

SUNLAND CONDO OWNERS' ASSOCIATION DIVISION 7
BOARD OF DIRECTORS MEETING
DATE: April 21, 2022

Certification of Quorum Established: In attendance were Steve Lavelly, Brenda Owens, Carol Stults and Bill Zook.

Call to Order: Steve Lavelly, President

President's Comments: Proceed with meeting.

Secretary's Report (Brenda Owens):

- Approval of the March minutes. Carol Stults made a motion to approve March minutes, Bill Z. seconded, with all in favor with a yes vote.

Treasurer's Report (Caol Stults):

March financials show the following:

Balances:

Operation \$113,752 with receivables at \$1,981.

Aging – One has paid since 4/1 – leaving only \$777 owing in addition to 2nd quarter dues. Letter was sent and interest will be added to invoices by CPA.

Reserve Balances – Total of \$351,527 – remainder owing on Tile Roof special assessments is \$6,319 with \$600 received in April and deposited in Reserve Acct via transfer.

Expenditures of \$28,140 (which includes 2 months of landscape pymts);

Maintenance – spent on gutter repairs/replacement, decks and privacy walls for the most part.

Landscape – this month's expenditures includes both March and April paymts to the landscape contractor, March pd 3/1 – 2nd for April submitted and paid at the end of March when he was here working.

No invoices outstanding.

Financial Committee met – highlights included:

AUDIT – Audit – we will be assigned to an auditor in the next 2 weeks. As discussed in the Finance Committee meeting, it is important for us to get this done as quickly as we can now that tax season is winding down – more to follow next week. We are discussing best person to lead the Audit as designated in the Audit Charter – discussion was tabled until next meeting in early May.

Operating/Reserve Budgets – reviewed major increases in both Operating and Reserve expenditures with roofs being the most significant. Finance will be assisting in the budget

process as needed, and it was recommended that we set a grading priority system for each expenditure – both landscape and maintenance – to ensure we are maximizing our budget dollars. All agreed. Current maintenance project list will be given a dollar amount estimate and then rated for priority. Also need to analyze costs for the next 2-3 years in order to prioritize and realistic budget amounts to maintain the property.

Reviewed the priority list currently used for Maintenance – may need to discuss further and also get priorities for Landscape.

Roofs – top priority

Gutters and Drainage

Building exteriors

Decks

Mailbox and other small repairs

Driveways/sidewalks

Glass window replacements

Change in Surplus Funds analysis - 2021 Surplus funds amount – need to rescind previous vote in February - see sheet for analysis after review with CPA – motion to accept new calculation.

Status of Audit and Reserve Study –

Reserve Study – Association Reserve Study is being scheduled – working with administrator to set up a time as this is an onsite visit this year.

Landscape Maintenance Report (Bill Zook):

Update on budget modifications for 2022 (in summary)

Reduced bark budget from \$10,000 to \$1,000

Reduced grounds maintenance budget from \$5,000 to \$3,000

Reduced plant replacement budget from \$6,000 to \$1,500

Broke-out the “Sprinkler” line item into two separate accounts; Irrigation which is a constant paid to SLOA for \$4,750 and “Irrigation Repairs” (sprinkler heads and lines) with a 2022 budget of \$1,000

These changes resulted in a savings of \$14,500 which will be transferred to the General Maintenance budget to help cover a portion of our increased expenses in that area for 2022

Pending and Completed Projects:

Tree trimming projects scheduled for the week of May 22 by Arbor's Edge – Approx. cost \$2,000

Shrub replacement/planting; 10 new shrubs will be purchased; all locations and type/size of plant have been identified and are currently staked. Steve and I will purchase the plants and we expect to hire-out planting within the next 10-14 days.- Approx. cost \$700-\$800

Landscape Contractor has been asked to deliver and unload 4 yards of “dark fine” mulch/bark to standard location ASAP. Approx. cost \$215 (may need 1 or more additional loads as stockpile is depleted). We have retained \$1,000 in the bark contract for this purpose if needed.

