

Sunland Condo Owners' Association Division 7
Board of Directors Meeting
October 20, 2022

Certification of Quorum: Rob Baer, Carol Stults, Katie Venator, David Lotzgesell, Brenda Owens. Audience members included Steve Welborn, Scott Bower, Mary Anne Murdock, Nancy Baer and Kitty Hawks.

Call to Order by Rob Baer, President
President's Comments:

- First thing I would like to discuss is a New Business item. The Nominating Committee proposes Scott Bower to fill the vacant Board position and serve as Landscape Director.

Rob B. made a **MOTION** to accept Scott Bower as Div. 7's Landscape Director, David L. seconded motion and all were in favor with yes votes. Motion carries.

- The need for prior approval to prune bushes/plants/trees that are in HOA common areas. Owners, please check w/Landscape Director first.
- Kitty asked about response time after submitting a Service Request for landscaping. Rob responded that there will be a quicker response time now that we have a Landscape Director.

Secretary's Report:

- The Special Board organizational meeting (9/29/2022) minutes approved & voted by email.
- The Annual Meeting (9/29/2022) minutes will be approved via email and posted on website.

Treasurer and Finance/Audit Committee report:

- Audit update by Steve Welborn: We will receive the final draft any day.
- Monthly financials – through September 2022
- Bank balances reflect \$63,409 in checking and savings, and a total of \$282,563 in Reserve accounts.
- Transfer was made for final payment from 159 Hilltop Owners- \$1,050 – to tile roof reserve making that acct balance \$83,723 as of today. Only one Owner has an outstanding balance which is due May 31, 2023.
- No major operational expenditures in September; unexpected expenses include \$595 to Sanford for sprinkler repairs at 121A, and \$1,325 expense for AGL

Landscaping at 163 (side and rear). Check to Auditor \$2,800 is still being held until audit is completed.

- Outstanding Annual Dues Assessment through today represents only 1 Owner – for a total of \$873.00 past due plus 4th quarter dues and interest- total due is \$1,772.19. Accounts overdue for 30 days have been charged interest of 1% as allowed in the RCWs, and interest was charged on this account effective 9/1/2022.
- 4th quarter dues are trickling in – will send additional reminders out tomorrow.
- 2022 Budget status – we anticipate being at least \$5,000 over budget; Cash flow is showing an estimated balance in the checking account at \$32,000 and \$11,900 in savings without any prepayments added.
- **DRAFT Budget – operating and reserve:** The 2023 Budget is now completed – the budget totals for operating changed slightly due to rounding – and to making amounts divisible by 4. Also the Dues increase to accommodate the proposed budgets – **both 10% increase and 12% increase** – is now calculated. Notice the difference is fairly small for each unit between 10% and 12%. The amount of difference shown is the difference for quarterly payments. The recommendation of the Finance Committee is to approve a 12% increase in the dues amounts, but work towards being very diligent about spending against the priority list next year. Hopefully there will be funds enough to gradually ease the cash flow situation and even potentially add to the Reserve Accounts from surplus funds over 25% of budget. Need a motion to finalize the budget for 2023.

MOTION made by David L. to accept the 12% for 2023 dues assessment as proposed, Katie V. seconded motion, all in favor. Yes vote carries this Motion.

- **Special Assessment – Comp Roof:** We are working on an invoice process for the Special Roof Assessments with Bell & Bell – and will be asking Owners to pay the Special Comp Roof Assessment with a separate check – and not include in their dues check.
- Proposed changes to monetary authority limits - initial discussion. The Treasurer and Finance Committee feel the \$2500 limit for writing checks without approval is too high at this time and they wish to see this lowered. One of the reasons for this is the amount in the budget at the time of spending. When the budget is tight for covering expenses we need to follow stricter guidelines.
- Nancy Baer has researched banking institutions locally looking for a good rate to invest our reserve money in. It was mentioned that we should look online as well and not just local. Nancy agreed to do more research and present what she finds at the next meeting.

