

Sunland Condo Owners' Association Division 7 Board of Directors Meeting
January 16, 2025 - 3:00 PM, Gathering Place

Certification of Quorum: In person attendance - Rob Baer, Katie Venator, Carol Stults, Steve Lavelly, Sharlene Busch, and by phone Jill Olkoski and Julie Turnross. Owner attending: Debby McGehee.

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

Secretary's Report: Co-Secretary Sharlene Busch made the motion to accept December 2024 minutes (via email), motion seconded by Steve Lavelly. Minutes approved.

Treasurer - Account Balance Report

| <u>ACCOUNT Balances as of</u> | <u>1/16/2025</u> | |
|---|------------------|-------------------|
| Sound Bank | Balances | Totals |
| Checking account 0085 as of 1/14/2025 | \$ 128,033 | |
| deposits pending after 1/14/2025 | \$ - | |
| Less uncleared checks as of | \$ (2,270) | |
| Total Checking account | | \$ 125,763 |
| Emergency Reserve - MMT 3402 | \$ 8,165 | |
| Emergency Reserve CD - 5413 | \$ 25,000 | \$ 33,165 |
| Total Comp Roof Reserve | | |
| Comp Roof Reserve - CD 6458 | \$ 53,818 | |
| Comp Roof Reserve - CD 7985 | \$ 40,000 | |
| Comp Roof Reserve - MMKT 7721 | \$ 9,387 | |
| Total Comp Roof Reserve | | \$ 103,206 |
| Total Acct Balances - Sound Bank | | \$ 262,134 |
| Kitsap Bank | Balances | Totals |
| Tile Roof CD 5129 - exp 1/25/29 | \$ 77,779 | |
| Tile Roof CD 5131 - exp 10/25/24 | \$ 12,587 | |
| Tile Roof MMKT 5119 | \$ 10,179 | |
| (includes dep of \$875.00 from 3rd qtr revenue) | | |
| Total Tile Roof Reserve | | \$ 100,545 |
| Road CD 5128 exp 10/25/2025 | \$ 46,885 | |
| Road CD 5132 exp 10/25/24 | \$ 10,489 | |
| Road MMKT 5118 | \$ 8,665 | |
| Total Road Reserve | | \$ 66,039 |
| Total Acct Balances - Kitsap Bank | | \$ 166,584 |
| Total - ALL Reserve Accounts | | \$ 269,790 |
| Total - All Oper and Reserve Accounts | | \$ 428,718 |

EXPENDITURES And Transfers to Reserve since 12/18/2024

| Date | Payee | Amount | Category |
|-------------|-----------------------------------|---------------------|---|
| 1/16/2025 | In the Clear | \$ 1,770.00 | 5150 gutter 5230 roof repair |
| 1/9/2025 | Bell and Bell - Dec 2024 | \$ 500.00 | 7020 Bkp |
| 1/1/2025 | Sunland Water District | \$ 5,804.00 | 5341 Irrigation |
| 12/31/2024 | Ambros Landscape final 2024 | \$ 5,072.38 | 5320 - Grounds |
| 12/30/2024 | In the Clear | \$ 2,150.00 | 5230 Roof Repair |
| 12/29/2024 | Jardin Pura Vida LLC final 163 | \$ 2,275.00 | 5345 Shrub replacement |
| 12/29/2024 | RC Home Repair | \$ 7,596.13 | 5120 Deck replacement also includes privacy wall costs |
| 12/29/2024 | Brandco Home Services | \$ 311.11 | 5110 Bldg/siding |
| 12/29/2024 | Brandco Home Services | \$ 176.42 | 5120 Deck |
| 12/29/2024 | Brandco Home Services | \$ 247.75 | 5150 Gutters |
| 12/29/2024 | Carol Stults (reimb) | \$ 96.88 | 5350 Tree Care 5330 Grounds Misc |
| | | | |
| | | | |
| | | | |
| | | | |
| | Total expenses & Tsfrs | \$ 25,799.67 | |
| | 12/17/2024 through 1/16/2025 | | |

Treasurer and Finance/Audit Committee Report: Carol Stults presented current bank balances and expenses, and confirmed that end of the year transfers were completed to appropriate roof reserve accounts and Emergency Fund as approved by the Board and the Owners in the Budget for 2024.

The two new short-term CDs approved by the Board were purchased in a timely manner. Carol will work with the CPA to confirm there was sufficient payment of estimated taxes for 2024 (30 percent tax on last year’s interest income of \$6185) by April 15th. CD purchases have assisted us in increasing our reserves faster than ordinarily done in the immediate past. Interest on reserve CDs accounts is retained in Reserve accounts and not used for operational expenses.

