

**Sunland Condo Owners' Association Division 7**  
**Board of Directors Meeting**  
**May 18, 2023 - 4:30 PM, Gathering Place**

**Minutes**

**Certification of Quorum:** In person attendance; Rob Baer, Katie Venator, Joel Ogden., Carol Stults, Kelly Foster. Owner present – Nancy Baer.

**Call to Order:**

- Rob Baer, President; quorum established.

**President's Comments:**

- President thanked those in attendance for working so hard the last few weeks, expressing his deep appreciation for all the support of our volunteers, including committee members. President noted the efforts of Bob LeMaster knocking on his door early morning because a leak in the irrigation system behind his unit.

**Secretary's Report:**

- Approval for the April 20, 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 5/17/2023**

- **Sound Bank** –Total of accounts at Sound Bank - \$292,680. Check written for \$32,000 keeps us close to the \$250,000 balance.
  - Checking balance \$139,232
  - Emergency Maint/Landscape Reserve \$33,593
  - Total Comp Roof Reserve balances include:
    - CD maturing 5/23/2023 - \$94,257; proceeds will be deposited into the MMKT account for Comp Roofs, just in time to finish paying for the 116 roof.
    - MMKT Comp Roof – \$12,221 – (transfer on 5/17 of \$32,000 to repay checking for first 116 roof project)
    - Total Comp Roof Reserve balances then are \$106,458.
    - Still owing on Special assessment receivables - due 6/30/2023 is \$21,970.
- **Kitsap Bank** –\_as of 5/17/2023
  - Total Tile Roof Reserve is - \$86,829 including
    - Tile Roof Reserve MMKT balance is \$13,193
    - CD Tile Roof (14mos) is \$73,636 (matures 1/25/2024 – rate is 3.44%)
  - Total Road Reserve is \$75,451including

- MMKT balance is \$13,920
- CD Road Reserve - \$61,531 (matures 1/25/2024 – rate is 3.44%)

Total for all Reserves as of 5/17/2023 \$302,331, with total receivables outstanding of \$26,539. Uncleared \$32,000 second check was written on 5/17 for roof 116 project, bringing the total reserve balances down to \$243,792 plus the \$26,539 receivables after that check clears – remainder of bid will be discussed by Joel in his report.

**Apr 30 financials reflect:**

- Aging – 10 past due 2<sup>nd</sup> qtr dues – all but 2 have responded to reminders and paid by May 15th. Interest will be charged to these 2 past due accounts after 5/31/2023- owners will be notified by letter.
- Aging - Special Assessment - As of 4/30/2023
  - \$21,970 due by 6/30/23 for Special Comp Roof Assmt invoices
  - One \$4,569 for tile roof assessment due May 1, 2023 – letter sent to Owner in early April; email sent 5/10/2023 and advising that interest will be charged beginning 5/31/2023 at 1% per month. No response. The Board can discuss in executive session the next steps.
- **Audit 2022** – The auditors have now received all info requested to date. I have emailed twice since May 10<sup>th</sup> with no response yet. Have asked them to complete the audit by June 15<sup>th</sup>.
- **Finance Committee** Update - 4 new Finance Committee members responded to my email requesting volunteers and explaining duties. Volunteers now include Sandy and Matt Huish, Ed Busch, and eventually Elizabeth Rosenberg will consider joining. Rob Baer is also a member of the Finance Committee as well. Thank you to all who responded – and so great to see new residents jumping into the pool! Working on a time for meetings convenient to all (possibly monthly on a Wednesday 5:30pm).
- **Budget planning – 2024** - Maintenance, Landscape, and any other committee who requires funding in 2024 need to submit their evaluations and project list with estimates by mid-July, if we have the Annual Meeting in September.. The Annual Meeting is now scheduled for September 28<sup>th</sup>. Last year we did not approve the budget until a November special owner meeting , in order to ensure the budget was based on more accurate actual costs, due to constantly rising prices. We will need to consider that again this year possibly. The Annual Meeting can be set for October or November this year– the governing documents allow the Board the discretion to set the appropriate date/time. The Board discussed what would be the best timing for the owners and the Board to ensure accuracy of the budget for operations and reserve and owner participation. Rob Baer will contact the Board to set up a working meeting with the Board. The Board agreed to consider October or November Annual Meeting for 2023, to be determined after working meeting.

