

Sunland Condo Owners' Association Division 7

Board of Directors Meeting

March 28, 2024 - 3:00 PM, Gathering Place

Minutes

Certification of Quorum: In person attendance; Rob Baer, Joel Ogden, Carol Stults, Kelly Foster, Katie Venator, Kelly Foster and Steve Lavelly. Derek Brown and Krystal Brown joined via phone. Owner Toni Cline was in attendance.

Call to Order: Rob Baer, President, called the meeting to order. A quorum was established.

President's Comments: We need to exit the Gathering Place by 4:30pm for other group arrival.

Secretary's Report: Approval for the Board meeting minutes for Feb 15, 2024: Carol Stults made a **MOTION to accept the minutes of the Board meeting on Feb 15, 2024 as last presented to the Board, and Joel Ogden seconded the motion. The motion was approved unanimously.**

Monthly financials – balances as of 3/28/2024

- Sound Bank – Total of accounts on deposit		\$266,987.22
o Checking balance	\$ 135,042.48	
o Emergency Maint/Landscape Reserve	\$ 27,631.02	
o Total Comp Roof Reserve balances TOTAL	\$ 94,313.72	
- Kitsap Bank – Total of account on deposit		<u>\$ 176,092.03</u>
o Total Road Reserve:	\$ 81,172.72	
o Total Tile Reserve is \$93,909 including	\$ 94,919.31	
Total for all Reserves as of 3/28/2024		\$ 298,036.77

Total Checking and Reserve accounts on 3/28/2024 is **\$ 443,079.25**

NOTE: Reserve Transfers from checking account for 1st quarter roof assessment receipts were completed on Monday 3/25/2024 as follows (see checks written above):

\$875 per quarter - Tile Roof Assessment income

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

2nd Quarter invoices were mailed: Have received about 15 checks so far for payments. Those will be deposited next week.

Aging – from 2/29/2024 financial reports

The only account past due a significant amount includes both 4th qtr 2023 and 1st qtr 2024 , with total amount due of \$3,403.50. No response from HUD yet, but family has heard from HUD with indication they have completed the process – will wait for documentation. I have an invoice for the full amount due and I will send that to the HUD address once I hear the name of the HUD manager. Filing a lien was discussed.

Expenditures/Deposits:

Checking Income/Deposits for 1st qtr received since 2/15/2024 total \$7,993.81

Payments made for expenses from 2/15/2024 through 3/28/2024 include:

<u>payee</u>	<u>amount</u>	<u>category</u>
Sunland Condo Owners	\$ 875.00	Trsfr to Tile roof reserve acct 5119 MMKT
Sunland Condo Owners	\$ 9,742.50	Trsfr to COMP roof reserve 7732 MMKT
Rob Baer	\$ 9.85	reimb - postage
Dynamic Graphics	\$ 81.85	Website monthly expense
Carr Construction	\$ 752.00	monthly repairs - gate repair, gutters, powerwashing,.
Bell & Bell	\$ 500.00	monthly fee - CPA
Northwest Drains	\$ 781.92	155 drain issue
NW Gutter Pros	\$ 336.66	117A gutter redirects
NW Gutter Pros	\$ 504.99	156D new gutter install at 156D; repairs; note cost to owner was invoiced for \$250.00 reimbursement
Ambro's Landscaping	\$ 5,072.38	monthly grounds contract fee
We Love Trees	\$ 1,415.70	Tree care - 138/140
Northwest Drains	\$ 950.26	Drain cleanout - 156D, 117D, 108A street
Katie Adlophsen	\$ 60.00	mole traps
Total	\$ 21,083.11	

NOTE: check will be written in the next week for the insurance renewal for approximately \$18,000 prepay of 3 months.

Current checking account Balance through 3/28/2024 \$135,042.48

Audit – they will file the tax extension for our tax return before 4/15/2024. We hope to get the request for the final batch of information by mid-April and complete the Audit by June. Taxes are due by August 15, 2024 after the extension is noted.

Financial /Audit Committee volunteers: - The committee is reviewing the Monetary Authorization section of the Bylaws to update the information. We will be bringing any changes to the Board hopefully by May 2024.

