

# February 20, 2020

---

## Agenda

Call to Order: 4:33pm -- Dawn Kerns, President Sunland Condo Owners Association Board of Directors  
Certification of Quorum: President

Approval of last month's Minutes: Moved/Seconded/Approved Online  
President's Comments: None

Treasurer's Report: Carol Stults January 31, 2020 Financial Report  
◦ Update on new reserve account (Key Bank)  
◦ New Budget Format for 2020

Landscape Report: Richard Streeter & Landscape Committee Members  
◦ What's been done? What is planning to be done?  
◦ Report on Landscape Committee Meeting

Insurance Report: Nancy Baer

Architecture & Maintenance Report: Joel Ogden  
◦ Gutters / Roof (Moss) Cleaning Paperwork  
◦ Driveway / Sidewalk Cleaning Paperwork  
◦ Bids for Roofing on buildings 119, 134  
◦ Bids for Construction Work (Painting at 117)  
◦ Update on Rear Deck remodeled at 116A

### OTHER COMMITTEE REPORTS

Data and Records Committee: Rob Baer

Newsletter Committee: Carol Stults

Welcoming Committee: Patty Lavelly (Not Present)

Emergency Preparedness Committee: Joel Ogden

Nominating Committee: Carol Stults

Unfinished Business: Details for memorial bricks purchases & preliminary criteria

Date of next meeting: Thursday, March 19, 2020

Owners' questions and comments

ADJOURNMENT Approximately 6:06 pm

Parting Comment by President: *Consider the postage stamp: its usefulness consists in the ability to stick to one thing 'til it gets there.*

# Division 7: Regular Board Meeting

**Agenda: February 20, 2020 from President, Dawn Kerns**

**Call to Order:** by President Dawn Kerns at 4:33 pm at The Gathering Place

**Attendees:** Dawn Kerns, Richard Streeter, Joel Ogden, Brenda Owens, Carol Stults, Nancy Baer, Teresa Lotzgesell

**Dawn Kerns, President Certification of Quorum:** All board members present, quorum fulfilled.

**President Approval of last month's minutes: Email Motion to Approve:**

1/16/2020 Meeting Notes sent to Division 7 Website administrator Sue Forde 01/31/2020

**President's Comments:** No formal comments presented

**Treasurer's Report: Carol Stults, January 31, 2020 Financial Report:**

**New Format for our Financial reports:**

- Our CPA has given us reports based on an accrual basis, giving us the chart of accounts with fund balances relative to our budget for that category. In the future, we will also have a budget for reserves, so we have perspective on spending relative to planned spending and reserve balances. This format will mirror our auditors' and this will give us a better understanding of our financial health and budget status.
- The new format gives us a percentage of budget status that allows us to view at a glance where we stand relative to our budget and the current month, again, giving us a realistic view of our financial reports.
- Financial documents for January 31, 2020 forwarded to the board (note: AR accounts are confidential).

**Reserves: Cash Flow for Reserves from Feb – Apr 2020**

- We now have two Buildings (#119 and #134) that require full composite roof replacement due to leaking, per expert advice from roofing three roofing contractors. The replacement costs will be roughly \$31,000 each leaving our composite roof reserve at \$108,000 total balance after completion of these 2 projects.
- We have 3 other composite roofs at buildings #108 ( estimated to be \$46,500 with sales tax), #126 and #121 (costs TBD for the last two) that are potential replacements in the future.
- Our tiled roof reserve is now \$58,940.10 and our road reserve is now \$69,060.10.

