**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