Discussion at the Finance Comm meeting included preliminary discussions about how to increase the roof reserves faster for a better standing in Reserves. We discussed increasing budgeting for additional reserve funds to be deposited into the Emergency Reserve fund from operations budget, which can be used for any unbudgeted cost – even roofs. We would need to fairly distribute any of those funds per the ratio of comp vs tile roofs to be in compliance with our CCRs. One way to increase our overall percentage of available funds.

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Landscape Report:

- Kelly has been working with Brett Ramero from Peninsula Water Solutions to formulate a plan for this year's irrigation management. The board voted to approve an irrigation contract with Peninsula Water Solutions to run from April 2024 through October 2024. The reasons for securing a contract rather than paying per project were reviewed – ensuring priority fast response times needed for irrigation issues, as well as total cost well defined and professional performance - which based on last years' experiences with Brett which proved to be lower in cost and skills that were a great fit, including testing of backflows. Note that budget for 2024 was increased over 2023 amounts because landscape work needed was better defined by Brett's work, and increase will allow for at least 2 manual controls to be converted to automatic timers. Timers were added in 2023 on common ground between 116 and 126, as well as 108 building. We will also start having Brett do backflow testing as well, which has now become a priority for Sunland Water Company to ensure is being done. **Motion was made by Kelly to approve the contract with Peninsula Water Solutions for 2024 as drafted; seconded by Carol; motion passed unanimously.**
- Ambro's Landscaping (Jason) has started mowing early this season. Cleanup continues and weed control has begun. Because Jason has two new crew members, Kelly plans to complete a walk through not only at the beginning of weekly work but also at the end. It is part of the process for Jason and Kelly to do a walk around and adding one at the end will help in identifying anything that may need to be completed or improved.
- Several service requests have been submitted including a few for the removal of bushes and plants that may be dead. Kelly and Katie are working with owners as these requests come in so the plants can be assessed. If it looks like the plants are starting to "come back" they will be monitored. If the bush or plant is dead, they will be added to a list of items that need to be removed.
- We Love Trees will be back in April to finish the large pruning jobs and to remove a tree from behind 121A. We were very lucky that the tree that went down on the course fell away from our buildings. This is an example of why we have to sometimes remove trees that have been marked for monitoring (sliver tags at the base of the trunk), are rotten inside, have disease, are splitting, and/or are leaning towards a building. Tentative dates for completing the pruning are April 12th and the large tree removal is scheduled for April 23rd. Notices will be sent out prior to the work being done.
- Kelly is still tracking all Landscape Service Requests that are submitted. Thanks to all owners who have submitted requests, it makes management so much easier.
- A question was asked re large potted plants on the front deck of 116A. To protect the deck, owner will be notified to move the pots from the deck, as the plants that are there have grown too large and heavy, and could be causing considerable damage to the decking. It was agreed that this is a maintenance issue, and an email should be sent asking them to be removed.

Maintenance Committee:

- **Drainage at 117A, 117D, 142A, and 155** – it appears the black pipes that were added have kept the water out of the basement at 117A, confirmed by her crawl space contractor. Waiting for someone to come out to review for a French drain. Other drain changes needed possible is at 142A as well, and at 155 which is still undetermined as to cause. RJ Services has given a bid for 117A that was very expensive, and another firm was mentioned as a possibility – Robins Nest 360-477-1282. NW Drains spent a lot of time at 155 with no conclusion. Next step at 155 is to have Sunland Water stop by and check their sewer or water lines for leaks. Maintenance will follow up for solutions from the contractors mentioned.
- **134B water leak** – leak noted by Sunland Water Company was traced to a toilet and the unit shut off valve in the crawl space – all Owner expense.
- **157-159-161-163** – replace garage door seals on all 4 units, due to wear and possible damage from mice/rats on old seals. Rodent proof seals were not installed, as that would require a new door due to the current door design.
- **New contractor** – for work on some repairs needed on the upper deck at 155 we ask a new contractor, Westend Home Services, Kyle Rose. He was a referral by Tom Savage and also Joe Halliday at 155. He reported the damage is limited to the veneer around the posts that has wood rot. He will replace that for us. He will also fix 161 upper deck beam to replace the one that has some damage. He will also be looking at 142C/D privacy wall.

