

# Sunland Condo Owners' Association Division 7

Board of Directors Meeting  
June 20, 2024 - 3:00 PM, Gathering Place

## Minutes

**Certification of Quorum:** In person attendance; Rob Baer, Carol Stults, Kelly Foster, Katie Venator and Steve Lavelly. Board member Derek Brown was not available. Owner Nancy Baer was in attendance.

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

**President's Comments:** Change is the only constant in life. One's ability to adapt to those changes will determine your success in life....*Benjamin Franklin*

**Secretary's Report:** Approval for the Board meeting minutes for May 16, 2024: Carol Stults made a **MOTION to accept the minutes of the Board meeting on May 16, 2024 as last presented to the Board, and Joel seconded the motion. The motion was approved unanimously.**

### Treasurer and Finance/Audit Committee report:

#### Financial Report – 06/20/2024

ACCOUNT Balances as of	6/20/2024	
<b>Sound Bank</b>	<b>Balances</b>	<b>Totals</b>
Checking account 0085		\$ 87,983
pending deposits		\$ -
Emergency Maint/Landscape Reserve 3402		\$ 27,641
Comp Roof Reserve - CD 1306	\$ 52,343	
Comp Roof Reserve - MMKT 7721 (Includes deposit of \$9,742.50 from 2nd qtr rev)	\$ 52,163	
<b>Total Comp Roof Reserve</b>		<b>\$ 104,506</b>
<b>Total Acct Balances - Sound Bank</b>		<b>\$ 220,131</b>
<b>Kitsap Bank</b>	<b>Balances</b>	<b>Totals</b>
Tile Roof CD 5129 - exp 1/25/29	\$ 76,580	
Tile Roof CD 5131 - exp 10/25/24	\$ 12,266	
Tile Roof MMKT 5119 (includes dep of \$875.00 from 2nd qtr revenue)	\$ 7,542	
<b>Total Tile Roof Reserve</b>		<b>\$ 96,388</b>
Road CD 5128 exo 9/25/24	\$ 45,000	
Road CD 5132 exp 10/25/24	\$ 10,222	
Road MMKT 5118	\$ 8,652	
<b>Total Road Reserve</b>		<b>\$ 63,874</b>
<b>Total Acct Balances - Kitsap Bank</b>		<b>\$ 160,262</b>
<b>Total - ALL Reserve Accounts</b>		<b>\$292,409.33</b>
<b>Total - All Oper and Reserve Accounts</b>		<b>\$380,392.13</b>

Financial Report (continued)

**EXPENDITURES since 06/20/2024**

<u>payee</u>	<u>amount</u>	<u>category</u>
Dynamic Graphics	\$ 81.85	7160 website
CAU	\$ 4,526.00	7050 insurance
Western Home Services	\$ 1,548.10	5125 Fence - final pymt 156C
Northwest Drains	\$ 352.95	5140 Drains (142A)
Westend Home Services	\$ 16,100.10	Reserve expense - Comp Roof - TBC NOT yet transferred to cking acct from reserve as of 6/20/24 board mtg
Sunland Condo Assoc Div 7	\$ 9,742.50	Transfer 2nd qtr income to Comp Roof Reserve
Sunland Condo Assoc Div 7	\$ 875.00	Transfer 2nd qtr income to TILE Roof Reserve
Peninsula Water Sol.	\$ 2,195.11	5340 Sprinklers
Westend Home Services	\$ 2,987.00	5110 Bldg \$900.00/5120 Deck \$2087.00 - 142A
Ambro's	\$ 5,072.38	5320 Grounds Contract
Westend Home Services	\$ 1,547.10	5125 Fence - prepayment -fence 156C/D
Bell and Bell	\$ 700.00	7020 Bkpping - (\$200 credit will be added for payment from closing - 116D)
<b>Total expenses 5/18 - 6/15/2024</b>	<b>\$ 45,728.09</b>	

- **2<sup>nd</sup> Quarter income for Reserves** – note the transfer of funds from checking to reserve accounts represents the 2<sup>nd</sup> quarter Roof Reserve incomes - \$875.00 for Tile and \$9,742.50 transferred for Comp Roof Reserve on 6/12/2024.
- **CD renewal – Comp Roof acct 1306** – Katie and Carol signed for the renewal of this CD for 10 month period at 4.75% expiring 3/27/2025 (Comp Roof Reserve account).
- **CD renewal for Comp Roof Reserve from MMKT** – The Comp Roof MMKT account balance will be assessed for possibly purchasing another short term CD to expire before roofing season next year. More to follow next month.

**Cash Flow – Operations and Reserve**

- **Cash flow for operational accounts** – showing budgeted amount remaining as well as cash position estimated.
  - Cash is impacted in 2024 due to large 2023 tree removal/pruning projects approved under 2023 budget but paid out of 2024 cash. This is footnoted, and credit given to 2024 budget; but does lessen the cash on hand for 2024.
  - NOTE this cash position assumes we will transfer \$16,100 from the Comp Roof reserve accounts to checking (paid for out of operations for 147 Roof replacement). **The payment for reroofing 147 was tabled to be discussed under Maintenance.**
  - Landscape said they will take at least \$1,000 out of bark for landscape projects. Note that Jason does charge for the mulch delivery (previously reported as being free).
  - All expense categories were discussed and the Board discussed assessing all expenditures for the remainder of the year based on priorities and will schedule work for next year that can wait, unless it will cause significant additional cost to wait or put residents in harm’s way.

## Financial Report (continued)

### • Cash flow for Reserve Accounts:

- Due to 147 Roof Replacement in 2024, the Finance Committee has begun to analyze how best to replenish the Comp Roof Reserves.
- At some point, it is also important that we assess Tile Roof contributions, since there is only \$3,500 income for Tile Roof Reserves coming in as of now.
- The Board discussed various options for roof reserves account income – and the Finance Committee will be analyzing further in the next month.

Audit 2023 - final documents needed (sample checks/invoice) and January 2024 financials to the Auditor. It appears they will have the audit completed shortly, hopefully by mid-July.

### Finance Committee – additional information:

- Monetary Policy – In lieu of the important discussion required regarding funding the Roof Reserves, the Committee tabled the review of this policy for the Gov Docs Committee until next month.
- Regular meetings – the Board elected to meet on the 2<sup>nd</sup> Wednesday of each month for this year (December meeting may not be required). Next meeting – July 10<sup>th</sup> at 1:30pm.

### Landscape Report

- The Landscape Request tracker was discussed, and Kelly has made some subcategories to make it easier to use. A discussion of the best way to track and add value to for Landscape requests/projects resulted in an affirmation that the Request Tracker serves as a vital record for current and future Boards.
- Katie did a great job working with Brett to get irrigation up and running during Kelly's vacation..
- Pruning of limbs by Ian (In the Clear) was discussed. At 148 for example, there is a large tree that will need pruning. The purpose of Ian doing the work as discussed previously was only to avoid the limbs touching the roof, not necessarily meant to prune to remove all droppings from the upper limbs. Kelly will keep that in mind when the arborists review tree limb pruning.
- Updates on specific landscape projects were presented. Landscape contractors bids have not yet been received in some cases.

### Maintenance Report

- Update on roof replacement at 147 – will be wrapped up by Monday.
- Roof evaluations will be done by Moody Rocket Roofing and Westend Home Services to assess/rank the conditions of the next 10 roofs scheduled in the Reroofing Schedule. Evaluations would be about \$100 per roof. This will assist in updating the schedule for reroofing more accurately. The Board requests 3 contractor evaluations total including maybe Jim Byers, so that we have someone we know is a great roofer. Steve Lavelly will arrange.
- Owner attending requested the Board consider a list of specifications for bids on a particular project. Maintenance will take that into consideration, although most bids have detailed specs included particularly for roofs. It is harder to ensure quality installation for a roof – that is one of the critical aspects of getting a roof done that will last for 25-28 years. Recommendations and past experience play into the choice of a roof contractor for that reason.
- Patio at 137C – need approval for this cement patio replacement for the deck on this unit. The bid is from Jamestown Concrete and the total is \$13,220.00. **MOTION was made by Steve Lavelly to accept this bid for \$13,220.00 to convert to cement deck on south side of property. Seconded by Carol. Motion passed unanimously.**

## **Maintenance Report (continued)**

- **Deck and fence projects** – from now through the end of year we are only doing emergency repairs. Privacy walls at 156C are remaining and we only have one bid (Allen Hunt). Rob has another bid from RC Services (Rob Carey) and he will reforward to Maintenance. Will report once other bids are received.
- **Fence repair at 156C** – Owner has some issues with the construction. Workmanship was discussed per others who have reviewed the work. The Maintenance Directors will work with her to adjust the fence installation as needed, suggested a letter outlining what options we are willing to consider.
- **Entrance Sign** – completed and looks very nice.
- **Powerwashing** is being done where the moss grows only limiting water consumption.
- **In the Clear** – will cut him to do only the roofs that need to be blown and have moss treatment.
- **116A – Trees on front deck** – Steve spoke to owner and he will take care of moving the trees and fixing any damage. A letter from the Maintenance Directors was delivered outlining expectations.
- **147 Reroofing** – The Board will need to decide on how best to expense the cost of reroofing this unit. The Finance Committee reviewed the options for funding it either from operations or Comp Roof Reserve. The Board reviewed the different options for replenishing the Comp Roof Reserve for the unexpected expense this year. Motion for any action will be done at the July Board meeting, but the Board members need to read through the handouts. At the Budget working meeting we will discuss funding the Reserves for the next few years.
- **Reserve Study** – the 2025 study done in 2024 will be ready soon hopefully. Once it is received please study it before the Budget working meeting as well.

## **Communication Report**

- Reminders for the 4th of July event will be sent out on Wed 6/26 and Monday 7/1.
- Newsletter will be delivered by July 15<sup>th</sup>.

## **SLOA report from their meeting:**

- **File Cabinet issue:** - Letter from John, President of SLOA, notified the condo divisions that we will all need to remove the files that are stored in the upstairs back office. Carol and Katie evaluated the files that are stored there, and we are up to date on purging files, so we don't have any that we can destroy at this time. There is one 4-drawer legal file full of our records and one 2 drawer letter sized file drawer with some supplies in the bottom drawer. We can explore options for file storage and report back.

## **Social Committee:**

- **4<sup>th</sup> of July picnic:** Nancy reviewed the food, drinks, the preparation and volunteer needs for the 4<sup>th</sup> of July picnic which includes a celebration of Division 7's 50<sup>th</sup> anniversary. Cake from Costco will be available. A canopy will be available.
- **Greeting new neighbors:** Nancy is up to date in greeting all the new owners.

## Gov Documents Committee

**The amended Rules and Regs has been updated with the following:** Appendix D - Responsibility Chart - Owner and HOA document, Appendix E - Owner Contact Sheet, and revised Hold Harmless Agreement revisions

Still pending to add to R & R's is the Insurance guidelines for Owner responsibilities for Insurance coverage, and rules on Propane Tanks – (still to be decided)

**The Amended Bylaws are ready to review and approve with the following additions:**

- Updated Exhibit B – Reroofing Schedule revised June 2024 due to reroofing 147
- Updated Exhibit C – Annual Contribution to Roof Reserve Accounts

**A MOTION was made to adopt the Bylaws with the revised Exhibit B and C as presented, seconded by Joel. Motion passed.**

**The committee is still reviewing the remaining items for the Bylaws – draft copies of governing documents are available if Board wishes to have for pre meeting reviews.**

**Nominating Committee:** Steve has agreed to serve as Chair. Next steps per Rob is the need to look for people, especially for Secretary or someone who can do the minutes monthly. Steve Lavelly noted that there are 3 people on the Board whose term will expire in November and may or may not rerun as well. Several potential candidates were discussed for filling positions now.

**Insurance Committee:** No Report

### **New Business:**

- Unfortunately, we received a resignation from Krystal Brown. **MOTION: Steve mad a motion that we accept the resignation tendered on June 2 from Krystal Brown as a Board member, Carol seconded. MOTION passed.**
- Steve Lavelly brought up the possibility of utilizing the Junk Removal company used by Kyle Rose. He could potentially come in here every 3 years or other recurring timeframes, and pick up junk from Division 7 owners. Price is \$165 per cubic yard – just an idea for removing junk easily. This would be a service paid for by the Owners. Carol will send out a note to all Owners. No chemicals or paint is allowed.
- SLOA Neighborhood garage sale for two weekends was discussed – and the impact on parking and traffic. Private Road warning could be posted. Orange cones are available if needed to prevent parking in certain areas. It was suggested to have the Junk Removal guy come in afterwards.

### **Old Business:**

**Next Board Meeting:** July 18, 2024 at 3:00pm.

**Motion to adjourn unanimously approved.**

Minutes submitted by: Carol L. Stults

Carol Stults, Secretary/Treasurer