

MEETING MINUTES
SUNLAND CONDO OWNERS' ASSOCIATION DIVISION 7
BOARD OF DIRECTORS MEETING
DATE: February 17, 2022

Call to Order: Steve Lavelly, President

Certification of Quorum: Present were Steve Lavelly, Brenda Owens, Carol Stults, David Lotzgesell, Rob Baer, Karen Orazi and Bill Zook.

President's Comments:

- The Nominating Committee has been talking with homeowners to fill the seventh seat on the Division 7 Board. On Friday, 1/28/2022, Bill Zook said yes to joining us on the Board. Bill will be Landscape Director and Steve will co-direct the Landscape Committee with Bill and train him as we move forward. I feel having two people on landscape and maintenance if possible is a good way to proceed in the long term. Rob B. who was co-chair will continue his other duties as Vice President and Chair of the Data Committee.
- Per email dated 1/30/22, *David L. has made a motion to appoint Bill Zook to the Division 7 Board to fill position 7 vacated by Janine Piecuch in October 2021. Steve has seconded the motion. Through emails dated between 1/30/22 and 1/31/22 all in favor voted Yes.*
- The board welcomed and introduced themselves and their position held to Bill.
- Steve talked to Sue Forde regarding the board's personal emails located and linked from our website to see if we can change them from personal names to just board titles instead in order to have some privacy. There were no objections from the board. Steve will contact Sue and get this started.

- Steve asked if we could set up a working meeting to discuss final draft of the updated Governing Docs in March. All agreed to meet March 10th at 5:00pm at the Gathering Place.

Secretary's Report:

- Approve minutes from January 20, 2022 Board Meeting. *Carol moved to adopt the meeting minutes, David seconded the motion and all board members voted yes.*
- Reviewed draft letter for violation letter and protocol steps. It is the responsibility of the Secretary to fill out letter/violation and mail it per instructions. These letters will be signed from "SUNLAND CONDO OWNERS' ASSOCIATION DIVISION 7", this way no one person would be targeted. Board members will review and send any comments/changes directly to the Secretary. The draft version will be approved at the next Board meeting.

Treasurer's Report: Karen Orazi

- Review of surplus funds
- Financials for review & discussion.
- Per Karen, all HOA dues are in and no one is outstanding at this point. Karen sent out engagement letter for the Reserve Study. Karen will proceed with engagement letter for the Annual Audit.
- Steve asked if checks had been mailed to Ambrose and AGL? Karen said yes. Steve asked if the check to Ambrose for brush removal had been paid? Karen will check on this. Karen also explained that ALL invoices should come to her directly and not be dropped off at the accountants office, in order for her to scan directly to the Document Vault set up at Bell & Bell.
- 2021 Financials - The Finance Committee needs to meet to review the 2021 financials and Karen is to confirm with Jeff Bell on behalf of the Finance Committee how best to show the surplus funds in the 2021 Financials.

Landscape Report: Bill Zook & Steve Lavelly

- **Yard waste pile has been picked up 2/11/2022. The cost to pick up totaled \$450 which is an extra cost 3 to 4 times a year. The board discussed if the waste pile was necessary if people used their own waste bins to get rid of debris. Carol mentioned with maintenance costs going up we should discuss possibly removing this? Bill Zook suggested including this cost in Ambrose's contract. Steve suggested we could put up a sign that says "no dumping" for 60 days and see what kind of response we get from the neighborhood. Bill and Steve to work on best solution.**
- **Contacting arborist on tree at 156-D (possibly take down)**
- **Black pipes have been buried behind building 108**
- **Will have a committee meeting in March to discuss spring projects.**