The old debris “dump” has been cleared (thanks to Bob LeMaster) and the 4 new containers have been in place for about 2 weeks. The Landscape Contractor has committed to emptying the containers on the 1st and 3rd week of the month at no cost. Container cost \$150. I have contact two sign companies (Millers and Straight Line) for bids to print a metal or plastic sign with the rules for use. Cost will be approx. \$150 and should be available to post at the site within the next 3 weeks.

Owner requests for service have been completed at 143, 148D and 159, and are still pending at 140 (soon) and 133D (tomorrow)

Water will be turned-on on the 29th or 30th of April. Sprinkler heads and lines needing repair will be identified and repaired soon afterward

Proposed changes to the Landscape Contractors Contract:

Still awaiting electronic copy of current contract to show changes. I have marked-up the hard copy of the contract to reflect the basic change which is to reduce the Landscaper Contractors responsibilities for watering (which will be assumed by Steve, Rich, Bob and I) in exchange for him picking up landscape debris from the containers twice a month at no charge to the HOA

Summary of my (phone) conversation with WSU Extension Horticulturist regarding concerns for our current landscape practices and its impact on plant health:

Our current practice of barking landscape surfaces is fine, no concern for over-barking

The presence of white fungus below the surface of barked areas is natural and helpful to decomposition and soil building

If we have specific plants presenting an “unhealthy” appearance, we should loosen the soil around them and fertilize

Biggest concern is “over-watering”, they recommended watering no more than 1 day a week for no more than ½ hour

Maintenance Report (Carol Stults):

Pending projects – Maintenance – Board Report April 21, 2022

108 Roof – bid has been approved – working with gutter companies to confirm gutter materials. Will not be done until summer. Have another roofer that finally called – and is bringing a bid by Friday. It will be good to compare for future planning for 116 and 126.

116 D – Gutter and drainage issues – need to get Olympic Drain to come out and blow out the downspout drainage to see if clogged; gutter over the heat pump on west side of unit leaks at times (may have only been during ice storm) and gutter over garage door leaks at times. Both of these leaks may also be due to clogged gutters. Steve Carr has cleaned out for now – follow up with Olympic Drain to see if underground connections are clogged. NOTE 116 C also has an unreported gutter problem as well on the southwest corner over the garage.

140 – Steve Carr working on repairs on privacy fencing – owner has removed planter boxes, but has notified us that the siding is missing behind those. Also reported cracks in cement needs to be looked at and evaluated for solutions.

121 gutter screens – Steve Carr working on last building that was not covered – need to find correct product to use as we are out of the supply of screens that we always used – and they are not making them anymore to that strength.

133 D – west side of gutter needs another downspout as gutter is too long for just northwest corner downspout to handle water – bid is \$100. Tracy's will meet with Landscaping on Friday 4/22 to install – Bill Zook quickly agreed to advise on where to put the end drainage at the bottom of the new downspout. Thanks, Bill!

137 Deck – 137A cement patio bid was approved; waiting for follow up from Allen Hunt and the cement contractor who will be out in the next week.

137C Deck – owner wants replacement of Trex deck not cement – Steve Carr can do a Trex deck for approximately \$6000 – will get 2nd bid on Trex - to discuss with Board at next month's meeting.. 137D deck and side porch needs to also be done – owner is aware it might be 2023 before it is completed due to budget constraints.

159 driveway on hold as bidder moved out of the area. Working on other options now.

156 C – bldg. inspection asked repairs on rubber flashing on roof around pipe(s); clean gutters out. Allen Roofing will do repairs at a cost of \$385 – and will include the repair of 156B rubber flashing as he noticed they are cracked as well. Steve Carr cleaned gutters. Consider that project done.

156 C driveway and sidewalk – need to enter service request to address all the large cracks particularly in the southwest corner of the driveway. That would be a small part of the driveway as it is in sections separated by wood.

