

Sunland Condo Owners' Association Division 7

Board of Directors Meeting
April 18, 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: Road repair was called out as being down without any issues. Thought for the month - "Transparency builds trust, and trust is the foundation of fruitful collaborations."

Secretary's Report: Approval for the Board meeting minutes for March 28, 2024: Carol Stults made a **MOTION to accept the minutes of the Board meeting on March 28, 2024 as last presented to the Board, and Joel Ogden seconded the motion. The motion was approved unanimously.**

Treasurer and Finance/Audit Committee report:

BankAccounts:

Balances as of

4/17/2024

<u>Sound Bank</u>	<u>Balances</u>	<u>Totals</u>
Checking account 0085		\$ 127,309.30
includes revenue of \$14,771 rec after 4/1/2024		
Emergency Maint/Landscape Reserve 3402		\$ 27,634.54
Comp Roof Reserve - CD 1306	\$ 51,908.32	
Comp Roof Reserve - MMKT 7721	\$ 42,410.16	
Total Comp Roof Reserve		\$ 94,318.48
Total Acct Balances - Sound Bank		\$249,262.32

<u>Kitsap Bank</u>	<u>Balances</u>	<u>Totals</u>
Tile Roof CD 5129 - exp 1/25/29	\$ 75,990.37	
Tile Roof CD 5131 - exp 10/25/24	\$ 12,266.17	
Tile Roof MMKT 5119	\$ 6,664.04	
Total Tile Roof Reserve		\$ 94,920.58
Road CD 5128 exp 9/25/24	\$ 45,240.89	
Road CD 5132 exp 10/25/24	\$ 10,221.81	
Road MMKT 5118	\$ 25,960.82	
Total Road Reserve		\$ 81,423.52
Total Acct Balances - Kitsap Bank		\$176,344.10

Total - ALL Reserve Accounts

\$298,297.12

Total - All Oper and Reserve Accounts

\$425,606.42

NOTE: expenditure for road repair will lower the reserves by approximately \$16,000.00

Minutes – Board of Directors Meeting – April 18, 2024 (continued)

Treasurer’s Report (continued)

Expenditures – 03.31.2024 through 04.17.2024

<u>payee</u>	<u>amount</u>	<u>category</u>
Association Reserves	\$ 1,210.00	Reserve Study - 2025
Carr Construction	\$ 1,373.82	Projects include gutters, powerwashing, drain work, etc
Westend Home Services	\$ 1,362.00	prepayment - fence repair
CAU	\$ 2,358.00	Liability Insurance - Greenwich policy
CAU	\$ 178.00	Travelers policy - excess crime
Ambro's Landscaping	\$ 5,072.38	April contract payment
Carol Stults	\$ 145.85	reimbursement - stamps and insurance postage
CAU	\$ 18,072.00	CAU HOA policy - prepayment renewal
CAU	\$ 300.00	volunteer accident insurance policy
Total expenses 3/28-4/17	\$ 30,072.05	

Aging Report:

- One past due account for 2 quarters remains the same – invoice sent to HUD but no response as of yet. A lien to be considered after further review of existing liens.

Note – additional actions taken:

- Motion was made by Carol Stultson April 24, 2024, after examination of liens filed, to fuke a ue against the unit for current and any future assessments unpaid by the Owner, to protect our position. Seconded by Steve Lavelly. Motion passed unanimously. Lien document was created and notarized on 4/30/2024, but not yet filed.
- HUD responded on 5/1/2024 and is remitting full payment, and setting up auto pay for 3rd and 4th quarters. Board will hold off on filing lien (cost is \$305.00 to file) for 10 days to see if the payment is received. If not, lien will be filed by 5/20/2024.

Tax/Audit update:

- No further questions from auditors
- Tax extension filed – next tax deadline is August 15th.

Finance Committee update: meeting this morning was focused on editing the Monetary policy contained in the Bylaws, as well as a review of the March financials. More to follow re the Monetary policy edits for Governing Documents/Board review and approval of updated version. The Committee welcomed Elizabeth Rosenberg as a new member.

Landscape Report:

- **Thank you to Katie** for filling in for Kelly during her vacation and for her leadership on the Landscape Committee.
- **We Love Trees will** be rescheduling the major pruning and the removal of the tree behind 121A. Kelly has notified the owners in 121A and 121B of the need for rescheduling. **UPDATE: tree at 121A/B removal completed by 04.25.2024.**
- **Landscape Update:** Weekly mowing has started, and fertilizing will be done over the next few weeks. Kelly is working with Jason to ensure all service requests are completed in a timely manner. At this point, Jason has a full-time employee working with him (also named Jason) who is doing a good job. Kelly is doing more oversight due to some recurring missed pruning in some areas, but subsequent phone call was productive between Katie, Jason and Kelly.

Minutes – Board of Directors Meeting – April 18, 2024 (continued)

- **Irrigation Update** – Kelly and Katie have been working with Brett on testing the system and setting the timers. There are many minor repairs and sprinkler adjustments needed. Katie and Brett have documented these, and they will be completed before the whole system can be turned on. Some manual systems can be turned on by Katie as well as the islands. Kelly will be out of town next week and Katie will continue to work with Brett then. The start date will be announced as soon as the systems have been tested and timers set up for the coming season. Fertilizer will be put down once we are sure we can irrigate shortly after application. Kelly will have Communications send out a notice to pet owners to keep pets off the island surfaces.

