

Sunland Condo Owners' Association Division 7
Board of Directors Meeting
October 17, 2024 - 3:00 PM, Gathering Place

Certification of Quorum: In person attendance - Robert Baer, Katie Venator, Steve Lavelly, Kelly Foster, Joel Ogden, Carol Stults. Owners: Ed and Shar Busch, Nancy Baer- Scribe. A quorum was confirmed established.

Call to Order: President Rob Baer called the meeting to order.

Secretary's Report: MOTION : Secretary Carol Stults made a motion to approve the Minutes from the Sept 19, 2024 Board meeting as last presented. Steve Lavelly seconded the motion; the motion passed.

Treasurer and Finance/ Audit Committee Report:

Bank accounts:

ACCOUNT Balances as of	10/17/2024	
Sound Bank		
	Balances	Totals
Checking account 0085 as of 9/30/2024	\$ 69,282	
deposits since 9/30/2024	\$ 20,341	
Less checks written since 9/30/2024	\$ (11,392)	\$ 78,231
Emergency Reserve -		\$ 27,655.33
Comp Roof Reserve - CD 6458	\$ 53,186	
Comp Roof Reserve - MMKT 7721	\$ 29,890	
Total Comp Roof Reserve		\$ 83,076
Total Acct Balances - Sound Bank		\$ 188,962
Kitsap Bank		
	Balances	Totals
Tile Roof CD 5129 - exp 1/25/29	\$ 77,174	
Tile Roof CD 5131 - exp 10/25/24	\$ 12,541	
Tile Roof MMKT 5119 (includes dep of \$875.00 from 3rd qtr revenue)	\$ 8,423	
Total Tile Roof Reserve		\$ 98,139
Road CD 5128 exp 10/25/2025	\$ 46,418	
Road CD 5132 exp 10/25/24	\$ 10,451	
Road MMKT 5118	\$ 8,659	
Total Road Reserve		\$ 65,528
Total Acct Balances - Kitsap Bank		\$ 163,666
Total - ALL Reserve Accounts		\$274,397.87
Total - All Oper and Reserve Accounts		\$352,628.81

EXPENDITURES since 09/18/2024

Check payment tracking			
Date	Payee	Amount	Category
10/10/2024	Peninsula Water Solutions	\$ 1,252.35	5340 Sprinkler (Sept pymt)
10/9/2024	Bell & Bell	\$ 500.00	7020 Bkping - (Oct pymt)
10/3/2024	CAU - Oct pymt	\$ 4,526.00	7050 Insurance
9/30/2024	Ambros Landscaping	\$ 5,072.38	5320 Grounds contract (Oct)
9/25/2024	NW Gutter Pros	\$ 108.60	5150 Gutters (156D)
9/23/2024	Peninsula Water Solutions	\$ 1,685.08	5340 Sprinkler - Backflow chg
	Total expenses	\$ 11,392.06	
	09/18/2024 - 10/17/2024		

AGING: The aging shows no past due accounts at this time.

Payments for 4th quarter are coming in – and reminders to Owners to pay by the Oct 31st due date will be going out.

2023 AUDIT: The 2023 Audit documentation without the Draft logo has finally arrived. The Audit was completed with no issues in early April, and prepaid taxes sent in – we only needed them to remove the ‘draft’ notation, and that has now been completed. The 2023 Audit is now posted on our website and was sent out to all Owner via email..

CD renewals –2 CDS are maturing on 10/25/2024 - Road Reserve CD 5132 for \$10,451.06 and Tile Roof Reserve CD 5131 for \$12,541.27. Two special rates are available currently. **Motion was made by Carol to renew the two CDS as noted herein: Motion was seconded by Joel, Motion passed unanimously.** No signatures are required at the bank to roll these over.

- 4.5% for 5 months for CD Road Reserve acct 5132 for \$10,451.
- 4.10% for 13 months for CD Tile Roof acct 5131 for 10,451.

Current Budget – 2024 Financials: We are seeing expenditures dropping off now, as fewer projects are being done due to coming winter weather.

- **Maintenance budget** through 9/30/2024 shows \$49,893 in budget dollars remaining, less the \$28,476 for projects yet to be invoiced leaving \$21,417 for 2024:

137C Deck- \$13,220 cement; est \$4,000 for seats?	\$ 17,220
137C/D privacy wall - estimate	\$ 3,500
134A railroad ties	\$ 500
Steve Carr work 2 months est	\$ 2,000
155 Posts repairs	\$ 5,256
Total to be paid in 2024	\$ 28,476

- The **Landscape budget** shows a balance remaining as of 9/30/2024 of \$311.43 plus the \$10,850 paid in 2024 for 2023 projects not completed in that year. Total budget remaining \$11,161.43 as of 9/30/2024, but checks already paid out since 9/30 includes one Peninsula Water invoice for Sept pd in Oct \$1252.35 – budget remaining is \$9,909.08. There are still 2 payments to Ambros for Nov Dec which will be \$10,144 alone. There is also another payment to Peninsula for October that will be due for \$1,252.

