

**SunLand Condominium Owners, Division 7
Board of Directors Meeting**

Agenda

In the interest of time Owners Comments will be at the end of the meeting.

Call to Order

Certification of Quorum

Approval of Minutes: October 19, 2017

1. Please acknowledge Dawn when she sends a draft of the minutes for your comments and approval. If you have no changes to the minutes let her know that as well.

Treasurer's Report: Teresa Knapp-Streeter

1. Review Financial Statements. Discuss balances and expenditures to the end of the year in light of 2016 audit adjustments, delinquent dues, and cash on hand. Note: The 7020 bookkeeping is over budget. However, there are enough under-budget items in General & Administrative that we should still come in under budget for the year.

2. Under billed dues - status report

3. Delinquent dues - discuss late fee and lien process. Develop process and procedure.

4. 2016 Audit - Letters of Representation signed and sent; review Letter of Internal Control:

Discuss online Business Account with First Federal, granting read only access to Audit Committee and Bookkeeper.

Discuss laptop computer with compatible software with bookkeeper & for Treasurer.

Maintenance Report: Mike Mowatt and Joel Ogden

1. Update current status of major maintenance projects - re-roofing and painting.

2. Street painting

3.

Landscaping Report: Cal Murphy

1. Discuss the three landscape proposals and vote.

2. Finishing 2017:

Pruning that remains

Removal of dead plants

New plantings, when and where

Committee Reports:

Audit Committee: Mike Mowatt

1. Review, discussion and approval of Audit Committee Charter.

Landscape Committee: Richard Streeter

Welcoming Committee: Toni Tobin

1. Christmas Party December 16, 2017

Emergency Preparedness: Joel Ogden

Next Meeting date

New Business:

1. Remove Rule #11 from Rules And Regulations. Requirement each unit will leave spare key at office.

Old Business:

Next Board Meeting December 21, 2017

Owners Comments: 2 minutes per speaker Please

Adjournment: