

Sunland Condo Owners' Association Division 7

Board of Directors Meeting
May 16, 2024 - 3:00 PM, Gathering Place

Minutes

Certification of Quorum: In person attendance; Rob Baer, Carol Stults, Kelly Foster, Katie Venator, Kelly Foster and Steve Lavelly. Krystal Brown joined via phone. Board member Derek Brown and Joel Ogden were not available. Owners Toni Cline and Dawn Kern were in attendance.

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

President's Comments: Related to utilizing 'small steps'. As Boeing is finding out, small steps done well combine to ensure a successful project.

Secretary's Report: Approval for the Board meeting minutes for April 18, 2024: Carol Stults made a **MOTION to accept the minutes of the Board meeting on April 18, 2024 as last presented to the Board, and Steve Lavelly seconded the motion. The motion was approved unanimously.**

Treasurer and Finance/Audit Committee report:

Financial Report – 5/16/2024

<u>ACCOUNT Balances as of</u>	<u>5/16/2024</u>		
<u>Sound Bank</u>	<u>Balances</u>		<u>Totals</u>
Checking account 0085		\$	124,406
pending deposits		\$	4,388
Emergency Maint/Land Reserve 3402		\$	27,638
Comp Roof Reserve - CD 1306 exp 5/27/24	\$	52,129	
Comp Roof Reserve - MMKT 7721	\$	42,415	
Total Comp Roof Reserve		\$	94,544
Total Acct Balances - Sound Bank		\$	250,976
<u>Kitsap Bank</u>	<u>Balances</u>		<u>Totals</u>
Tile Roof CD 5129 - exp 1/25/29	\$	76,580	
Tile Roof CD 5131 - exp 10/25/24	\$	12,266	
Tile Roof MMKT 5119	\$	6,665	
Total Tile Roof Reserve		\$	95,512
Road CD 5128 exp 9/25/24	\$	45,000	
Road CD 5132 exp 10/25/24	\$	10,222	
Road MMKT 5118	\$	8,649	
Total Road Reserve		\$	63,871
Total Acct Balances - Kitsap Bank		\$	159,382
Total - ALL Reserve Accounts		\$	281,564.14
Total - All Oper and Reserve Accounts		\$	410,357.83

Board Minutes (continued)

CD Renewal – Sound Bank CD account - Sound Bank CD Acct (Comp Roof Reserve) is expiring on May 27, 2024 (a holiday) and we need to renew. We need to have a second Board member added to the account as Rob will be out of town during the time of renewal. **MOTION: Motion was made by Carol Stults to renew the Comp Roof CD for a 10 month period at 4.75%, and add Katie Venator, Board Member to be a co-signer with Carol Stults, Secretary/Treasurer. Second by Kelly Foster, MOTION Passed unanimously.**

Aging Report –

- Check was received for full amount due from HUD for 145 – only 2 accounts remain in arrears for 2nd quarter dues. Both have been notified and the Treasurer will follow up at end of this month with notice to add interest. **Check cleared the bank for payment for 145 on Friday 5/17. A Motion was made via email on May 17th by Carol Stults to void the check to Clallam County Auditor for the filing of a lien against 145 Hilltop Drive, as the account is now up to date and managed fully by HUD. HUD has also indicated that future payments will be sent automatically. Second by Kelly Foster, unanimously approved. Check issued but not yet mailed will be voided.**

Tax/Audit update – email sent to auditor – no response as of today. We will continue to press for it to be completed by the end of June. We do not anticipate any issues.

