**SUNSET HEIGHTS BOARD MEETING**

**Minutes for September 24, 2023**

**LOCATION: 17820 Lynn Way**

**TIME: 6:00PM**

1. **Call to order** @ 6:32 pm
2. **Roll Call** Board Present: Sean, Tara, Donna, Nataliya, Vanessa/Public Present: Karen Crabtree
3. **Approval of the agenda.** Sean moved/Donna 2nd/Unanimous
4. **Approval of the minutes.** Sean moved/Tara 2nd/Unanimous
5. **Swear in Nataliya Regan as Director 3 board member.**
6. **Public Comments** No comments from public present
7. **Comments from the public**
   1. Assessment Cap Suggestion – Crystal Rossen – Unable to discuss/Complainant not present
   2. H&R Block Payment Methods Insufficient- Tracy Whitehouse – Unable to discuss/Complainant not present
   3. Reflective Roadside Markers Suggestion- Chuck Lowerie – To be discussed with plow contractor
   4. Condition of Sharon Court Unsatisfactory- Nancy Jacobs via H&R Block – Unable to discuss/Complainant not present
   5. Clearing Manzanita between Vanessa and Dale via CSD funds- Ron Kosage – area of Manzanita is outside CSD scope
   6. Safety Issue of Street Parking – Tara/Vanessa – All present agrees this is a problem. Policy will be written and voted on at next meeting. Notice will be posted before enacting.
   7. Safety issue at entrance with other drivers – Vanessa & all present – Paint a dividing line from Ridge Road to community sign to delineate 2 lanes of traffic.
8. **Review Concrete pad and drain replacement project**
   1. Advanced Hardscapes Concrete, Inc – Ione, CA - $7,400
   2. Removal of metal box – free!
   3. Installment of community sign – free!
   4. Installment of rocks to prevent erosion - Tara Reinbursment
   5. Installment of pavers and plants for water direction & beautification – Vanessa Reimbursement
9. **Discuss Continuation of Gutter Project**
   1. Advance Hardscapes Concrete, Inc. - $47,775.00
   2. Sean working to acquire a quote for later this year; possibly November.
10. **Discuss Board Secretary suggestions for operations**
    1. Institute regular meeting schedule beginning in January – approved by all present
       1. Meeting 1- last Sunday in July (accounts go to county first week of August)
       2. Meeting 2- Last Sunday in October (review of projects & winter preparation)
       3. Meeting 3- Last Sunday in January (weather permitting)
       4. Meeting 4 (Budget)- Last Sunday in May (Invoices go out June 1)
    2. Institute treasury report at meetings beginning at next meeting
    3. Investigate opening a savings account for reserve and long term project funds. Sean specifically recommends an “Investment Savings Account”.
    4. investigate new website provider to hold all CSD documents, offer secure online payment option, lower cost, increased ease of use for administrators. Vanessa will research options and accounting considerations.
11. **Discuss winter road preparation** 
    1. We will use Artie for snow plowing if needed.
    2. Sean requests removing tree at corner of Bowman and Lynn for safety because of proximity to power lines and PG&E refusal to remove. He will obtain quote for CSD consideration.
12. **Plow invoice outstanding** – Sean informed Artie will waive the cost for last winter’s plowing.
13. **Adjournment** @7:38 pm