

SUNSET HEIGHTS MEETING MINUTES
January 17, 2020

MEETING CALLED TO ORDER @ 1:03 PM; 13970 Marc Drive

1. **ROLL CALL** Present: Ron, Hub, Chuck, Vanessa; Absent: Steve; Public Present: Tara Farish
2. **APPROVAL OF 6/28/19 SPECIAL MEETING MINUTES** Vanessa motioned, Hub seconded, unanimous vote
3. **PUBLIC FORUM/COMMENTS** Tara Farish has comments regarding asphalt berm at 14217 Bowman Rd (5c) and potholes at Bowman/Upper Ridge (6).
4. **4TH QUARTER FINANCIAL REPORT** Specific review of ending balance and outstanding balances.
5. **2020 ROAD PROJECTS**
 - a. **IMPACT OF UNPAID ASSESSMENTS** Estimates of proposed projects are time sensitive and affordable for the time allotted. Unpaid road assessments are causing SHCSD to use reserve funds to complete approved 2020 road projects.
 - b. **MARC DRIVE SOUTH OVERLAY**
 - Chuck motioned to use fabric material between layers and investigate using 2" versus 2.5" asphalt, Hub seconded, unanimous vote.
 - Hub motioned permission to use reserve funds to complete project, Chuck seconded, unanimous vote.
 - c. **ASPHALT BERM @ 14217 BOWMAN RD** Tara is concerned about the rainwater that flows from 14150 Bowman Rd (uphill) to 14217 Bowman Rd (downhill) causing water damage and clogging a drain. She does not want a berm at the driveway for safety reasons and ease of use. Tara suggests a ditch across the street from the driveway of 14217 Bowman Rd to help direct water past the driveway of 14217 Bowman Rd. Chuck stated and Ron agreed that replacing the berm that was removed by the owners of 14217 Bowman Rd. years ago is the only solution to the drainage issue and that a ditch across the street would have no impact on the issue. Ron and Steve will discuss possible solutions. Tara is invited to join Ron and Steve for the discussion.
 - d. **POTHOLES @BOWMAN/UPPER RIDGE** Tara raised the issue of the potholes at the community entrance. The Potholes are on county road. The county is responsible for repairing the potholes in the encroachment of Bowman Rd. into Ridge Rd.
6. **DISCUSS REVISION OF ROAD ASSESSMENT LATE FEE** Due to the predicament that non-payment of assessment has put SHCSD in regarding using reserve funds to pay for scheduled 2020 road projects the board is investigating two options for recouping costs and preventing future non-payment. Options proposed during meeting are (1) Increase the late fee percentage after October or (2) impose a flat fee after October to cover the expense of adding assessments to the individual's property taxes.
7. **DISCUSS MAINTENANCE PROJECTS** Discussion of investigating a way to cut costs of maintenance projects by not performing fall sweeping/brush removal in current fiscal year (ending 6/30/2020) to lessen the use of reserve funds on 2020 Road Projects due to non-payment of assessment.
8. **REVIEW/APPROVE DRAFT SHCSD BY-LAWS** Ron requested to insert beginning line of MSR at the top of the by-laws and include a reference to the policy and procedural document. Vanessa motioned to approve by-laws with 2 changes, Chuck seconded, unanimous vote.
9. **IDENTIFY ITEMS TO BE ON SHCSD WEBSITE** Meeting agendas, meeting minutes, CSD by-laws, board members names and their term dates. Chuck motioned, Hub seconded, unanimous vote.
10. **FPPC 700 DUE APRIL 1, 2020** Form passed out to each board member
11. **CHUCK LOWRIE'S RESIGNATION** Chuck regrettably and formally resigns as director as of adjournment due to difficulties with using email as communication. Ron stated that Chuck has been a valuable resource.
12. **MISCELLANEOUS** Ron moved to grant Vanessa the authority to sign checks. Hub seconded. Unanimous vote.
13. **ADJOURNMENT @ 3:00 PM**