

SUNSET HEIGHTS SPECIAL MEETING MINUTES

March 6, 2022

Meeting called to order: @ 6:05PM at 17820 Lynn Way

Roll Call: Board Members: Vanessa, Sean, Donna; Public: Tara Farish, Mary Louise Nixon

Approve Meeting Agenda: Sean motions; Donna seconds; unanimous vote

Approve 2/27/2022 meeting minutes: Sean motions; Donna seconds; unanimous vote

Public Forum: No comments

Swear in new board member: Donna motions; Sean seconds; unanimous vote. Tara is sworn in to the CSD Board.

Review of board member responsibilities and titles: Donna motions; Sean seconds; unanimous vote. Vanessa will update El Dorado Savings Bank to remove Ron Kosage and add Sean, Tara, and Donna to check signing capabilities. Titles are claimed by current members; Responsibilities are based on ability and availability, are temporary, and are as follows:

President: Sean Regan/Term ending 11/30/2024

Attend board meetings; Vote; Sign Checks; Oversee board operations; Participate in annual walkdown of community

Vice President: Tara Farish/Term ending 11/30/2024

Attend board meetings; Vote; Sign Checks; Oversee board operations; Conduct board meetings; Participate in annual walkdown of community; maintain and update residents' contact information.

Secretary: Vanessa McDermott/Term ending 11/30/2022

Attend board meetings; Vote; Sign Checks; Participate in annual walkdown of community; Keep board in compliance with state regulations; create and post agendas; create meeting minutes and distribute for board approval; maintain website; perform biannual financial review; maintain general CAS insurance; maintain files; calculate road assessment annually; create and print letter to be mailed with assessment.

Treasurer: Donna Christenson/Term ends 11/30/2024

Attend board meetings; Vote; Sign Checks; Oversee board operations; Participate in annual walkdown of community; maintain and update residents' contact information; Primary contact for bookkeeper; delivers financial documents to secretary to be filed.

Director 1: Tim McDermott/Term ends 11/30/2022

Attend Meetings; vote; Participate in annual walkdown of community.

Director 2: Derek Payne/Term ends 11/30/2024

Attend meetings; vote; participate in annual walkdown of community.

General Manager: Vacant

Obtain quotes for contracted projects to be voted on by the CSD board; Supervise contracted projects; Participate in annual walkdown of community.

Discuss and vote on CSD website change: Vanessa presented Streamline through the CSDA as the better website option because they base cost on income (\$25/month; half of what we currently pay with the county's website); They provide free customer support and within one hour during business hours; set up is free; it is state compliant and confirms that our content is ADA compliant. Sean motions to change; Tara seconds; unanimous vote.

Adjournment @ 6:13PM