

Sunland Condo Owners' Association Division 7
Board of Directors Meeting
April 20, 2023 - 4:30 PM, Gathering Place

Minutes

Certification of Quorum: In person attendance; Rob Baer, Katie Venator, Joel Ogden., Carol Stults, Kelly Foster. Scott Bower (via phone). Owners present included Toni Cline and Joe Halliday.

Call to Order:

- Rob Baer, President

President's Comments:

- Puns were shared for a laugh, including one from an owner in attendance.
- Board homework assignment – to review the WA State Community Assoc Institute website as discussed in March 2023 Board meeting.
 - Rob shared the article about Owner's responsibility vs HOA responsibility (which depends on CCRs) in the October 2022 journal. It was worth reading, particularly about the issues of shared walls and owners responsibilities.
 - Kelly shared thoughts from reviewing all the site and the resources. She thought it was a wealth of knowledge for our future use.
 - Carol shared the review of several of the newsletters – great articles, especially noted in the January 2023 newsletter were an article on attracting volunteers (one of biggest challenges on Hilltop), and another article re capital expenditures vs operational – both worth reading. Not only do we need to recruit Board members, but also committee members. She also noted that per the capital expenditure article, it was noted that individual owners may be able to use a portion of the capital expenditures (such as roof, painting, or deck replacement) against capital gains should they sell their unit. This had never been mentioned before but deserves some investigation for sellers on Hilltop – and they should consider consulting with their tax specialist to calculate.
 - Rob provided an article from Kiplinger's HOA's Financial Health which also references Reserve Studies. Carol also pointed out the need to assign someone to manage the Reserve Study this year. Last year was an onsite visit, this year is just review of documentation. Rob volunteered to be the lead contact.
 - Website is: <https://www.wsc.ai.org>. Select Journals/Past Journals to review newsletters.
- Resignation of Scott Bower was received, due to their relocation to Arizona.

Secretary's Report:

- Approval for the March 16, 2023 minutes: Carol Stults made a motion to accept the minutes as last presented to the Board, and Joel Ogden seconded the motion. The motion was approved unanimously.

Treasurer and Finance/Audit Committee report:

Monthly financials – balances as of 4/19/2023

- **Sound Bank** –Total of accounts at Sound Bank - \$292,680. Last month was \$350,000, but we have paid several large expenditures – insurance and a completed deck. This balance does not include some 2nd qtr dues income as that deposit was set to be made today.
 - Checking and savings balance combined - **\$123,426.67**
 - Emergency Maint/Landscape Reserve \$33,584
 - Total Comp Roof Reserve balance is \$135,669 increased due to special Assmt for Comp Roofs.
- **Kitsap Bank** – as of 4/19/2023
 - Total Tile Roof Reserve is - \$86,826 including
 - Tile Roof Reserve MMKT balance is \$13,190.33
 - CD Tile Roof (14mos) is \$73,635.68
 - Total Road Reserve is \$74,912 including
 - MMKT balance is \$13,917
 - CD Road Reserve balance is \$75,448

Total for all Reserves as of 4/19 stand at **\$331,532**

● **Feb 28 financials reflect:**

- Aging – no outstanding dues
- Special Assessment aging - as of 3/31
 - \$19,995 due by 6/30 for Special Comp Roof Assmt invoices (payments since 3/31 equal just over \$10,000.
 - \$4,569 for tile roof assessment due May 1, 2023 Letter and invoice sent.
- **Bank Balances** – We are monitoring the total bank balances at each bank still and have not yet opened the 2nd operating account at Kitsap Bank, moving funds from Sound Bank. Because of an employee vacation, the opening of the account was put on hold for 9 days – and since several large payments had come due, the Treasurer elected to wait until 2nd quarter dues were received and cash flow for May was more clear before opening the account. I will report to the Board once the Financials are in for April and we will see where we stand at Sound Bank as to the totals of all accounts under that bank. We can then open the account at that time. Total of accounts at Sound Bank - \$292,680 as of 4/19..