Budget 2024 was reviewed, with \$6107 remaining unused in the budget. The budget for 2025 is set. Approximately 25% of the budget is projected to be contributed to reserves.

Aging: There are no past due accounts by owners. One owner who was in arrears for 2 quarters paid in full.

A draft of an updated Monetary policy, primarily for clarity on signing, will be provided to the Board and the Governing Documents Committee to review before adding it to the bylaws.

Landscape Report: New contractor for grounds maintenance, Squeaky Clean, started their weekly services this month and is expected on our street on Mondays with at least two workers every week. On their first day, they cleaned up the total grassy/tree covered SLOA area around the pool with rakes; although it is not our space to clear in the future, it was nice to see it looking so clean. SLOA will be sent photos to show how this SLOA property should look if maintained properly in the future by them. The contractors demonstrated their focus on getting everything in top shape by spring.

Detailed discussion by Board of tree maintenance and proceeding with the existing bid by We Love Trees to proceed in March, 2025, to trim 25 trees as proposed. A new amount of \$7900 maximum was discussed. **A motion was made by Sharlene Busch to hire We Love Trees, with the maximum amount of \$7900 for contract; motion was seconded by Carol Stults. The motion passed.** There is no annual contract with this vendor.

Snow removal vendor is still being sought.

Maintenance Report: Julie Turnross reported that several projects have been completed this month. Details are in the January newsletter. The Board discussed the issue with drainage from upper decks at 117C that is causing damage to the wood in the garage wall. Bids are being received. Julie is also weighing options for contractors to perform deck pressure washing and staining this summer.

Data and Records Committee: **Carol Stults made a motion to approve the new Record Retention and Destruction Policy dated January 15, 2025, with possible future revisions. The motion was seconded by Steve Lavelly and passed.** Send any comments or revisions to Debbie McGehee or Carol Stults.

Communications Committee/Newsletter: Next newsletter will go out on Feb.10.

SLOA Report: New days for office hours of SLOA are Tuesday, Wednesday, and Thursday. Hours are to be extended for those days.

Welcoming & Social Committee: Rob Baer said he thought the Christmas Party went well, and everyone seemed to enjoy themselves. Items and money for the Food Bank were collected and Nancy Baer delivered them to Sequim Food Bank.

Governing Document: Revised Rules and Regulations are to go out soon, including full exhibit outlining Owner or HOA responsibilities for all maintenance and landscape components of the Common and Limited Common Areas. **Carol Stults made a motion to approve the Rules and Regulations as shown in the existing document dated January 16, 2025, with further possible addendums to be considered later in 2025. Steve Lavelly seconded and the motion passed.**

Remaining items to be updated in the R&Rs in 2025 include Owner property insurance requirements and updates to objectionable noise, nuisance and behavior. Hard copies of the updated approved R&Rs will be distributed to all Owners - either in person or via mail.

Bylaws are being reviewed next. Changes to required HOA Insurance, updates to the monetary policies and the addition of the approved File Retention policy as presented by the Finance Committee and approved tonight by the Board will all be added.

Nominating Committee: Steve Lavelly reported that two members have been added to the Committee. (On January 25, Steve reported to the Board that the two new members are Joe Henline and Beth Taylor.)

Insurance Committee: Rob Baer reported that no numbers are available yet, but a sizable increase in insurance premiums is expected when those renewal proposals are received about 30 days prior to renewal date. More information should be available in February. The current approved 2025 Budget estimated an increase of 20% without any earthquake insurance secured.

New Business: The Board will meet at 3:30 for future monthly meetings.

Old Business: Carol Stults noted concerns with a large dumpster in front of the pool for at least 7 months outside by the pool parking, in violation of SLOAs own rules. The dumpster has been in place for the immediate past 3 years starting in late spring, with no response from SLOA Board members in answer to our past complaints. A meeting with the SLOA Board will be requested.

Next Meeting: February 20, 2025 at 3:30 p.m.

Adjournment: Meeting adjournment at 4:30 p.m.

Post-Meeting Board Actions: On January 24, Julie Turnross made a motion via email to approve an owner-paid project to replace four windows and a sliding glass door in unit 143. The windows will be consistent with the existing windows on the adjacent 145 building, and the owner is responsible for repainting or repairing any damage to the wood frames incurred during the replacement. **The motion to approve the window replacement was seconded by Carol Stults and passed unanimously.**

On January 30, Julie Turnross made a motion via email to approve glass replacement in unit 108A, a project that has been on hold for almost two years. **Steve Lavelly seconded the motion to approve the glass replacement and it was unanimously approved.**