

SUNLAND CONDOMINIUM OWNER'S ASSOCIATION DIVISION 7

ANNUAL MEETING MINUTES

SEPTEMBER 20, 2018

Welcome by President Steve Lavelly: General welcome and discussion of laptop purchase in November, 2017 and its dedicated use now.

Quorum: 40 units represented between proxies and attendees. All Board members present.

Approval of 2017 Annual Minutes : Approved by vote per mailing.

Treasurer Report (Dawn Kerns): Fourth quarter projections indicate we will be within the 2018 budget. Fourth quarter invoices will be sent out this within the week. Any delinquencies need to be paid. As per our assessments, funds were added to our reserves for tile and shingle roofs. Funds were also added to the road reserve. These reserves are still significantly underfunded. The Key Bank CD, opened last year for the shingle roof reserves, paid \$70-75.00 per month. Recently this CD was renewed and is now paying about \$150.00 per month. It appears we have spent 60% of the budget within 66% of the year. The 2017 audit was completed last month and was very positive except for the need to increase funding of the reserves. Much thanks to the Audit committee for making the audit successful. The committee consisted of Jack Marlowe, Steven Welborn, Alan Smith and Mike Mowatt.

Maintenance Report (Mike Mowatt): Major projects completed thus far for 2018 include two painting jobs completed and one extensive roof redo. Planned 2019 budget at \$90,000 will be below the 2018 budget. Some tasks and funds have been transferred from maintenance to landscaping as more appropriate to that area. A water leak near 117 is an unknown and unplanned cost and will come out of the emergency funds. The Water Company is doing the repair work since they have the

various skills and equipment. Timing of projects remains at the mercy of area contractors but plans are to maintain a rotating renewal schedule that allows for inclusion into contractor availability. Steve Carr and Brad Busher were both praised for exemplary work.

Questions were asked about efficient submission and response to work requests. Previously, homeowners may not have been contacted until there was information about possible repair, again made difficult by nonavailability of contractors. Now, acknowledgement of the work request will be sent within three days after being received even if no response is yet available.

Landscape Report (Richard Streeter): Now operating within the budget. People were asked again to not feed the birds or any other animal since raccoons remain a problem along with moles. Trees are being assessed by three criteria: diseased, dying/dead, or dangerous/destructive. Approvals from both SLOA and Div. 7 are needed for removal. Six trees have been removed and one is scheduled for the first week in October. Bushes and shrubs have been removed, replaced, or relocated using the same criteria. Thirty work orders have been handled this year with a few remaining. A major and ongoing effort has been made to locate and map sprinkler heads and control boxes. The sprinkler heads on the south side have been turned off to facilitate locating and fixing leaks. A new landscaping contract is being written since the HOA pays a monthly fee but seems to not be getting good value from the current provider, particularly for weeding, watering or pruning. This will be put out for bid with possible increased costs, which are included in the 2019 budget.

Questions were raised on whether trees will be replanted, requests for work order acknowledgements, and the necessary replacement of ruined gutters. Several compliments were offered on the increased attractiveness of Hilltop grounds and buildings.

Richard will be having the first weeding party on Tuesday, September 25 and may have more to control the invasions through ground covers and shrubs.

Audit Report(Jack Marlowe): The only specific problems raised by the Auditors were the roof reserves which are under funded at present. The (7) tile roof reserve is particularly under funded since only \$13,000 has been deposited since 1990. The tile roofs are all the same age and their life may be shorter than the supposed 50 years. Replacement costs are unknown. The (18) shingle roofs are staggered ages. The most recent roof repair was done with superior materials so it should have a longer life.

Questions were asked about the process for depositing any surplus funds. Due to a rule change two years ago, any surplus over \$25,000 now goes to reserves.

Insurance (Nancy Baer): Insurance coverage was renewed in April with some increased benefits and at a lower price. The cost was paid in one payment to avoid fees. Earthquake coverage is included.

Emergency Preparedness (Joel Ogden): He reported that Community Emergency Responders Teams continue to meet and train on a monthly basis usually. A Neighborhood Mapping meeting recently divided Hilltop into three areas with Steve Lavelly, Kitty Hawks, and Robbie Justyn as leaders. They will continue to assess neighbors needs in a crisis. These area are:

Section A-104,108,117,119,121.

Section B-126,134,140,138,125,133,137,145,143.

Section C- 142,148,156,149,147,155,153,163,161,159,157

Questions on securing gas tanks and the cost. A useful saying of Change Clocks, Change Stocks was offered as a reminder to check stored food and water, batteries, and other emergency supplies twice a year when Daylight Savings occurs.

Newsletter (Carol Stults): Three newsletters have been delivered and well received. The newsletter is on the website and can be emailed. Please add your suggestions to enhance the newsletter. New resident's information will be included soon. Debbie_McGehee_and Graham_Fysh were thanked for their help.

Question was asked about getting a picture of Hilltop itself for the website. Photos were solicited.

Data Management (Carol Stults): The Database is up and running. The primary focus is to gather in one place the history of each unit and what has been done or undone with it as it relates to the HOA's responsibilities. This is a secure file with no outside connections since it will also have owners addresses on the HOA's laptop. Teresa Streeter and Rob Baer have been assisting with this effort.

New Business: 2019 Budget was approved. Nancy Baer, Steve Lavelly, and Joel Ogden were elected for three year terms. Brian Hardcastle will be assisting on the Landscaping and Maintenance Committees.

Next monthly meeting will be October 18,2018

Adjournment: Motion made by Nancy Baer, seconded by Richard Streeter and passed by attendees.