitimate road belonging to Sunset Heights CSD, Hub asked the same for the last 2 homes on Marc Dr. and the last 4 homes on Bowman Rd. Vanessa will ask LAFCO about the process for this.
4. **VOTE: SOLUTION OF NON-PAYMENT ACCOUNTS** H&R Block is concerned about the increase in non-payment and suspect this is due to new owners not submitting grant deeds to H&R Block upon ownership. A line is added to the resident’s assessment letter included with the invoice to submit a copy by Aug 1st or one will be obtained from the County Recorder’s Office at the owner’s expense. Motion to approve by Sean/Seconded by Tara/Unanimous vote
5. **VOTE: DRIVER CAUTION LETTER** Sean will consult with his legal associate and draft a letter for the board to approve via email before mailing out. Picture and word doc of rough draft provided by Vanessa. No vote taken at this time.
6. **DISCUSS ’25-’26 BUDGET** The budget was read line by line. Sean will obtain 3 quotes for the Bowman Road Repair project for the board to consider. Vanessa will hire 365 Wood Service to clear brush around Lynn Way (poison oak) ASAP for $4,000. Vote to approve brush clearing motioned by Sean/seconded by Hub/board voted unanimously. Sean will investigate getting a solar light to replace PG&E’s streetlight. Depreciation schedule was added to budget per Cathy Castillo’s office financial review. Donna will be handling the CSD’s audit. Tara will help with H&R Block in-person contact due to Vanessa’s conflicting schedules.
7. **VOTE: ’25-’26 BUDGET** Motion to approve by Hub/Seconded by Donna/Unanimous board approval.
8. **VOTE: ’25-‘26 RESIDENT LETTER** Read word for word and approved in agenda item IV.
9. **ADJOURNMENT** @ 7:20 PM