## Landscape Report:

- Emails have been sent out to those involved in irrigation system support – still working on a list of items that have to be repaired before full service. Kelly is recommending that we work with a professional who is available to us on a regular basis for repairs, especially for the timer repairs or replacements needed.
- Most of the sprinklers on south side that are on timers are not working correctly and won't be until timers are reset, repaired, or replace. Rob said he thinks volunteers can look at them and get some working correctly.. Carol volunteered to send out an all-owner communication – Kelly will provide info.
- Sanford has repaired two of the areas requiring repairs, and a group effort took care of other ones pending on the list. There are still remaining the ones on the list – including all Request for Service orders. Coverage is an issue – either with sprinklers running to far out and wasting water or running too long. Automatic timer box repairs or replacement is a priority in order to have the system working correctly. In Kelly's absence, Rob will contact the other contractor who is available and recommended by Sunland Water to see if he can work on the vital issues on the list.
- Follow up with 119 C sprinkler system repairs done last fall – Kelly will walk owners through the repairs done,
- Katie will follow up with Steve Lavelly re the north side volunteers to make sure the systems are all covered there.
- Landscape Tracking Document was reviewed. The board confirmed that it is not too much information.
- Sunland Water - Work being done on some water meters: Rob discussed Sunland Water looking at water meter locations and whether the water company is accounting for all the water use through the meters. It is suspected there are a few places where the meters were put in the wrong place and miss water usage. A few years ago when meters were installed, some like 125D unit were installed right up against the foundation of the house, but the irrigation valves etc are between the house and the street, and possibly not flowing through the meter.. The state looks at water usage and compares what is used vs what is billed. Sunland Water personnel need help from us to turn on the irrigation system in places as he plans to change out the specific meters that need to be moved. Moving the meter may result in some outages, possibly for a few hours for the residents. There will no cost to Division 7 for this work, as the meters were put in by the Sunland Water Company. We will receive notification and will communicate that to specific affected owners.
- Katie removed a very small volunteer maple near 142B too close to structures. The root ball needs to be removed but irrigation lines may be affected. Katie will ask for volunteer help from neighbor to remove the roots.
- Carpenter Ants – Joel will coordinate getting 116D sprayed before closing up siding. Rob is working with 156 building residents to have the perimeter of the building sprayed. Spraying quarterly around the perimeter is meant to keep carpenter ants from seeking any wet wood inside the house and is effective. Spraying for ants is the responsibility of the Owner.

- Remaining projects pending and being worked on were reviewed, including rock project between 142 and 148, 149 owner project, mole damage repair at 161, ivy issues at 155, landscape plans at 163.
- Discussed contract with Ambros and how we manage what is not being done – Kelly is going to set up a time to discuss that issue with him.

#### **Maintenance Report: updated projects:**

- Review of 116 roof project. Wood damage from a leak was found on the north side between the 116C and D unit. No interior damage. The leaks were caused by the embedded gutters so will be repaired by Division 7. This will add \$3,000 to \$4,000 to the construction costs, using the roofers. Secondly, the exposed beams throughout the building will be trimmed back to even with the eave to avoid the tops of the beams rotting in the future and to remove the parts that are rotted from rain hitting the beam. 116 also needs to be painted fully at some point – but there is no budget this year for that. Will get bids and discuss when we know costs.
- Road seal will be done this summer and Joel will confirm dates– already approved by Board.
- Decks – 137D and 119C decks will be started in early June. These will be converted to cement decks.
- Garage Door needs to be replaced at 138 as it is rotted – split vertically, as well cracked and unrepairable on the bottom half. A bid for replacement of equal quality as is current door is \$2,416.35. The bid for approximately \$350 more for **insulated** door of same quality. Joel recommends that we ask the owner if they want insulated and if so, ask them to cover that, as their current door was never insulated. The Treasurer confirmed that Division 7 is responsible for garage door replacement as is it has been considered an exterior wall in the past, and confirmed one garage door that was replaced and paid for by Division in the files. NOTE Division 7 does not replace or repair garage door openers. **Motion was made by Rob to replace garage door at 138 Hilltop for \$2,416.35, Carol seconded, MOTION passed unanimously.** NOTE: 5/25/23 - subsequent conversation with Owner confirms owner will pay the extra to have insulated door, and will send a check to Treasurer.
- Siding on 108 A, C and D west walls as well as 126A – bottom of siding on these west walls are rotted and need to be replaced approximately 2 feet above the bottom, and have 7” trim added. Bids will be requested by Joel. The vertical siding causes this as the water wicks done the cracks between the boards.

#### **Data and Records Committee:**

Rob is proposing that we just simply print a hard copy from the database of any entries in the database that have significant historical value to the individual units or buildings for filing as a hard copy in the unit folders in the Treasurer’s files. Once done, we can cancel the online service.

#### **Communications Committee/Newsletter:**

Newsletter – next issue will be delivered by June 19<sup>th</sup>, if we change the meeting to June 22<sup>nd</sup>. Rob Baer confirmed the Board meeting has been changed to **June 22<sup>nd</sup> from 1pm to 3pm.**

Will send reminder re Women’s Tea on May 25<sup>th</sup> and also 4<sup>th</sup> of July event. Nancy to advise on event info for inclusion in June newsletter..

**SLOA REPORT** – Katie did not attend the SLOA meeting.

**Welcoming & Social Committee:**

- Women's Spring Tea – on May 25<sup>th</sup> at 3pm – we still have a few spots left.
- Will send info on the 4<sup>th</sup> of July for HOLD the DATE in June Newsletter.

**Governing Documents:** No Report

**Nominating Committee:** No Report at this time. Great information about the new volunteers on the Finance Committee

**Insurance Committee:** Update regarding our insurance agent coming to present to owners. Coordinating with Division 17 so that Diane can do both divisions.

**New Business: NONE**

**Old Business:** No report.

**Next Board Meeting:** **June 22, 2023 – 1pm to 3pm**  
**Note this is change from the original date and time.**

**Adjournment:** **Motion to adjourn was approved at 6:45pm.**

**Minutes submitted by:** \_\_\_\_\_

**Carol Stults, Secretary/Treasurer**