

**SUNLAND CONDO OWNERS' ASSOCIATION DIVISION 7**  
**BOARD OF DIRECTORS MEETING**  
**DATE: October 21, 2021**

**Call to Order:** Steve Lavelly, President

**Certification of Quorum:** In attendance Steve Lavelly, Rob Baer, Brenda Owens, David Lotzgesell and Karen Orazi

**President's Comments:** Brenda has information to share regarding 121A . Brenda stated the amended deck and beam repair amount for 121A (previously written down in emails as 126A in error) needs some further discussion and approval for the new amount. The original estimate from Steve Carr for both deck and fixing rotted beam areas was approved via email for \$1950. Final invoice amount was \$2,115.75 which Steve said is probably taxes and approved. Karen has been paid this invoice in full.

**Treasurer's Report:** Karen Orazi said all bills are paid. She is concerned with some outstanding dues owed - should we charge interest and/or start placing liens? She has sent 3 soft letters to a homeowner with outstanding HOA dues. She would like authorization to send a hard letter (one with consequences) via certified mail. The board discussed talking to Jeff (Bell & Bell) regarding interest percentage and lien info first.

Motion made by Steve to send hard letters to homeowners invoicing for interest and stating that a lien will be filed after speaking with Jeff. Motion seconded by David and passed unanimously.

Karen stated that HUD owned unit #512 and she has been working on getting payment for dues in arrears. She has sent several emails to HUD to get the ball rolling. Jeff (Bell & Bell) will take this over and report back to us.

Karen emailed the September 2021 financial statements out to the Board 10/20/21. The Reserve Accounts look good: Tile Roof Reserve \$78,193, Road Reserves \$73,297, Composite Roof Reserves \$155,214 and Landscape Reserves \$32,447. Steve Lavelly will send the Financials to Sue F. to be posted on our website. Karen added that the CD's at Key Bank are accruing interest.

Karen asked - who decides to transfer money at the end of the year? Steve answered that Division 7 does.

**Landscape Report:** Steve Lavelly & Rob Baer  
Steve mentioned that Janene P. resigned and Rob Baer has offered to join the committee.  
Thank you Rob!

Working on new contract for 2022 landscape - Steve and Rob are looking at the existing contract with Jason and will try to get 3 more estimates, one of which will be A-L Landscaping Services out of Shelton, WA.

All irrigation water has been turned off and insulation placed where needed.

Black pipes to be placed (slope side) under-ground first week of November. A bid for \$1500 was received from A-L Landscaping Services to do this work.

Sunland water has asked for permission to place a state testing station on Division 7 Property by the green belt at 148D. This will consist of a small tower and drain pipe. The testing will be for excessive minerals, etc. in our water. No cost to Division 7 for placing, testing or repairing.

A Motion to allow Sunland Water to place a State testing meter/station on Division 7 property and absorbing all costs associated with it was placed by Steve. Seconded by Rob, and passed unanimously.

David L. asked about using an arborist to check trees that may be dangerous (risk of falling and damaging homes) in our division. David suggested we have a lawyer draw up a release or waiver so homeowners aren't liable. Steve L. (with Nancy Baer's help) discussed the process of taking down trees which is first a written request to Sunland for approval and then approval by Division 7 to vote on it. Arborists (or tree service specialists) are told up front that they will not be getting the contract to remove trees, only to tag and report on them. That way there is no conflict of interest.

**Maintenance Report:** Given/read by Steve L. as Carol Stults was not in attendance:

- Compiled status of all requests that are pending with Joel's help.
- Glass replacement – waiting for bids on both 138 and 134A – need one more measurement also on 134A as the owners were not home when the Glass Services came – but am arranging new date for that measurement – will have a bid at November Board meeting or via email prior if received. 108A also has windows and bid is in on that separately. Owners who had broken window mechanisms were notified that the window casings and mechanisms are not HOA responsibility.

*(Steve L noted - Glass replacement will be discussed more with the Governing Documents Committee to clear up vague descriptions.)*

- DECKS –
  - 121A – project is completed including deck repairs and beam repairs as laid out. This was approved by the Board at \$2,100 via email vote after finding a place of rot on the beam under the kitchen window during deck repairs. Steve Carr did a great job on this.
  - Small deck repair on 143 was completed by Steve Carr. \$108.00 cost.

