

# Sunland Division 7 Condo Association

Newsletter - October 2023

## NEXT BOARD MEETING

**Tomorrow - Thursday, October 19, 2023, starting at 4:30 pm**

The regular Board meeting will be held at the Gathering Place (135 Fairway Drive) on Thursday, October 19, 2023 at 4:30 pm. All Owners are invited to attend. See the Division 7 website for the full agenda.

If you have issues or questions for the Board that you would like addressed at the meeting, please submit by Wednesday, October 18th to the Board President, Rob Baer, at [presidentdivision7hoa@gmail.com](mailto:presidentdivision7hoa@gmail.com).

Division 7 Website - [www.sunland-div7.com](http://www.sunland-div7.com) (Owner password 22Hilltop20)

## REQUEST FOR SERVICE forms –

Go to – [www.sunland-div7.com/owners-only/](http://www.sunland-div7.com/owners-only/)  
Enter password **22Hilltop20**

Click on 'Request for Service' box. The forms are on the top of the page that comes up - noting "click to open". Click on the link, fill out and submit! You will now get a line telling you it was sent or highlighting missing required info!

Questions or Issues? Call Carol Stults, 425.802-0301.

## HOLD THE DATES - OWNER MEETINGS SCHEDULED

### Owner Informational Meeting

**Thursday, November 9  
3:30pm – Gathering Place**

### Annual Meeting

**Thursday, November 16  
4:30pm – Gathering Place**

The Board will hold an Owner Informational Meeting on Thursday, November 9<sup>th</sup> at 3:30pm at the Gathering Place. This will provide an opportunity for Owners to ask questions before voting for the issues on the Annual Meeting agenda.

The Annual Meeting of Owners for Division 7 will be held on Thursday, November 16, 2023 at 4:30pm. The Election of Board members will be held at the Annual Meeting and the vote to approve the proposed 2024 Operating and Reserve Budgets will be counted. Packets of information, including ballots and proposed budgets will be delivered or mailed to owners to be received by November 1<sup>st</sup>.

Owners are welcome to turn in their ballot by mail, by bringing to the Owner Informational meeting OR at the Annual Meeting, or by dropping off at the Ballot boxes located at 108 A and 142C Hilltop Drive patios. Packets will contain all instructions and voting deadline, and will include Frequently Asked Questions. We urge everyone to turn in your ballots so that we achieve a quorum voting!

## Landscape Update from Kelly Foster, Landscape Director

Email: [foster55551@gmail.com](mailto:foster55551@gmail.com)

Phone: 360-280-6764

- **Irrigation Update** – The irrigation system will be shut down over the next week. Anyone who is a volunteer for the manual sprinklers should stop turning on the system. A big thank you to everyone who worked hard this season by keeping the manual irrigation system running smoothly.
- **Tree Removal and Pruning** – Arbor's Edge was on Hilltop on October 9th and 10th. They removed a tree between 119C and 121A. They also completed some major pruning. There will be more pruning and tree removal in January. If anyone sees something that needs attention, please send in a Request for Service.
- **Landscaping** – Jason Ambro's will now be moving to every other week mowing. He continues to provide clean up, pruning, and completes service requests as they come in.

If you have any questions and/or concerns, please email Kelly Foster, Division 7 Landscape Director at [foster55551@gmail.com](mailto:foster55551@gmail.com) .

## Maintenance Update from Joel Ogden, Director

Email: [joelogdenc5@aol.com](mailto:joelogdenc5@aol.com); Phone: 805-217-0689

- **Project at 137D** – The project at 137D is drawing to a close and the repairs needed on the west wall due to water leaks under the siding are now almost done. While it is always disappointing to find undetected water damage when we work on siding or decks, it is ALWAYS good to get the issues resolved to prevent further damage. This project also points out the need to maintain an Emergency Reserve fund so that we can repair the unbudgeted, unexpected maintenance issues that arise **in a timely manner**. The concrete patio area at 137D is now considered maintenance free – no deck wood to stain, repair or replace!
- **Speed Bumps** – An owner suggested we add additional speed bumps to Hilltop Drive to slow everyone down. We have spent time reviewing the options for additional speed bumps and will be presenting options to the Board. We may also conduct a survey to get input from Owners. Our thanks to the Owner for putting forth the suggestion - Stay tuned for more info!
- **Maintenance Budget for 2024** – We are diligently working on securing new contractors, having interviewed 3 new individuals in the past 2 weeks. This includes painters and handyman/construction contractors to add to our database. Bids on work to be done in 2024 is being evaluated and maintenance projects should be good to go once the spring weather permits next year.
- **Thank you for using the Request for Service online forms!** Owners are using this method to report issues, and it has become a critical part of maintenance planning and documentation. We appreciate your efforts to report anything you see that needs attention!

Warm welcome to Hilltop – We extend warm greetings to Jill Olkoski, the new owner at 137A. Jill is joined by her dog – a whippet – and is looking forward to being in Sequim. She is moving here from Edmonds, Washington – Happy to have you here, Jill!