117 A front north porch needs repairs – steps included – owner has agreed can be done next year. May need to repair front steps if they worsen. Other decks waiting for bids – 161 (owner wants to also make it bigger at owner expense); 126B – Deck – Allen Hunt has measurements – will send a bid – hopefully by this Friday. Repairs will depend on remaining budget dollars. These bids will help us to budget for next year as well as evaluate need this year.
Pending projects – Maintenance – Board Report April 21, 2022 (continued)

Glass replacement due to broken seals: (Note will evaluate
138 – and 134A have windows that are on order and approved last year – waiting for installation – expense is against 2021 budget.

126 B has a window to be replaced where seal is broken - Budgeted for 2022, which should be all the budget for this year.

108 B/C has 6 windows reported - requested to be measured no glass budget to spend this year.

119B has several windows requested to be measured and bid for replacement in coming years.

119C has several windows on the south side with broken seals for replacement in coming years.

108A has 2 bedroom windows that have been measured already with bids; owner has agreed to wait until future for replacement.

143 - Weather stripping trim piece on outside window will not stay in the window. Glass Services will come out and check it to see if they can fix it. Not sure if this is owner responsibility – will confirm.

Mailbox repair – 143 and 145 – 4/20/22 - Postal services has notified the owners that the mailbox cannot be used past 4/25 under its current condition. Quick review showed the post to be rotted at the bottom. The post office also noted that the entire mailbox is not tall enough for the driver to easily reach the boxes for delivery. Steve Carr is repairing temporarily to prevent mail stoppage; but long term solution will be implemented asap.

Pending bid from - In The Clear – reduce to \$8,030 from \$12,000 – only doing roofs that have moss issues this year. Has started with a few roofs until full bid is accepted.

Motion to approve bid of \$8,030 for 2022 made by Carol S., Steve L. seconded, and motion passed with a yes vote from all.

Architecture requests –

126 B – already approved – new iron gate for front entrance to patio – at owner’s expense.

137A – wants to change at owner’s expense – railing on back patio. See photo.

Finance & Audit Committee: No Report

Data and Records Committee: No Report

Newsletter Committee:

- Next newsletter May 13th

Welcoming & Social Committee: Steve reported for Nancy B. that a 4th of July picnic is in the planning.

Governing Documents:

- Next Steps-Review Revised Rules and Regs
- Form for Proposed Changes to Gov Documents - table until next month.

Nominating Committee: Per Steve L.; Volunteers needed to help fill Board positions

Insurance Committee: Per Steve L.; All caught up and paid monthly. It was suggested that homeowners download the Insurance Deck Sheet from our Website and give to your insurance carrier to compare coverages.

New Business:

A proposed stipend to recognize the President & Finance Board positions was brought up by Bill Zook with a request for discussion.

Proposal is to compensate the two Board positions that are requiring extraordinary work commitments; Board President and Finance/Maintenance Director.

A small stipend is proposed (\$200-\$300/mo.) to recognize the amount of time and energy and near full-time availability and commitment that owners expect from these two positions. Most HOA's hire management companies to do this detailed and specialized work and I think we would also if it were available and/or affordable.

A modest stipend of say \$250/mo. would cost the HOA a total of \$6,000/yr. a relatively small amount (approximately 2.5% of annual budget) for the level of professional services provided. It would also help retain and recruit people to these positions.

I understand the argument that given our current financial status, this may not be the time. But, I submit that this is the time when these positions have the heaviest work burden and stress. And that those extraordinary efforts should be compensated in some manner.

Comments/Questions?

There was a general discussion of various other alternatives to lessen the work load of these two positions from both the public and present Board Members. The proposal was tabled for

a future Board Meeting when all members are present. Steve Lavelly suggested we table this until we have a full board.

Old Business: None

Next Board Meeting:
May 19, 2022
4:30-6:00
Adjournment at 6:10 pm

Motion made to approve the 5/24/22 Meeting Minutes made by Joel Ogden, Steve seconded and all in favor with a Yes vot