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- **142D Building inspection issues** – deck has to be repaired, as the main beam is rotten. The issue with the leaning pillar foundation will be looked at but will most likely be Owner responsibility. Steve L and Joel will get a key from the daughter and look over the issues listed. Privacy wall between 142A and 142B might also need to be repaired or replaced. Steve Carr will look at other issues listed. Drainage by driveway will be reviewed by the drainage contractors mentioned earlier. NOTE after checking the unit file, the greenhouse on the north side was added by the previous owner and any repairs will be on the Owner to repair. The large crack in the patio will be filled by Steve Carr.
- **Painting review** – 116 was reviewed to see if it needed to be painted and after review, agree that it does not need painting this summer. 142 building was reviewed – it would probably be the next in line but was done in 2014. 138/140 was last painted in 2010 and is on the repainting list for next on the list. The schedule for repainting is in draft form and one factor is whether the painting that was last done was done correctly and with enough prep and paint to cover. Joel and Steve will work on finalizing.
- **137C Deck** – will be replaced with cement patio – owner request benches and some options for benches instead of railing per Owner request.
- **156D** – Owner project repairing sunroom and structural support/decking underneath was approved. They have finished the majority of the work – new beam, replaced all of joists. The structural part that was covered under the County's building permit is done. They have put one coat of paint on. Looking at the privacy wall on the C side, it is noted that the wall is attached to the sunroom on the D side. The gutter repair done recently showed that there is quite a bit of rot inside that privacy wall. Owner has been notified this will be a joint repair with Division 7 to coordinate and share the expense of repairs.

Data and Records Committee:

- No report.

Communications Committee/Newsletter:

- The Newsletter will be sent out by April 15th - We are highlighting individual Rules and Regs in the newsletter each month – if you have any suggestions, let me know.
- Option for file storage/backup – Got Backup app – recommended by Steve Lavelly – we are working on completing the download.
- Owner emergency contact sheets continue to come in – about 50% have been received. Info from the form will be added to the Owner List, and then forward as allowed to CERT.

SLOA REPORT: No report.

Welcoming & Social Committee:

- The 50th anniversary for Division 7 was filed actually November 7, 1973, which is technically the beginning of what is Division 7. A 50th anniversary cake might be done at the July 4th celebration. More plans to follow.

Governing Documents:

- Gov Docs Committee meeting will be held in April and we should be able to complete the review of the Rules and Regs. Next will come a review of the Bylaws, which have already been amended to reflect the new roof assessment amounts.

Nominating Committee: No report.

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Insurance Committee:

- Renewal has been confirmed and two of the 4 invoices have been received and payments will be sent out tomorrow for receipt by the 4/6/24 due date. Changes made included adding some additional liability insurance (cost - \$153), adding volunteer accident insurance for \$300, and saving \$906 by lowering the demolition costs down to \$750,000 maximum, down from \$1,000,000. The total cost is \$57,116 for all policies.

New Business: None

Old Business –

- **Maintenance Building Volunteer packets** – Board reviewed the draft packet of information to be sent to each building volunteer, including the duties, checklists, building information sheet, reroofing schedule. Board members will review and give any changes back to Steve Lavelly, Joel Ogden, or Carol Stults. Packets will be handed out hopefully by April 15th. Packets will be handed out by Joel and Steve to each building volunteer.
- **New HOA law passed and will be signed by Governor.** This law will replace all the current Washington State HOA laws, including RCW 64.32 on which Division 7's CCR are based.
Note: effective date for HOAs under RCW 64.32 is not until January 1, 2028, allowing plenty of time for Gov Docs Committee to review and advise the Board on changes.

Additional action on 4/2/2024 – Motion was made by Steve Lavelly via email to approve bid for repair to front fence on the patio between 142C/D from Westend Home Services using cedar – in the amount of \$2,722.50. Seconded by Carol Stults, the motion passed with a majority of Board members voting yes.

Next Board Meeting: April 18 at 3:00pm – date was confirmed by the Board.

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

Minutes submitted by: _____

Carol Stults, Secretary/Treasurer