

June 18, 2020

Agenda

Call to Order: 4:30 pm -- Dawn Kerns, President Sunland Condo Owners Association Board of Directors
Certification of Quorum: President

Approval of last month's Minutes: Moved/Seconded/Approved Online by majority of the Board

President's Comments:

Covid-19

Cert Container

Treasurer's Report: Carol Stults May 31, 2020 Financial Report

- Update on the Reserve Study 2021
- Update on the annual Secretary of State report complete
 - May 2020 Financial Documents
 - June Cash flow – operational and reserve accounts
 - Budget for 2021 – working board session date TBD

Landscape Report: Richard Streeter & Landscape Committee Members

Slope Report: Nancy Baer

- Update survey possibilities

Architecture & Maintenance Report: Joel Ogden

- Building 3121 over budget on trim repair; wood damage adding \$5K, painting update, roof update
 - Removing black pipes on slope this summer
 - No bids received for driveways; contractors too busy
 - Bid out for deck on 117C
- Pressure washing & staining North Side decks this summer

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: Bren Owens

New Business: Painting of bench/table by Little Library

Unfinished Business: Memorial Bricks

Date of next meeting: Thursday, July 16, 2020

Division 7: Regular Board Meeting

Owners' questions and comments

ADJOURNMENT Approximately 6:22 pm

Parting Comment by President: *"Many of life's failures are people who did not realize how close they were to success when they gave up." Thomas A Edison*

Division 7: Regular Board Meeting

Agenda: June 18, 2020 from President, Dawn Kerns

Call to Order: by President Dawn Kerns at 4:30 pm at Sunland Ballroom

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:

05/31/2020 Meeting Notes sent to Division 7 Website administrator Sue Forde 05/31/2020

President's Comments: Covid-19: Stay home, stay safe! Observe social distancing, when possible! Nancy mentioned the email from the Sunland water office saying they will be testing our water for the Covid-19 virus. Interesting, not sure what we do with that information. If concerned, get tested for the virus or antibodies. If anyone has more information, let us know! **CERT Container:** SLOA is working with the County on permits, they are backed up and it will take another 4-6 weeks. They may need irrigation for the landscape in the new area on Foursome, as well. Reportedly, all residents in Division 7 and 16 are on board for moving the container from Hilltop to Foursome, we appreciate your patience while the container is in transition.

Treasurer's Report: Carol Stults, May 31, 2020 Financial Report:

Reserve Study update – in the works – should be completed by end of July. Annual Secretary of State report was completed – due end of June. Changes made to the Board members listed and removal of those no longer serving. Removal of Kris Osborn as agent. We will have a Q&A session in a week or so with them. See May Finances Balance Sheets.

- Operation bank balances are slowly going down, with current balance today now down to \$97,425. However 3rd quarter dues statements are ready to be mailed next week, so from a cash flow perspective we are in good shape still.
- Reserve balances remaining the same as April exception for interest paid.
- Reminder that our reserve bank accounts are offset as Long Term liabilities due to changes in accounting rules. These are deemed a liability until we incur an appropriate expense for which the designated funds can be used. Profit and Loss See Transaction Reports for April and May.

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- Carol completed the annual report due at the Secretary of State's office by June 30. Carol completed the report online. She put herself and Dawn as the Agents and will put the full board after the elections in September.
- List of checks written in June are in your packet of documents. As you can see from the Transaction report for June, the budget numbers shown will reflect a lot of maintenance work beyond what is shown being spent through May 31. Joel continues to work with me on cash flow and keeps us in the loop on expenditures so that we can carefully monitor budget during this busy repair time.
- Reserve Account balances updates are also in your packet. As of May 31, total reserves in all accounts is \$273,876.25. We will talk a bit more about cash flow for the reserves in a moment. See aging updates.
- The lien release has been sent to the County for the unit that has paid dues in full. The release of lien filed documentation has not been received from the county - Carol will notify us when it does.
- Dues accounts receivable remains at \$2,071.50.
- We are clearing up some of the minor credits to owner's accounts with 3rd quarter invoices. Those owners who have small credits due to errors in their payments have been notified by email and expect to see the credit on their 3rd quarter statement.
- Comp Roof CD update – Key Bank. Our CD at Key Bank expires July 3, 2020 – with a 10 day grace period. We must make a change no later than July 13th. Amount in CD is \$86,555.06 and is now on a rate of 1.5%. after expiration rate would be 0.25% for 11 months. New rates of course are very low right now – on all Money Market and on CDs as well. New MMKT rate will be .50% for any new dollars added to our current account, but will not be fixed at that rate for longer than 3 months. We will have to move a portion at least of the CD money to Comp Roof MMKT due to 3rd roof expense to be paid in next few weeks. We will incur a penalty if we lock in via a CD or other long term investment instrument when we pull money out for roof on 121.

