

## Sunland Condo Owners' Association Division 7

### Board of Directors Meeting July 21, 2022

Certification of Quorum: Steve Lavelly, Brenda Owens, Joel Ogden, John Gagan, and Rob Baer  
Audience Attendance: Carol Stults, Patty DeVogler and Steve Welborn

Call to Order: Steve Lavelly, President

**President's Comments:** Scott Bower has resigned as Landscape Director and Steve Lavelly and Rob Baer will help until we get someone in place. Discussed how the board can better introduce board positions to the community with the entire scope of the positions available so there are no surprises. Discussed possibility of increasing members on the board to a maximum of 9 instead of 7 to spread out responsibilities and have assistants and co-directors. The Bylaws now state that the Board shall be managed by no less than 5 nor more than 7 Directors. Also discussed contacting Kelly Foster (member of Div. 7) to do some board training with us as this is one of her specialties and she has offered this pro-bono.

**MOTION** made by Rob Baer to change the Bylaws to state that the Board shall be managed by no less than five (5) nor more than nine (9) Directors who must be elected from the Membership of the Association. This was seconded by John Gagan with all in favor with a YES vote.

#### **Secretary's Report by Brenda Owens:**

Approval of June minutes. **MOTION** was made by Rob Baer to approve the June minutes, John Gagan seconded the motion, all in favor voted YES.

Went over business that transpired via email between board meetings, and to be included in July minutes, as follows:

1. Steve Lavelly - I make a **MOTION** to accept Bill Zook's resignation effective June 30th at the end of business. Seconded by Joel Ogden. All in favor with a yes vote by Brenda Owens, Joel Ogden, Steve Lavelly, John Gagan and Rob Baer. This was done by email on June 29, 2022.
2. Email dated June 29, 2022: By Steve Lavelly - Scott Bower at 126-A has agreed to take over as Landscape Director, with Board approval. This is an appointment. Scott will finish Bill's term on the Board. Scott's wife Mary ANNE will assist him when needed.

Steve Lavelly made a **MOTION** to appoint Scott Bower as the new Landscape Director starting July 1, 2022. Seconded by Brenda Owens. All in favor voted yes by Steve Lavelly, Brenda Owens, Rob Baer, Joel Ogden, John Gagan and David Lotzgesell.

3. July 19, 2022 Email from Steve Lavelly: Scott has turned in his resignation effective 7/19/2022. I will do the job until other arrangements can be made.

**MOTION** to accept Scott Bower's resignation made by John Gagan, seconded by Rob Baer, all in favor with a YES vote.

### **Treasurer's and Audit Committee Report by John Gagan:**

June financial statements show the following balances: Operating Fund cash is at \$90,341 down from \$94,007 at the end of May 2022. The total Replacement Fund stands at \$328,490 (\$138,215 is designated as the Composite Roof Reserve).

The 2 homeowners on the A/R Aging Summary last month are still behind on their dues by greater than 90 days for a combined amount of \$1,168 ... both are being charged interest at 1% per month until paid. Phone calls and emails were sent to both homeowners ... just received a phone call from one this morning with a resolution.

Total Operating Fund expenditures in June were \$11,812 and the no expenditures from within the Replacement Fund. Nothing significant recorded in June ... Maintenance to discuss the July road repair expense (we support).

A Cash Flow Statement has been prepared from July 1 2022 through the end of this year December 31, 2022 to account for cash being available for planned expenditures ... cash flow should be viewed as tight through the end of the year and if the expenditure you're planning is not on the list ... special authorization will be necessary from the Treasurer.

Audit Update ... contacted the Auditor on July 20th for an update (left voicemail) ... we've provided the auditor with all requested informational items that they need to finish up the audit.

Reserve Accounts - Carol S. will report back to the board after the on-site inspection by the Reserve Study Association.

### **2023 Budget Update**

- a packet of information in draft form for homeowners to vote on at the Annual Meeting scheduled for Thursday, September 29, 2022 has been assembled for the Board's review (i.e., ballot, FAQs, spreadsheets) ... draft 2023 operating budget also for review / not voted on at Annual Meeting (Nov),
- All 63 homeowners will be asked to approve current plans to replace 4 composition roofs in the current and next 3 summer construction seasons (building 108 in 2022 + building 116 in 2023 + building 126 in 2024 + building 156 in 2025)
- Homeowners with composition roofs (not tile roof homeowners) will be asked to pay for these necessary roof replacements with a composition roof special assessment for 4 consecutive years starting in 2023 + 2024 + 2025 + 2026,
- Comp roof homeowners will be invoiced in January of each year and will be given until June 30 th for each of these years to pay their comp roof special assessment in full,

- With approval by the Board at their regular August 18, 2022 meeting, the packets will be mailed to all homeowners,
- An in-person, information only opportunity for homeowners to meet and ask questions will be held at The Gathering Place on Thursday September 15, 2022, at 4:30 PM,
- The 2023 Operating Budget will be voted on by homeowners at a special homeowner meeting prior to the regular monthly board meeting on November 17, 2022,
- This slight change in the budget process will allow more time to receive bids from contractors and other service providers that will provide homeowners with a more accurate and reliable budget document for planning 2023 operating expenses (i.e., landscaping, maintenance, general & administrative),
- High inflation, especially for construction related activities along with the difficulties of finding qualified construction related contractors the past few years has put extra pressure on the 2023 budget

### **Financial Report by Carol S.:**

#### 1. Financial Report - standard review of the July financials

a. 3 rd qtr invoices – 20 of 42 invoices have been paid for a total of \$21,159 in income. Owners have until July 31st to pay.

b. Past due invoice report – MacDonald, Sundt –fyi - letter was also sent to Kevin Moore with no response – his past due is \$94.00.