- **Audit 2022** – The auditors have now received all info requested to date. Further copies of selected transactions (such as specific selected checks/invoices) will be next step and we anticipate hearing from them this next week. We are still hopeful we will have the audit completed by end of April. I asked them on Monday to respond with their timelines, but have still not heard back. Will keep on them these next 2 weeks to finalize.
- **Search for Admin Assistant-** Lisa at SLOA is working on a possible solution and will get back to me next week. They are swamped converting the database and management software purchased. As of now, the only solution I found for paying McKenzie would be to run it through SLOA and have her total cost for x number of hours worked charged to us as an invoice.
- **Finance Committee Update** – **Need volunteers!** Met with one resident who is considering participating. We need to work hard to get more on the Finance Committee as we have several important financial decisions to make requiring input from a broader representation of the Owners who are not Board members. Key tasks are overseeing the financial documents, tracking cash flow and budgets, and determining appropriate Assessment levels.
- **Bank Account Signers -**
All accounts now show Rob Baer, Carol Stults, Kelly Foster and Joel Ogden as signers on the accounts. Thank you to Kelly and Joel for going to 2 banks to sign up (and Rob who had to sign again!).

Landscape Report:

- Kelly created a Landscape Request for Service and project form, to help track the status of different projects and requests. She illustrated the form and updated info on the screen and will be presenting it this way.
- Project at 148 side yard – will follow up with Owners on both sides of the project – Ogden's and Lavelly's, to get that project brought forward for Board approval. **04/26/2023 – New bid confirming prices was received. Kelly made a motion via email that the Board share the cost of adding rock to the side yard common area between 148A and 142D, with the Association paying for the river rock at a cost of \$35 per yard – using 2 yards. Carol Seconded the motion; vote was unanimous and the Motion passed.**
- Spoke with Ambros re reporting broken sprinklers. Discussion re holding Ambros to his duties per the contract was held. Specifically – repairing sprinkler heads and noticing/reporting issues. It was noted that while reporting and repairing broken sprinklers still remains in the contract, but Jason Ambro has never repaired sprinklers to the current Board's knowledge. Last year his contract was unofficially amended by trading off the expense of hauling the yard waste from the bins vs turning off and on the irrigation (which he hasn't been doing). So that was agreed to and the HOA accepted the responsibility of turning off and on the manual water control, and Jason is now emptying the yard waste bins for free. Jason has changed his working schedule somewhat for 2023. It was noted for process that he needs to keep

Landscape Director apprised of his current days in order to ensure watering does not affect his mowing. Kelly will follow up to confirm his days, but he is coming this week on Friday.

- Katie Venator has volunteered with Landscape and will be working with Kelly.
- Irrigation is another discussion – how much does Sanford do for us and when do we call them in for assistance. It was noted that it is good to have Sanford familiar with the system, so that they can be used, especially for continuity of knowledge, as long as we have budget for them. Using volunteers may not be sustainable long term for irrigation repairs, even small ones. Rob indicated Richard Streeter has volunteered to assist in turning on all the sprinklers this year, probably in early May. A walk around to review process could be done next Wednesday or Thursday with Richard. We need to identify where we need the assistance of Sanford vs doing the repairs ourselves. Documenting the steps to turning on and off the water is important and can be done during the walk through with Richard. Even pictures and notes are helpful. Scott will send what he has in notes and photos. Scott also volunteered to be on the phone for that walk around. Need to also decide how to address what coverage the popups and sprinklers have – very important per Kelly to adjust to ensure watering of shrubs but no encroachment on decks, outdoor furniture, patios, and barbecue grills. Need to document where the sprinklers are and what each sprinkler covers. We need an estimate from Sanford to be able to see what we can afford, what duties they can take over under the current budget, and how we can manage the irrigation moving forward. Scott noted that he is contractually obligated to ensure all the sprinklers reach the shrubs and trees as needed, and are in working order. Per the contract, Ambros is to make ‘routine repairs’ to the sprinkler system, charging the client for parts only – including ‘adjusting, cleaning and repairing broken sprinklers, and redirecting of sprinkler heads to ensure coverage. Additional repairs will be done as directed by the Landscape Director’. The contract can be amended if needed, since Jason is not doing repairs. Talking to Sanford might be the best step, as they specialize in irrigation repairs. Discussion with Jason Ambros will be done to resolve duties, and to confirm fertilizer timing once water is on. Noted - Jason is supposed to be fertilizing shrubs as well as grass. For landscape oversight, possibly having volunteers for 1 to 2 buildings would be helpful to observe what needs to be done for those areas and report that to the Landscape Director.
- Timers for irrigation – we need to go back to plan for replacement from manual to automated on the north side of the street. Joel mentioned some of the automatic timers were not working last year and need replacement. Scott said changing out the automated timers is only about \$200 per timer. Budget will be checked for available funds to start to replace ones that do not work. Regarding the conversion to automated for the manual systems, Scott recommended 9 volt option. Scott will send all the info to Kelly that he has in his possession. Recommended to ask Sanford about timers when he is out for bidding other services.
- Discussion of project for 149 Hilltop for removal and replacement south side shrubs: Kelly will contact the Owners to discuss final project guidelines and resolve issue of irrigation. Lack of sun was cited by Ambros as the reason for the poor condition of the shrubs. Bid received from Owner for their project. Irrigation for the plants was discussed and Kelly will work with the Owners to finalize project guidelines and bring to the Board for approval. Noted – Sprinklers may be there but have been turned so as not to hit their deck, but that robs the plants of water. For any new system, Sunland Water requires a syphon or backflow for irrigation of yard. Kelly will work with owners to ensure irrigation is acceptable set up for the Board. **5/1/2023 Since current sprinklers are now proven to be adequate to water the new landscape design and no replacement or addition of irrigation is required, a Motion was made by Kelly via email to approve the proposal from owners as presented, at their expense, to purchase and have planted the shrubs listed in the proposal with no change to the sprinklers needed or approved.**