Maintenance Committee:

- **Painting Schedule** – Bids for painting the next building on the repainting schedule (138/140) were discussed. 3 bids were received - \$7,379 (Sublime Painting), \$9,956 (Port Ludlow painter), Westend Home \$24,435. Questions re using primer and one coat of paint vs 2 coats of paint were discussed. Board discussed the difference between the two less expensive bids, and noted that removing the gutters listed as part of the duties means removing the downspouts only. Steve will reach back to Sublime Painting to confirm we want a primer and paint – not 2 coats of paint and will confirm about power washing. Suggestion was made to maybe put primer and 2 coats of paint on west walls. **Motion was made by Steve Lavelly to confirm paint project contractor for 138/140 building accepting the bid of Sublime Paint. Kelly Seconded, motion passed.**
- **Repainting schedule** – updated repainting schedule was presented. **Motion was made by Steve Lavelly to approve the April 2024 version of the repainting schedule reflecting repainting every 14-15 years. Second by Carol. Question 1 – this is not set in concrete per Steve Lavelly – if weather or something happens and a different unit needs painting, we can adjust. 2nd Question – The repainting schedule will be put in as an Exhibit in the Bylaws if the Board is agreeable. Motion passed unanimously.**
- **Wested Home Services** – work on 161 unit on back upper deck supports has been done, except for the sand/paint. All joists were in good shape as reviewed by the contractor.
- **142A** - Beam under deck is completely rotted. Westend Home Services bid \$2,715 to repair, shoring up the decking which is in good shape and replacing the beam. Others have reviewed and not yet bid. **Motion was made to use Westend Home Services for \$2,715 to repair 142A deck repair. Carol seconded it. A question was asked regarding the timing of deck repair since owners are trying to sell the home. Kyle will complete 2 fences then do the deck repair. The Board discussed ensuring that buyers know the HOA is undergoing deck repairs at the HOA expense. Also discussed landscape conditions of the property – tabled until unit is under contract. Motion passed.**
- **Drainage issues**- 142A, 117A & 117 D (which is now dry), 155 (dry also). Identifying root causes for drainage and now reviewing all plans. Pipe repair to 108 east side drainage is scheduled first due to impact from several areas. Bids were discussed and the decision is pending until Maintenance decides on best plan. Focus will be on 142A driveway east side drain.
- **121 Trim painting** – one bid has been received, with more to come in next week. Some trim repair and painting is also scheduled on building 108.
- **155 repairs to upper deck is pending** – bids have been requested but not yet received.
- **Building volunteer packets ready** – Joel and Steve have reviewed the final packet and they folders are ready for handout. Volunteer list updated.

DATA and RECORDS – no report.

Communication

- Newsletter to be delivered by May 13th.
- The Owners List will be updated with information on the Emergency contact forms received. The original forms received will be filed in the Unit files for reference. A digital copy of the forms received will also be made by scanning.

Minutes – Board of Directors Meeting – April 18, 2024 (continued)

SLOA Report – no report.

SOCIAL/WELCOMING COMMITTEE – No report.

GOVERNING DOCUMENTS COMMITTEE –

- A Committee meeting will take place in May and hope to have the Rules and Regs ready for Board review/approval by the May Board meeting. We will be adding the Responsibility chart ready and added as an Exhibit.
- Carol will send out a copy of the Responsibility Chart, Board reviews and approves the final copy. Discussion regarding adding clear guidance on responsibility for doors, so that it can be clarified in the Bylaws during next edits. Because garage doors and glass replacement for windows fall under HOA responsibility as an exterior wall, exterior doors seem to be in the same category, unless replaced or painted by Owner. Board will need to address this during review/approval process.
- New HOA law passed in Washington State covering all HOAs does not require us to change our CCRS until Jan 1 2028. Division 17 is working on the few things that may need to be addressed in their CCRS so we can learn something from their analysis. The committee will keep the Gov Docs Committee and Board informed.

NOMINATING COMMITTEE – No Report.

INSURANCE COMMITTEE – Renewal of insurance policy for 2024-March, 2025 is completed – first payments issued for policies as invoiced. Rob gave a recap of the changes made from the proposal to the final policy as a reminder of changes made to original bid. (See attached).

NEW BUSINESS –

- 2025 Reserve Study with Association Reserves has started. The treasurer has sent all of the requested documentation. Next step will be a phone call to answer questions usually with Maintenance Directors. Next year will be an on-site visit.

OLD BUSINESS –

- The Owner asked about the trees on the front deck at 116A. The Board acknowledged they need to be moved, due to size and weight on the deck, but that is the owner's responsibility to do. The owner is being contacted.
- The owner also asked about speed bumps. The Maintenance Directors noted the hurdles to adding these in the area in front of 116.
- Joel noted we have a request from 121A for more repairs on his driveway, but adding an overlay will eventually break down. Replacement of 121A driveway may need to be done eventually.
- Board schedules for vacations were discussed.

Next Board Meeting: **May 16th, 2024 at 3:00pm.**

Adjournment: **Motion to adjourn was made by Carol Stults, seconded by Steve Lavelly and unanimously approved.**

Minutes submitted by: _____

Carol Stults, Secretary/Treasurer