Checks written since 04.18.2024 include:

<u>payee</u>	<u>amount</u>	<u>category</u>
We Love Trees	\$ 1,846.20	5350 Tree Care - pruning 108D and 116C
Westend Home Services	\$ 1,027.20	5125 Fences - 142 C/D installation
Peninsula Water Solutions	\$ 1,497.38	5340 - Sprinkler contr/valve box locating
Westend Home Services	\$ 515.85	5110 Bldg/siding - 137D facia boards
CAU - monthly May pymt	\$ 4,526.00	
Clallam County Auditor	\$ 304.50	7080 Lien - check proposed to be voided due to HUD payment received
Westend Home Services	\$ 238.92	5330 Grounds Misc - rock - 142D/148
John Madden	\$ 435.60	5140 Drains
Ambro's	\$ 5,072.38	5320 Grounds Contract
Bell and Bell	\$ 500.00	7020 bookkeeping monthly fee
Westend Home Services	\$ 705.90	5110 Bldg/siding - 134C facia repair/paint
We Love Trees	\$ 8,688.00	5350 Tree removal - 121A south side
Westend Home Services	\$ 923.10	5170 Paint - 121C trim
Westend Home Services	\$ 1,358.00	5120 Deck - 142A prepayment for materials (beam)
Westend Home Services	\$ 651.60	5120 - Deck - 161 repairs
Total expenses 3/28-4/17	\$ 28,290.63	

Board Minutes (continued)

Cash Flow – cash position estimates (see attached handout). A column was added to put estimated remaining budget for easy tracking during the remainder of the summer. The Summary included lays out the options for projects needed but not budgeted. The final cash balance in checking at year end is projected to be \$16,209. Note that the recent 2023 projects done recently in 2024 by We Love Trees is footnoted as a credit against Landscape 2024 budget, as directed by the auditors in previous years.

Kelly noted that the estimate for 163 landscape project can be shown as up to \$3,000 estimate, as there is budget remaining to complete it this year, and it may be more than the \$1,500 listed. Some repairs that are now being required for maintenance this year but were not budgeted can be covered under the Emergency Reserve account instead of operating. This cash position estimate will help the Board decide when or even if that will be necessary.

It was noted that the cash flow is also affected at year end by prepayment of dues for the following year, as a significant number of owners pay for the entire year in January.

Finance Committee update – due to schedules, Finance Committee May meeting was canceled. Next meeting is set for June 17. We will table the discussion regarding the Monetary Policy until the Finance Committee meets in June.

Landscape Report:

- Irrigation status: Zone 5 issues have been resolved and the system is now running. Brett had to replace much of the valve box, removing a lot of tree roots, a major repair not under the monthly contract. There are some areas where the irrigation is hooked up to the Unit's water instead of the HOA's, which for now does not increase their water flat-rate bill (such as at 125D and 121A). South side irrigation is set to run on Tuesday, Thursday and Saturday early mornings. North side irrigation runs on Monday, Wednesday and Friday early mornings. Two new automatic timers installed last year are working – both between 116/126 common area and at 108. Will be adding more automatic timers as budget will allow.
- A communication will be sent out asking Owners to NOT change the irrigation timers. A communication regarding the need to conserve water as well will be noted, so that we conservatively water for irrigation.
- Ambro's – discussed the incident with Jay tipping over the mower on the north hillside. Kelly will follow up with Jason regarding further training needed for mowers near the edge of the cliff.
- Not receiving as many requests from Owners – it appears we are getting caught up in many areas.
- Weeds including horsetail were discussed. It was noted that list of requests pending is small right now, so might be a good time to weed as well.
- Still monitoring shrubs that may still come back from the freezing temperature damage. Kelly and Katie will continue to monitor through this growing season to allow shrubs to recover.
- Questions regarding reporting dead bushes that aren't in your own Unit were discussed. Owners may report landscape issues anywhere via the Request for Service form online – using the correct location.
- We Love Trees work is done with all pruning for this season. Kelly will get on the schedule for an evaluation later this summer for budget. The owners were very pleased with this firm and the job they did taking down the large tree behind 121A.
- Project for 163 Hilltop on south side is in the works – Katie will be managing this hillside installation of shrubs.
- Discussion of adding 2 bins for yard waste on the east end of the street. It was deemed not necessary. Katie and Kelly will review this and report back. What is going into the bins and who is using the bins was discussed; possibly adding a camera would be interesting.

Board Minutes (continued)

Maintenance Report:

- 142C/D fence project is almost completed – caulking and some lower trim work will be done to complete. Need approval for full project, including Carr Construction and Westend Services. **Motion was made by Steve Lavelly to approve final payment for this project totaling \$5,056.20 total for 2 checks. Carol Stults seconded; the motion passed unanimously.**
- 156C/D fence project – will get a bid with Westend Home Services and present for approval. Replacement vs repair was discussed. **On 5/21/2024 Steve Lavelly updated the Board with a full evaluation of the fence conditions, and it was deemed necessary to replace the fence due to the extent of the rot damage. MOTION was made via email on 5/21/2024 by Carol Stults to accept the bid of \$3,095.10 from Westend Home Services for replacement of the fence using stain. Motion was seconded by Kelly Foster; the motion passed unanimously on 5/21.**
- 142A deck beam installation – Westend Home Services will reissue estimate due to expanse of the project including possible vertical posts to add. Jason Ambros is assisting Westend with equipment to lift the beam.
- Painting update – the painting project approved for 138/140 will be on hold until next year, due to budget constraints and other higher priority maintenance needed. The Painting Schedule was updated and presented for approval. **MOTION was made to add the Painting Schedule to the Bylaws as an exhibit and the Board approved the amended Painting Schedule as presented. Second made by Kelly Foster; motion passed unanimously.**
- 155 Deck project – still searching for a contractor able to do this deck repair, as it is a second floor deck and the posts were installed on the ground and have rotted. There will be major problems to repair the rotted posts, including shoring up the upper deck during repairs. One bid from Allen Hunt was received; more bids are needed for comparison. Emergency Reserve funds may need to be used. The contractors who have looked at this deck deem it safe for use but it may be a priority to repair – more to follow.
- 116A – door was painted by caretaker arranged by Owner. It still remains the HOA responsibility to maintain.
- Drainage – 155,117A and 117D ground areas are completely dry. These sites will be watched closely now that irrigation is on. Northwest Drains will come out with a camera for 142A issues.
- Fence at 142A around the PUD equipment will be removed; replacement will be discussed at a later time.

Communication Report

- Newsletter to be delivered by Monday June 17th – please send any information you wish to have included by June 15th.
- Final entries of info from Emergency Contact forms being added to owner's list.

SLOA report from their meeting:

- Garage Sale policy is changing to one per year per owner. Discussed having a community garage sale for all residents – odd addresses one week; even addresses the next week, for example.
- License plates cameras to catch speeders was discussed.
- SLOA is holding sessions to discuss dues increase for 2025.
- Noted that propane tanks must be concealed on 3 sides.
- SLOA discussed not using pool attendants.
- New employee at SLOA office is Kathy, who lives on Foursome Drive.

Board Minutes (continued)

Social Committee:

- Reminder that 4th of July we will celebrate the holiday AND the 50th anniversary of Division 7. More info in the next newsletter.

Gov Documents Committee

- The committee meeting will take place in June, date and time is being confirmed; a final review of the Rules and Regulations will be completed. Presentation of Rules and Regs should be ready for approval by the Board at June Board meeting.
- Responsibility Chart – HOA or Owner –approval is needed for the edits re exterior door replacement/repair/painting (see attachment). This will be added as an exhibit in the Bylaws. **MOTION was made by Carol Stults to add the wording for the Responsibility Chart regarding exterior doors. Seconded by Steve Lavelly. Motion passed unanimously. (see wording attached).**

Nominating Committee: No report

Insurance Committee: Rob reported receiving an email from Division 17, indicating an interest in meeting with other Divisions to compare notes on the renewal process. Rob agreed that Division 7 would participate – more to follow.

New Business: None

Old Business:

- Speed Bumps – discussion regarding options and locations; issue was referred to Joel, who did the research on options and location issues.
- Power washing of patios, decks and driveways – the question was asked why we power wash during a drought situation. Power washing is usually done to remove dangerous mossy areas to prevent falls. It was pointed out that we need to be cautious this year due to limited water resources in the state. Toni Cline recommended a product called **Wet and Forget**, which works well in some areas. It was agreed that we should not do power washing for aesthetics only.

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

Motion to adjourn unanimously approved.

Minutes submitted by:

Carol L. Stults

Carol Stults, Secretary/Treasurer