

August 20, 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: Approved Online by majority of the Board; forwarded to web Administrator

President's Comments

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

- Cashflow updated: operational
- July Cash flow – operational and reserve accounts
- Amended Budget for 2020 and Proposed Budget for 2021 – operational & reserve accounts; for approval
 - Reserve Study progress

Landscape Report: Richard Streeter

Insurance & Drainage Mitigation Update: Nancy Baer

Architecture & Maintenance Report: Joel Ogden

- Unit 121 update: rear deck update(& handrail/steps) for 121B and new roof leak at 121A
 - Steve Carr hours will be limited the rest of the year
- Only one roofing job planned for 2021: Building 108; possible leak in 153 and painting priorities will be reviewed

OTHER COMMITTEE REPORTS

Data and Records Committee: Rob Baer

Newsletter Committee: Carol Stults

Welcoming Committee: Patty Lavelly (Not Present; message in newsletter)

Emergency Preparedness Committee: Joel Ogden

Nominating Committee: Bren Owens

New Business

Unfinished Business: Memorial Bricks

Date of next meeting: Annual Meeting on Thursday, September 17, 2020

Owners' questions and comments

ADJOURNMENT Approximately 5:50 pm

Parting Comment by President: *"Grandparents are a gift to children"*

Division 7 Board Meeting

Agenda: August 20, 2020 from President, Dawn Kerns

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

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 via Email

07/23/2020 Meeting Notes sent to Division 7 Website administrator Sue Forde 08/03/20

President's Comments: With Covid-19 still around, we never know what restrictions we will face from week to week. We may not have an indoor space to hold our meetings in the future. Fortunately, we have the option of using Zoom for virtual meeting on your phone or computer. SLOA has been holding virtual meetings for a number of months and some of you may have listened in. It will work the same way for us. Details to follow if needed.

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

Balance Sheets

- Operation bank balances are remaining steady from last month.
- Reserve balances reflect the transfer of \$22,000 from Contingency Landscape/Maint Reserve to Checking account to cover the 121 Emergency repairs, as approved in the last Board meeting.

Profit and Loss

- The P&L reflects a tight budget for Maintenance for the remainder of the year. We will talk about the budget amounts for specific categories for 2020 in a moment.
- The month of July saw payments for the majority of the work on Building 121. On August 1, we paid the final bill for the deck replacement on 121B in the amount of \$8,450. Roofing remains to be done in September but will be paid out of Roof Reserve.

Division 7 Board Meeting

Cash Flow Reserve Account balances updates

- As of July 31, total reserves in all accounts is \$253,678 with no transactions except for interest paid, reflecting as mentioned above, the \$22,000 transfer to cover 121 reserve expenses.
- Tile Roof revenue for July and part of August includes a total of \$1060.20 and was transferred on 8/12/20 from Checking to the Tile Roof account at First Fed.
- We continue to expect the only further expense in 2020 to be the roof replacement for 121 in the amount of \$28,500. However, as with all roof projects, there remains to be seen what we will find when the work is being done in September.

Aging updates, Cash flow and Budget Updates

Dues accounts receivables are listed at July month end as \$2,002; however, a payment on August 13th was made for one of those accounts in the amount of \$816. The remaining past due reflects only 1 account past due for both 1st and 2nd quarter.

Cash flow

From today through 12/31/2020 The cash flow on the first page reflects the continued estimated balances at year end.

Reserve Cash flow

Remains the same, with the exception of the transfer as mentioned. We are working on 5-year estimates for reserve accounts, and those will be reviewed and discussed at future board meetings once completed.

Amendment to 2020 Budget

In order to better track the expenditures remaining in 2020 vs the budgeted amounts, we are asking to amend maintenance and landscape categories, to move \$15,000 budget from landscape to maintenance. The bottom line of the budget as approved last year remains the same. This is just to keep us on track to remain in budget as much as possible in maintenance categories, and to acknowledge that there is \$15,000

Division 7 Board Meeting

of the landscape budget that is not needed there. You have in front of you the minor changes to the categories for budget tracking.

MOTION: Amend the current 2020 budget to move \$15,000 from Landscaping to Maintenance to better reflect operational expenses and spending due to lower landscaping expenses and higher maintenance expenses. Overall budget remains the same. (Carol Stults) SECOND: Nancy Baer APPROVED

The 2021 budget for Operations and Reserve accounts – The Board is presenting the 2021 Budget for approval to present to the membership, for ratification at the annual meeting.

MOTION: Approve the proposed 2021 Budget as presented. (Carol Stults) SECOND: Joel Ogden APPROVED

2020 Audit

We have received the estimate for the 2020 audit to be done early next year. The amount is \$2600.

MOTION: We should accept the letter of engagement from Newman & Associates for the 2020 Audit to be done in 2021 for \$2600.(Carol Stults) SECOND: Nancy Baer APPROVED

With that motion approved, Carol will sign and send the agreement off to secure that bid.

Reserve Study

The reserve study is complete and is posted on the website. Maintenance will be using this study to budget future expenditures.

Landscape Committee: Richard Streeter

The weekly struggle with sprinklers is ongoing, but is manageable, given the work done to repair leaks and get it all mapped out last year. The issue now is pruning. The contracted landscaper has a reduced staff due to the Covid-19

Division 7 Board Meeting

employment issues and only having 2 people vs. 3-4 like last year is putting a lot of the pruning burden on Richard. The North side brush is growing like crazy—as are the plants between units. Richard is focusing on the extensive Rhody plants on the street. Some may receive severe pruning to stimulate new lower growth in an effort to bring the plants back to a lower profile and healthy growth. In the future, he will be exploring options to get more help for the pruning projects. Perhaps a specialized pruning service could solve the problem? Do we have any volunteers that are pruning savvy? Will Ambro's Landscaping be adding more employees? Exploring all options.

