

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

Call to Order: Steve Lavelly, President

Certification of Quorum: In attendance; Steve Lavelly, David Lotzgesell, Bill Zook, Rob Baer, Carol Stults, and Brenda Owens.

President's Comments: Thank you for all being here.

Visitors: The visitors included Mary Ann Murdock, Scott Bowers, Nancy Baer, Patti Devogler, and Jim Fitzpatrick.

Secretary's Report (Brenda Owens):

Notice of Special Meeting and Ballot - A draft copy was handed out for review and comments to vote for the ratification of the Amended and Restated Declaration - CCRs.

Motion made by Steve L. to approve as written with the attached ballots and seconded by Carol S., 6 yes votes, 0 no votes. This notice will be mailed out by April 1st to all homeowners. Responses required by April 16th by mailing in absentee ballot forms or dropping off in 2 separate ballot boxes located at 117A and 148A. If attending the meeting on 4/21/22 homeowners are required to bring the Blue Ballot for counting.

Comments on Violation Letter DRAFT - **Motion made** by David L. to approve 1st informal letter and adding a time frame of 1 week to comply until 2nd more formal letter is mailed to homeowner. Seconded by Carol S., board was all in favor with a yes vote.

A vote was made via email regarding unit 108B-C on 2/26/22. Repairs were being done by Wiley Painting to an interior bedroom as a result of a leaking gutter. The initial contract amount was approved for \$4,000. The total came to \$5,904.80 without prior approval from the Maintenance Director. The balance of \$1,404.80 was charged to the homeowner as the Contractor deducted \$500 from his invoice. A formal letter was sent to 108B-C for the balance of \$1,404.80.

Executive Session was held on 3/5/22 regarding 108B-C. The Board voted to pay the Wiley Painting Invoice of \$5,404.80 (after the \$500 deduction from Wiley) with a revised letter to the homeowner stating that they were not required to pay for any portion of the invoice in question. The Board agreed that the repairs were legitimate but

added that protocol's must be followed by all homeowners in this situation. **Motion before Board passed** unanimously with 6 yes votes, 0 no votes and 1 recused.

Karen Orazi sent in her resignation as Treasurer via email on 3/7/22. **Motion made** by Steve L. to accept the resignation, Carol S. seconded the motion and all were in favor with a yes vote via email on 3/9/22.

Motion made by Steve L. to appoint Carol Stults as Div. 7 Treasurer on 3/8/22 via email, Bill Z. seconded motion, all in favor with 5 yes, 0 no's, and 1 no response. Carol will continue as Maintenance & Architecture Director as well as Treasurer.

Treasurer's Report (Carol Stults):

FINANCIAL Report = March 2022

- New member of the Finance Department – Patty Lively
- Feb Financials – invoices out, update on aging.
- Contractor bills are paid as of today.
- Transfers from Operating to Roof Reserves – 2022 annual roof assessment amounts \$12,990 to Comp roof, \$2,450 transferred to Tile Roof.
- Analysis of Reserve Balances -Surplus funds amount – need to approve what reserve account to use. Amount is \$22,757 which will be entered as Due To reserves.

Motion made by David L. to move the surplus funds of \$22,757 into the Emergency Fund for easiest access, Steve L. seconded motion and all were in favor with yes votes.

Per emails sent out to all board members on 3/28/22 by Carol S., the following is a revision to the 3/17/22 minutes:

I move that we rescind the motion and approval from the March 17, 2022 Board meeting that was entered into the Minutes as shown above, as the CPA has advised us to hold all decisions on the amount of surplus funds until the Audit has been completed.

MOTION made by Carol S. to move that we hold on final approval of the surplus funds analysis for 2021 AND the transfer of any 2021 surplus funds until after the completion of the audit. Bill Z. seconded the motion and passed with 6 yesses via email on 3/29/22.

- Status of Audit and Reserve Study –
 1. **Reserve Study** – I have finally received a response from the Reserve Study contractor – we have not sent in any engagement letter to them. They sent me the revised proposal – see proposal for details – need a vote – cost is \$1,200 yearly vs doing self study.
Motion made by Rob B. to approve the cost of \$1200 yearly to have the Reserve study done by the contractor, motion seconded by Bill Z., and all board members in favor with yes votes.
 2. **AUDIT** – proposal was sent in by Sherry last year. We will be working with Jeff to send off the information requested and will probably be doing the majority of that after April 15, due to tax season. Jeff will be resending the 2021 year end financials after entering the 2021 maintenance commitments not yet completed. Audit cost is \$2,800.
Motion made by Carol S. to approve payment of \$2,800.00 for the Audit, Steve L. seconded motion, and all were in favor with yes votes.

Landscape Report (Bill Zook):

Arbor's Edge, LLC tree maintenance bid. Bill Zook met with this company and discussed tree trimming and removal on Hilltop. They looked at 156D and the recommendation was to remove branches for safety reasons. No need to remove tree. Other areas looked at were trimming trees for vehicle clearance at 137 and 147, and pruning of one Pine located at 137A. Estimate of \$1857.25.

Motion made to approve all Arbor's Edge estimate #1322 on all items above by David L., seconded by Carol S. and all voted yes.

Adding bark to the community landscaped areas. Bill said the bark is deep throughout Hilltop in most areas and recommends getting a soil conservationist to consult the soil condition in common areas. Some other suggestions from the Board and Members attending were to contact local Master Gardeners, local college and high school horticulturists. Board is tabling till next month or vote by email depending on urgency.