Landscape Report by Rob B.:

- Landscape Maintenance contract has been signed for 2023.
- Report on irrigation leak at 117C. We found a crack in the irrigation pipe. Sanford gave us an estimate of \$300 for repairs. We have decided to hold off till Spring since the irrigation will be turned off for the winter.
- Moles - moles are a problem and DIY methods are not working well. Steve L. found someone to set traps for a fee. We will be turning this over to Scott Bower for research and hopefully some sort of a solution.
- The subject of weeding and getting rid of horsetails was brought up. Scott will research and come up with a plan after reviewing our contract with the landscapers (Ambros).

Maintenance Report by Carol S. (Joel not in attendance):

- Update on recent projects.
- Joel is researching a sinkhole in the middle of the driveway of 134A, and he will report back with findings. There is also settling in 134A patio, leaving a tripping hazard.
- SLOA land (green space in front of pool) meeting - Carol and Rob met with SLOA Rep. regarding taking out 2 stumps in this area which was agreed they should be removed due to safety issues and beautification. They were told by the SLOA Rep. that this project is now on hold and the stumps will remain for now until the SLOA Board decides on an overall plan for that greenspace. Audience member suggested going to SLOA Board meeting to bring this up and also let them know that part of this land belongs to Div. 7. Another possibility is to send a letter from our Board to SLOA asking what their intentions are? Carol S. is willing to draft a letter for the Board to review and approve (and then send to SLOA Board).
- Unit 117A's issue with soggy ground, irrigation box full of water and crawl space having standing water. Maintenance is hoping the repair on 117C's irrigation pipe will dry out the above issues so a french drain is not needed. Brenda Owens, the homeowner, is willing to keep a journal with dates checking the irrigation box, crawl space and soggy lawn to see if this will resolve the issue.

Data and Records Committee:

- No report.

Communications Committee/Newsletter

- Next issue – November 14th delivery to include reminders regarding Special Owner Meeting. A suggestion to add to the newsletter is to watch the speed limit on Hilltop Dr. Owners, renters and visitors are driving way over the 15 MPH limit.

Welcoming & Social Committee:

- Nancy Baer has been contacting new owners & renters welcoming them to Hilltop Drive.
- David L. asked Nancy if she could add 3 items to mention when welcoming new owners: 1) Always wave at your neighbor! 2) Pick up poop if you own a dog. 3) Drive the speed limit and tell your visitors to do the same.
- Nancy has started planning for our Christmas get together and would like Carol to add this to the Newsletter. So far it looks like the party will be held at the Gathering Place on 12/20/22 as an open house potluck. She will look at the budget and plan accordingly.

Governing Documents:

- Brief Review of Rules and Regulations edits:

The updated Rules and Regs document is now in your hands. There are some questions from the committee – ones that require Board guidance:

1. As you will note on page 12 – there are still some key reviews that we need to do with the Board.
2. One key question regarding Appendix D – the committee feels that we should consider sending warning letters to those violators, but if there is no response or correction of their actions, then they are referred to SLOA for additional warnings and/or fines. We could discuss this further in a working session and decide, then approve the Rules and Regs in November. We will also need to clearly define the process.

Carol suggests a short working session with the Board to finalize processes. She will send out an email to set up a date and time for this to happen.

3. The committee did make a few updates to the forms – Appendix A, B and C. We will work with the Secretary to update the forms in her records once approval is complete of the Rules and Regs.
4. It was suggested that all Board forms be added to the website, to make it easy to access.

Nominating Committee by Rob B.:

- Propose Scott Bower for the Board position of Landscape Director. Subject was moved to the President's Comments so that Scott could take part in the meeting.

Insurance Committee: No Report

New Business:

- Vote on proposed nominee for Landscape Director. Subject was moved to the President's Comments so that Scott could take part in the meeting.

Old Business:

- A short ongoing discussion on ways to involve Hilltop residents to be more involved in their HOA. 1) encourage people to be more active and involved. 2) as a group we need to think of ways to get people involved. 3) wear buttons saying “what have you done for your neighborhood today?” or “Join your HOA”. 4) send reminders to Owners about upcoming meetings.

Next Board Meeting:

Special Owners Meeting prior to the regular Board meeting to vote on the 2023 Division 7 budget.

**November 17, 2022
4:30 - 6:00**

**Adjournment: at 6:00pm
Minutes approved at the 11/17/22 meeting.**