

Sunland Condo Owners' Association

Division 7

Board of Directors Meeting Minutes

May 20, 2021

Meeting opened at 4:30 with Sherry Barnhart, Dawn Kerns, Joel Ogden, and Brenda Owens present. Owner Patty Devogler, Committee Member Richard Streeter and Committee Member Carol Stultz were present. Meeting took place at Carol Stultz's home. President Kerns called the meeting to order since a quorum was certified.

**President Comments:** "We still have rats around the neighborhood. Please do not feed the wild animals. A lot of them are cute but the rats are not. Division 7 MUST take ALL bird feeders down."

Sherry Barnhart interjected that she just recently had rats in her crawl space where one was caught in a trap. The service she used has filled/screened all areas of access into home and in/out of crawl space.

**Treasurer's Report:** Sherry stated the April operating fund balance was \$123,106, total Deferred Reserve Allocations is \$ 319,938, or total assets are \$462,986 with total liabilities being \$462,406.

Tile roof special assessment balance owed is \$10,644 - not due until May 2023.

Accounts Receivable reflect 3 late payers and letters have been sent out to these owners.

Still waiting for reports from the Auditors including Reserve Study.

Ted Gagne's home, 126B, was put up for sale and sold in 2 days. The Resale Certificate will be completed and handed over to Tyler, the Realtor, this week. New owners are the Murdoch's (spelling?). Inspection was 5/19/21.

**Landscape Report:** Dawn discussed removing old plants and bushes, stumps and all. Some have an airborne disease as well. Remove and replace is the goal depending on the budget. Richard discussed his plans

on this also. He would like to hire a crew to do this and he will direct them to be careful of the irrigation pipes.

Sprinklers - a new pipe between 142D & 142C has been placed. 159 & 161 has some reprogramming to do on the box. Richard will show the North side homeowners how to turn on sprinklers and requested it also be stated in the Newsletter. Richard is checking for breaks and leaks but it's looking pretty good. He will check on control boxes for North side to see if they can be installed.

Bark - Richard wants to check with AGL Landscape out of Shelton to see if they can provide bark and placement this year. Sherry will check to see what Jason Ambros charged us last year so we have a figure to work with. This year we will check the 3 different bark sizes and choose the best one and find the best price from suppliers in Sequim and Carlsborg.

Black Pipes – Joel has hired Steve Carr to check for blockages and reconnect the black perforated pipes, removing the non-perforated ones that sat on the grass as a test on the North side of Hillside Dr. If any pipes are clear that are connected but buried, he is leaving them as is. Steve Carr started approximately 2-3 weeks ago and is checking blockages by putting a water hose in them to make sure they are clear. He has reconnected building 126 to the perforated pipes and is working on 116. Dawn asked Joel to ask Steve Carr to turn in his bills monthly with service dates (which he hasn't been doing).

Carol Stults, 108A, asked that the Board address a letter from owners of 108A and 108B/C regarding not using the perforated pipes as is now being done, referencing a letter sent to the Board President asking that perforated pipes not be used on the 108 building. Solid pipe was suggested by the hired expert last year to stop erosion of topsoil and extend the pipe further down the hillside instead of leaving it on top up to the edge of the hillside. The test NON-perforated pipes that were installed on 126, 116 and 108 proved that topsoil erosion stopped once the perforated pipes were no longer in use. Carol suggested that based on this, all Northside homes should have solid pipe installed. Joel agreed to this. Joel said the perforated pipe that ran parallel on 126 property will be removed.

Work Estimate - Richard suggested getting an estimate from AGL to do all 3 jobs: Black perforated pipe removal and replacement, remove and replace plants and shrubs, and lay bark. Once we get an estimate it will be offered to the board for a motion to approve.

Trees - Richard is suggesting taking down a Birch Tree on the West side of 163. It doesn't add any beauty to the area and it's too close to the foundation of the house. Last year the Arborist said to take it out. He will get bids for this and submit them to the Board.

**Architecture/Maintenance Report:** Joel is letting all homeowners know that Request for Services that are submitted for architecture/maintenance will be reviewed for 'NECESSITY'. Just because things get old, i.e. decks, etc., does not necessarily require replacement.

**Nominating Committee Report:** Bren still needs to find folks willing to be part of the Board of directors. Please contact her or other Board members if you have questions. Steve Lavelly has joined the Architecture/Maintenance committee and will work with Joel. Steve has been walking the neighborhood to check on driveways to be power washed. Brenda Owens has also joined the committee as the 'color person'. She has color swatches for exterior home paint colors and gutter colors for homeowners to choose from.

**Data and Records Report:** Carol Stultz reports - All files for Division 7 located at the Gathering Center have been organized, filed by Unit # (was filed by owner name which doesn't work) and filed in reverse order. Carol has compiled 14 boxes into 2 after sorting through duplicates and organizing. She has attached the Resale Certificates on the left side of each folder for easy reference. Each Pendaflex file contains a file folder for each unit of a Building and the information pertaining to all units in a Building are filed in the front of the Pendaflex file holder.

Resale Certificate process - Carol handed out 'best practices' for the Board to review and see if we want to enter into the Governing Docs or into an SOP for the next Board member to use when changing positions (Treasurer position).

Div. 7 File Storage: Carol brought up the question as to where we should store files. Scanning and entering into a digital format for all BOD to access from home computers would be IDEAL.

Governing Docs Review - Carol said the documents are at the lawyer's for review. She and Nancy Baer have a Zoom meeting with her on May 27, 2021. CCR's goal is to file the entire document, word for word, and file to be able to post on our Website for access. There are 8 Amendments now and the changes have not been outlined in the past. Carol and Nancy will report back to us.

**Newsletter Report:** Carol reported on 4th of July activities! Parade and barbeque and games are in the works. More info will be provided in the June edition!

**New Business:** Dawn Kerns commented on the amount of bills coming through from Steve Carr, the handyman that Div. 7 hires to do odd jobs. The bills have not been coming through MATCHED up with a Request for Service nor do they have much information on them like date of service on time spent on each unit. IDEALLY, Joel should schedule work with Steve Carr and when completed Steve would give the invoice to Joel with a breakdown of work done and then it should be signed off and entered into the database. Joel will have Steve Lavelly keep an eye on Steve Carr and help with paperwork going forward. This process is KEY for utilizing our database and making it easier to LOOK-UP maintenance items on each unit.

Adjourned at 6:00 pm