

Sunland Division 7 Condo Association

Newsletter – February 2024

NEXT BOARD MEETING

Thursday, February 15, 2024, starting at 3:00PM

The regular Board meeting will be held at the Gathering Place (135 Fairway Drive) on Thursday, February 15, 2024 at a new time – 3:00pm

All Owners are invited to attend. See the Division 7 website for the full agenda, which will be posted by the day before the Board meeting is held.

If you have issues or questions for the Board that you would like addressed at the meeting, please submit by Wednesday, February 14th to the Board President:

Rob Baer, at presidentdivision7hoa@gmail.com.

Division 7 Website - www.sunland-div7.com
(Owner password 22Hilltop20)

ATTENTION ALL READERS

The BYOB Readers Club meets at the Gathering Place, 135 Fairway Drive, in Sequim, WA 98382.

Mark your calendars - the schedule for 2024 has been set as follows:

- April 11
- June 13
- August 8
- October 10
- December 12.

All meetings start at 6:30pm.

If you have questions, contact Joel McGehee or text 425-501-8890 (text is best) or email metronjm@gmail.com, putting BYOB in the subject line.

2 VOLUNTEERS Needed!

We have 2 openings on the Finance Committee and we need to fill them now.

The time commitment is for 1 meeting per month for only 1-2 hours – and if you are out of town you can miss a meeting. A committee that reviews the monthly financials, weighs in on financial decisions to recommend to the Board, and assists in oversight of the expenditures is vital and it is imperative that more Owners who are NOT Board members are involved in these decisions.

AND we always have cookies at our meetings. Just sayin'!

Please consider contributing 1-2 hours a month as a participant in this Committee!
Contact Carol Stults, Treasurer at 425-802-0301 for more information.

Landscape Update from Kelly Foster, Landscape Director

Email: foster55551@gmail.com

Phone: 360-280-6764

- **Ambro's Landscaping** - Jason continues to work on cleaning up winter debris. He plans to start mowing soon and is currently working on service requests that have been submitted.
- **We Love Trees** - Thank you for your patience during the recent removal of trees and pruning. They will return in April to complete the work that has been approved.
- **Please do not enter the work area when a contractor has safety cones and signs warning to stay clear. Not only do limbs falling pose a danger but large chunks of wood can fly out of a chipper and cause serious injury.**
- **If you have a request for moles, pruning, clean up, or other landscaping needs, please submit a service request. Thank you!**
- **If you have any questions and/or concerns, please email Kelly Foster, Division 7 Landscape Director at foster55551@gmail.com.**

Maintenance Update from Joel Ogden, Director

Email: joelogdenc5@aol.com; Phone: 805-217-0689

- **Glass Replacements** – Our window glass contractor has been measuring the units next on the list for replacement of glass. One unit has a significant number of windows where the seals are broken and the windows are almost completely clouded. Fortunately, that unit is one of the next on the list for replacement. As a reminder, glass replacement remains the lowest priority within the maintenance budget. The replacements are done as budget is available each year. If you have windows that are exhibiting cloudy spots between panes of glass, and have NOT reported it, please do so by entering a Request for Service. If you have reported windows, your name is on the list and your windows will be measured as budget becomes available. This year we measured the top 3 units on the list – and will be making decisions on how many windows we can do once the final bids are in. This year's budget is \$5,000, and for that amount, we will be completing only 1 or 2 of the requests on file, as the budget allows for 2024.
- **Privacy Fences and Walls** – Privacy fences between units are proving to be expensive to repair or replace. We are continuing to research best options to maximize the allowed budget. We will be starting a list of just privacy fences/walls that need repair. If you have not reported peeling paint or signs of rot, please do so by submitting a Request for Service, so that we can plan accordingly for the next few years.
- **Gutter work** - this continues to be a priority and repairs have been made to several units that have had issues for many years. We will continue to address issues and make progress on our gutter systems.!

REQUEST FOR SERVICE forms –

Go to – 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.

