

Sunland Condo Owners' Association Division 7 Board of Directors Meeting
February 20, 2025 - 3:30 PM, Gathering Place

Certification of Quorum: In person attendance - Rob Baer, Katie Venator, Carol Stults, Joe Holliday, Sharlene Busch, and by phone Jill Olkoski and Julie Turnross. Owners attending: Debbie McGehee, Patty DeVogler, Patricia Palmieri

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

Treasurer – Account Balance Report (see also attached)

ACCOUNT Balances as of		1/31/2025	
Sound Bank	Balances	Totals	
Checking account 0085 as of 1/31/2025	\$ 157,110		
deposits pending after 1/31/2025	\$ 8,177		
Less uncleared checks as of 1/31/2025	\$ (336)		
Pending checks to be written 2/13/2025			
Association Reserves - 2026 study	\$ (1,300)		
Reimbursement - C. Stults	\$ (461)		
Total Checking account		\$	163,191
Emergency Reserve - MMT 3402	\$ 8,166		
Emergency Reserve CD - 5413	\$ 25,073	\$	33,239
Total Comp Roof Reserve			
Comp Roof Reserve - CD 6458	\$ 54,035		
Comp Roof Reserve - CD 7985	\$ 40,117		
Comp Roof Reserve - MMKT 7721	\$ 9,388		
Total Comp Roof Reserve		\$	103,541
Total Acct Balances - Sound Bank		\$	299,970
Kitsap Bank	Balances	Totals	
Tile Roof CD 5129 - exp 1/25/29	\$ 78,390		
Tile Roof CD 5131 - exp 10/25/24	\$ 12,715		
Tile Roof MMKT 5119	\$ 10,182		
Total Tile Roof Reserve		\$	101,287
Road CD 5128 exp 10/25/2025	\$ 46,885		
Road CD 5132 exp 10/25/24	\$ 10,489		
Road MMKT 5118	\$ 8,666		
Total Road Reserve		\$	66,040
Total Acct Balances - Kitsap Bank		\$	167,327
Total - ALL Reserve Accounts		\$	304,107
Total - All Oper and Reserve Accounts		\$	467,298

Expenditures and Transfers to Reserve since 1/16/2025 (see also attached)

Check payment tracking		1/16/2025 through 2/11/2025	
Date	Payee	Amount	Category
2/11/2025	Katie Bartlett	\$ 110.00	5380 Pest
2/11/2025	US Postal Service	\$ 226.00	7110 Postage - (P O Box)
2/4/2025	Home Guys	\$ 326.70	5230 Roof Repair
1/29/2025	Squeaky Clean Services (Landsc)	\$ 4,500.00	5320 - Grounds
1/27/2025	In The Clear (2024 exp)	\$ 1,650.00	5150 - Gutters
1/23/2025	In The Clear (2024 exp)	\$ 1,850.00	5230 Roof Repair
			5150 - Gutters
			5230 Roof Repair
	Total expenses & Tsfrs	\$ 8,662.70	
	1/16/2025 through 2/11/2025		

Treasurer and Finance/Audit Committee Report: Carol Stults presented current bank balances and expenses. All homeowner dues are paid. Reserve income has come in from first quarter invoices. Some CDs will expire in March. HUD continues to pay HOA dues for Unit 145 on time.

Carol Stults made a motion to move reserve funds paid in first quarter into the tile and composition roof accounts. It was seconded by Sharlene Busch. Motion passed.

Regarding taxes, we applied the \$566 overpayment of 2023 taxes to 2024 tax owed, and prepaid taxes for 2024 as instructed by the auditors in the amount of \$1,000, - total prepaid amount \$1,566. We can take a \$500 deduction for preparer fee. By our calculations at year end, total tax owed is \$1,908.89.

Carol Stults made a motion to prepay another \$500 to avoid any tax penalty. Katie Venator seconded the motion. Motion passed.

A motion to renew CDs expiring in March was withdrawn and will be taken up at the March meeting.

Landscape Report: Squeaky Clean is doing a good job with trimming and removal of dead perennials. Next week, some deciduous ornamental trees will be trimmed back; some of them are too close to roofs. No snow removal was needed. Snowplow operators are usually booked up by October, perhaps we need to consider contracting in advance for next winter.

