

Sunland Condo Owners' Association Division 7
Board of Directors Meeting
December 15, 2022, 4:30 PM

Gathering Place

Certification of Quorum: In person attendance; Rob Baer, Katie Venator, David Lotzgesell., Joel Ogden., Carol Stults., Bren Owens and via phone Scott Bower.

Call to Order:

- Rob Baer, President

President's Comments:

- Feedback about the meeting summary sent to residents 11/28/22. Board members received comments such as: "thanks for the updates" and "nice addition". The Board will continue this practice for now.

Secretary's Report:

- Approval of the November 17, 2022 minutes. Carol S. made a MOTION to accept the latest email, Joel O. seconded motion, with all in favor voting yes. Motion carries.

Treasurer and Finance/Audit Committee report:

Monthly financials – through October 31st 2022

- Bank balances – Nov financials are still in progress and should be available by Friday. This was a complicated month with a number of new bank accounts to establish in the accounting system, as well as at least 10 bank transfers as the Board approved last month.
 - **First Federal** – as of Dec 15, 2022
 - Checking balance - \$30,114.35
 - Savings balance - \$11,905.86NOTE: final transfer of both checking and savings at FF will be completed by 12/31/2022 once all transactions have cleared.
 - **Sound Bank – as of Dec 5, 2022**
 - Checking acct is \$15,000
 - Savings acct is \$5,000
 - Maint/Landscape Emergency Reserve balance is \$28,648.38.
 - Total **Comp Roof Reserve** balance is \$94,214.43 including:
 - Comp Roof Reserve MMKT balance \$1214.43
 - CD – Comp Roof Reserve (6 months) \$93,000.00
 - **Kitsap Bank – as of Dec 1, 2022**
 - Total **Tile Roof Reserve** is - \$84,731.25 including
 - Tile Roof Reserve MMKT balance is \$10,731.25
 - CD Tile Roof (14mos) is \$73,000.00
 - Total Road Reserve is \$71,406.09 including
 - MMKT balance is \$10,406.09
 - CD Road Reserve balance is \$61,000

- The following 3 transfers will be completed tomorrow, as approved by the Board in November:
 - 2022 Road Reserve \$3,500 from checking account.
 - 2021 Surplus operating \$5,342.59 to the Maint/Landscape Emergency Reserve (now at Sound Comm Bank)
 - 2022 transfer of \$5,404.80 from Maint/Landscape Emergency Reserve to Operations for the repairs of the 108 building done in March 2022.
- Audit journal entries and adjustments to the payables as noted in the 2021 audit were completed and reflected in the 10/31/2022 financials. We have received the audit proposal for fiscal year 2022 – to be done next spring – charge went from \$2,800 to \$2,900. Carol made a **MOTION** to accept the commitment to Newman CPA firm to do the 2022 audit in 2023 in the amount of \$2,900. David L. seconded motion with all in favor voting yes. Motion carries.
- Business License – Motion to establish a Business License with the Dept of Revenue, to register our full Association name, as well as dba’s, such as Sunland Condo Owners- Div 7. Cost is \$90 for the license application and \$5 for each dba. This will prevent checks written incorrectly to an abbreviation of our Association from being rejected by banks. Carol S. made a **MOTION** to apply for a Business License for the Association with DBAs included as noted above. Brenda O. seconded motion with all in favor voting yes. Motion carries.
- Invoices for Annual Dues Assessment and Annual Roof Assessments were mailed today; Invoices for the Special Roof Assessment to comp roof Units will be mailed Friday or Saturday, as discussed in November, with specific instructions on payments.

Landscape Report:

- Update on recent projects including 121 D, 126 D & pruning. This has been completed.
- Update on “bumper sticker” size signs for compost bins. A template draft was handed out. The Board approved the sticker adding a few comments. The stickers will be produced by PenPrint and the cost will be \$1 to \$2 each. Scott will plan on ordering approx. 10 stickers after the Board reviews the last draft. The stickers are made with waterproof materials.
- Tracking of mole issue. Landscaper (Jason) hasn’t reported any recent activity but some of the homeowners have and want to try some alternative approaches. Scott will contact the Mole Catcher and see how productive it is and report back to the Board.
- Information about Jason Ambro. Jason’s injury seems to be improving and he plans on being back on Hilltop working this weekend and Monday.
- The maple tree between 161 & 163 will be trimmed aggressively by Ambro’s Landscape with Scott overseeing. This will be done before removal is considered.
- Scott asked for more info on the Service Request for gravel between units 142D and 148A. Joel noted that this request will be delayed until summer due to weather issues. The Request for service will be sent to Scott for his review – but this is to be a shared cost with Division 7 Association and by the 2 units being affected. Board will approve final proposal from Landscape Director outlining the portion Division 7 may be able to pay, when ready for project to begin. NOTE: Follow-up in March or April meeting with firm proposal from Landscape Director is in order.

Maintenance Report:

Update on recent projects.

- Checking on 161 leaking windows.
- 134A - Landscape project being led by Joel. Joel will send pictures to Scott B. to keep him informed.

Data and Records Committee:

- Ending the **database** subscription to Db Pros on January 15, 2023. SLOA may have a database available that is big enough for sharing with other HOA's. The Board will look into this and report back. The data file is owned by us and will be preserved as a comma separated form, hopefully easily transferable to other databases if needed.

Communications Committee/Newsletter:

Date of next issue – January 14th will be next delivery date.

- Communications suggestions:
 - Business cards for Board members. Carol will provide, at no cost to the HOA, business cards for the Board of Directors. These will be especially useful for Landscape and Maintenance Directors. Carol has plenty of business card stock to use – so there will not be an expense. If you have a preference as to which phone number you wish to have on the card, let her know. Should be finished next week. Board felt that would be helpful especially for some key positions who deal with contractors often.
 - Cards and payment instructions for owners. These would contain instructions to each resident on how to pay their invoices and due dates. Again, this would be at no cost.

Welcoming & Social Committee:

- Reminder about the Christmas party December 20th at the Gathering Place.

Governing Documents:

- Rules and Regulations updates – draft copies handed out for Board and Committee to review.

Reminder - the blue is what we have already 'blessed' – and the yellow are changes from the last meeting in late October, and from the November 17 Board meeting. Notes from our meeting with John Hammond are included on the last page for each of you. We will discuss at the January Board meeting. Any questions before then – feel free to reach out to Carol Stults.

Nominating Committee: No report

Insurance Committee: No report

New Business:

- Reluctantly accept the resignation of Brenda Owens, Secretary.

Old Business:

- Carol reported that the part time person we were contemplating on contracting with has let us know that she will be unable to do this now due to family issues.

Next Board Meeting:

January 19, 2023

4:30 - 6:00

Adjournment: 5:27pm