The contractor is That Yard Guy (Adam Piceno) who is licensed and bonded. Motion seconded by Carol. The vote is unanimous – proposal approved 5/2/2023.

- Raccoons report – there are no businesses that are trapping and disposing of raccoons. When 119 C deck is completed in concrete that will be one less place for them to hang out. Toni Cline reported they are on the roof at 116 and was asked to send in a Request submission. Newsletter will report warning to not feed wildlife.
- Joel Ogden noted that there was water showing on the new lower deck at 161. Kelly will check out the source of the water. Service Request will be entered by the Secretary for documentation and tracking.

Maintenance Report: updated projects:

- Follow up to skylight seal needed at 119B – Steve Carr will be checking on that.
- 156B & C lower patios are going to have the moss prevention seal put on by Steve Carr to prevent moss growing so easily.
- 155 – Steve Carr will arrange to repair the upper deck railings.
- 108C – Steve Carr to paint the areas of fascia/trim that were missed after roofing.
- 155 – glass in unsealed windows are scheduled for 2024 and on the list.
- 138 – all glass was finally replaced where seals were broken.
- 119C – all glass replaced that where seals were broken.
- 137D – decks will be replaced with cement.
- 119C – deck will be replaced with cement.
- 126B – west wall next to the patio was completed – siding and trim replaced with Hardy Plank vertical siding. No rot was found. Repainted color currently on building – Sands of Time from Sherwin Williams. Scott noted there was one electrical outlet that is crooked and not sealed. The contractor will come back and correct. Wheeler Construction was the contractor.
- Bid from In The Clear – \$10,053.00 for moss removal and prevention, as well as gutter cleaning for all units. He will power wash the tile roofs only.
Motion made from Joel Ogden to approve this bid from In The Clear for 2023; seconded by Kelly Foster. Question – when was the last time all the units were done in one year? Answer – all units were done in 2021 – priority units only were done in 2022. Vote was unanimous. Motion Passed.
- Reroof is on for 116. Jim Byers of Nailed It Contractors/Roofing is the contractor. 4/27/2023 – final schedule and bid received. Motion by Carol Stults via email on Joel's behalf – To accept the bid of \$88,302.88 for reroofing of building 116 to be started this week if weather holds. The bid would be paid for with \$78,302.88 out of Comp Roof Reserve and \$10,000 out of operations for gutter and fascia work. Joel seconded the motion. The vote was unanimous – Motion passes.

Data and Records Committee: Rob reported Carol has been trying to touch base with the tech support. Carol put in a new ticket requesting a link to the actual file so that we can just download it to the computer of our choice. Rob has another option he will discuss with Carol.