Landscape debris "dump" options: 1) Ambros charges \$1500/year. Bill & Steve have a meeting with Ambros tomorrow and will review his contract to see if we can lower that price. 2) Purchase garbage cans that roll with lids that the neighborhood can use for

personal trimmings, etc. and we dump ourselves into the landscapers trailer. 3) Close the site. 4) homeowners pick up and load and take to the dump all debris and get reimbursed the dump fee and gas. 4 options to think on and discuss via email or next meeting.

Bill would like to purchase plants and get them in the ground in chosen areas. He will stay within his budget.

Maintenance (Carol Stults):

- Maintenance Projects – update March 2022
 1. 159 Driveway (bid approved already) on hold for now – winning bidder, Jacob Child at Fable Home Construction is leaving Sequim. Leaves only 1 bidder, and will seek other bids for comparison, as the 2nd bid was for \$4,000+ more than Fable Home bid. Owner has been informed that the bidding process will restart – with a target of next year. We do have one driveway that Jerry and I found to be in need of repair – 156C is badly cracked at the front section – so will also get bids on how much just to redo that section as it is the worst I have seen. Again may be next year but will give us an idea. Concrete work does not appear to have been affected by price increases so far.
 2. Gutter repairs: 133 bldg - project done – will paint gutters with current trim color as soon as weather allows. – some minor water damage to boards needed to be repaired before gutters were finalized, Steve Carr did the work including painting the fascia boards before installation of the gutters.
 3. Repair of the privacy wall between 134A and 134B. Painting to be done when weather permits. Bill has been paid.
 4. Completed some small roof repairs on both 157 tiles and on 116 building.

- Decks –
 1. Working to finalize bid on 137D concrete patio – since Fable Construction is no longer a viable bidder. Will be reporting back on

this project in April. Work will need to be done in warmer months due to wet condition of soil now.

2. 126 B contractors have been requested to review and to submit bids. Still have not received anything from anyone. Fable was main bidder on decks now so will have to find other options.
 3. 161 – requested bid to review repair vs replacement – will have bidders assess when they come for bids on 126B.
- Bids for review –
 1. In the Clear bid – roof cleaning/power washing. Do we do it this year? How do we best keep gutters clean? Bid is estimated at \$12,780.00 annually. Contractor wants to do it in 3 weeks. Discussion left to Board on best solution. Suggestions made - only use moss powder every other year or only on homes in the shade? Have homeowners take some responsibility to wash their own driveways, sidewalks and decks/patios? Will discuss more next month.
 2. Reroofing schedule -
 - Compare bids from Nailed It and Campbells – Board would like to get a 3rd bid. Carol working on this.
 - Allen Roofing is declining to bid – not doing as many big jobs now due to shortage of laborers.
 - Have contacted Allen Hunt and Earth Tech from PA (recommended by Karl Allen). No response yet.

Maintenance Priorities 2022:

1. Roofs – we may need to reroof 2 homes in 2022 – the cost of which may exceed \$140,000, and an additional roof in 2023 or 2024.
2. Gutter leaks – we must repair many of the gutter systems in all buildings that were damaged by the snow and ice dams in late December. This is a significant unexpected expense but one that will affect other roofs and interiors if not addressed this year, which will potentially mean refocusing operational funds from other budget categories.
3. Decks – we must repair some decks (even perhaps in lieu of replacement) that represent a serious hazard and liability to the owners and the Association.
4. Any repairs that create a hazard to owners, creating potential liability.

5. Maintain road crack repair to extend life of the asphalt for 8-10 years. NOTE Road repair will be done first week of April.
6. Recruit at least 4 or 5 people to join the Maintenance Committee, accepting responsibility to assist with 3-4 buildings. Two volunteers have already been added – Mike Mowatt for buildings 108, 116, 117 and 119; Joel Ogden has agreed to oversee building 142. The Maintenance Director would forward all Requests for Service to the appropriate volunteer, for them to review, report back on maintenance need, and work with contractors to get bids. We will need at least 2 more to step up, as Jerry and I can take building 121 and 126. Will be working on this in April.

Carol noted to all that we are spending more on Landscaping than Maintenance. We need to look at this closer and the aging buildings and make some decisions soon.

* Carol also suggested setting up a **Reserve Account for siding and painting**.

Data and Records Committee: No Report

Newsletter Committee (Carol Stults): Newsletter to go out on April 12th.

Welcoming & Social Committee: No Report

Governing Documents (Carol Stults):

Approval of Amended and Restated Declaration/CCRs - All final changes to text are in blue print to make it easy to see what has been changed/modified. **Motion made** by Bill Z. to approve, Rob seconded, and all board members voted yes.

Motion made by Rob B. to approve Bylaws in entirety, seconded by Bill Z., all in favor vote of yes.

Emergency Preparedness Committee: No report.

Nominating Committee: 1 more person needed for committee.

Insurance Committee: Update - CAU Insurance policy is \$46,000 for this year and will be paid monthly.

New Business: none

Old Business: none

Next Board Meeting: April 21, 2022 from 4:30-6:00pm

Adjournment at 6:30 pm

4/21/22 - Motion to approve minutes made by Carol S., seconded by Bill Z., with all in favor with a Yes vote.