

SUNLAND CONDO OWNERS' ASSOCIATION DIVISION 7
BOARD OF DIRECTORS MEETING
DATE: May 24,2022

Certification of Quorum: Steve L., Rob B., Brenda O., Joel O., John G.

Call to Order: Steve Lavelly, President

President's Comments by Steve Lavelly:

1. Please let the Nominating Committee know in advance if you plan on leaving at your term end on the Board.
2. Working Meeting scheduled for June 28, 2022 @ 4:30pm. There will be Food! Gathering Place.
3. Finance Committee Meeting scheduled for June 7th @ 1pm. Place will be Carol Stults home.
4. I (Steve Lavelly) will be leaving my position on the Board at term end (September 2022)

Secretary's Report by Brenda Owens:

Approval of the April minutes: **Motion** made by Joel O. and seconded by Steve L. All voted in favor.

Up-date on Hold Harmless Agreement: Form was approved previously and it was agreed to post the form on the website for ease of use.

Updates completed through email after April's meeting and prior to May's meeting:

May 2, 2022 email: The Board accepted Carol Stults' resignation; **Motion** made by Steve L. and seconded by Brenda O. All in favor with 6 yes and 0 no. Carol was holding 2 positions simultaneously - Treasurer and Maintenance Director.

April 24, 2022 email as follows:

We have a person who has stepped up to take on the position of treasurer, John Gagan. John is highly qualified for this position as he worked in finance over several years. John has served on our Audit and Finance Committee for the last three plus years. John is gone about six months in the winter, can we accommodate his annual remote living. I spoke to our current treasurer and we both believe it is workable to have

the treasurer off site in the winter. He understands he would need to call in for our board meetings and is fine with doing so. Having John on the board will accomplish a couple of things, we can take some of the pressure off Carol (who will stay on as maintenance director), also this gives us a full board which is good knowing the major hurdles we have to tackle in the upcoming months i.e. possible fee increases and assessments.

Motion made by Brenda O. to accept John Gagan to the Division 7 Board of Directors, and specifically the Treasurer position, asap. **2nd** by Rob B.

John Gagan has been appointed to the Division 7 Board as of April 25, 2022

The vote is as follows: 6 YES, 0 NO

Joel Ogden has volunteered to come back on the Board. Joel served for several years as Maintenance Director until last September.

Steve L. made a **motion** to appoint Joel Ogden to the Board. He also recommended that he become our new Maintenance Director. Joel would fill the remainder of Carol's term. Seconded by Brenda O., with all in favor through email with 6 yesses and 0 no's.

Treasurer's Report by John Gagan:

- Resale Certificates for 149 & 156C completed along with Lender questionnaires.
- FHA financing issues - now a non-issue. We should be open to offering this availability as it will open up the market in our Division.
- April's financials - moved \$350 tile roof to replacement reserves.
- Draft letter to delinquent owners with a 1.0% penalty fee.
- Carol & John met with Jeff Bell. Intro meeting for housekeeping items which are treasury functions.
- John made a **Motion** to cut back on invoicing to save money and time and send out only one Annual invoice with quarterly email reminders. Steve L. seconded motion and all board members with in favor.
- A timeline will be developed by the Finance Committee for budgeting for the next 3 years to factor in inflation costs.
- A Special Assessment and Budget will be proposed for approval at the Annual Meeting. We will go over budget at July's meeting and plan on sending out packet to homeowners September 1st to be reviewed and approved before Annual Meeting at the end of the month.
- Committee meetings will be held June 7th, 22nd, & 23rd for maintenance and landscaping to lock down projects and #'s identified to justify Special Assessment.
- Audit has started and will work its course. Bank confirmation is completed.
- Reserve Study moving along.

Landscape Report:

Completed projects:

- New signage for debris disposal ordered and installed on site. Some owners are not following standards. Landscape debris needs to be broken-down and placed in containers. Only large tree branches should be placed behind the containers. If you have placed trimmings and landscape debris, please take the time to go to the site, break it down and place in containers or the Landscape Director will have to do it for you since the Landscape Contractor will not pick it up.
- 5 yards of “Dark Fine” mulch/bark was delivered to the stockpile and is available for owners to use as needed. 1 or 2 more loads to be delivered this summer.
- A total of 11 new shrubs were selected and planted at the following locations:
 - o 134A (2); 138 (4); 148D (1); 151 (1); 159 (1); 161 (2)
- One diseased and misshapen shrub was removed from 151
- Richard, Steve and Bill surveyed and activated all watering systems on April 29
- Richard, Steve have repaired and replaced broken pipes and sprinkler heads as needed (big shout out to these selfless neighbors)
- Approved owner-paid ground cover treatment at 161,163, 155 and 151
- David used bark stock-pile to treat several common areas at the West end of Hilltop Drive (thank you David)
- The Landscape contractor completed “requests for service” at 140, 121B as well a general request to cut-back ferns to allow for new growth
- Completed request and received approval from SLOA for tree trimming projects to be completed on May 24 by Arbor’s Edge

Up-coming projects:

- Tree trimming projects at 156 D and for low overhanging branches at the west end of Hilltop drive will be completed on May 24 by Arbor’s Edge
- The Landscape Director will be compiling a list of volunteers who will be managing water system (turning on and off) for selected areas. If you would like to volunteer, please let Bill Zook know. To date

Rob, Steve, Bill, Bob, Richard, and Scott have volunteered.

· The Board will be completing modifications to the Landscape Contractors contract to reflect recent changes in the next couple of weeks. Div 7 will turn on water and Landscaper will haul out debris pile.

. Leaks to be looked at - 116 and 108. Carol S. will fill out Service Requests on both.

Maintenance Report:

New projects.

Completed projects:

- Cement Deck on 137A completed. Seats to be installed. South side decks looking at concrete replacements. These have a 50 year lifetime so we will save money in the long run.
- Steve Carr looking at each building to see what's needed and assess projects that need to be done, i.e. dry rot, decks, partition walls, etc. List to be done by June 7th. What needs to be done this year and next year will help with budgeting.
- 156C re-do wood strips on driveway to help level it out. Also will look at wood strips at 156B.
- 4 roofs in next 4 years to be budgeted for.
- Hunt & Co. Estimate for \$4,778.40 was submitted to remove and replace privacy wall at 137 A & B. Joel will look into other options (single sided, stucco, etc.) because of cost.

Finance & Audit Committee: See above notes

Data and Records Committee: No Report per Rob

Newsletter Committee:

Next newsletter will go out approximately June 14th. Have your reports to Carol before then

Welcoming & Social Committee:

July 4th gathering in the works

Governing Documents:

Rules and Regulations timeline to complete. Committee to meet soon and will have documents by next meeting. Note: The County said we do not have to file the ByLaws or R&R's.

Nominating Committee:

We need at least 2 more people to be on this committee.
We will have at least two Board openings this September.
We need to know if other Board members are planning on leaving in September.

Please give the committee any recommendations for possible new Board members. The current committee members are Steve Lavelly(360-545-0625) and David Lotzgesell(360-582-7404) and Rob Baer(360-477-4513)

Insurance Committee: No Report

New Business:

- Rob Baer - small work party needed to brighten up speed bump and directional arrows for safety. Steve said to check with Steve Carr for templates. Rob will put this together.

Old Business: None

Next Board Meeting:

June 16, 2022

4:30-6:00

Adjournment at 6:00 pm

June 16, 2022: Motion made by Rob Baer to approve Meeting Minutes, Seconded by Bill Z., all in favor.