

**Sunland Condo Owners' Association Division 7
Board of Directors Meeting
August 18,2022**

**Certification of Quorum: Steve Lavelly, Rob Baer, David Lotzgesell, Joel Ogden,
Carol Stults and Brenda Owens**

**Call to Order
Steve Lavelly: President**

President's Comments:

Dates to remember in September

9/15 Informational meeting at the Gathering Place 4:30

9/ 29 Annual Meeting at the Gathering Place 4:30

Secretary's Report by Brenda Owens:

1. Resignation: Note found July 25th on Steve Lavelly's porch reads:

Board of Directors

Sunland Division 7 Condo Association

Resignation:

I no longer wish to serve on the Board of Directors. I hereby resign my position.

John Gagan

2. MOTION - Email from Steve Lavelly on July 26, 2022: I make a motion to accept John Gagan's resignation. Brenda 2nd motion with Yes votes emailed from Steve, Brenda, Joel,

3. MOTION - Email from Steve Lavelly on July 26, 2022: I make a motion to appoint Carol Stults to fill John's empty seat as Treasurer.

Brenda seconded Motion with Yes votes emailed from Joel, Steve, Brenda,

4. Approval of July minutes. **Motion** made by Rob B. to approve July 21, 2022 Meeting Minutes, David L. seconded motion, all in favor with a Yes vote.

5. Notes Via email: On 8/4/22, via email, Steve Lavelly made a **MOTION** to replace all the trim boards on the garage roofs at building 108– east and west sides – the bid is for \$2,900. Brenda Owens seconded motion and Carol, Steve, Brenda, Rob and David all voted YES via email.

**Treasurer's and Audit Committee Report by Carol Stults:
Financial Updates**

- Monthly financials – through July 2022.
- bank balances reflect \$104,928 in checking and savings, and a total of \$296,535 in Reserve accounts.
- The aging shows a total of \$2,028 in Annual Dues Assessments past due only 30 days, some for insignificant amounts. The Resale Certificate shown still owing was received late on July 29th so was not recorded in July's financials. The 2 accounts that were over 60 days past due have been paid.
- Transfers to reserves total \$350 to Tile Roof from a payment by tile roof owner, and \$3,950 to Road Reserve. The transfer made in July from Road Reserve to Operating to cover the cost of the road repair should not have included the \$3,950 that was expensed in 2021. The total charged to the Road Reserve as it stands now is \$1,968.70. These transfers will be done before month end.
- Audit update – Steve Welborn is managing the audit for the Finance Committee, and reports that the auditors are waiting for our decision on the Special Assessment for the Comp Roof Reserve, so that it can be included in the audit notes. They are also adjusting the audit as they were not aware of the change in calculating the surplus operating funds at years end. The income tax has not yet been filed due to the audit delay, but we do not owe any tax so we are not subject to any penalty for not doing so. We are asking the auditors to review the estimated tax payment of \$800 when we have not owed even close to that much for some time – which may result in them changing the tax return. Steve will keep us in the loop on timeframe.
- **Cash Flow:** You have been given the current estimated cash flow for 2022 and budget predictions. We anticipate having a total of \$55,183 in the operating accounts at year end, with \$43,281 in checking and \$11,902 in savings. The listed expenditures pending through the end of the year are a guide to for the Board, to weigh any additional expenses not accounted for on this cash flow against the impact to our cash position at year end.
- **DRAFT Budget – operating and reserve:** A copy of the Budget was handed out to review. This represents the discussed 10% vs 12% increase in dues as requested. The adjustments to the budget items for operating are noted in yellow highlighting. There are no changes made to the Reserve Budget as presented. We will need approval of the draft budgets to include in the mailing for the Annual Meeting; but the final budgets will be approved and submitted to owners for a vote on November 17, 2023. We will wait to vote on the Road Reserve Account in Oct/Nov.

The Board had a discussion re: adjusting the 2023 budget as follows:

Bark –	lowered to \$11,000 (-\$1,000)
Insurance –	raised to \$50,000 (+\$2,000)
Professional Services -	lowered to \$7,000 (-\$1,000)

The final draft budget was not approved – approval was tabled – we agreed we would vote by email after the Board could review it. Carol S. will send the final out by 8/29/22 and get a vote.

- **Special Assessment – Comp Roof:** The packet for the Annual Meeting is ready for review. As discussed, you have a few days to completely read the packet, and there will be a vote for approval via email in the next 7 days. The ballot and Proxy pages will be available by Monday to review as well. Per the Board discussion, we will be asking for a Special Assessment for the Comp Roof Reserve Account due to the significant increase in reroofing over the last 12 months. Please read the packet as if you have just received it from the Board as an owner – and give us completely honest feedback. We do want to keep this complex subject as simple as possible to allow owners to easily understand the issues. (discussion).

Landscape Report by Steve L.:

- Irrigation-never ending problems. Still talking to Sanford Irrigation about system and adding boxes. This will be very expensive to update.
- 163-back slope needs to be re-planted this fall - Steve talked to the new owner. West side of driveway is their responsibility and the South side slope is HOA's. We will come up with a bid. Asking the landscaping company from Shelton to give us a bid.
- South side of street side yards - working in progress
- Moles - David L. helping to trap these critters. Steve has pest control coming out to give us a bid.

Maintenance Report by Joel Ogden:

Update on completed projects

Road Repair - Getting bids for crack sealing.

Deck Repair – 116A to be stained.

119B - 3 windows with broken seals

163 - Waiting to determine from the contractor who is responsible for an interior leak.

Data and Records Committee by Rob Baer:

Discussed best way to maintain (long term) maintenance records for each Unit.

Possibly using an excel format and log in Service Requests, etc.

Continue with DP Pros database or transfer our data back onto an Excel Spreadsheet and continue using spreadsheet this way? Canceling DP Pros would save \$700-\$800 annually.

Newsletter Committee by Carol Stults:

- Email from the President preparing the owners for the upcoming vote and meetings? Carol will draft this and send to Steve.
- Reminder to be sent out re 9/15 info mtg and 9/28 annual meeting
- Newsletter to be delivered on 9/12 with reminder of meetings.
- Anything that helps us explain the special assessment? We are hoping that the email mentioned above and reading the packet will get most owners to the info mtg to ask their questions.

Welcoming & Social Committee: No Report

Governing Documents by Carol S.:

Rules and Regs – reviewed by Gov Docs committee – with some minor edits and recommendations. We do want to move some of the legal outline of the process for a hearing if someone chose to challenge a fine. It is felt this is best in an Exhibit with the other forms re Rules/Regs enforcement. Also the list of fines was felt to be too general, and suggest we use the list of SLOA as a model – listing specific rule violations and amount of the fine for that violation, rather than general terms such as Moderately Serious or Extremely Serious. We will be presenting the Rules and Regs to the Board at the Annual Meeting. The Board will be given the draft Rules and Regs document to review prior to the Annual Meeting, so there is time for editing prior to the meeting. Copy of the updated Rules and Regs will be available then to all owners on the website and hard copy for those who are not on the internet or are tenants.

Approved Bylaws are now on the website

Nominating Committee:

Still need candidates

Communications

Feedback on the Communication emails – any suggestions or changes? The Board suggested sending out emails before delivering handouts (as stated above in the

Newsletter section) and ask for help in reading packet. Carol will draft a note for approval from the Board.

Insurance Committee: No Report

New Business: None

Old Business: None

Next Board Meeting:

September 29, 2022

4:30 - 6:00

Adjournment at 6:00

MOTION made by David Lotzgesell to approve these minutes as stated above, Joel Ogden has seconded the motion, all in favor with a yes vote. Motion carries.