## Summary – Board Meeting Summary

September 28, 2023

Here is a summary of the Board Meeting held on September 28, 2023. The final Board minutes will be approved at the October 19<sup>th</sup> Board meeting, and will be posted on the website after approval.

### Monthly financials – balances as of 9/26/2023

- **Sound Bank** – Total of accounts at Sound Bank - \$174,082
  - Checking balance \$63,833
  - Emergency Maint/Landscape Reserve \$27,610
  - Total Comp Roof Reserve balances TOTAL \$82,639 includes MMKT – \$32,639 and CD which expires 5/27/2024 – 11 months - \$50,000 (earns 5.15%)
  - Additional Comp Roof CD – approved to purchase for up to \$22,000 – holding for now until 137D project is completed and our cash position is clear. Sound Bank reports the 5% CD will probably continue for at least 2 months.
  
- **Kitsap Bank** – Total of account on deposit is \$170,274
  - Total Road Reserve is - \$76,523 including MMKT balance is \$3,933 and CD Road Reserve #1 - \$62,590 (matures 1/25/2024 – rate is 3.44%) and Road Reserve #2 - \$10,000 (matures 10/25/2024 – rate is 4.5%)
  - Total Tile Reserve is \$93,750.88 including MMKT balance is \$5,777 and CD # 1 Tile Roof is \$74,903 (matures 1/25/2024 – rate is 3.44%) and CD #2 Tile Roof is \$12,000 (matures 10/25/2024 – rate is 4.5%)

Total for all Reserves as of 9/25/2023 is \$280,523 and income for the remainder of the year includes interest earned plus \$3,500 road reserve allocation to be transferred in December.

**Cash flow estimate through 10/31/2023** – reviewed expenses to be paid through end of October. Cash balance at end of 10/31/2023 is estimated to be \$65,714. NOTE: Last year (2022) we were projecting only \$42,015 in checking account.

**Aging** – Only one unit is past due any amount (only \$3.00 due to check error).

**Interest Earned** – 2023 and 2024 estimate. Discussion regarding charging the Reserves for the income taxes on interest earned on Reserve CDs vs paying out of operating. Final decision on hold until November.

**Finance Committee** – recommendations for 2024 operating and reserve budgets was discussed – working meeting set for October 10<sup>th</sup> at 10am at the upstairs conference room at SLOA office.

**Landscape and Maintenance reports were given.**

**Insurance Report** – our insurance agent is working with Rob and Carol on possible changes to our policy to save some money. Projected is a 20-30% increase in premiums, and all insurance coverage will be reviewed including raising the deductible. More to follow in October meeting.

## Emergency Preparedness Events

There are two events coming up to help all of us be prepared for an emergency. Please note the dates/times for these important events and consider participating!

**Great Shakeout Drill – this Thursday October 19<sup>th</sup> at 10:19am.** This year's International ShakeOut Day is this Thursday, October 19, when millions of people worldwide will participate in earthquake drills at work, school, or home! At 10:19 a.m. (local time) on 10/19, you can join millions of people across the world **in your own home** - practicing earthquake safety. While earthquake hazards vary from region to region, most of Washington is prone to earthquakes. You could be anywhere when an earthquake strikes: at home, at work, at school or even on vacation. The ShakeOut is a chance to practice how to protect ourselves. You can individually have a “**Drop, Cover, and Hold on**” drill at 10:19am – practicing your plan for immediate action during the actual earthquake. After the drill, you may want to practice other aspects of your emergency plan – go through your own family or neighborhood disaster plan, organize/refresh your emergency supply kits, and identify/correct any issues in your home that are a barrier to your survival.

See this website for registration/info. <https://www.shakeout.org/washington/howtoparticipate>  
Also attached to this newsletter email is a flyer with registration and participation information.

If you want to read about the Cascadia subduction zone, here is a great article published in 2015 by the New Yorker Magazine - <https://www.newyorker.com/magazine/2015/07/20/the-really-big-one>.

**Public Safety and Information Fair – Saturday Nov 4<sup>th</sup> – 9am to 5pm** – Guy Cole Convention Center/Carrie Blake Park. This Fair is a great opportunity to help you more easily prepare your own plan - attend the free Public Safety & Information Fair sponsored by Clallam County Fire District 3 and CERT. The Fair will be held at the Guy Cole Convention Center – 202 N. Blake Ave, in Carrie Blake Park. Here you can discover how to prepare your family for any emergency. **Attached to this newsletter email is more information!**

## HOLD THE DATE

### ANNUAL HOLIDAY PARTY

**Thursday, Dec 21<sup>st</sup> - 5:00pm  
at the Gathering Place!**

**Details will be sent out from the Social Committee in the November newsletter - mark your calendars NOW so you won't miss this fun Division 7 event!**

**Food, fun and famous gift baskets!**

**Want to volunteer? – gift basket wrapping, set up, cleanup – come have fun helping to put on this holiday party!**

**Contact Nancy Baer, Chair, at 360.477.4513.**