

SUNLAND DIVISION 7 BOARD OF DIRECTORS  
REGULAR MEETING  
JANUARY 25, 2018

Board members present: Nancy Baer, acting president for this meeting; Steve Lavelly, president; Mike Mowatt, maintenance; Joel Ogden, maintenance; Dawn Kerns, secretary and acting treasurer. Cal Murphy and Teresa Knapp-Streeter were absent.

Verified that quorum has been met. Meeting called to order at 9 am.

Steve read a letter from Teresa saying she has resigned from the board, which leaves the position of treasurer vacant. She is willing to help with treasurer training and questions in the future. Dawn has agreed to be treasurer; Nancy will take over as secretary. The Board extends their thanks to Teresa for her service as a secretary and as treasurer.

Richard Streeter has agreed to be a director of landscape. He has been helping Cal and Steve in that area and will continue it as a member of the Board, replacing Teresa. Mike moved that Richard replace Teresa on the Board through the end of that term in 2019. Seconded; passed.

#### Treasurer Report

Dawn presented the Profit and Loss statement and the Balance Sheet. Mike noted that he has some questions regarding the P&L report but will look into it with the Audit Committee or the bookkeeper.

Regarding the 2016 audit: Teresa had a phone conference with Kris, the bookkeeper, and Steve Welborn of the Audit Committee. Steve and Kris worked out the practical application of the Audit company's journal entry requirements. Kris completed the journal entries and e-mailed a copy of the entries to Audit Committee members.

An external hard drive for backup of HOA records was purchased. A thumb drive was also purchased to move documents from Teresa's personal computer (MAC) to the HOA computer. She spent much time during January cleaning up the files, transferring to the HOA computer, and creating backup files. The HOA computer is now in perfect working order for the new treasurer to take over.

A lien was recently filed on one of our condos due to delinquent dues and assessments. There are currently two more homeowners who are delinquent with their dues and assessments. Steve requested that liens be filed on those properties also. Once that is done, notices should be sent certified to the homeowners.

### Maintenance

Mike signed (\$24,500) contract for a new roof on 117. Scott Wiley Painting has not yet sent estimate for painting buildings 125 and 126. Mike hopes it is under \$30,000 for the two. Scott Wiley Painting did 108 last summer also. Building 126 has many of the same problems that 108 had so Scott is familiar with what's needed. New paints are more durable but more expensive. Nancy asked if painting more buildings would attract more contractors. Mike did not think so.

Since Mike is on the Audit Committee, he will be looking at the year end budgets and following up with any questions he has.

### Landscaping

Biggest problem is draining the "swamp" near the west end of Hilltop. They will look into the various ways of draining. Many shrubs need something done to them; maple trees should be topped off. 108 A wants stump removed as well as tree in her common area. Richard, 137A, wants tree down in front of his house. There are some stumps that need to be removed along the street. 108A side of house has tree that's getting brown and might need to be removed. There is also a shrub that is growing over the driveway and interferes with cars parking.

### Insurance

Communication with insurance company. Coverage Enhancements were passed out. Nancy will talk to the company and get details.

### New Business

Signature cards at banks will need to be redone. It is necessary when the people on the Board change.

Discussion about streamlining the process of signing invoices and checks. Teresa often made multiple trips to the bookkeeper's office in one day because invoices needed approval and/or budget number assigned. She had to bring them home to get approved and have the number assigned; and take them back for check issuance. Mike takes his invoices for maintenance work to the

bookkeeper himself. He volunteered to get all invoices approved and take them to the bookkeeper; Dawn would go down and sign checks after the office has had time to issue all checks.

How often do we want to meet and work on next year's budget? Budget needs to go out in August for the annual meeting. Mike suggests waiting till after first quarter when we can see the kind of expenses we have this year.

### Old Business

We're on list to have raccoons trapped. SLOA will do it. Moles are a problem also.

Passed around street sign printouts. Have not yet heard back from person who can give details about painting arrows on street.

The treasurer is using the laptop computer purchased by the HOA to be used for bookkeeping purposes. An agreement was drawn up outlining the rules we feel are appropriate to use the computer. Board agreed to adopt HOA computer form.

Everyone on the Board has submitted a job description of their position on the Board. Vendor lists ongoing.

An audience member asked what he can use for window screens. He and his wife are willing to do the work. Mike suggested that he try to match as much as possible with his neighbors.

Someone was hired to install a new bathroom window but it was not installed correctly. Mike will take care of it.

Moss on north side of roof. Is there a schedule to treat that? Mike told him to fill out a service request form and deposit it in appropriate mailbox.

Can I use my blower? Yes.

Joel: Jan 31 at 6 pm at the Port Angeles Library. "Camping in your home"

Emergency preparedness meeting on Monday, February 5 at 6 pm in the Gathering Place.

Adjourned at 10:55 am. **Next mtg is Feb. 15 at 9:30 am.**

Dawn Kerns  
Secretary