- o 134C - replacement of deck at 134C is set for some time in the next 2 weeks – Fable Home (Jacob) will update us when beginning. Bid for deck was \$7,500 + tax and was approved by the Board at the September Annual Meeting. NOTE – this does not include repairs to the walls separate both upper and lower levels of the decks/patios. Jacob will bid on that when he is here working on the deck. Estimate at between \$2,000-4,000 but will not do anything until we get other bids as well. Many other walls separating patios and decks are in bad shape – will report back to the Board once bids are received to see what the priorities are.
- o 137 A, C and D all have south decks that need repair – 137 D also has a side deck as well. These are scheduled for 2022 – and we are actively seeking bids now on these decks. Hope to receive full bids by mid-November. The wall between decks are also in need of review – a stabilizing board is needed for the wall between 137A and B.
- o 119 C – deck needs some repairs – Steve Carr will bid on this project.
- Working with Steve Carr to scrape and repaint areas on garage doors and trim boards that are in need of attention. 138 and 148 are the first on the list, but others will follow.
- Jerry noticed that the gutters on south side of 161 were coming away from the building and in need of repairs - will be repaired on Monday 10/25 – cost is \$250.00. Possible that some trim boards may need attention as well.
- 108 Building – roof repairs by Allen Roofing are completed and owners at B/C report no leaks during these last rainy days. The reroofing of this building will not be done – and the reroofing schedule is under review and will be edited based on feedback from at least 2 roofing companies after they review 116, 108 and others that are more than 25 years old.
- Sinking sidewalk on 108B – need to repair as the work done did not fix. Will work on getting options for that to correct the problem including searching for leaks.
- Pending projects not yet addressed for determining actions:
  - o Sinking part of asphalt across from 121 building in extra parking area. Need to determine cause of the sinking – leaks possible.
  - o Mailboxes – there are still some mailboxes that need repair – Steve Carr will assess and get back to us.

## COMMITTEE REPORTS

**Governing Documents Committee:** Given/read by Steve L. as Carol Stults was not in attendance:

The Governing Documents Committee and the Board of Directors will meet on Thursday Nov 11 at 4:30pm to review the draft Declaration and Bylaws. Approval by the Board will be sought at the November Board meeting.

Once approved the Declaration will be submitted to the membership for approval – we will need 60% of the membership to ratify the Declaration. A copy of the updated and approved Bylaws will be distributed to the members with the draft Declaration, as there were some regulations in the past Declaration that were moved to the Bylaws.

Committee will work with the Secretary of the Board to determine dates to submit to the membership.

Once Documents are approved, they will be filed with the County to ensure they are legally binding.

The Rules and Regulations will be updated by the Governing Docs committee once the other documents are in place.

Other updates – Booklets for the Board members, containing all the existing governing documents, have been distributed. Draft copies for the working meeting will be delivered to Board and Gov Docs committee in the first week of November.

**Audit Committee:** Karen Orazi

No Report - Karen is learning Bell & Bell's procedures at this time.

**Data and Records Committee:** Rob Baer

The modification in the reports has been upgraded so we are able to sort by Unit # to see all information at once in one spot. Rob will bring an example of this to the next meeting. Rob also has the Division 7's laptop at his home which is currently not being used. There is an annual Microsoft subscription to be paid which is approximately \$80 which is through Dell Computers. The board voted not to renew subscription at this time. We will pay when needed.

**Newsletter Committee:** Given/read by Steve L. as Carol Stults was not in attendance:

Will be sent out one week before November Board meeting

**Welcoming & Social Committee:** Nancy Baer

Christmas Party update. The committee is looking into having our party at the Gathering Center or using Sunland's Ballroom. Nancy said Carol is working on the price for the Ballroom and dates available (possibly 12/17/21). Using the Ballroom would comply with any Covid restrictions since it is a much larger venue to spread out in. We discussed potluck style or possibly buying food from Costco which is already prepared. Steve asked Nancy to price out food from Costco and try to stay in a \$300 limit. The question of whether we should vote on the Governing Documents at the party was discussed since we should have a lot in attendance and it might also encourage residents to attend if there was a vote.

**Emergency Preparedness Committee:** Joel Ogden was not present - no report.

**Nominating Committee:** David Lotzgesell  
No Report

**Insurance Committee:** David Lotzgesell  
No Report

**New Business:** No new business

**Old Business:** Nothing to report

**Next Board Meeting: November 18th**

**Adjournment at 6:00 pm**