# Division 7: Regular Board Meeting

- **Invoicing and Aging Report –**
  - Aging Report – some accounts were paid down, and some made payments of incorrect amounts that will be corrected (some overpaid, some underpaid -- in each case, we are working with our bookkeeper to invoice and work with each owner).
  - We are emailing quarterly invoices to those not living here to facilitate timely payments and to save mailing expenses. We can do that for local owners as well if requested. Our CPA is investigating the requirements and record keeping issues that would arise from this practice.
  - Good news, those outstanding invoices have been paid, which puts our AR accounts in a good position.
- Remaining Surplus Operating Funds report: 12/31/19
  - FF Checking: \$86,482.84
  - FF Savings: \$51,765.97
  - TOTAL \$138,248.81**

Less transfer to Key Bank for General Reserve: \$40,000

**Remaining 2019 Operating Funds: \$98,248.81**

Less \$25,000 balance allowed to be retained in Operating accounts per Bylaws

**NOTE: SURPLUS FUNDS for 2019 Operations to reserves \$73,249 -- Decision will be made at MARCH BOARD MEETING regarding the allocation of those reserves.**

- The new reserve account at Key Bank initially funded with \$40,000 has already earned interest, reflected on our statement for the month ending 1/31/20. Good news.

## **Landscape Committee: Richard Streeter**

The additional volunteers helping Richard met to discuss future plans and needs throughout the neighborhood as they did a walk about to view first-hand the issues and needs of Hilltop Drive (Debby McGehee, Ted Foster, Patty Lavelly, Nancy Baer- not present).

- The group noted areas that needed to be filled in with new plantings and prioritized the plan. They will go to the preferred vendor (price / quality) in Brinnon to see the plants they have and get a specific game plan relative to the goals, needs and budget. There are some Dwarf Spruces, Richard has his eye on that are ornamental without the aggressive growth that may put structures/pipes in danger. They also have a large variety of deer resistant plants.

# Division 7: Regular Board Meeting

- Richard is in contact with a couple that have contracted with us before for large planting jobs that are hard-working and reasonably priced.
- Dead/harmful trees that are in need of removal include a Mountain Ash by unit 155, dropping limbs and a tree by unit 117 on the end that is hanging too close to the house that giving access to rodents/insect infestations--- these trees do not exceed the 20' range that requires SLOA notification/approval.
- The slope/bank issue near unit 126B is concerning to the owner, who is bringing in a specialist to suggest grasses/plants that are known for shoring up banks and preventing erosion. With the recent excessive rain, it does encourage a careful assessment of the bank and similar areas in the neighborhood. Prudent consideration of these matters suggest we revisit the company that studied this issue in the past. Nancy will refer to the report from the Port Angeles engineering company, Northwest territories Inc. (NTI), and call them to arrange an updated analysis.

## Architecture & Maintenance Report: Joel Ogden

- **Leaking Roof at 134 (Full Building) and 119 (Full Building)**  
Two of the three units in unit 134 are experiencing water leaks, one unit has water damage in the kitchen. The roof is also leaking in the full unit of 119. Bids have been offered, approved and will be replaced in March by Allen Roofing (roughly \$31.K for each). Both roofs were last replaced in 2004. Our research, encourages us that work by Allen Roofing will be more enduring given his decades of experience and focus on quality materials. Four other units are showing signs of aging, last replaced in 1997 / 1998 include: buildings 126, 121, 108, 116. One of the units in 108 has a sunroom leak that is the responsibility of the owner--- we are not scheduling replacement of these units in 2020.
- **Gutter cleaning and Moss Removal: New contractor, "In the Clear", owner Ian Hood**  
The new contractor (approved by e-vote) is already at work the week of this meeting on completing the gutter cleaning and roof moss removal with a non-abrasive power washer / chemicals. We will work to give owners notice for their animals and outdoor furniture, etc. He also contracts to wash windows (inside / outside) with individual owners for \$175.

# Division 7: Regular Board Meeting

- **Outside Painting of Units in 2020 – Operating Budget Category**

We have had 3 bids. The shortage of quality contractors that aren't already booked due to the housing boom in Sequim is a real issue. Supply and demand is dictating the current trend of pricing and timing of jobs. One bid was for \$14,000 per unit that included wood repair (\$600); one for \$10,000 with no wood repair; and another was for \$16,000 with no wood repair.

**MOTION: To approve the bid of \$14,000 (including \$600 for wood repair) from Three Crowns for unit #117 (Joel Ogden) SECOND: Nancy Baer APPROVE**

- **Deck remodel at unit 116A?**

Deck really came out well; Three Crowns did the work. Everyone is happy, quality job.

**Insurance Report: Nancy Baer**

Next billing cycle for insurance is March 2020. No new news at this time.