The work on the French Drain at building #121 is ongoing with a crew helping to dig the drain, rock is next. Looking good and the water issues in the future will be greatly improved. Landscaping budget is in great shape. Richard does have a bid of \$250 for a tree encroaching on a foundation and will be removing the tree soon.

Insurance Report: Nancy Baer: No report.

Northside Drainage Report: Nancy Baer:

Steve Paulson of Olympic Sewer and Drain cleaning came on July 3rd and with the assistance of Richard, Joel, Rob, Nancy and Dawn did an excellent job of mapping and cleaning the storm drains from the second island to Building #108, that encompasses the wettest backyards.

As per usual, the drains, like the irrigation system, had quirks and interesting angles which have now been marked on a schematic obtained from NTI, through the Sunland Water District. Their discharge ends usually were some feet over the edge of the North Slope.

It would appear that the most effective effort now would be to exchange the current gutter drains for tight line or impervious pipes and bury them under the ground to emerge farther down the north slope, away from the backyards and units. The current remedial use of the black hoses behind the most water soaked north units has improved the dryness of those backyards. Richard is proposing to have his small crew do that work as soon as possible. (Note: the Current budget and next year's budget has funds for this project). In addition to the maps shown at the last board meeting, the SWD passed on to us, several files on the work NTI did for Sunland Division 7

Division 7 Board Meeting

from 2002 – 2012 which provide useful background to the proposed mitigation efforts. We now have a great foundation of information for this project and this documentation will help future residents and boards as well.

The amount of excess water in those yards with the old piping system causes water to get under the dirt to the clay layer and wrecked havoc with drainage and created a wet slimy situation, with the water gone, there is some drying, cracking that shows the benefits of removing that water from the surface, now protecting the foundations from water damage. Richard would like to get the drainage project well under way this Fall.

Carol mentioned and the board agrees, that thanks to the past boards' conservative nature, we have the reserves in place to take on some of these projects that will improve the value and safety of the properties on Hilltop. This year's spending and research helped the landscape and maintenance committee catch up on some long overdue projects now that more contractors are available to help us.

Architecture & Maintenance Committee: Joel Ogden

Again, we are reminding us all that our first priorities with our spending is protecting everyone's home and safety. This matches the past surveys done roughly 10 years ago when residents told us their number one priority was Protecting home values and safety. Perhaps we need to do another survey? We are also keeping this in mind looking long term at our reserve budgets that span 5 years, planning roofing and painting needs.

In September, we will be taking on the roof replacement at building #121. We are hoping it is a standard replacement. With building materials up 30-80% this year due to Covid-19 supply constraints, any building project is very expensive. We may also have some water issue in unit #153 revealed after the recent roof cleaning and Joel is looking into this soon.

Division 7 Board Meeting

To be prudent, we are limited Steve Carr's hours, who is on call now. He is finishing up a few projects and shoring up Richard's back deck to last until 2021 so we can have a pause in decking projects due to the high expenses in 2020 from some unexpected projects on building #121.

Data and Records Committee: Rob Baer

Rob showed us the 3-4" thick stack of invoices from 2017 he has digitally scanned and input into our database---yay! Rob is now getting copies of 2020 requests, so they can go into our system immediately. He is working on 2018 and 2019 and then he will have 2017 – 2020 complete. Appreciate all the helping hands that made that long term project possible!

Newsletter Committee: Carol Stults:

Next week, Carol will be getting out another issue to get the annual meeting information to our residents. We will need information on candidates or additional information for the Annual Meeting scheduled for 09/17/2020 by the 28th for mailing by the 30th.

Welcoming Committee: Patty Lavelly (Patty not present; Newsletter Message)

Due to Covid-19 restrictions, regarding large gatherings, the Social committee is forced to cancel any events for Labor Day and Christmas. They look forward to 2021 as the year to hopefully have fun together once again.

Emergency Preparedness Committee: Joel Ogden:

Nothing new! Be prepared! Be sure to use sales to stock up and don't forget to stock up for your pets as well!

Nominating Committee Update: Brenda Owens

Carol is meeting with a resident that may run for Treasurer, Another person is interested in joining the Landscaping Committee and 2 are interested in joining committees (Finance or Board) and Bren will continue those conversations. We still need another person for the board, since Nancy is running for Secretary.

Division 7 Board Meeting

New Business:

Ted Gagnon would like to discuss some plants and water source at his place with Richard and Joel, see his work request.

Carol will add "Monetary Authority" from July 2018 to the Bylaws; it was passed by the board and Carol found it when filing documents. Will be added as Addendum A.

Unfinished Business:

Dawn had 4 memorial bricks engraved, four more in the works with various residents. Joel asked if we should use bricks as the frame vs wood that will break down over time? Will discuss further.

NEXT MEETING: Thursday, September 17 at 4:30 pm; Location to be determined

Owners' Questions and Comments:

Q. Patty Devogler discussed issues she has with a large lilac bush obstructing her view of the first tee and showed the board how the bush blocks her view with a picture. She can pay to hire someone if we need that done?

A. Richard agreed, the bush does need frequent pruning, but the neighbor likes the bush as is and doesn't agree with more aggressive pruning. The priority is with safety of property and residents first. We know each resident has particular likes and dislikes, we are trying to balance each person's views and requests. We are short handed , we will get to each request.

ADJOURNMENT at approximately 5:50 pm

[Board Motions completed via e-mail in JULY - AUGUST related to this meeting:](#)

TYL: 08/26/2020