Board Meeting Summary – January 18, 2024

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Submitted by Carol Stults, Secretary/Treasurer

Monthly financials – balances as of 1/22/2024

- **Sound Bank** – Total of accounts at Sound Bank - \$219,061
 - o Checking balance \$107,515
 - o Emergency Maint/Landscape Reserve \$27,624
 - o Total Comp Roof Reserve balances TOTAL **\$83,922** includes:
 - MMKT – \$32,655
 - CD expires 5/27/2024 – 11 months - \$51,267 (earns 5.15%)
 - CD expires
- **Kitsap Bank** – Total of account on deposit is **\$174,157**
 - o Total **Road Reserve** is - **\$80,685** including
 - Road Reserve MMKT balance is \$7,440 (tsfr in Dec of \$3,500)
 - CD Road Reserve #1 - \$63,135 (matures 1/25/2024 – rate is 3.44%)
 - CD Road Reserve #2 - \$10,110 (matures 10/25/2024 – rate is 4.5%)
 - o Total **Tile Reserve** is \$93,472 including
 - MMKT balance is \$5,785
 - CD # 1 Tile Roof is \$75,555 (matures 1/25/2024 – rate is 3.44%)
 - CD #2 Tile Roof is \$12,132 (matures 10/25/2024 – rate is 4.5%)

Total for all Reserves as of 1/22/2024 is **\$285,703 (an increase of \$5,000)**.

Total Checking and Reserve accounts is \$393,218 with past due account as of 12/31/2023 of \$1,974.56.

Aging – Two accounts are past due as of 12/31/2023 for a total of \$1,974.56. Notice to one owner was sent as he is now due for 4th AND 1st qtr dues. Interest was added. The second account is Cal Murphy unit 145 – past due amount is \$977 plus now 1st qtr 2024 dues as well are due. An address was obtained on where to send the invoices for payment but no manager of the case at HUD has yet been assigned.

Expenditures/Deposits:

Total Checks written after 1/1/2024 include (total \$6,407.91):

- **Ambro's Landscaping - \$4,611.25**
- **Kelly Foster \$1,000 – last installment of glass replacement reimbursement**
- **John Gagan - \$316.53 reimbursement to owners for gutter replacement costs**
- **Bob LeMaster - \$479.13 reimbursement to owners for gutter replacement costs**

Deposits made after 1/1/2024 include **\$80,714.48 – 1st qtr dues and roof assessment revenue**

Reserve Transfers:

NOTE: payments for roof assessments each quarter will be transferred to the appropriate reserve account at the end of each quarter as follows:

Transfer at end of quarter-	\$875 per quarter - Tile Roof Assessment transfer
Transfer at end of quarter-	\$9,742.50 per quarter - Comp Roof assessment
Transfer full amount at year end	\$3,500 Annual Roof assessment (charged in dues)

Water Bill – Motion was made, seconded and approved to pay full annual amount - \$5,444.00 (vs \$1,361.00 quarterly)

Surplus Funds Analysis – No surplus funds are required to be transferred for 2023.

2 CD renewals were discussed – the Board voted to renew these 2 CDS with Kitsap Bank. The Tile Roof reserve CD will be extended to 5 year time frame. The Road Reserve CD for \$45,000 will be renewed for 8 months, transferring the CD amount over \$45,000 to the Road Reserve MMKT for use in 2024.

Landscape Report –work to be done on several trees including pruning and removal was reviewed. The bid was previously approved, so all is set. Kelly will provide a communication to owners for sending out, alerting owners to workdays.

The draft contract with Peninsula Water Solutions will be reviewed possibly at February meeting.

Maintenance Report – Gutter projects and drainage issues were discussed. Further review by contractors will be done before any decisions or solutions are brought to the Board. New contractor, All in One Services (Kyle Fritz) has been awarded 3 small projects and we will evaluate his work once those are done. He comes highly recommended and his bids were very competitive. Also we will be getting bids for glass replacements in February and will be exploring the request for adding another speed bump to possibly be done during the road repair.

Communications – new Emergency Contact Sheet was handed out for Board review and comment. Once approved, these will be sent out via mail to all Owners to update emergency contact and email/communication preferences.

Governing Documents – Governing Docs meeting will be held Monday Jan 29th – reviewing Rules and Regs Exhibits, and Bylaws updates. Krystal Brown, Committee Member, will be presenting revised Hold Harmless Agreement. More to follow at February Board meeting.

Insurance - Renewal process has begun – to be completed by end of March, 2024.

NOTE: Full minutes will be reviewed and approved by the Board of Directors at the Feb 2024 meeting.

Owner Directory and Contact Information

A new Owner Contact Sheet will be sent out this next week to all Owners in Division 7, asking for an emergency contact for each household, and confirming emails and phone numbers for Board use only. This information will **not** be published or disseminated to anyone without the Owner's permission.