**Data and Records Committee: Rob Baer**

- **Data Records: Rob Baer**

Again, the database for the maintenance/landscaping projects is in good shape and will provide the necessary paper trail for this board and future boards. Our records are now backed up to the Cloud providing long term record retention and access. Work orders are tracked with an "entered by" system tracking everything. Fitting in "non-unit" expenses will require some customization for our common ground areas like our green islands, #1, #2, #3, library, benches, etc. It will take time to learn tricks to cut/paste information and using digital invoices and integrating all of our tools, forms etc. into this new system-- it is so nice to have multiple user access and ease of use. Rob will discuss with Teresa Streeter to work with past information of non-unit areas, etc.

**Governing Records: Nancy Baer – no new report**

# Division 7: Regular Board Meeting

## **Newsletter Committee: Carol Stults**

Carol is going to add a section for Emergency Preparedness – Actions to take now; Email Statements (Future, not ready now); Roof work in March (timing to notify owners/residents); Moss Removal from Roofs / Gutter Cleaning (timing to notify owners/residents); Hiring people to perform work for your unit, like indoor painting or plumbing, etc. requires a form given to the Board to “Hold Harmless”, the Division 7 homeowner’s association from liability; (Form is Appendix A in our Rules and Regulations posted on our website).

## **Welcoming Committee: Patty Lavelly (Patty not present)**

Next group event: July 4<sup>th</sup>; more news will follow this summer!

## **Emergency Preparedness Committee: Joel Ogden**

Best action plan to focus on now is to have a well-stocked quality First Aid kit in your home and car; surprising how many households don’t have one available. The next Emergency Preparedness Committee meeting is Monday, March 2 at 6pm at The Gathering Place.

## **Update Nominating Committee: Carol Stults**

Carol would like to decline serving on this committee, given her full plate! Bren Owens volunteered to assist with this task as well as the voting at our Annual Meeting in the Fall. Thank you for your help on this Carol and thank you to Bren for taking up the cause for our board!

## **New Business:**

No new business.

## **Unfinished Business:**

### **Memorial bricks (Dawn Kerns)**

Again, Dawn showed the group a nice brick sandblasted with permanent black lettering as a sample. Dawn is proposing an area memorializing Division 7/ Hilltop residents that have passed away. Dawn outlined a diagram of a design for the bricks, roughly a 8 row design with 28 bricks surrounded by treated 2x4s in a frame to hold bricks securely. She will purchase 30 or so to allow for breakage ( \$3 per brick). Engraving cost is \$25 per brick. The wooden grid will cost approximately \$10 with Basalt rock for the underlying layer and sand adding roughly \$5. The initial outlay for the project should average \$100 -

# Division 7: Regular Board Meeting

\$110. The board would prefer that the bricks engraving be sponsored by friends / family with two lines of engraving for names, dates chosen by those sponsoring the Memorial Brick.

**MOTION:** To approve the expense of the Memorial Brick project (\$110 maximum) with the focus on current or former owners of a unit on Hilltop Drive. (Nancy Baer) **SECOND:** Joel Ogden **APPROVE**

**NEXT MEETING: Thursday, March 19, 2020 at 4:30 pm**

**Owners' Questions and Comments:**

No residents in attendance.

**ADJOURNMENT at approximately 6:06 pm**

**Board Motions completed via e-mail in JANUARY/FEBRUARY:**

- **January 31, 2020**  
**MOTION:** Accept the bid from "In the Clear" for Gutter Cleaning/Roof Moss Cleaning for \$12,750 (Carol Stults) **SECOND:** Teresa Lotzgesell **APPROVED**
- **January 31, 2020**  
**MOTION:** We accept Roofing Bid for Unit #134 from Allen Roofing for \$31,085.25 (Joel Ogden) **SECOND:** Teresa Lotzgesell **APPROVED**
- **February 13, 2020**  
**MOTION:** We accept Roofing Bid for Unit #119 from Allen Roofing for \$31,085.25 (Dawn Kerns) **SECOND:** Teresa Lotzgesell **APPROVED**

TYL/03/02/2020