

Sunland Condo Owners' Association Division 7

Board of Directors Meeting

February 15, 2024 - 3:00 PM, Gathering Place

Minutes

Certification of Quorum: In person attendance; Rob Baer, Joel Ogden, Carol Stults, Kelly Foster, Derek Brown. Krystal Brown and Katie Venator have excused absences. Owner Steve Lavelly was in attendance.

Call to Order:

- Rob Baer, President, called the meeting to order. A quorum was established.

President's Comments:

- Rob gave a thought for the day – “Either you run the day, or the day runs you.” Staying on top of things, staying focused, think about things and accomplish them or they get out of control pretty quick.

Secretary's Report:

- Approval for the Board meeting minutes for January 25, 2024: Carol Stults made a **MOTION to accept the minutes of the Board meeting on January 25, 2024 as last presented to the Board, with correction to attendees and one date, and Joel Ogden seconded the motion. The motion was approved unanimously.**

Treasurer and Finance/Audit Committee report:

Monthly financials – balances as of 1/31/2024

- Sound Bank –Total of accounts on deposit	\$255,730	
o Checking balance	\$143,959	
o Emergency Maint/Landscape Reserve	\$27,628	
o Total Comp Roof Reserve balances TOTAL	\$84, 143	
- Kitsap Bank – Total of account on deposit		<u>\$174,961</u>
o Total Road Reserve:	\$81,052	
o Total Tile Reserve is \$93,909 including	\$93,909	
Total for all Reserves as of 1/31/2024	\$286,733	

Total Checking and Reserve accounts on 1/31/2024 is \$430,691.46

Expenditures/Deposits:

Deposits for 1st qtr received after 1/31/2024 total \$14,690.00

Payments made for expenses since 1/31/2024 include:

Olympic Garage Door	\$2,191.01
Bell & Bell	\$500.00
US Post Office	\$216.00
We Love Trees	\$2,161.67
NW Gutter Pros (several Units)	\$1,221.75

Ambro's Landscaping \$5,696.25
Current checking account Balance to 2/15/2024 \$153,074.41

NOTE: Reserve Transfers pending from checking account for 1st quarter roof assessment receipts will be done by 3/31/2024. Total is \$10,617.50 as follows:

\$875 per quarter - Tile Roof Assessment income

\$9,742.50 per quarter - Comp Roof assessment income

Aging – Two accounts are past due as of 2/15/2024 for a total of \$1,974.56. I spoke with the owner today, and he promised to pay by Friday 2/16. Third notice to one owner will be sent on 2/19/2024 if no payment is received, as he is now due for 4th qtr 2023 AND 1st qtr 2024 assessments. Interest for January will be added to the Unit's account balance.

The second account past due amount includes both 4th qtr 2023 and 1st qtr 2024. No response from HUD who are now managing this property, but a phone call indicated no manager of the case at HUD has been assigned as yet. The Board will give until March 1 and review status at that time, possibly filing a lien.

Remaining Accounts listed on aging as past due are now paid, except for 4 errors in check payments submitted (total due \$55.52 for all 4 combined). Two accounts owe only 25 cents and the other two mistakenly wrote their check for incorrect amounts.

Audit – we have not heard from the auditors, but an email was sent to them requesting a date when they anticipate sending us additional information required, and a reminder to file the extension for our tax return.

Financial Committee volunteers: - we need at least 2 more volunteers on the Finance Committee. I intend to visit with several Owners this next week to see if others will join. A notice was put in the newsletter.

Budget vs expenses was discussed. Expenses should be reviewed and approved based on priority perspective, not just having the budget in that category. That was very successful in 2023 and we should continue to pursue approval of expenses based on priority need and impact to Owners. 2023 budget vs actuals was discussed. Being over budget in 2023 was impacted by the decision of the Board to **not** transfer emergency funds from the Emergency Reserve account for the unexpected expense at 137D, even though that expense qualified for use as an emergency repair. This decision increased operating expenses by almost \$20,000. The Board agreed that we were right in that decision still and we will keep close tabs on the operating funds via cash flow and perhaps a better detailed expenditure tracking document than the QuickBooks Profit and Loss documents show.

