

**AGENDA**  
**SunLand Condominium Owners, Division 7**  
**Board of Directors Meeting**  
**February 16, 2017**

Call to order

Certification of Quorum

Approval of Minutes: November 17<sup>th</sup>, 2016 Meeting

Secretary/Treasurer's Report – Teresa Streeter  
Up date on delinquent list.

Maintenance Report - Lloyd Hightower and Mike Mowatt

Brad completed the deck rebuild at 156-C for the previously approved bid of \$6,200. He discovered that the windwall at this location is rotted and submitted a bid of \$1,250 to rebuild it which I approved so that he could complete the job without delay and added costs.

Brad also made window repairs at 134-A, 137-B and 156-C at a total cost of \$1,125 previously approved.

There is ongoing work at Unit 161 for water damaged walls and ceiling that resulted from a roof leak. Remediation and new drywall repairs are estimated to be \$2,200. The roof repair was \$562.

We are currently investigating the cause of moisture in the crawlspace at 117-A.

No services performed were by Steve Carr during January due to weather.

Robert LeMaster, Unit 137-B, was invited to attend the meeting to discuss window replacements in his unit. We can discuss the current window replacement policy.

Landscaping Report - Cal Murphy

Building 117 south side pruning and general cleaning of area.

Insurance Report- Dawn Kerns

Up date on insurance renewal.

Committee Reports:

Joel Ogden Emergency Preparedness...

Toni Tobin Welcoming Committee...No Report

Old Business:

New Business:

1. Job descriptions: Need written job descriptions from @ board members to keep on file for future board members.

2. Lists of vendors and contractors each board member uses to create a master list:

Company Name

Contact name

Phone Number

Business Address

Fax Number

Type of work they provide

Rate work 1- 5 (1- poor- 5 excellent)

other comments

Owners' Comments - 2 minutes per speaker please!

Next meeting date: March 16, 2017

Adjournment