<i>pending Landscape budget</i>	
<i>total budget remaining 9/30/24</i>	11,161.43
<i>Peninsula Water pd in Oct - Sept pymt</i>	\$ (1,252.35)
<i>Ambros Nov/Dec</i>	(\$10,144)
<i>Peninsula Water Oct</i>	\$ (1,252.00)
Total Budget remaining 10/16	-1,486.92

2025 budget: The 2025 Budget options have been reviewed by the Finance Committee with agreement on designated operating funds. The option for Earthquake insurance was discussed extensively and the Finance committee recommends a 6% increase in dues with the additional contribution from operating funds of \$19,000 to go to either roof reserves in the percentage appropriate OR put into the emergency funds. . Extensive discussion by the Board resulted in proposing 6% dues increase as presented, with the understanding that when the final quote from our insurer, CAU, is available in March, including the actual cost of earthquake insurance coverage for 2025, the Finance Committee and Board will decide at that time to either reduce the 2025 operating expenditures so that there is budget for the earthquake insurance (\$16,000 estimated per year), OR to take a vote of the Owners at that time to see if they want to pay for the average \$295 per year to secure earthquake insurance in additional to the current budget. Information on the earthquake coverage cost increases and options will be in the Annual Meeting packet. **Motion was made by Carol Stults, Treasurer, to present the 2025 Budget for Operating and Reserves with a 6% dues increase and NO increase in roof assessments. Joel seconded, and the motion passed unanimously..**

Annual Meeting packets will be delivered or mailed beginning on October 28 and Board members volunteered to assist with deliveries. Owners will be strongly encouraged to review them and vote. An Owner Informational meeting will be held on November 11th at 1:30pm in the Gathering Place, for those who have questions on the budget before they vote. The Annual meeting is scheduled for Thursday November 21st at 3pm and Owners must submit their votes by the start of that meeting. Two locked metal boxes will be available for dropping off ballots – at 108A and 142C.

Landscape Report: Seven contractors were invited to bid on two contracts: Lawn Maintenance and Landscape Care contracts (a change from the combined contract used previously). Few responses have been received and Kelly will be monitoring the responses and report to the Board. In 2025 the Tree Care budget has been increased to focus on safety and roof protection measures. The need to complete some work in 2024 was discussed and there may be some remaining budget dollars for those projects. Kelly will advise when bids are received.

Maintenance Report: Owner at 133B submitted an Owner Project Request, to extend a fence at his expense. **Motion was made by Steve Lavelly to approve the Owner's project as presented on the north driveway area, Carol seconded, and the motion passed.**

137C- the new concrete deck is nearing completion. Steps will be installed in the next stage. The privacy wall between the patios of 137C and D south side needs repairs or replacement as well – some or all of it is rotting. Two bids were received due to cost differences. **Motion was made by Steve Lavelly to approve Westend Home Services bid, Carol seconded, and the motion passed.**

Fence work at 137A/B (an owner project) is completed.

The repairs to the 155 upper deck supports posts are still waiting on the contractor. Steve will be calling and pressing them to complete this project.

Railroad tie replacement at 134A is supposed to be done next week. Contractors' timeliness for both 155 deck posts and this project is a continuing concern for All-in-One Services as contractor for both.

Communications Committee/Newsletter: The Newsletter will be out early - by November 15 due to the Annual Meeting notification and reminders.

Social Committee: Nancy Baer report on the CHRISTMAS PARTY on Dec. 13, from 4-8 pm. Be Joyful! Elizabeth Rosenberg has been added as a new Social Committee member.

Governing Documents Committee: Debby McGehee has agreed to take over as Chair of the Governing Documents committee as of the Annual Meeting. We are still seeking someone to do the document typing/editing.

The Governing Documents Committee met and finalized the changes to the Rules and Regulations. Still pending will be a future change in 2025 regarding the language for insurance. Copies of October 2024 Rules and Regulations as amended were given to Board members for their review over the next 2 weeks. Carol stressed the need for the Board to respond quickly with any edits. The Board needs to approve this version before the Annual Meeting so that the new version can be distributed at the Annual meeting.

The Bylaws will be amended in 2025 to add language regarding Insurance Coverage, update the Monetary Policy, and include a File Retention policy.

Old Business: Carol requested a letter be sent to SLOA from the Division 7 Board, asking for the removal of the dumpster at the entrance to Hilltop since the pool is no longer open, which was supposedly the reason for its placement, and for SLOA – in the future - to discontinue putting a dumpster out in plain view at all times against their own rules. SLOA rules state no exposed trash receptables.

Adjournment: **Motion was made at 4:35pm by Carol to adjourn, Joel seconded and the motion passed.**