MOTION: Move all of CD account at Key Bank (\$86,555.06) no later than July 13th to current Comp roof MMKT account ending in 5155 earning 0.50 % for now. Rates are trending downward for now but in 3 months we can reassess if we have better options (Carol Stults). SECOND: Dawn Kerns APPROVED

June Cash flow:

- Remember last year, we had a very large amount of surplus because we couldn't find contractors to complete projects we had in the budget. We are catching up this year, so do not expect a large surplus at the end of this year. Joel has been busy with maintenance projects that have been waiting for completion. That is why we are

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initiating a monthly cash flow analysis and highly recommend that we continue this going forward to make sure our cash flow accommodates our scheduled projects with our operating budget.

- Please look carefully at the budget and cash flow information. Carol gave each board member a worksheet with budget data to work on our 2021 budget with a meeting in the next few weeks. Each Board member should add in budget amount for 2021 in the column provided. Budget working meeting will be July 7 at 5:30pm.

Landscape Committee: Richard Streeter

- Richard has started the sprinklers for the season, with watering cycles 4x / week, with a total goal for total minutes for our neighborhood based on his experience. Most leaks are repaired from 2019 and we should be in good shape this year. Thank you Richard!
- Richard referenced a 2002 study of the slope from our records that analyzed the composition of our soil for our street and north side slopes. They call the soil Agnew Loam, a type of clay that runs deep. The good news, is we haven't identified any trees that are leaning in an "L" shape that would indicate poor drainage on the slopes causing erosion & saturation. Basins and drains off the street are mostly on the South side, only 1-2 on the North side. The North side irrigation runs parallel to the houses at 3 points to drain down the Hill (we can only find one of these 3 right now; Richard is going to do more hands on research to see if he can find the other 2). Supposedly, there is one in the green space with 1 foot diameter pipe, but we don't see it on the map. In the 2002 study, units 108 and 116 and 126 were noted as those with the biggest drainage issues. May be that working on better gutters, drainage and regular pipes (vs perforated ones, that saturate the ground) will allow the proper drainage and improve the situation dramatically for those units. The same situation was noted in a study in 2009. With report from the Engineer reviewed at the last meeting has several solutions for us to explore, that we initially thought would require a new survey to measure the slope and see what extent the slope had been affected since the last survey in 2012. Since we have identified the need for better drainage - and there are not trees showing drainage damage on the North side - it may be more cost effective to fix the drainage on those cited units with better gutters, drainage pipes to take the pressure off the slope, with better drainage of the properties under the units.
- Interestingly, the green space between Division 7 and 17 is technically "green space", which allows us to direct drainage to this area, as it is now.

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- Nancy spoke to Clark Land office about a survey; it is difficult to replicate the last study, since the firm is dissolved; reference points would not be apples to apples. The survey will be put off, in favor of improving drainage.
- The group suggested that Joel discuss the situation re the drainage with the Water District and see if they have documents that show us where the drainage lines are located; the county may have documents as well, since Division 17 was going to be a 9-Hole Golf Course, must be records with the county (Carol and Rob Baer offered to check it out). We need details of the drainage system and references of contractors that specialize in this type of project.