Communications Committee/Newsletter:

Newsletter – next issue will be delivered May 15th.

Request for Service forms moved to Owners Only site – have had 3 homeowners contact me to get help with password. Will keep sending reminders.

Document storage – shared drive vs putting on a 'Board Only' section of the website. Will bring options to the Board for approval. Google Docs was discussed. Any other ideas are welcome.

Suggestion was made to store documents for now on a thumb drive or at least backup to thumb drive, so the docs used for that position can be transferred easily to new Board member.

SLOA REPORT – Katie Venator attended the SLOA Board meeting as our representative. She reported the following:

- Usual reports were submitted re pool opening, dues payments etc.
- Two interesting things to report:
 - Survey from SLOA to residents of Sunland – Annie Phillips is in charge of the survey to get a sense of what residents have. 300 people have responded and have had volunteers going door-to-door on weekends to canvas those who have not responded. They would like at least 200 more. Carol volunteered to get the word out to Hilltop residents.
 - 2 Clallam County PUD personnel came speaking about a project starting in June or July replacing underground cable. This cable has been deteriorating all over the country – not just the county, and replacing will reduce the number of power outages. This summer’s launch is the pilot project. Rather than digging trenches, they are going to be using an underground router. Area for the pilot project is focused on the north end of San Juan Drive from just south of Clallam Bay Street to lower Hurricane Ridge Street. Next summer 2024, they will start on all of Sunland. They will have to have access to the transformers and PUD equipment, and will remove plant material and fences that are in the way of their equipment against PUD rules. PUD rules say no structure or landscape components, or any structure can be installed within 10 feet from the front or 3 feet from the sides of the PUD transformers or equipment. Division 7 will need to look at areas that are in violation and make corrections, rather than having PUD doing the work to correct, as they not be worrying about aesthetics. It was noted that most of the landscaping or structures around transformers in Division 7 will not meet that criteria. Some fences are removable if installed in recent years. John Hammond, President of SLOA, asked if the fiber optics lines could go in using the same hole, but PUD line must be at least 12 inches away from any other utilities. John was most concerned about hooking the fiber optics up to the SLOA office building.
 - Question was raised re the rusty trash bin positioned out by the parking area of the pool, against SLOA’s own rules. Last year we were promised that SLOA would look into that and try to find a solution. A letter from the Division Board was suggested asking that once the pool is open a different trash receptacle be used that can be rolled out on trash day as we all must do in order to comply with SLOA rules (perhaps after any work is done that requires such a large container out by the street). Suggestion was it need to be framed in if needed all summer. It needs to be a polite letter per discussion. MOTION made by Carol Stults that we write a polite letter to SLOA asking them to find an alternative to the dumpster by the street, per their own rule. Second by Joel, votes were unanimous yes – motion passes. Suggestion was made to follow up other options that will work, possibly sharing with Sunland Golf Club. Carol offered to draft a letter from Rob – will send to Board members to review and approve.

Welcoming & Social Committee:

- Women’s Spring Tea – on May 25th at 3pm - Nancy Baer has had 12 people sign up and attend – maximum of 24-25. We need to have people talk it up and respond to Nancy.
- Welcomed Joe Halliday and Marye Hefty, residents at 155 – there remain a couple more new residents still to be greeted.

Governing Documents: No Report

Nominating Committee: We are reluctantly accepting Scott Bower’s resignation effective this week, due to his and Mary Anne’s relocation to Arizona. We now have two Board openings, and the Nominating Committee will be working on filling these positions. **Scott nominated Kelly as Landscape Director, Carol seconded. All voted yes, Motion passed.**

Insurance Committee: Renewal completed. Deck sheet will be sent out.

New Business: Toni Cline suggested we have a homeowner directory under the password protected part of the website. SLOA online directory was suggested, but was noted that is over 900 names to look through, so would like one just for Division 7. It was noted that the current Owner list was promised to be confidential so the Board would need to amend the Contact forms that state that policy. A request might need to go out to all Owners to confirm their permission to post their name and address on password protected site. The Board will discuss this further.

Old Business: No report.

Next Board Meeting: May 18, 2023 - 4:30 - 6:00pm

Adjournment: 6:45pm.

Minutes submitted by: _____

Carol Stults, Secretary/Treasurer