**SUNSET HEIGHTS BOARD MEETING**

**Minutes for March 12, 2023**

**LOCATION: 17820 Lynn Way**

**TIME: 6:00PM**

1. Called to order at 6:00 PM
2. Roll Call: Board Present: Sean Regan, Tara Farish, Vanessa McDermott, Tim McDermott/Public Present: Hub Gurnari, Chuck Lowrie, Natalia Regan, Dixie Hall, Barbra Finetti, Mike, Bridgette, Loren & Sherry Lukens, Karen Crabtree, Ronda & Ken Lashbrook, David Cohen
3. Approval of the agenda. **Tim Motioned/Tara 2nd/Unanimous.**
4. Approval of the minutes. **Sean Motioned/Tim 2nd/Unanimous.**
5. Announcements
6. Public comments held to the end of each agenda item
7. Death of Mary Louise was announced
8. Open director position announced. No volunteers at this time
9. Salt/Sand boxes need to be filled & scoopers added/first box into community needs to be replaced; Hub volunteered
10. Community Communication ideas discussion; Vanessa expressed the difficulty of implementing a common communication method across the community because everyone has differing capabilities/preferences. Tim recommended a calling service be built into the budget. Vanessa will update the community website more frequently with more than the required information.
11. Biannual Financial Review
12. Board Stipend
13. Do we want to institute a board stipend? The board is not interested in implementing a stipend for board members. David asked why we would have a stipend. Tim explained that it would incentivize the board members to attend meetings. Members are currently willing to volunteer and the financial burden on the budget is greater that the need to incentivize. Official vote will be taken at the next meeting.
14. Board Meetings
15. The need to document non-meetings (period of time when meeting is not necessary). The board recognizes the need to document a reason for not facilitating a meeting if one is required during the quarter.
16. Lack of meeting to approve slurry seal. The board recognizes the need to conduct a meeting to formalize a vote after a bid is obtained.
17. Public Comments regarding Biannual Financial Review. The review was passed around the room for all in attendance to view. No additional comments were made.
18. Review of Slurry Seal Project
19. Board voted to approve slurry seal project at the May 22, 2022 meeting
20. 3 bids were acquired. Board was present for each bid
21. Consolidated Engineering $75,312 minimum
22. American Asphalt $52,020-60,180
23. VSS International $34,548 date dependant
24. Review of project
25. Board unanimously approved VSSI 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.
26. Due to the Biannual Financial Review, the board now recognizes the mistake made in not calling an emergency meeting to formally record the vote.
27. The late start proved the need for quick communication with each resident. Discussed in announcements.
28. 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.
29. Public Comment regarding Slurry Project; Mike and Hub expressed concern regarding the garbage truck damaging the road at the end of Bowman Rd and Marc Dr. Driver being too rough when accelerating up the hill in combination with vehicle weight can potentially cause damage. Sean will talk to ACES about the matter. Tim advised that the community should prepare to pay the higher price for the next slurry seal as we were fortunate to receive a discount on this project.
30. CSD’s Bookkeeping
31. Meeting with H&R Block on 2/2/23
32. Michael Adams is now owner of H&R Block since his mother’s passing. Holly Groth will continue to be our bookkeeper.
33. H&R Block no longer offers the services of a CPA. Our CSD does not require those services.
34. 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.
35. Discuss new H&R Block Contract. The contract was passed to board members for viewing. Vote to explore alternative bookkeeping company; Sean suggested checking alternatives for comparison. Dave agreed. Vote taken: **Tim Motions/Tara 2nd/Unanimous**
36. Public comment regarding Bookkeeping
37. Discuss short and long term project goals to consider for FY 2023-24 budget.
38. Digitizing documents
39. Brush on Lynn Way (David, Sean, and Vanessa will work on this and take advantage of the community chipping day in July to discard waste)
40. Add “Snow Plow” as annual line item on budget. More information needs to be arrange with plowing company; Do they want us to have road markers, sand staging, confirm no retainer needed and 2 lane width for entire community. Vanessa will provide a map.
41. Consider improving road at Sunrise Ct to be used as a bypass when the hill at the entrance is icy.
42. Birm/drainage and paved turn out at the top of the entrance hill and Farish’s driveway to prevent excess water on icy hill.
43. Installing a single large message board to post agendas and other community information to/from all residents. Removal of existing 3 sign posts.
44. Install gutter along full length 17820 Lynn property on Bowman Rd.
45. Public Comment: No objections to proposed projects. Several projects were suggested by public in attendance. General agreement around the room with safety concerns presented.

Note: The snow and ice at the entrance hill to the community is a major safety concern. The improvement to Sunrise Ct bypass and the Farish’s driveway with drainage & landing pad will be an effort to improve this matter. The gutter along the length of 17820 Lynn on Bowman Rd will be an effort to improve safety concerns. Water drains across the street. Sean will arrange 3 quotes for concrete work to resolve this issue.

1. Discuss whether or not to continue with CSDA membership. Vanessa explained that the reason we joined is because we were interested in a discount on insurance (which ended up not being as beneficial as the existing insurance provider), an introduction to a website provider (which we currently use; Streamline), Trainings (which we don’t use), and 1 free hour of legal consultation (which we also don’t currently need). **Vanessa motions not to continue membership/ Sean 2nd/ unanimous.**
2. Policy & Procedure manual review. Vote on next agenda. Available on website: sunsetheightscsd.specialdistrict.org. Chuck highly recommends using the website.
3. 700 Forms completed for Vanessa, Tim, Sean, & Tara. Vanessa will contact Donna and Derek and deliver forms to the county office before the April 1st deadline.
4. Tim resigns from the board. Hub and Natalia expressed an interest in joining the board at the next meeting.
5. Public Forum
6. Questions and comments regarding items not on this agenda. David announced large cat footprints sighting in the snow and poisoning of his family’s outdoor cat. Please be careful of using toxic-to-animals chemicals around the neighborhood.
7. Adjournment at 7:30 PM