

SUNLAND CONDOMINIUM OWNERS' ASSOCIATION

DIVISION 7

Board Of Directors Meeting Minutes

October 15, 2020

Call to order by President Dawn Kerns at 4:32

Present: Nancy Baer, Sherry Barnhart, Dawn Kerns, Joel Ogden, Brenda Owens, Richard Streeter

September minutes were approved via e-mail and are on the website.

President's advice on zoom meeting procedures

Treasurer's Report: Sherry

The September 30, 2020 balance sheet reflects cash in operations checking/savings at \$103,783.

Our Reserve balances total \$253,840. The 2019 surplus funds, which according to our Bylaws require the Board to transfer any year end operating funds over \$25,000 to the Reserve accounts, will result in transferring \$68,300 by the end of October, allocated as follows:

- o \$3,500 to the Road Reserve,
- o \$4,800 to the Tile Roof Reserve
- o \$10,000 to the Emergency Landscape and Maintenance Reserve
- o \$50,000 to the Composite Roof Reserve.

The approved 2021 Budget was sent to our CPA, Jeff Bell.

We are keeping a close eye on our expenses as well as our receivables.

The Monetary Authority Policy will be presented at the November meeting for possible corrections.

Landscape Report: Richard

Due to lack of a work force and oncoming bad weather, the project to add buried closed rain water diversion piping at 108, 116, and 126 may not happen this year. The current black pipe arrangement will be kept as is.

Irrigation lines have been drained and air bled on the north side of Hilltop and shut off. The south side irrigation lines are not cooperating and need further work.

A large, branching pine between 148D and 156A has been declared a hazard per M. Milligan and Joel, both from the SLOA Board, and a consulting arborist. Estimated expense to remove is \$1817.38 (Town and Country). Since this is above allowed authority, a motion was needed to approve this expense. Joel so moved, Sherry seconded, and the motion passed unanimously.

Nancy requested a return visit from Olympic Drain and Gutter to work on clearing drains on the west end of Hilltop. A recent heavy rain revealed poor drainage in several spots along the west end. Steve Carr is due to clean out the drain basins soon and will coordinate with Olympic. Approval given.

Maintenance Report: Joel

Greatly increased cost for plywood is delaying the 121 roof repair and other projects.

The need to remove a rotten original shed built against the back wall of unit 153 and to inspect any damage to the structural wall will be started soon. A provisional budget of \$4,000 was offered

as a motion by Joel, seconded by Richard and passed unanimously.

Committees:

Data and Records: Robert Baer

Carol made a lot of files organizing work requests and responses by unit number so an ongoing history of work done on various units can be tracked. Robert will be digitizing these.

Robert will be writing standard operating procedures for using our data program for training and uniform usage.

Finance and Audit: Sherry Barnhart

Sherry and Brenda Owens now on the committee.

Welcoming: Patty Lavelly

Nancy mentioned the committee might make Christmas goodie bags for each unit since we will not be able to have a party this year.

Nominations: Bren Owens and Carol Stults

More nominations for the committee and the board are needed.

Documents: Nancy Baer

Currently the Declaration (CCRs) and the Rules and Regulations are being reviewed with possible changes to follow.

New Business:

Dawn raised the issue of missing Directors in an emergency and asked that she be informed if a Director is absent from Hilltop. An owner information questionnaire will be included in the 2021 first quarter bill to build a better owner data base with back-up

contacts included. Nancy reported the Declaration states a key for each unit will be available to use in an emergency by the proper authorities. This would mean the return of the key safe that was ended a few years ago. Joel stated it could be very useful to be able to get into a unit if there was an emergency.

Unfinished Business:

Dawn reported she will be picking up the engraved memorial bricks and materials to install them next Tuesday and hopes to move rapidly on beginning the project.

Date of next meeting: November 19, 2020.

Adjournment at 6:10.