

SunLand Condominium Owners  
Division 7  
Board of Directors Meeting

Agenda December 2017

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

Call to Order

Certification of Quorum

Approval of Minutes: November 16, 2017

Housekeeping: Treasure will be gone three weeks in January. Secretary will be covering her responsibilities as needed. Teresa has talked to Dawn on what may be needed. President will be gone January 5th-20<sup>th</sup>. Vice President Baer will be on call as needed.

Treasurer's Report: Teresa Knapp-Streeter

1. Online business account at First Fdrl. complete. Key bank to have capability in Jan. 2018. Audit committee access is saving significant bookkeeping fees as the bookkeeper no longer needs to scan all statements etc. to send to audit committee members.
2. Audit committee checked and okayed the dues amounts to forward to Bookkeeper (Thanks, Mike). Bookkeeper working on and will have to me this week. Statements to be mailed out Dec. 20.
3. Finalized letter quoting CCR's and outlining our fees, due dates, etc., will be inserted with statements to owners.
3. Met with attorney Alan Millet; received clarification on lien process, late charges allowed by CCR's, proper forms, legal time-line for notification letters, etc.
4. Bookkeeper acting on Audit 2016 ledger requirements. Treasurer acting on Audit requirement of transfer of funds to composite roof reserve.
5. In examining 2016 books, errors for 2017 were also identified and bookkeeper is working to correct.
6. Treasurer in training.
7. Financial Statements

Maintenance Report:

Mike Mowatt and Joel Ogden:

Roofing bids for Building 117. We had four bids with Allen Roofing being the lowest. Review bids and recommend award to Allen Roofing for work in April, 2018. Selection/award now will allow him to get lowest shingle prices in the off season.

Review and discuss the painting of Building 126 for 2018. Like Building 108, limited interest of

painting contractors to bid. Consider bundling 126 with another, less difficult building to entice competition and lower overall cost.

#### Landscaping Report: Cal Murphy

Lawn moles behind #153 and #155

Push landscaper on dead plant removal and replacements. Several locations where dead trees and shrubs were removed and never replaced. Landscape Director will work with Geoff to get work finished in a more timely manner. In the future we will give him a time frame to get the work done.

Raccoon's... people feeding a family of four. They have been spoken to. Email sent to homeowners about feeding wildlife. Will request S.L.O.A. To place traps.

On going water problem south side of building 137D-145 standing water most of year. We are going to experiment with placing a sump-pump at #145(this is the low spot) and move the water to a street drain.

Committee Reports: No reports.

#### New Business:

Year end: All agendas and minutes plus financial reports need to be saved to thumb drives.

New Computer: establish rules for user of computer. I asked for two voluntaries to work on this, got 0. Joel and Dawn were asked to take on this task

Entrance sign needs painted. Consider moving for better visual as people enter division.

#### Old Business:

Spare keys have been removed from S.L.O.A. Office. We now have a lock box for keys. What do you want done with it?

Speed signs and arrow painting....Dawn

Back in October we were all to work on vendor list. We also need job descriptions for your board position, what you do daily, weekly, and monthly. The idea is to have a master list to help new board members as they start. Please have your information to Steve by February 2018.

Next Board Meeting January 24, 2018

#### Owners Comments:

Next Meeting: 1/24/2018

Adjournment

Merry Christmas!