

Board of Directors – Meeting Minutes
Sunland Condo Owners” Association Division 7
September 19, 2024 3:00 pm

CERTIFICATION OF QUORUM: Robert Baer, Kelly Foster, Carol Stults, Steve Lavelly, Joel Ogden, Katie Venator

Owners: Jill Olkoski, Barbara Powell, Scribe: Nancy Baer

PRESIDENT’S COMMENTS: Sunland Water district recently acknowledged Division 7 for saving water to the extent of 50,000 gallons a day this year versus last year - probably due to ongoing irrigation improvements. It was noted that Brett from Peninsula Water has been working hard to repair leaks in a timely manner.

Secretary’s Report: MOTION was made by Carol Stults, Secretary, to approve August, 2024 Board minutes as last presented, Joel seconded, and all approved - motion passed.

Treasurer and Finance/Audit committee Report:

<u>ACCOUNT Balances as of</u>		
<u>Sound Bank</u>	<u>Balances</u>	<u>Totals</u>
Checking account 0085 08/31/2024		\$ 97,570
Deposits after 8/31/2024 - Sundt - 09.04.24		\$ 1,981.34
Emergency Maint/Landscape Reserve 3402		\$ 27,652
Comp Roof Reserve - CD 1306	\$ 52,972	
Comp Roof Reserve - MMKT 7721	\$ 29,887	
Total Comp Roof Reserve		\$ 82,859
Total Acct Balances - Sound Bank		\$ 210,062
<u>Kitsap Bank</u>	<u>Balances</u>	<u>Totals</u>
Tile Roof CD 5129 - exp 1/25/29	\$ 77,174	
Tile Roof CD 5131 - exp 10/25/24	\$ 12,403	
Tile Roof MMKT 5119	\$ 8,422	
Total Tile Roof Reserve		\$ 97,999
Road CD 5128 exo 9/25/24	\$ 45,241	
Road CD 5132 exp 10/25/24	\$ 10,336	
Road MMKT 5118	\$ 8,657	
Total Road Reserve		\$ 64,234
Total Acct Balances - Kitsap Bank		\$ 162,233
Total - ALL Reserve Accounts		\$272,743.28
Total - All Accounts		\$372,294.62

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EXPENDITURES since 08/19/2024

Check payment tracking		
payee	amount	category
Carol Stults reimb - ofc supplies	\$376.83	7100 Ofc 7110 Postage
Sunland Condo Owner Div 7	\$875.00	trsfr to Tile Roof Reserve - Kitsap Bank
Sunland Condo Owner Div 7	\$ 9,742.50	tsfr to Comp Roof Reserve - Sound Bank
All in One Services -	\$ 525.62	5120 - Deck post repairs
Ambros Landscaping	\$ 5,072.48	5320 Grounds Contract
Robert Carey - materials 156C/D w	\$ 641.30	5110 Building/walls
RC Home Repair - labor 156C/d w	\$ 3,593.70	5110 Building/walls
Katie Bartlett - moles	\$ 100.00	5380 Pest control
Peninsula Water Solutions	\$ 1,483.84	5340 Sprinkler Irrigation repairs
Bell & Bell	\$ 500.00	7020 Bkkping
We Love Trees - 148A/crown red	\$ 1,574.70	5350 Tree Care
We Love Trees - 119B-156A	\$ 2,101.41	5350 Tree Care
We Love Trees - 125A,125B,148D,148A	\$ 1,080.57	5350 Tree Care
We Love Trees - 133D	\$ 2,497.80	5350 Tree Care
Robert Carey - materials 156C/D wall	\$69.65	5110 Bldg/Walls
Dynamic Graphics	\$ 101.85	7160 Website
Rob Baer - reimb paint 156C/D	\$ 54.37	5110 Building/walls
Total expenses	\$ 30,391.62	

Budget – 2024 Financials

The Board is doing a good job of staying within the budgets and the Maintenance and Landscape Directors are monitoring it, using the Budgeting spreadsheets sent out.

- Maintenance budget shows correctly now on the financials, after the transfer of the \$32,037 from the Roof Reserve MMKT to the checking account to reimburse checking for a reserve expense. The remaining maintenance budget as of July 31st is \$25,782, after the planned projects in Sept and October are completed.
- The Landscape budget shows a balance remaining as of 7/31/2024 of 16,773.81 adjusting to include the \$10,850 paid in 2024 for 2023 projects not completed in that year.

Cash flow estimate continues to show approximately \$35,000 at the end of 2024 assuming all the budget will be spent and unless further expenses not yet planned become necessary.

Audit 2023: The Audit is final and the result was very positive, with no adjustments needed other than accounting for total income tax expense on our interest revenue, taxed at 30%. The Representation Letter has been signed and sent, and we have also sent the confirmation document to Newman HOA Auditors to engage them for next year’s audit of 2024. *NOTE: Notification the Owners will be sent once final copy is received, and the final 2023 audit details will be posted on the website.*

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CD Renewals: The Tile Roof Reserve CD ending in 5128 will mature on September 25 (next Wednesday). President Rob. Baer will not be available to sign if needed but Carol recommended Katie Venator to sign with her if signatures are required. **Motion was made by Carol Stults to have Katie Venator be cosigner for the CD #5128 renewal. . Kelly seconded and the motion was passed unanimously.** Tile Roof CD #5132 will mature on October 25, 2024, and we will approve renewal at the October 17th Board meeting. Rates for CDS will undoubtedly fall somewhat – the Board will be kept apprised of the rate sheets. Other options for investing reserves were discussed.