This year, the Board of Directors is asking permission on the contract form to share Owner's only EMAIL ADDRESSES with the CERT organization, for notification of emergencies. We will not give your your emergency contact phone numbers or other information, only sharing your name and email address specifically for limited use. Please check the box on the contact form that you will receive in the mail, indicating you wish to have your email address shared with CERT.

There has been a request to add a directory of Division 7 Owners to our website. The Board Treasurer maintains a list of Owners in order to facilitate the invoices sent quarterly, and at some point we may consider a list of Owners added to the website. In the meantime, please know that you can access a directory of Owners (narrowed to Hilltop Drive only) via the SLOA website as follows:

1. Log in at www.sunlandhomeowners.com/members.
2. Select Resources/Resident Directory
3. Change the Show Entries box to 100
4. In the Search box, type Hilltop. You will see the entire list of Hilltop Dr residents.
5. Keep scrolling through the page for all residents of Hilltop Dr under that Street column.
6. **Note that 100, 102 and 104 Hilltop Drive residents will also be listed, but are not a part of Division 7.**
7. There may be a delay updating new residents into this database. But in general, the entries are an accurate listing for Hilltop Drive residents.

Division 7 - Rules Reminders

While most of the time, Division 7 residents are known for being not only neighborly, but also known for following the Rules and Regulations both of Division 7 and SLOA. However, we do occasionally receive comments or suggestions from Owners regarding violations that may negatively impact someone. Here are some of the past Rules that may not be known to everyone!

- **Speed Limit on Hilltop** – There are a number of residents and their guests who are still speeding on Hilltop Drive. The speed limit is 15 mph for a very good reason. There are many people who are walking on our street – many with pets. There are also a lot of driveway entrances where cars can pull out unexpectedly, which is especially dangerous where the road narrows to one lane. PLEASE slow down and obey the speed limit.
- **Digging up plants/shrubs from Common Areas**: We have a report of a previous Owner digging up a plant they wanted in one of the Common Areas by a Unit, without the new Owner or Board's permission. No one (not even current residents) should remove (or add) plants from landscape areas without permission from the Landscape Director. If you are aware of anyone coming into Division 7, and pulling up a plant/shrub/flower to take home with them, please report that to Landscape Director Kelly Foster.
- **Cutting through side yards to the golf course or golf club**: Please respect the side and back yards of units on the south side of the street when you head out to golf. Per our Rules and Regulations, you may not drive your golf cart through to the golf course using the side yards of Units in Division 7. As a courtesy to owners, you should also NOT walk through side yards to access the golf course, but walk to the pool or clubhouse area on the street and access the golf course facilities from there, as you do when driving golf carts. While the areas between and behind units are Common Areas, in general, the golf course requests their members and customers not cut through anyone's yard areas to get to the golf clubhouse or the course, but to come directly to the clubhouse to check in or eat via the roads or paths provided.
- **What are Common Areas?**
As defined in our CCRS and Bylaws:
 - **Common Areas** are defined as "all portions of a condominium other than the Unit", and are owned by the Sunland Condo Owners Association, to which all Division 7 Owners are members. This includes all the yard area around Units. We must all keep in mind that it can be startling to unexpectedly find someone in your front, side, or back yard, so please use the Common Areas next to Units while respecting privacy of the Owners in that building or Unit. Note that the Board members of Division 7 will always attempt to notify Owners of contractors prior to any worker accessing the Common Areas near their Unit.
 - **Limited Common Areas** are a part of the Common Areas, but are "allocated by Article 5 and 7 of the CCRs and Washington's RCW 64.34.204 for the exclusive use of the Unit Owner". This includes patios, decks, sidewalks and driveways, as shown in Exhibit A of the Bylaws. The Owners have the responsibility to keep their assigned Limited Common Areas as they would their own private quarters – using them appropriately without doing damage, and maintaining a clean, orderly space/surface. Any misuse of the Limited Common Areas may result in the Owner being responsible for reimbursing Division 7 for repairs. Common mistakes owners can make regarding the Limited Common Areas include:
 - putting pots on wooden decks, without protecting the deck surface;
 - not being careful watering flower boxes attached to fences or privacy walls resulting in rot,
 - not reporting damage or maintenance issues for timely repairs

You must also remember that as an Owner, you may not alter or change the Common Area or Limited Common Area permanently without approval from the Board of Directors.

A revised copy of the Rules and Regs will be coming out this spring, and the Board will be reporting in the changes in the newsletter. In the meantime, thank you for paying attention to these specific Rules reminders.