

DIVISION 7 CONDO HOMEOWNER'S ASSOCIATION  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
December 14, 2017

Present: Steve Lavelly, President; Nancy Baer, Vice-President; Teresa Knapp-Streeter, Treasurer; Dawn Kerns, Secretary; Mike Mowatt, Cal Murphy, Joel Ogden.

Also present: Kitty Hawks, 133A; Lana Bahnsen, 126C; Rob Baer, 156B

Meeting was called to order at 9:00 am; President established there was a quorum. Meeting was held one week earlier than previously scheduled due to the Christmas holiday.

Mike moved, Joel seconded that we accept November's minutes. m/s/p

Teresa will be gone for awhile in January. Dawn has been meeting with Teresa to learn the basics of the position and will take over the treasurer duties during that time. Nancy will take over Steve's duties while he is gone in January.

#### TREASURER REPORT

Online access to First Federal Bank for the Treasurer and Audit Committee is complete. Bookkeeper also has access, which saves a lot of time for the treasurer.

Key Bank will have online access sometime in January. Dawn and Nancy accompanied Teresa to the bank to sign signature cards. A transfer amount of \$10,434 from First Federal Bank was deposited into the composite roof reserve, as recommended by the audit.

The Audit Committee has approved the dues amounts to be sent to the bookkeeper, who will mail them to homeowners on December 20. Teresa will provide a letter outlining procedures if a homeowner is late paying dues.

Teresa met with Alan Millet, Attorney at Law, to discuss what the Board can legally do when payments are overdue. We can charge interest at 1% per month (simple interest) starting at 61 days, but cannot charge late fees in addition. She obtained a lien form that we should use when placing a lien on a property. Filing fees will be added to the homeowner's fees charged. Board recommended that Teresa use the phrase "WE WILL" file

a lien, rather than “we might” file a lien, so that there is no misunderstanding.

Teresa and the bookkeeper reviewed the Audit Report. The bookkeeper is working on entering the corrections into the books for 2016, based on the findings of the Audit Report.

Teresa suggested that the board invite the bookkeeper to one of our meetings to explain the various financial reports and to answer any questions that the Board has. The bookkeeper sent only the profit and loss statement so far; Teresa has reminded her we need the budget report also. The meeting was moved forward a week this month, which rushed the bookkeeper. She is also generating invoices for the first quarter of 2018, which she will get to Teresa for mailing early next week.

## MAINTENANCE

Mike reported that only Building 108 was painted this year at a cost of \$18,500 due to the unavailability of contractors. A second building was not painted as forecasted so the 2017 painting budget is under spent by about \$5,000. Our budget plan going forward is to paint two buildings per year. The 2017 budget was developed assuming two buildings would be painted at a cost of \$12,000 per building. Those cost assumptions have proven to be inaccurate in today's market.

Only two bids were submitted for painting Building 126 in the summer 2018. Building 126 is comparable to Building 108 in area and has the identical 6-inch vertical cedar siding so it is assumed that the cost will be comparable to Building 108. Mike would like to add a second building on the fairway side and package the two buildings into a single project as an incentive to lower costs. He is in the process of soliciting bids.

Kitty Hawks told about the poor communication when her unit was painted. She stressed open communication with painters and with homeowners.

A total of four bids were submitted for re-roofing Building 117: Allen Roofing, Roof Doctor of Shelton, Diamond Roofing, and Campbell Roofing. Bids varied from \$24,500 to \$43,000. Allen Roofing was the low bidder at \$24,500 and Mike met with Karl Allen in person to review that bid in detail. Mike is satisfied that the new materials and level of effort is comparable to the higher bids. Mike proposes that we award the re-roofing of Building 117 to Allen Roofing for \$24,500. Early award to Allen

will enable them to purchase shingles at off season prices and get us scheduled for work to begin in April / May, 2018 timeframe. Joel moved, Nancy seconded, and board voted unanimously to award this work to Allen Roofing.

## LANDSCAPING

One homeowner wants shrubs removed leading up to their house; plants are growing fine although they are not perfect.

Geoff removed the rhododendron at the east end of the first island because it was dead due to lack of water. No replacement has been planted yet. There are two large rocks that protect anything planted there. They will remain because it would require a hoist to move them.

Steve reported that one homeowner was recently feeding a family of raccoons. They have been warned twice not to feed the animals. Steve has discussed this with SLOA; they will put us on the schedule to set traps in our area. Bird feeders also drop seeds on the ground which attract wildlife. Moles are still causing problems; they will be trapped when we locate someone to do it. **DO NOT FEED THE ANIMALS!**

Water is pooling from 137 down to 145. A sump pump will be tried to dry up the standing water that seems to be there all year around.

## OLD BUSINESS

Mike let us know that we are limited how we can hide or disguise the utility boxes. We have to follow PUD rules so they can access the boxes.

Steve reminded everyone that propane tanks have to be secured and hidden from street view. The homeowner is responsible for the cost.

The new computer that Division 7 has purchased for the treasurer to use has arrived. It is up and running and Teresa is familiarizing herself with all the settings. The board needs to develop a document outlining the proper use of the computer. Joel and Dawn will work on this and have it ready for the January meeting.

All reports (financial and meeting minutes) will now need to be saved to thumb drives. Minutes on the web site go back to approximately mid-2015.

Some research has been done concerning additional signage on Hilltop Drive. Steve pointed out that the wooden entrance sign to Hilltop needs to be repainted. The speed limit sign positioned near it could possibly be relocated. The wooden sign already has "15 mph please." Mike suggested researching [www.zumar.com](http://www.zumar.com), which is the site used by Clallam County. Dawn has looked through that site, [roadtrafficsigns.com](http://roadtrafficsigns.com), Amazon, [stopsignstore.com](http://stopsignstore.com), and the local Co-op. Specifics will be presented at the January meeting. The board can then decide exactly what is needed: speed signs, one way, arrows painted, etc. and the size.

All additional keys for homes on Hilltop have been returned to their owners or destroyed. Steve had the actual box at the meeting they had been stored in and the board decided to donate it to Goodwill or Serenity.

### NEW BUSINESS

All board members are asked to write up a description of their position and explain duties completed daily, weekly, monthly, etc. List vendors used along with address, phone number, and contact's name.

Holiday party is Saturday, December 16, 2017 from 5 pm to 7 pm. Bring hearty appetizer and your own drinks if you want alcohol. Non-perishable items brought will be donated to the Food Bank.

The presidents of Divisions 7, 11, and 17 plan to meet each quarter. An arborist has reported that a lot of undergrowth needs to be taken out because it chokes out other growth and is a fire hazard.

Meeting was adjourned.

Next meeting is January 25, 2018, at 9:30.

Respectfully submitted,

Dawn Kerns  
Secretary