

Sunland Condo Owners' Association Division 7
Board of Directors Meeting
February 16, 2023, 4:30 PM, Gathering Place

Minutes

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

Call to Order:

- Rob Baer, President

President's Comments:

- Happy Valentines Day and much thanks for all the work Board members do for the Division 7 Association. You are all Valentines. Please have a heart shaped cookie and take home a primrose plant.

Secretary's Report:

- Approval of the January 19, 2023 minutes. Carol Stults made a motion to accept, and Joel Ogden seconded the motion. The motion was approved unanimously.

Treasurer and Finance/Audit Committee report:

Monthly financials

- **Sound Bank** – as of today
 - Checking and savings balance combined - \$144,275.
 - Savings account was closed and \$4,982 was transferred to the Emergency Maint/Landscape reserve account
 - **Emergency Maint/Landscape Reserve** after transfer from savings, balance is now \$33,580.77
 - **Total Comp Roof Reserve** balance is \$115,026 including:
 - Comp Roof Reserve MMKT balance \$22,026 – but there are deposits pending today that will increase that amount.
 - CD – Comp Roof Reserve (6 months) \$93,000.00
- **Kitsap Bank – as of Jan 1, 2023**
 - Total **Tile Roof Reserve** is - \$84,736 including
 - Tile Roof Reserve MMKT balance is \$10,736
 - CD Tile Roof (14mos) is \$73,000.00
 - Total **Road Reserve** is \$74,912 including \$3,500 added from checking in December).
 - MMKT balance is \$13,912

- CD Road Reserve balance is \$61,000

Total for all Reserves as of 1/31/2023 stand at **\$337,551**.

Jan 31st financials reflect:

- Aging – we have \$43,124.50 of prepaid dues. A deposit made yesterday shows payments received after 1/31 to several of the past due accounts listed in the aging. The aging for 1/31 shows dues outstanding at \$14,296, but the deposits made since 2/1/2023 bring the aging down to two accounts owing for a total of \$1,189 (see notation marked 'pd'). One unpaid account is a sold unit where the check will come from escrow. Remainder past due will only be \$100 for an owner that wrote the check for the wrong amount, and is sending a check for the shortage.
- Special Assessment aging - As of 1/31 we had received almost \$20,000 in Spec Comp Roof Assessment payments. Outstanding invoices still owing for Special Assessment includes \$4,569 for **tile roof** assessment due May 31st 2023, and \$32,377 due by June 30, 2023 for Spec Comp Roof Assessment. *NOTE: the regular annual roof reserve income will not be transferred for comp roofs and tile roofs until after February financials are reconciled and all payments are confirmed. Transfer for comp roofs as invoiced is \$12,990 and for tile roofs is \$2,450 with Board approval. March financials will reflect the completed transfers.*

Monetary Policy – As reported last month, the Finance Committee will be reviewing and updating the Monetary Policy in the bylaws and making recommendations for any updates. Because of my absence for a week due to Jerry's illness, the Finance Committee did not meet in February but are scheduled to resume meetings mid-March and will be prepared to suggest some changes to the Monetary Policy in regards to the number of bids required, and adding information on processes for financial reporting.

Audit 2022 – The auditors have received the financial materials requested and have started the audit. They agreed to strive for a completion date of April 15th to both file our tax return and have completed the audit.

Search for Admin Assistant- The preliminary job description discussed has been given to you but could be altered by a search committee. We placed a notice in the newsletter re our search for an Admin Assistant for approximately 6 hours per week. We have also posted that at our CPA firm – and will search for other avenues for possible candidates. I am not sure who we want to lead the review committee.

Landscape Report:

- Low hanging tree branches are being evaluated for possible trimming, pruning and clean-up continue.
- Kelly reported meeting with Katie about catching moles.
- Kelly applied stickers to the yard waste bins.
- Irrigation water leakage at 117C was detected and water was turned off to that section and remains turned off. Cost of repairs needed prior to turning on the water for this section were estimated last fall at \$300 to \$500 by Sanford. Kelly and Rob will investigate further and will share information with Scott who will contact Sanford, so that repairs can be done prior to irrigation turn on date.

- Rob shared a spreadsheet from Sunland Water on recorded water usage per meter for the last two years. Some of the water amounts seemed high. An effort will be made to use the information to see which areas are using the most water. Carol reminded the Board of Bill Zooks' irrigation proposed budget/proposal, which needs to be used to plan for any necessary work to improve the existing irrigation system. Scott discussed possible battery powered controls.
- Rob reported on talking with Sunland Water regarding water meter clearance and vegetation. Access to meters and PUD boxes must be maintained. Some owners need to be contacted, as there are both PUD and water meters that are totally covered with vegetation that is not in compliance. Landscape will work with Rob on this issue.

Maintenance Report:

Update on recent projects.

- Three window repairs on Unit 138 for \$2,744.40 which has been on hold for a number of years. Carol made a motion and seconded by Scott. Motion approved unanimously.
- Joel approved window repairs for Unit 108A (\$500), 126B (\$400), 119B partial reimbursement (\$751) this year and \$1,000 next year, 119C (\$1,387.20)
- Siding repair on west wall of 126B received two bids. One bid was \$4,800 and the other \$14,000. Joel asked for approval for up to \$6,000 for the project which included removal, new siding & painting on the west wall by the patio. Seconded by Kelly and motion unanimously approved.
- Joel asked for approval for the deck on Unit 161 at a cost of \$11,603, seconded by Carol and approved unanimously.
- Joel discussed options for 137C which included Trex on either wooden or steel frame and another option of cement. It is a low deck just above the soil which shortens the useful life of a wooden frame. The owner is interested in using Trex. Final decision on hold until cement bids are received.
- 137D has two decks (back & side) that need replaced. Estimate cost for cement is \$18,462. Joel motioned and seconded by David. Motion passed unanimously.
- Joel is looking at getting a bid for Unit 119C for a cement deck replacement.

Data and Records Committee:

- Carol & Rob continue to communicate with DB Pros about getting the data from the cloud to a portable hard drive.

Communications Committee/Newsletter:

Date of next issue – March 13th will be next delivery date.

- Our website host – Sue Forde – suggests that we lock down our Request for Service forms under the Owner Only section to avoid the fake emails we are getting. Motion was made and seconded to move the forms to the Owner Only section approved. Communication to the Owners prior to change will be made.

Welcoming & Social Committee:

- Nancy Baer proposed a women's tea party in May. The Board approved the event..

Governing Documents:

- Katie & Rob hand delivered the revised Rules & Regulations.
- An email also went out to those who are gone for the winter or on extended vacations – those packets are being held until we hear they have returned, but the documents were attached in the email to them. So, they have officially been served with the updated Rules and Regs.
- Bylaws: Carol requested approval of an update to the Bylaws. The only change is replacing the old Reroofing Schedule with the updated & approved Reroofing Schedule that we passed as a Board last month. Carol made a motion to accept the Bylaw changes as presented. Seconded by Joel. Motion approved unanimously.

Nominating Committee: No report

Insurance Committee: David will reach out to Diana Casper.

New Business:

- The Board is required to have a secretary. Our Bylaws allow the position to be combined with the Treasurer. Carol had offered to fill the position temporarily, but we will continue to use a scribe to take notes and record the meetings. Rob proposed a motion that was seconded by Scott. The motion was approved unanimously.
- The Board will continue to look for new secretary.

Old Business:

- No report.

Next Board Meeting:

March 16, 2023
4:30 - 6:00

Adjournment: 5:40 pm