

**SUNSET HEIGHTS SPECIAL BOARD MEETING
May 8, 2020**

Meeting Called to Order @ 9:00 AM; 17820 Lynn Way

1. Roll Call Present: Ron, Hub, Vanessa; **Absent:** Steve; **Public Present:** Chuck Lowery

2. Approval of 3/13/2020 Meeting Minutes

Ron stated the importance of keeping meeting agendas and meeting minutes stapled together as physical copies in the file box permanently. They are legal documents that prove the board's intentions and actions.

Hub motions/Ron seconds/Unanimous vote

3. Public Comments Chuck reserves his comments for the time at which the agenda item arises.

4. Review Impact of Draft Budget Due to Delinquent Assessments

The current number of 5 delinquent assessments changes the amount available for the Marc Drive project. The numbers are adjusted to reflect the effect on the budget FY 2020-2021. This prompts the need for a re-vote on the Draft Budget FY 2020-2021, the progression on the Marc Drive project, and a vote on instituting a processing fee policy as a community for collection services on delinquent assessments now and in the future.

The Board votes to approve the Draft Budget FY 2020-2021 with the only change being the final CPI when that becomes available.

Hub motions/Vanessa seconds/Unanimous vote

*President skips to agenda item #7

7. Vote to Schedule Marc Drive Project

Chuck commented that using the fabric underlayment on this project will be a good test of the product for the community as the existing roads do not currently have this feature.

The board agrees to schedule the Marc Drive project for June 2020.

Hub motions/ Vanessa seconds/ Unanimous vote/ Chuck agrees

5. Review H&R Block's Cost of Submitting Delinquent Assessments to the County for Collections

H&R Block submitted in writing the cost of processing collections with the County to be \$70 per account. The board agrees to confirm the current cost each year and adjust the processing fee if needed. The board will ask the bookkeeper (Mary Louise of H&R Block) to draft a delinquent notice letter that clearly states that the processing fee is a consequence of non-payment on the property owner's behalf. The community can no longer afford to absorb the costs incurred by processing delinquent accounts to the county for collections. The board agrees on a \$2 minimum policy for accounts to be sent to collections to allow for accounting discrepancies. The board reserves the right to override this policy in cases of hardship if so communicated.

6. Vote to Approve Addition of "Processing Fee" to delinquent accounts prior to processing with the County for collections (June 30th)

Vanessa Motions/ Hub seconds/Unanimous vote

Vote on amount of processing fee to be \$70 per account as recommended by H&R Block

Hub motions/Vanessa seconds/Unanimous vote

8. Hub is assigned to go to the registrar's office to get the Trust Deeds for the following:

14001 Bowman Road (Joshua & Shayna Potter)

13768 Bowman Road (Brett Thomas)

14178 Marc Drive (Kevin Koch)

14251 Bowman Road (David Honnold)

17890 Sharon Ct. (Nanci Jacobs)

9. Adjournment @ 10:32 AM; Hub motions/ Vanessa seconds/ Unanimous vote