

MEETING MINUTES
SUNLAND CONDO OWNERS' ASSOCIATION DIVISION 7
BOARD OF DIRECTORS MEETING
DATE: January 20, 2022 @ 4:30pm

Call to Order: Steve Lavelly, President

Certification of Quorum: In attendance is Steve Lavelly, David Lotzgesell, Brenda Owens, Rob Baer, Carol Stults.

President's Comments: Start meeting on time because there is a lot to cover.

Secretary's Report:

November 2021 minutes (copies provided): Motion to approve Meeting Minutes for 11/18/2021 made by David L., 2nd by Carol S.. and approved by the board unanimously.

Review Violation Letter (draft copy provided): Motion to approve made by David L., 2nd by Carol St., Letter approved by all in attendance. Steve asked the question; do we verbally approach tenants before sending out letters to let them know? In this way we may prevent having to send the letter in the first place. David responded that it may be a safety issue to approach a tenant and doesn't think that would be in our best interest. Brenda will type up a protocol for sending out violation letters to go over in the next meeting.

Architecture/ Maintenance/ Landscape/ Project Approval: The Owner Project Approval Request form, Hold Harmless Form, and Approval of Architecture or Landscape Owner Project Request and Relief from Maintenance Responsibility Acknowledgement Forms (part of Rules and Regulations). These 3 forms were handed out in the meeting. Motion to approve by Carol S., 2nd by David L., and all in favor vote of yes.

Treasurer's Report: Karen Orazi (Carol S. stood in for Karen)

Review of surplus funds and financials present for review & discussion. No concerns or questions from the Board. Surplus funds from 2021 total \$22,789. These will be transferred to reserves.

Landscape Report: Steve Lavelly & Rob Baer

Invoices for irrigation water (10 meters on property). Motion made by Steve L. to approve the payment of the Water Meter Invoice annually in the amount of \$4,964.00, 2nd by Rob B. and approved by all present. Discussion about water meters and broken irrigation pipes that we can't locate. The meters will eventually be read monthly, and we will be billed for gallons used. So it's important that we fix leaks in the irrigation system so we get billed correctly in the future.

New contract with Ambro's for landscape was signed.
Minor storm damage to trees and shrubs discussed.

Black pipes joint Landscape/Maintenance project - AGL has been hired to install the remaining 6 black pipes on the North side with a bid of \$950.00, which they will do this Wednesday.

Maintenance Report: Carol Stults handed out a 5 page "Maintenance Order Status" report which is attached to these minutes as reference.

Update on leak repairs at 108 B/C. Bids for repairing guest room from roof leak from Hunt & Co and Allen Roofing. Board discussed getting a bid from Campbell before making a decision. Sunroom leak was looked at extensively and the conclusion is that it is caused by the embedded gutter system and will be a Div. 7 expense to repair along with the guest room.

1/24/22 ROOF REPAIR UPDATE 108B/C: Per email from Carol - Best course of action short term is to get the roof tarped before this Thursday, so that no further water damage will occur to the South side leaks on 108B/C. That way, the contractor Scott Wiley can proceed tomorrow to repair the bedroom inside.

**The bid from Scott Wiley for his work to restore the bedroom is \$4,000.
The tarping was bid at \$700 from Allen Hunt.**

Steve Lavelly made a motion to approve the bid of \$4,000 for completion of the renovation of the bedroom at 108B/C due to water damage from gutter/roof issues, 2nd by David L., and the rest of the board voted yes through email on 1/25/22.

121B: Get 2nd bid for front porch repair/replacement.

137A,B,C - decks need to be replaced. The board discussed using concrete (more expensive) versus synthetic (less expensive) deck boards and costs difference versus longevity and savings using concrete in the long run. Further discussion will be needed on this topic.

159 - Driveway repair/replace - Bid from Fable Construction for \$9,604.42. Motion to approve made by Carol S., 2nd by Steve L., with rest of board voting yes.

Maintenance projects updates – 2021 (see Maintenance Order Status attached)

Maintenance projects updates – 2022 (see Maintenance Order Status attached)

Reroofing schedule - see attached schedule which will be part of Div. 7 By Laws.

Data and Records Committee: Rob Baer presented a detailed sample of how the work orders can be customized and printed. Bill Zook has volunteered to work with Rob on this committee. Steve asked if we can add a column for costs. Rob said all paid invoices are scanned into the data bank for reference.

Newsletter Committee: Carol Stults

Next scheduled for February 12, 2022

Welcoming & Social Committee: Nancy Baer wanted to report that the total cost for the Christmas bags that were delivered to residents amounted to \$140.00 which she has invoiced.

Governing Documents: Carol Stults

Bylaw's approval - Motion made by Carol Stults to accept the amended BYLAWS as written (amended 1/20/22 with a copy to all members present), 2nd by David L., all in favor with a "yes" vote - motion carries.

Schedule for member approval of Declaration - Carol said the attorney recommends changing some of the wording for common/limited common areas for clarity purposes and to put in writing exactly what we are saying. An example would be: interior of exterior wall and all of the inside of the unit is the owner's responsibility. Another example would be to include the exact parameters for covering window frames vs glass. Carol will meet with the committee and draft final wording and get to the attorney for approval and present to the board next month.

Rules and Regulations Review by Board: The Gov Docs Committee will be reviewing the Rules and Regulations and presenting a final draft for approval in the next 3 months.

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

Nominating Committee: David Lotzgesell No report

Insurance Committee: David Lotzgesell - will bring Welcome Packet sample to next meeting

New Business: Need to set up a Rules & Regs working meeting and a Landscape/Maintenance working meeting to set up a 5/7 year plan for goals.

Old Business: No report

Next Board Meeting: February 17, 2022

Adjournment at 6:30 pm

Carol moved to adopt meeting minutes as stated above, David seconded, and all passed with a yes vote on 2/17/22.