**SUNSET HEIGHTS BOARD MEETING**

**Agenda for September 24, 2023**

**LOCATION: 17820 Lynn Way**

**TIME: 6:00PM**

1. Call to order
2. Roll Call
3. Approval of the agenda. **Take Vote**.
4. Approval of the minutes. **Take Vote.**
5. Public Comments
6. Comments from the public
	1. Assessment Cap Suggestion – Crystal Rossen
	2. H&R Block Payment Methods- Tracy Whitewater
	3. Reflective Roadside Markers- Chuck Lowerie
	4. Condition of Steven Lane court- Nancy Jacobs via H&R Block
	5. Clearing Manzanita via CSD- Ron Kosage
7. Review Concrete pad and drain replacement project
	1. Advanced Hardscapes Concrete, Inc – Ione, CA - $7,400
	2. Removal of metal box – free!
	3. Installment of community sign – free!
	4. Installment of rocks to prevent erosion - Tara
	5. Installment of pavers and plants for water direction & beautification ≈$200 Vanessa
8. Discuss gutter project continuation ≈$48,000
	1. Bowman Gutter – 325 ft ≈$15,925
	2. Lynn Gutter – 650 ft ≈$31,850
9. Discuss Board Secretary suggestions for operations
	1. Institute regular meeting schedule beginning in January
		1. Meeting 1- last Sunday in July (accounts go to county first week of August)
		2. Meeting 2- Last Sunday in October (review of projects & winter preparation)
		3. Meeting 3- Last Sunday in January (weather permitting)
		4. Meeting 4 (Budget)- Last Sunday in May (Invoices go out June 1)
	2. Institute treasury report at meetings beginning January
	3. Open a savings account for reserve and long term project funds. **Take Vote**.
10. Discuss winter road preparation
	1. De-icer: 1 gallon warm water, 12 drops dawn, 4 oz rubbing alcohol
	2. Preparation: 23.3% salt brine added to sand & salt mixture
	3. Magnesium Chloride in spreader/sprayer. Less damage than salt.
11. Plow invoice outstanding – need contractor contact info
12. Adjournment