**SUNSET HEIGHTS BOARD MEETING**

**Agenda for March 12, 2023**

**LOCATION: 17820 Lynn Way**

**TIME: 6:00PM**

1. Call to order
2. Roll Call
3. Approval of the agenda
4. Approval of the minutes
5. Announcements
6. Public comments held to the end
7. Death of Mary Louise
8. Open director position
9. Biannual Financial Review
10. Board Stipend
11. Do we want to institute a board stipend?
12. If so, discuss how to implement.
13. If so, add vote to next meeting agenda.
14. Board Meetings
15. The need to document non-meetings.
16. Lack of meeting to approve slurry seal
17. Review of Slurry Seal Project
18. Slurry seal was voted on @ May 22, 2022 minutes
19. 3 bids were acquired. Board was present for bid
20. Consolidated Engineering $75,312 minimum
21. American Asphalt $52,020-60,180
22. VSS International $34,548 date dependant
23. Review of project
24. Board unanimously approved 3rd bid. We were able to secure a great discount with the condition that VSSI coordinate our project with an existing project in the area saving the bulk of expenses in moving large equipment. When that project unexpectedly took longer than projected work in our community was delayed by a day.
25. Due to the Biannual Financial Review, the board now recognizes the mistake made in not calling an emergency meeting to formally record the vote.
26. The late start proved the need for quick communication with each resident. The neighborhood watch is organizing a telephone tree to facilitate this in the future.
27. The board is very happy with quality of fiber slurry seal and work performed, VSSI was easy to work with throughout the process, and multiple residents have expressed their pleasure with the finished product.
28. CSD’s Bookkeeping
29. Meeting with H&R Block on 2/2/23
30. Michael Adams is now owner of H&R Block since his mother’s passing. Holly Groth will continue to be our bookkeeper.
31. H&R Block no longer offers the services of a CPA. Our CSD does not require those services.
32. The purpose of the meeting was to itemize the services we require. Our 2018 contract outlined all the information they need to update our contract. Vote on next agenda.
33. Discuss interest in staying or changing bookkeeping service.
34. Discuss short and long term project goals to consider.
35. Decide short term project to be added to FY 2023-24 budget.
36. Digitizing documents
37. Brush on Lynn Way
38. Discuss whether or not to continue with CSDA membership.
39. Policy & Procedure manual review. Vote on next agenda.
40. 700 Forms
41. Public Forum
42. Questions and comments regarding items on this agenda.
43. Items to add to next agenda.
44. Adjournment