AMENDED MOTION: Due to CD rate changes posted on Monday after the Board meeting, Carol Stults, Treasurer made a motion via email on Tuesday 9/24/2024 as follows:

MOTION: to vacate the approval made at the Board meeting for the renewal of the Road CD with Katie Venator to sign, since no signatures were required at Kitsap Bank for renewal (Carol Stults and Rob Baer remain signers on this CD). Carol also moved to renew the CD acct 5128 for \$45,241.00 at the 4.10% interest rate quoted for a term of 13th months. Rob Baer seconded the motion and the motion passed unanimously.

Budget 2025: The Finance Committee discussed the final three options for the dues increase for 2025, as well as whether to continue paying for earthquake insurance which will increase in cost from 20-30%. Regular insurance has increased significantly and reserves continue to need funds. Final decision on dues amounts will be presented to the Board for approval at the October Board meeting.

All changes to the budget including 2025 contract bid approvals need to be ready for the October 17th Board meeting in order to allow time to print and deliver ballots to members by November 1st. The Annual Meeting is November 21st, with a working meeting to be scheduled at least a week before.

Landscape Report: Kelly gave an update on the landscape contracts she is planning – splitting up contracts into two - the “Lawn Services” (mowing and trimming grass areas) from the “Landscape and Grounds Services” (fertilizer, shrub maintenance).

Kelly will be doing outreach to landscaping contractors in the next few weeks and expects to have proposals to offer at the October 17th Board meeting. Kelly provided the adjustment to the 2025 budget – separating out the budget amounts for Landscape in 2025 into the different categories but still keeping the Budget 2025 at the same amount as 2024. Priorities for Landscaping and Maintenance expenditures were discussed as we allocate dollars from dues/assessments. Top priority for all expenditures is roof repair/replacement, deck repair/replacement, but under landscape we have to give some priority to tree care that is badly needed to protect roofs.

Shrub care vs replacement budget was discussed – and Kelly will be proposing how to split out the budget dollars for landscaping. Kelly will be sending out the new allocations of the Landscape dollars to match the contracts. Owner Nancy Baer asked if we would have money for removing stumps. Kelly indicated that there is an intent but we have to go by priorities.

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Not many Service Requests are coming in for Landscape but Kelly and Katie will keep on Jason to complete the ones still pending. Katie reported on irrigation, including repairs of sprinklers, repair and installation of back flow prevention valves, altogether numbering in the 30 to 40 incident range. Brett has done a lot of extra work that he doesn't do for others and been very responsive. Joel complimented both Katie, Kelly and Brett on the conditions of the irrigation system now! Owner Barbara Powell also commented on particular irrigation issues that are now working properly, and complimented the Landscape Committee and Brett for their work. It was noted that his contract is less than his normal hourly rate! Owner Nancy asked about mapping the irrigation system for future reference. Brett is working on that.

Maintenance Report:

- Unit 155 deck supports will be worked on in 4 weeks by All in One Services;
- 137C deck should be removed in the next few days and Jamestown Concrete will pour in the next few weeks; date to be confirmed;
- 137A and 137B have an approved a fence plan at 137A's expense and will complete soon;
- 148A is proposing an added gate at their expense. More information for Board review will be provided by Joel Ogden, Architecture Project. Work will be done by Westend Services
- 156C/D privacy wall repairs were completed at a cost of \$4,304.65 – **the Owner at 156D will pay half of that amount to cover the portion of 156D wall that was altered by the addition of a sunroom and is the Owner's responsibility for repairs.**
- **Meeting with new contractor** – Steve, Joel and Katie will meet with Lionsgate Construction who does a lot of different handyman and landscape work.

Jill Olkoski has joined as a new member of the Maintenance Committee and has already developed a maintenance project tracker which will be used by the Committee to track pending projects. She is also willing to track Landscape projects if that is needed.

Newsletter: The October Newsletter will be delivered on 10/14.

Governing Documents: Carol has been assembling necessary edits for the monetary policy, as well as insurance responsibility for owners and the HOA. The next version of the Bylaws will be ready hopefully for review, and voted on by the Board for distribution by the Annual Meeting date. There will be no committee meeting until later in October due to committee member schedules/travels.

ADDENDUMS – Motions sent via email on 10/4/2024.

MOTION by Steve Lavelly: Move to accept the plan for the 151/153 gate project paid for by the Owner of 151 as presented in the Architecture Project proposal forms submitted and signed approved by the Maintenance Director, Steve Lavelly. Motion was seconded by C. Stults and approved by the vote of the Board.

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MOTION by Steve Lavelly: Move to accept the Owner project proposal at 137A (top extension of the privacy fence by 1 foot, as presented in the Architecture Project proposal forms submitted and signed approved by the Maintenance Directors, Steve Lavelly/Joel Ogden. Motion was seconded by C. Stults and approved by the vote of the Board.

MOTION by Carol Stults: Move to accept the Owner project proposal at 148A, adding a new gate to the south patio entrance, as presented in the Architecture Project proposal forms submitted and signed approved by the Maintenance Directors, Joel Ogden. Motion was seconded by Katie Venator and approved by the vote of the Board.

Motion to Adjourned at 4:00pm was unanimously approved.

Next Board Meeting: **October 17, 2024 at 3:00pm.**

Minutes submitted by: *Carol L. Stults*

Carol Stults, Secretary/Treasurer