

Sunland Condo Owners' Association Division 7
Annual Meeting of Owners
November - 4:30 PM, Gathering Place

Minutes

Call to Order and Welcome - Rob Baer, President:

- Introductions of the Board members was conducted including Krystal Brown, the newly appointed Board member, welcomed for the first time in person. Each Board member was recognized for their contributions in 2023 – a great team who work together well.
- **Certification of Quorum:** The total number of Owners voting in person and by proxies received is 46 verified by the Board Secretary, meeting the 50% criteria for a total voting quorum. Board members in attendance includes Rob Baer, Katie Venator, Joel Ogden, Carol Stults, Kelly Foster, and Krystal Brown. There were 8 Owners in the audience attending.

Secretary's Report:

- Approval for the Oct 19, 2023 minutes: Carol Stults, Secretary, made a **MOTION to accept the minutes as last presented to the Board for the October 19, 2023 Board meeting.** Joel Ogden seconded the motion. The motion was approved unanimously.
- Approval for Minutes of the Annual Meeting held September 29, 2022: Carol Stults, Secretary, made a **MOTION to accept the minutes as last presented to the Board for the Annual Owner Meeting from September 29, 2022.** Katie Venator seconded the motion. The motion was approved unanimously.

Year End Reports for 2023 (full report attached herein to these minutes)

The Owners present were given a copy of the 2023 Year In Review report, compiled by the Board members. This report will also be emailed out to all Owners tomorrow. President Rob Baer asked each Board member to highlight just one or two items from their portion of the report.

- **Landscape – Kelly Foster:** The highlight for me was working with the contractors – particularly Jason (landscape contractor) and Brett (irrigation system specialist) – as well as working with Katie Venator who joined to assist with Landscape tasks, including pointing out how Katie and her skills complimented each other to create efficient teamwork.
- **Treasurer – Carol Stults:** the last page of the Year End Report includes the normal monthly Treasurer's report, included in print in order to save time for Owner comments. This will be sent out with the Year End Report to all Owners tomorrow.
 - On the Financial Report for 2023, the two things that are outstanding – the Owner's response to the Special Roof Assessment in 2023 was nothing short of amazing. Not only did 44 people vote yes for that Special Roof Assessment but everyone paid the assessment in full in a timely manner. The second accomplishment that has proven to be significant was the purchase of CDs staggered, earning up to 5.3% interest. That interest income, which will exceed \$5,500 this year, will assist us in increasing our Reserve Accounts.

- **Insurance – Carol Stults/Rob Baer:** The highlight of 2023 was definitely the presentation by Dianna Kaspar (our CAU insurance agent), which educated all of us further on insurance coverage for HOAs vs Owner insurance. More to follow as Rob Baer works through the insurance renewal.
- **Governing Documents Committee – Carol Stults:** The members of this committee were dedicated and did an outstanding job, revising both the Bylaws and Rules/Regs to better clarify all Board and Owner responsibilities.
- **Data and Records Committee – Rob Baer:** Online Database was canceled and the full database backup file was received from the vendor.
- **Communications – Carol Stults:** Communication has proved to be popular with Owners, and all the positive feedback was appreciated. The Board has made the communication of information out to the Owners a top priority.
- **Social Committee – Nancy Baer:** Nancy reviewed the plans for the Annual Holiday Party – on December 21st at 5pm- 8pm. Owners will be asked to bring an appetizer or desserts and prizes will be given. One new event – the Ladies Tea – was well received. Nancy also repeated her thanks to the volunteers who assist with set-up and take-down. That was much appreciated.
- **Maintenance – Joel Ogden:** Major accomplishment was the reroofing of 116 building including removal of the embedded gutter system. 126 building will be done in 2025 and the reroofing schedule has been changed to reflect that. 3 decks were converted from wood to concrete patios. In one building we found significant water damage on the west wall, and repaired that. We are also meeting with new contractors to get bids on 2024 work – and will continue to focus on getting the bids ready for work to begin as soon as the weather is warm enough in the spring.