Architecture & Maintenance Committee: Joel Ogden

- Joel has been working with Carol on the timing of roof projects and he handed out a timeline of projects. The next roof projects will be for units, #108, #116, #126.
- The work on Unit #121 is over budget, primarily due to severe water damage and some structural problems that couldn't be seen until the bottom boards were taken off, revealing serious issues. In addition to the water damage (due to the lack of gutters, or failing gutters) on the condo walls, the foundation is not sufficient and the brick walls have rotted from being wet, frozen—damaging the grout, making them unstable. The trim across the walls and seal will need to be replaced. The next step is to have a mold specialist in to determine if the water damage has caused mold in the structure. The lack of foundation exacerbated the water damage and the deck on 121 B is rotted connected to the house (no gutter on the back of the condos) and will need to be replaced; as well as the deck and gutters. Are there any others built by the same contractor? There may be, this topic will be explored, looking at unit 117. We have estimates that the pre-painting work repairing the trim, deck, gutters, brick wall repairs and foundation work could cost as much as \$30,000.

MOTION: Have the Board approve up to \$30,000 for expenses related to trim repair, wood repair and water damage repairs (gutter, deck, brick walls, foundation, mold analysis) projects. (Teresa Lotzgesell) SECOND: Nancy Baer APPROVED

- Bids for driveways for Buildings 157, 159, 161, 163 - Joel had 2 contractors come out, but neither one forwarded a formal bid. They are so behind from the Covid-19 lockdown, with large jobs, it isn't economical to divert their crews to a small job, like our driveways. This was a similar situation last year, when contractors were swamped with house building projects. We will need to prioritize our projects to correspond to our operating budget and

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those projects with willing contractors and those projects that are critical in nature, like the repairs on unit #121. We will let everyone know if the driveway bids come in. We appreciate your patience with this unusual time for our volunteers!

- We will explore complaints we received on peeling paint that is only 1 year old, warranty? Joel will inspect the building in question and we will research the issue--- so glad the owner spoke up about the issue!

Insurance Report: Nancy Baer: No report.

Data and Records Committee: Rob Baer

Slow and steady work, Rob is inputting 2017 invoices as well as current ones (2020-2018). Having printer issues on reports from the app online, but will work on that – experiencing some issues related to the CST vs PST time difference with the company’s technical help. His To DO work pile is almost 3” high!! Thank you Rob!

Newsletter Committee: Carol Stults: Residents like more frequent issues; Carol will try to do that going forward! Let her know if you have ideas for her next issue.

Welcoming Committee: Patty Lavelly (Patty not present)

Again, July 4th celebration is cancelled. We may look at a Labor Day picnic, but it would require a lot of adjustments given the new world post pandemic and group settings. Dates/Times to be determined given the current state of social distancing and Covid 19 restrictions.

Emergency Preparedness Committee: Joel Ogden: All of the precautions you are taking with Covid-19 are good for any crisis and good practice for our neighborhood.

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Nominating Committee Update: Brenda Owens

Teresa notified Dawn that she will seek another full term as Secretary (current one was just one year, taking the position vacated by Mike). Bren's phone number will be in the newsletter for those that want to be considered for open positions (Treasurer & SLOA meeting rep).

New Business:

Dawn discussed the project of giving the bench and table by the Little Library a fresh coat of lighter toned paint; should it match the Library beachy feel? Volunteers? Paint ideas? Ideas from Debbie?

Unfinished Business:

Memorial Bricks from The Quarry. Dawn visited the shop and revisited the design and brought back 24 bricks to complete the 30" x 30" project with a few extra and there are plans and donors for the initial 6 memorial bricks to pay for the engraving for each. Dawn will work with the donors and shop to get those first bricks done and set up in the design.

NEXT MEETING: Thursday, July 16, 2020 at 4:30 pm (Back meeting room in the Sunland Clubhouse)

Owners' Questions and Comments:

Comments / Questions from Patty are incorporated into the notes re Driveways. Patty also requested information on the tree planted in the back yard behind her residence as she was concerned it would grow too tall. (Editor's note: Richard Streeter confirmed a few days after the meeting that the tree planted by the first green will not block any views; it is a low-growing plant, a Montgomery tree, growing to 4-5 feet high).

ADJOURNMENT at approximately 6:22 pm

Board Motions completed via e-mail in MAR –MAY related to this meeting:

- **March 31, 2020**
MOTION: Accept Final Meeting Notes for 05/21/20 Board Meeting (Carol Stults) SECOND: Joel Ogden APPROVED

TYL/06/26/2020