

**SUNLAND CONDOMINIUM OWNERS**  
**Division 7 Board of Directors Meeting**

**July 26, 2018**

**Call to order at 10:00 a.m. by Steve Lavelly, President**

**Quorum present: Nancy Baer, Dawn Kerns, Steve Lavelly,**

**Mike Mowatt, Joel Ogden, Richard Streeter, and Carol Stults.**

**Guests: Kitty Hawks, Steve Welborn**

**June, 2018 minutes were accepted via email with one correction.**

**President's Comments: The annual Board Meeting will be Sept. 20, 2018 at 9:30 at the Gathering Place. A 2019 budget meeting will be held at Lavelly's home to prepare presentation at the Annual meeting. Some line item changes will be considered.**

**Treasurer: Finances are doing well. The Key Bank CD was changed to a longer term, higher rate CD. Discussion on the owner who has not responded to the lien on his unit followed. The next step may be hiring a collection agency if an acceptable one is found. Steve Welborn will find out the name of the one used by his other HOA. Carol will get the phone number of the realtor who has dealt with the owner.**

**Landscaping: A back flow meter was damaged by freezing and when handled sprayed water all over at Unit 125. Brothers Plumbing replaced it since the original is obsolete for a total of \$410. This is an on-going problem since all of these valves are not located. The Water Department states these are required to be checked yearly by a certified service, which is not being done at present. They know of 8-10 valves out of 63 units Remaining valves may need to be insulated. Geoff usually blows them out each fall for protection. Geoff will be asked how they usually drain the lines and a Water Company worker may be asked to speak to the Board about this problem.**

**Richard is trying to map the sprinkler system by using a map and checking on its accuracy.**

Richard would like to get together some weeding parties to eradicate encroaching snowberry, Oregon grape, blackberry and other plants. Help would be voluntary. Check future newsletter for more details.

Two trees are approved for removal due to dangerous siting and are waiting for the crew to do so. A larger job is removal of the dangerous tree behind 119-B which is very tall and big. Only one bid has been made yet which is for at least \$7000 and three days. The golf club will not allow access over their property so it becomes a much more difficult process. It was M/S/P to remove this tree at the possible cost of \$7500 by Carol/Mike/unanimous. Two more bids will be sought.

**Maintenance:** Road directional signs were repainted and Mike renewed the welcome sign. Speed bumps will be painted next. The reroof on 117 will be done the second week of August and the concrete repair at 133-A and 156-B are slated for that week also. Securing contractors continues to be difficult.

**Audit:** All requested information was given to the auditor last week and has been referred to a supervisor. Hopefully, it will be available before the Annual Meeting.

**Data and Records Committee:** Carol reports the committee has a started to organize record transferal and propose to use DB-Pros HOA Tracking Database Software. This is the most reasonable but appropriate Software available. For security reasons, it will initially contain each unit's maintenance and landscaping history and be on the HOA's laptop. Purchase cost is \$580 and a yearly fee of \$24.95 if entered on the cloud. Board members asked for time to study the software description. An email vote will be done before 8/1/2018 the motion to buy and use this software.

**Newsletter:** Carol reports an enthusiastic reception of the first issue of the newsletter and is planning the next one. She encouraged submission of news and information by the Board.

**Emergency Preparedness: Next meeting will be NEIGHBORHOOD MAPPING on MONDAY, AUGUST 6 at 6 PM at THE GATHERING PLACE.**

**Monetary Document: The document detailing the spending limits for Board members (\$200), landscaping and maintenance (\$1500) and the process for submitting and producing payment was discussed and M/S/P by Mike/Nancy/unanimous.**

**Owners Comments: Kitty Hawk stated many varied communication methods need to be used and the newsletter was a good tool. She also thought the owners should be more aware of the extensive, serious work done by the Board members.**

**Meeting adjourned at noon.**

**Submitted by Nancy Baer, Secretary.**