Landscape Report:

- Tree removal – the bid and invoice process for We Love Trees is a little confusing, so it takes a lot of time. Suggestion was made that we have Ian from In The Clear trim branches that he noted were touching the roof, as he had offered to do. Joel or Kelly will discuss with him and get bids. Locations are 138, 147, 148D, 157, 125A, 142A. Kelly will review all of these sites. One unit can be done by Jason most likely, and Kelly will work with him on that.
- The tree in front of 138/140 to be cabled and pruned will be done Feb 21st.
- April tree work includes the big tree behind 121A, depending on weather and several trees being pruned.
- Draft contract for Peninsula Water Solutions (Brett) will be presented to the Board for review and approval soon. Kelly is going to meet with him regarding some of the details that need to be determined.

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Maintenance Committee:

- Drainage issues were discussed – 142A has both a small drain and the street drain that is not working properly. We will have the downspout on the front of the garage cleared out by Northwest Drains. Potential to run a drain from the street drain north to the hillside to have it drain there, and drain the small drain by the driveway the same way.
- 156D gutter work has been approved and should be done on 2/17. The new drain would carry rain along the edge of the privacy wall on the C side and take it down the downspout between D and C. Part of the \$504 bid includes a repair of the fascia board on the east side of the upper C deck. It is estimated that \$100 of that bid might be the cost for that secondary repair, which is HOA expense totally. The question discussed was charging the owner for part of the repair to the gutter between 156C & D, since the installation of the sunroom altered the flow of rain to that gutter. Rob will approach the Owner asking for him to pay 50% of the cost of the gutter repair by 156D (approximately \$200), since the sunroom apparently contributed to the issue. We want to continue to reserve the right to inspect the work as the contractor completes stages of the repairs, which has been confirmed to the owner.
- 155 has 11 windows where the seal has broken. Last year only 7 had been in that condition. The bid for replacing all is \$4,308, and will complete the remainder of the budget for glass for this year. 108A and 148A will be done in 2025 and will be considered in the budget. 2 other units need to be measured and considered for 2025 or beyond depending upon cost. 108A and 148A owners have agreed to wait until next year. Issues with west facing glass windows was discussed. **Motion was made by Joel to pay \$4,308 for the replacement of 11 windows at 155 Hilltop. Seconded by Kelly. Motion passed unanimously by vote.**
- Gutter bid for 117A has not yet been received for repairing the east and front north facing downspouts. This repair will help alleviate any rain water running out into the east side lawn, hopefully functioning better. The other 3 units in the 117 building had downspouts installed differently than was done at 117A, so this will correct that.
- Northwest Drains will be on site sometime next week to blow out several downspout areas including
 - 108A downspout inside patio is clogged
 - 108 building – east side drainage pipe – need a camera to tell us where the break in the pipe is located for repairs.
 - 117A –downspout is dripping or leaking and may be clogged – south side overlooking golf course. This may need gutter repair – will confirm.
 - 117D – south and west downspouts may be clogged investigating source of standing water in yard.
 - 156D – downspout on west wall of the garage may be clogged.

Data and Records Committee:

- No report.

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Communications Committee/Newsletter:

- The Newsletter will be sent out by March 18th.
- Communications to go out will be handled by me – with Kelly as my backup.
- Option for file storage/backup – 3 options. Canopy through the CPA office which is somewhat complicated, Drop Box which is somewhat expensive for multiple users, or another option suggested by Steve Lavelly - Got Backup app – recommended by Steve Lavelly. Carol will sign up for Got Backup app and test it for the Board use – more to follow. The goal is to have on file storage location for all Board member documents, giving access to the documents for easy review and retrieval, and to serve as an digital archive for any documents or actions taken by the Board.
- Sue Forde (our website host) will try again to give us administrative access to all past Service Requests. The glitch in the system has now been corrected.

Insurance Committee:

- All documents requested have been sent to our agent and we haven't yet heard anything. Rob will contact the agent. The policy runs out March 20th. Derek and Rob will be working on insurance renewal. There was a discussion about how much time we will have to negotiate or make changes. They will make sure we have time and the agent offered to meet with the committee at lunch in Bellevue if that helps.

SLOA REPORT: No report.

Welcoming & Social Committee: No report

Governing Documents:

- Gov Docs Committee meeting was held on January 29th, 2024 and we reviewed the following documents, For Board approval today is the Owner Contact Sheet to be put in the Rules/Regs as an Appendix addition. A final copy of the updated Rules and Regs will be presented for Board approval by May 2024.