2. Operating Cash Flow document – needed oversight on any spending not listed – will have copies for all board members.

3. Request to transfer \$5,918.70 from Road Reserve to operating checking account to cover the recent Road repairs payment – report a \$1,500 additional charge for the 2 extra areas repaired with Joel's approval. (Note – I have a copy of the check written from the operating fund and will have it available if you need it for reference.

4. Review of the Packet for the Special Assessment – will have copies for each board member of the packet including the draft Operating and Reserve Budgets – I will send my updated packet items in separate email to the Finance Committee but will make copies for the Board. Let me know if you have any changes before noon please, and I can revise anything I did. You are editing your cover letter to the Board I believe – let me know if you need me to print 6 copies for the Board.

### **Landscape Report by Steve L:**

Discussed trees overhanging the roof along all residents on north side of homes and south side of the street.

Rodent and insect damage being reported. Discussed Owner & HOA's responsibilities. Bird feeders are still up at some units with feed which can cause rodent problems in the entire

neighborhood. Feeders must come down. What are the legalities of removing these? Should Div 7 send out letters to these units? Should Div 7 talk to SLOA and have them send out letters? Steve and Rob B. will investigate. Trees have been sprayed for insects as needed.

Steve L. & Rob B. will discuss next years' contract with Ambros and report back to the board.

Steve L. spoke to Sanford regarding automated sprinkler boxes that are being tampered with. He is requesting approval to get padlocks for boxes and the board is in agreement.

### **Maintenance Report by Joel Ogden and Carol Stults:**

#### **Completed Projects-**

Road Repair is completed – Lakeside Industries proved to be a great contractor. Request to transfer \$5,918.70 from Road Reserve to operating checking account to cover the recent Road repairs payment – report a \$1,500 additional charge for the 2 extra areas repaired with Joel's approval. Good news is – the crew chief, John, told us that the road is actually in really good shape and should not need to be totally repaved for at least 10 years if not longer.

**MOTION** made by Joel Ogden to transfer \$5,918.70 from road reserves to operating checking account to cover the recent road repairs payment, Rob B. seconded, with all in favor with a YES vote. Motion passed.

133 C – Carpenter ants swarmed inside the house in a skylight. Because they apparently come from overhanging trees per the pest control company, Joel had them spray – cost \$150—a landscape charge. Still need to check the seal on the skylight – Glass Services has been called and we will follow up to have them check the glass seal and repair if needed. Cost unknown. I will put an article in the newsletter about the carpenter ants – for those who border the golf course on the south side should be aware to check often and call pest control if they notice any carpenter ants anywhere. This is an owner expense unless it is on our trees.

126B Deck repair is complete – great new contractor – Wheeler Construction.

142C – repair of privacy wall – including top cap – done by Steve Carr – cost was \$453.00.

142D – sealed concrete patio

Northwest Drain came and cleared out the downspouts that drain underground on 5 buildings. 117A needs attention on the northeast side - as the drain field where the downspouts empty is not draining at all, but seeping into the crawl space of the house.

142C/D & 159, and 163 – powerwashed rear patios  
Minor gutter work done – sealing corners, and cleaning – 148A, 161,

**PROJECT Update:**

137A/B – the final repair on the privacy wall (adding a post to secure the wall and the bottom trim/wood wall was done by Steve Carr – cost was \$425.50 including materials (bid to repair from contractor was almost \$4,000).

108 Roof – Nailed It Roofing has so far proven to be an excellent contractor. They are knowledgeable, keep the area clean before they leave, and the work they have done so far has been excellent per Joel and Steve Carr. The mid-project payment is due \$30,000 so we ask for approval for John to move that amount from Roof Reserve to operating checking and issue a check next week. The remainder due for roof will be ~ \$14,000 paid upon completion. Trim and gutters colors were selected by Joel and Brenda after input from owners. Should be completed by August 8th.

126B siding over front door roof overhang – repairs needed to be done to this area due to rotted wood and poor repair done earlier in the year. Bid was \$1,900 which Joel approved – Wheeler Construction will do the work.

Glass replacement – we are trying a new vendor – Savage Glass – and have ordered windows for 138 (has been waiting for 5 years) and for 126B bedroom window which cracked from a flaw in the outside frame. If budget allows and the vendor works out, we may order the 2 windows for 134A. Those are next on the list.

Steve Carr is working on rotten wood replacement on a few driveways and will be doing some power washing in the next week as well.

Ian at In the Clear came and cleaned the tile roofs last week – he is on hold for the remaining four buildings that he contracted for as we may not have enough funds for those. He is very busy so is happy to wait until fall and then we can see where we stand.

**Data and Records Committee by Rob B.:** Continues entering data.

**Newsletter Committee by Carol S.:**

August Newsletter to be sent out by Friday August 12th .

**Welcoming and Social Committee by Rob B. for Nancy B.:** Possible Ice Cream Social in August.

**Governing Documents by Carol Stults:**

Gov Docs – presented final Bylaw changes as noted in red. (this was a handout)

Board approved also changing to 9 members of the Board as a maximum.

Bylaws Revision based on Working Meeting recommendations

Rules and Regs – updated but still under review by Committee

**Nominating Committee report by Steve L.:**

Still need candidates and Steve has been talking with some owners about coming onto the board.

**Insurance Committee:** No Report

New Business: No Report

**Old Business:** Road striping the speed bump at entrance to Hilltop Drive looks good and professional. Nice job by Steve Carr.

Next Board Meeting:

August 18, 2022 - 4:30 - 6:00

Adjournment at 6:00

Motion made to approve 7/21/22 Meeting Minutes made by Rob Baer, seconded by David Lotzgesell, and passed with a vote of Yes from all members present at 8/18/22 meeting.