Owner Comments/Questions:

- **Question was asked about pressure washing the places on the cement walkways – are those still being done?** *Joel confirmed that Steve Carr is still doing power washing and Owners can put in a Request at any time.*
- **Question about snow and ice removal: Ice and snow that forms around or getting to mailboxes is very dangerous especially on the end of the driveways. Is there any plan to deice or help with that?** *That had not been reported or asked specifically about that. Ambro's is tasked with snow removal and will come when notified, but that doesn't come with individual driveway or walkways – those have always been the responsibility of the Owners. Some volunteers may assist neighbors. Kelly noted that there is a new line item in the budget for snow removal to better track the cost. At times county crew sometimes plow early and create a layer of ice under the falling snow, so timing is just one part of the snow removal issues. Suggestion was to ask some of our contractors if Owners can call them for snow removal on driveways and sidewalks. Suggestion was also made to post notice in the Newsletter re Owners having snow shovels and bags of appropriate ice-melt product ready as winter weather sets in.*

Call for Votes: President Rob Baer called for all Owner ballots to be turned in now. **Rob and Carol reported the vote count was 44 yes votes for the budget and 2 no votes. The budget was successfully passed for 2024. All 3 candidates - Derek Brown, Carol Stults and Joel Ogden - were elected to the Board of Directors.**

Discussion regarding Insurance Coverage: Question was asked whether they attended the insurance presentation by Dianna Kaspar. The summary report and the recording of the presentation is available from Carol and was sent out to all the Owners after the presentation and Owners were urged to take that information to their own agents to ensure their coverage.

When Division 7 Insurance policy is being renewed, some changes may be made in deductibles and coverage. The increased cost of the HOA's insurance is going to be approximately 20-30% higher in 2024. Question was asked when we would know the actual numbers. Dianna is working with the Insurance Committee to define the parameters and get early numbers. Water damage coverage in particular is an area where we can change the deductible for just that component and put those dollars to other coverage to offset any increased costs.

One Owner reviewed his own homeowner coverage with Dianna and she pointed out areas that was recommended to be changed. This Owner worked then with his agent to change his coverage in certain areas with a minimal cost increase.

Volunteers are needed for the Insurance Committee.

Contact information for the CAU insurance agent (Dianna Kaspar) is on the informational deck sheet on the Division 7 website.

Old Business: None.

New Business: One Owner thanked Joel for his work for 4 years as Maintenance Director, and suggested the Board consider expanding the duties to include more individuals responsible for part of the Maintenance oversight. Rob indicated that was on the Board's agenda to discuss in a working meeting soon.

Another Owner thanked the Board for all their work in 2023.

The Board will meet briefly to elect officers of the Board.

Next Board Meeting: January 18 at 3pm at the Gathering Place.

Adjournment: Motion to adjourn was made by Rob Baer and seconded and adjournment was approved.

Three motions were made via email to the Board of Directors, due to the cancellation of the December Board meeting. Motions included time-sensitive financial transactions as follows:

11/20/2023:

Motion was made by Kelly Foster: The bid from Ambro's Landscaping for 2024 Landscape Contract is within our approved budget and is selected out of the 2 bids received. **MOTION made by Kelly that we accept the bid from Ambro's Landscaping for 2024 in the amount of \$4,675.00 per month plus tax. Katie Venator seconded and the motion passed unanimously.**

12/08/2023

- The bid from Lakeside Industries (full bid attached to email) for repairs on several portions of the road has been received. The bid is \$15,950 and will cover complete repair/replacement of several areas where there a significant number of cracks in one place or large tree roots causing issues. **MOTION made by Carol Stults that we accept the bid for \$15,950 for road repair to be paid out of Road Reserve funds. Work to be done will begin after April 1 2024. Motion was seconded by Rob Baer, and passed unanimously.**
- The transfer of \$3,500 as budgeted for 2023 from operations Annual Dues Assessment Income) needs to be completed and moved from checking account to the Road Reserve Money Market account. **MOTION made by Carol Stults was to approve the transfer of \$3,500 from checking to Road Reserve MMKT account as budgeted in 2023. Motion was seconded by Rob Baer, and passed unanimously.**

Election of officers by the Board:

The Board met briefly in Executive Session after the Annual Meeting to conduct the election of officers.

Officers elected include the following (effective immediately):

- Rob Baer, President
- Derek Brown, Vice President
- Carol Stults, Secretary/Treasurer
- Kelly Foster will serve as Landscape Director
- Joel Ogden will serve temporarily as Maintenance Director until the Maintenance Committee is finalized.
- Krystal Brown will join the Governing Documents Committee
- Derek Brown will join the Insurance Committee

NOTE: Terms of individual Board members were assigned and are attached herein to these minutes.

Minutes submitted by: _____

Carol Stults, Secretary/Treasurer

Date: _____