RULES and REGS changes for approval:

- **Owner Contact Sheet** – to be added to the Rules and Regs as an Appendix. **The motion was made by Carol to send out Owner Contact Sheet as presented. Joel seconded. Motion passed unanimously.**
- Responsibility Chart - Owner and HOA document – added as Appendix D of Rules and Regs, as previously approved by the Board.
- The issue regarding covering propane tanks was discussed, and it was felt that there are so many tanks that are not fenced or completely covered by shrubs but have been approved by the Division 7 to be installed previously. The Committee would like the Board to weigh in on leaving the rule in the Rules/Regs regarding covering propane tanks to SLOA oversight. NOTE: Owners are required to submit a request for approval to add a propane tank. Board agrees to just leave our Rules pertaining to propane as is and refer complaints to SLOA.
- The issue re golfers cutting through between units to the golf course will need guidance from the Board. The current Rule prohibits only golf carts going between units for access to the course. In speaking with the Golf course assistant pro, it was stated that they do not want any member or public golfer accessing the clubhouse or the golf course via lawns surrounding condos or private homes. The Board agreed to see if this issue was resolved with the newsletter reminders and then decide on any changes. Rule will stay as is for now and complaints will be referred to the Golf Course.

Nominating Committee: No report.

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New Business:

- Discussion was held regarding keeping the Board meetings focused on pending topics, but watch the time. It is important for the Board meeting long enough to fully address pending issues, but not get sidetracked and stay focused on topic. Suggestion was made to have each Board member create a simple bulleted report for the Board to review prior to the meeting. In general, our Board meetings are ran efficiently.
- Swampy areas: Joel requested Kelly provide a list of all swampy areas. 117A and D as well as 155 and 157 stays wet a great deal of the year. Kelly will provide a list and will gladly meet with drain or gutter contractors as Joel calls them out. Street drain at 108 south side was also mentioned – it may be a county drain. Carol to confirm once she hears from the County.
- Meeting with other Sunland HOA Boards – Rob presented a proposal to have a joint meeting with Division 7 (Hilltop), 11 (Fairway east west beyond Clubhouse), 15 (Fairway drive north/south by SLOA), 16 (Foursome Drive), 17 (North Sunland) to discuss joint issues. The first meeting perhaps would be coffee and donuts and get acquainted. At first we would not set up a schedule for future meetings – maybe eventually set up to meet twice a year. It was suggested that an agenda is important – even a simple one. Perhaps a small joint committee could be formed to work from there to select general topics and set meeting times. Derek even wondered if pooling insurance might be possible. It was suggested to talk with our agent about that issue for pooling options.

Old Business:

Roberts Rules of Order Newly Revised (RONR – 11th edition)

- **Issue raised regarding motions being made by Board members who were presenting a report was discussed.** The issue actually is not about whether a Board member giving details of an issue or giving a report can make a motion. There is no Roberts Rule of Order that could be found barring any Board member from making a motion, even if they brought up the subject or made a report, other than specific guidelines in certain circumstances for the President of the Board. There are specific subjects or reports however, where the Board member should make their motion BEFORE the report, and the President ask for a second, THEN the Board member will provide the report or facts.
- **Motion to Consider Informally** - There is a way to discuss a topic or present a report without a main motion first being made and still keep parliamentary procedure correct – using the motion called Consider Informally. This means that the group will follow a less strict/proper/prescribed process for consideration of a certain topic. This means that debate limits (if there are any) are relaxed and also that the group can receive a report on a topic before there is a main motion.

The Board reviewed their current practices and found them to be allowed under Roberts Rule of Order revised. They will be aware of the need to make a motion as required prior to discussion.

Reorganization of Maintenance Committee:

- The list of potential duties for maintenance volunteers drafted by Joel, Rob and Carol spells out potential duties of Maintenance Committee building volunteers. Board members have been given copies and should advise Joel if edits are needed.
- Two volunteers are already confirmed – Ethan Mair confirmed he would do it – and maybe do it with Teri Ward together. Also, Steve Lavelly agreed to do 148 building – possibly with help. We have others confirmed as well.
- Joel was asked if there is anything on the duties list that doesn't apply to a season? Tasks do change from Springtime to Fall, per Joel, so two different lists put in a nice email or brochure would be helpful.. Joel will work on the Fall/Winter vs Spring Summer lists to finalize suggested duties. Email reminders are easy to send as well.
- It was agreed that we don't need to include Landscape duties for now for oversight.

Next Board Meeting: **March 21, 2024 at 3:00pm – date was confirmed by the Board.**

Adjournment: **Motion to adjourn was made by Rob Baer, seconded and unanimously approved.**

Minutes submitted by: _____

Carol Stults, Secretary/Treasurer