Maintenance Report: Carol Stults

Maintenance Project updates – 2021/2022 budget year

1. **108 B sidewalk replacement done – drain being completed**
2. **121B front Deck – *A motion to approve the bid from Hunt & Company to repair the entire deck and install synthetic decking for \$4,669.80 was made by Rob Baer, 2nd by Bill Zook and the board voted all in favor.***
3. **121 B – fascia Board – Steve Carr to repair**
4. **159 Driveway (bid approved already) on hold for now**
5. **142C – privacy wall needs repaired – Steve Carr will address when weather improves.**
6. **Gutter repairs:**
 - a. **157 repair to broken gutter to be completed 2/28.**
 - b. **133 bldg - to be done March 14**
 - c. **126 B/C – need to address leaks on south fascia boards around gutter.**

- d. 119B – gutters need caulking – Steve Carr to repair – also skylight issue.
 - e. 117B – just reported issues – Steve reviewing for repairs.
 - f. 108A – gutter and downspout damage from ice dam
 - g. 148D – no repairs needed at this time – will monitor
7. 156B Privacy wall repair — Steve Carr has completed work
8. 134A/B – repairs to privacy wall/peeling paint – Wall will be repaired by Fable Const (already approved) once weather improves; peeling paint on eaves and painting of 134A/B/C areas that have been replaced will be done by Steve Carr once weather warms.
9. Status of window replacements – with the exception of the glass already approved 2021 expense (108A, 138 and 134A) and the window at 126B (waiting on bid), we are putting all future requests on hold due to budget constraints. We also need to further define criteria which is part of the clarification in the Declaration. We will still respond to requests explaining current budget constraints.

Decks –

1. Building 137 – A/C/D – strategy is to install (unit 137D) concrete patio on South side and concrete small porch on west side – owner is very agreeable to concrete patio, and is willing to be the first. It will probably be July before work can be done. In the meantime, we will look at repairing any dangerous areas of decks at 137 until full deck replacement can take place. If concrete works well, will move forward with 137A and 137C as budget allows for 2022. Hopefully we will resolve at least 2 of these deck replacements this year. NOTE 137A/B privacy wall will also need a post to secure the stability of that wall – work to be done when deck at 137A is replaced.
2. 117 A – front deck east side has some rot – bid from Steve Carr received to replace decking with Trex. Will seek other bids.

3. **126 B – contractors have been requested to review and to submit bids. (request was issued in November– still no bids forthcoming).**
4. **161 – reviewing now and requests for evaluation from contractors has been issued – will keep owner and Board updated**

Update on leak repairs at 108B/C - Bids for repairs and roof replacement updates:

1. **Tarp is now protecting the south side leak over the guest room; tarp added on Thursday 2/17 over second area south side over master bedroom. Small sign of leak in master bedroom ceiling/wall – but could be old. The tarps will buy us time to make a roof decision.**
2. **Bids received for repairs vs replacement – status**
3. **Decision comes down to:**
 - **Partial roof repair to allow for traditional gutters to be added on South side \$8,600 and over north gutters near sunroom (no bid but estimate \$10,000 verbally). NOTE – the \$18,600 would not diminish the full roofing costs when replaced 1-2 years later.**

VS

- **Complete roof replacement – current bid from Allen Roofing is \$63,000 dated June 2021. Bids were requested on 1/27/22 but have not yet been received.**
4. **Preliminary roof evaluation from Campbell for building 116/108/126**

Data and Records Committee: Rob Baer

- Rob emailed the report to the board members. Please check for any updates that may be missing and let him know. Rob may have found a volunteer for data input.

Newsletter Committee: Carol Stults

March newsletter will be issued by March 5th. Please get articles in.

Welcoming & Social Committee: Nancy Baer No report**Governing Documents: Carol Stults**

- Final approval of Declaration CCRs. Our attorney has completed final reviews and made recommendations. These will be reviewed and approved at the working board meeting in March.
- Timing of Membership meeting to vote and ratify will be discussed at the March working meeting.

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

Nominating Committee: David Lotzgesell No report

Insurance Committee: David Lotzgesell No report

New Business: None

Old Business: None

Next Board Meeting: March 17, 2022 @ Gathering Place

Adjournment at 6:00 pm

February Minutes approved on 3/17/22 at the Board Meeting.

Motion to approve by David L., 2nd by Bill Z., 6 - yes, 0 - no.