

MEETING MINUTES
SunLand Condominium Owners, Division 7
Board of Directors Meeting
July 27, 2017

Call to Order

President Lavelly called the meeting to order at 9:00 a.m. Board members present: Steve Lavelly, Cal Murphy, Mike Mowatt, Dawn Kerns, Joel Ogden, Teresa Knapp-Streeter, Nancy Baer.

Also present: Toni Tobin, 116B.

Certification of Quorum

President Lavelly verified a quorum of Board members was present.

Approval of Minutes

Electronic approval of June minutes was received from Board members.

Treasurer's Report - Teresa Knapp-Streeter

The audit is in progress. Teresa asked the auditors about our taxes and was told that they do the taxes and send them in. The audit should be complete by late September or early October. The \$3200 taxes is in the budget but the cost of \$2500 for the audit was not but has been added in category 7180.

Road reserve comes from our dues. Category 5120 has had the word fences added to patios and decks. Category 5345 will have \$2200 for shrub replacement.

Our bookkeeper, who started June 1, has resigned due to health issues with her mother. She can't make the drive to Sequim weekly. With an electronic vote, Kris Osborn has been accepted as new bookkeeper. She will pick up mail weekly. She has 60+ clients so be specific when turning in any bills. Her address is 224 W. Washington, Suite 202. PH (360) 683-8728. Teresa will meet with Kris next week to work out details and will discuss a petty cash fund. Kris charges \$45/hr. for her services.

Reserve study webinar was viewed by Steve Lavelly, Nancy Baer, and Teresa Knapp-Streeter, and Mike Mowat. All felt it was interesting and useful.

[Need to gather information first. What will future costs be? Suggest meetings with homeowners to let them know what is going on. Costs for composite roofs is across the board; many different estimates. We have had reserve study done in the past; we are underfunded.]

Banking report - Nancy

Nancy investigated investment options at three local banks. With all our money in First Federal, it puts our total balance over the federally insured amount.

Capital 1—Online savings account. First year 1% interest. Then going rate.

No monthly fee, no minimum, FDIC insured, 6 withdrawals a month allowed.

US Bank—Business Money Market. Includes check writing, 3 months intro APY of .28% for \$50K-\$99,999, then goes to .08%. \$5000 minimum opening balance, no monthly fee if balance stays above \$10,000, FDIC insured, 6 W/D per month.

KeyBank—Money Market. Money market balances between \$25K-\$1,999,999 with \$25K minimum opening deposit currently earns .65% APY. Need another account. No monthly fee if maintain \$25K minimum and with a Key Bank checking account. FDIC insured.

11 month CD 1.15% APY with \$10,000 minimum up to \$99,999.99. Another account required (checking) or money market; needs to be done before August 11. Three month interest penalty for early withdrawal if in 3 months, insured by FDIC.

Nancy moved to go with KeyBank and get CD for \$80,000 and money market for approximately \$39,000, using the composite roof reserve. Seconded and passed with Cal Murphy abstaining. Steve and Teresa will handle this transaction.

Maintenance & Architect Report - Mike Mowatt and Joel Ogden

Currently there are eight open requests for service. Unit #108A had gutter system that needed replacement.

The entire buildings #108 and #126 need painting because of deterioration and peeling. Mike received 3 responses to 6 requests for a painter. Estimates ranged from \$13,000 to \$39,000. One reason for the wide range in prices could be that the paint is peeling extensively on 108 and will require extra work to get it power washed, scraped, patched, and overall cleaned up so the paint will not peel and deteriorate again.

Mike would like to have 108 painted this year and save 126 for next year. Mike would specify paint brand, proof of license, bond, insurance and go with the mid-priced bid. Motion was made to have building 108 (all 4 units) painted this year, with Mike's specifications, and go with the mid-priced bid of \$18,000 by A Finished Touch. Motion seconded and passed.

Mike would also like to have someone else do one wall (west wall) on each unit of building 126 and see how it goes. It would be a "band-aid" job this year but have the entire building 126 painted next year.

Contractor working on deck on #108D was approached by a member of SLOA board to see if we had SLOA's board approval. Mike Mowatt and Lloyd Hightower did not think that a "replacement" deck constituted a new deck that required the form be submitted to SLOA. Mike will submit requests for everything to SLOA. Their bylaws seem to be all encompassing for work being done.

Landscaping Report - Cal Murphy

Water is all turned on. They were all checked by a drive-by. Some have to be turned on manually by Geoff. The dirt on golf course side doesn't soak up water like it should, which causes water to pool in spots. Barking won't be done by landscape crew but there will be bark available for individuals who want to use it. Cal reports that barking the front in one year, back the next is more expensive than doing it all at once. Unit #108A has hedge along driveway that is scratching owner's car when she backs out of garage. The owner requested that it be removed. Hedges and trees will not be removed just because the homeowner doesn't like it but it can be trimmed. Unit #126B requested that two trees be removed. Cal will talk to the homeowner and explain why trees can't be cut down unless they are diseased or pose a health hazard.

Steve met with Division 7, 11, and 17 to talk about north slope. Deciduous trees can be removed down to survey markers (which need to first be located). If homeowners hire someone for the removal of deciduous trees, the charges could range from \$200/hr. on up. Homeowners are not allowed to remove pine trees but can remove white pine. Call SLOA for permission before doing that. Need Division 17's approval if we bring the trees down slope to a shredder. License, bond, and insurance are required for shredder usage. Homeowner in #108B/C removed some trees behind his unit and brought in shredder after notifying SLOA, which was the correct way to do it. Homeowners are not allowed to "window" the trees. QUESTION: Does Geoff's contract (landscaper) have him cut down weeds at green space between building 116 and building 126?

Insurance Report - Dawn Kerns

There was recently a house fire in Division 17. Dawn reminded everyone that our deductible is \$5000 for fires. Please check your personal home insurance to see if it pays the deductible for you.

Nomination Report -

We currently have two board members whose terms expire this year. They are both planning to run again for their seats. If anyone is interested in seeking a position on the board, please contact Dawn at 406-370-2984. Deadline is August 15.

Committee Reports

Emergency Preparedness Committee

Joel: does anyone want to start up the meetings again? Talk to Joel if you need anything.

Welcoming and Social Committee

Toni Tobin reported that the July 4 party was a success. Over 40 people attended and enjoyed burgers, hot dogs, side dishes.

Ice Cream Social on Sunday, September 3 at The Gathering Place from 3-6 pm.

Saturday, December 16 is our Christmas Party 4-10 pm.

A Division 7 couple needs help with dinners. He has a broken foot and both are elderly and have trouble getting around. An e-mail went out asking for people who can provide dinners for this couple. Response was overwhelming. Hilltop Drive residents will take meals to this couple for two weeks.

Old Business

New Business

Email nomination of Nancy Baer to Board of Directors was made and seconded. Motion passed. She will serve as Vice-President and will take over as Insurance Director.

Board had work session on July 13 at the Club House Cafe to discuss next year's budget. Each member paid for their own lunch. (1-4 pm)

Email vote to approve Kris Osborn as bookkeeper, KO Business Services.

Owners' Comments

Next Meeting

August 17 at 9:30 am

Adjournment 11:27

Respectfully submitted,

Dawn Kerns
Secretary