Regarding moss accumulation on driveways and sidewalks, it was clarified that this is an HOA responsibility except in cases where the homeowner has installed their own driveway. We will wait for warmer spring weather. This is actually a Maintenance Committee responsibility. Rob Baer will communicate with Maintenance Committee Chair Julie Turnross on next steps.

Rob Baer mentioned that the utility box at Unit 142A needs repair. Katie Venator added this is also an HOA responsibility. Rob Baer cautioned that PUD has strict rules about enclosing utility boxes. One solution is to install a removable enclosure so that PUD can get to it easily.

Maintenance Report: Julie Turnross reported that two projects have been completed this month, walkway/drainage work at 142A and window replacement at 108A. She further reported that Ian will power wash to the worst driveways. Owner Debby McGehee, Unit 140, ~~reported~~ requested an owner-funded repair due to dry-rot in her unit's exterior wall of sunroom. Hardyboard will be used. If dry rot is discovered in the exterior structure outside of the sunroom structure, that will be an HOA responsibility.

Carol Stults made a motion to approve the self-funded homeowner work at 140. Katie Venator seconded the motion. Motion passed.

Owner Patty DeVogler asked for an update on driveway work at Units 157-163. Julie Turnross responded that bids for the work will be coming in the next two weeks.

Data and Records Committee: No report

Communications Committee/Newsletter: Carol Stults reported that the next newsletter will go out on March 17th. Also noted - There will be a community sale at Unit 126C, there will be a lot of furniture for sale.

SLOA Report: No report

Welcoming & Social Committee: No report but Rob Baer mentioned that the Committee will meet with new homeowners at 126C once they move in.

Governing Document: Debbie McGehee reported that there is a new approved version of the Rules & Regulations that includes delineation of homeowner and HOA responsibilities and that it has been delivered to all owners. What is still needed is some guidance for owners on what insurance coverage the homeowner has. Bylaws issues remaining include parking guidelines for cars and HOA insurance language are being looked at currently. In a separate discussion, it was mentioned that this committee needs to address liens and fees for past due accounts..

Nominating Committee: No report but it was mentioned that there is a vacancy.

Insurance Committee: Rob Baer reported that we are waiting to hear from Dianna Kasper and should hear from her tomorrow. Rob will share her response

New Business: Two items were brought up, the Reserve Account/Study and the resignation of Board member Steve Lavelly.

Board members discussed the Reserve Study. Rob Baer and Carol Stults provided background information. In the past, we have contracted with a company for three years at a time, with three options for level of service. We have typically taken the middle option, to have an on-site visit in one of the three years. HOA Reserve Studies are required per Washington RCW (Revised Codes of Washington). Besides being a requirement, they are also valuable to prospective home buyers, and enable us to anticipate and meet future maintenance needs. We are currently at 27% Reserves, and our goal is 30%. The most recent Reserve Study is available on our web site.

Carol Stults made a motion that we contract with Association Reserves for three years. Katie Venator seconded the motion. Motion passed.

Board member Steve Lavelly asked to resign for health reasons. Carol Stults made a motion to accept his resignation. The motion was seconded by Sharlene Busch. Motion passed. A card and gift card is being circulated among Board members.

Old Business: Rob Baer reported that the old, rusty dumpster outside of the SunLand Clubhouse is gone for now. Carol Stults reported that she met with SLOA President Bob Eichorn to resolve the issue of using a large dumpster in plain sight at all times during the open pool scheduled months. SLOA will either move their receptacle(s) nearer to the pool area and/or enclose them or use the rolling bins that all homeowners use. Bob was grateful to learn that the area in question is actually a SLOA responsibility—it wasn't on their list of greenspace maintenance areas.

Owners in attendance were asked if there was any other business. Owner Patricia Palmieri brought up two items, dealing with raccoons and a request for guidance on replacing her deck at owner expense. Regarding raccoons, it is illegal to trap or relocate raccoons unless they are acting aggressively. A professional trapper company can be engaged in the case of aggressive behavior. Board members gave Patricia guidance on submitting a form to request permission to replace her deck. Carol Stults and Julie Turnross indicated she would help her with the process.

Next Meeting: March 20, 2025

Adjournment: Meeting adjournment at 4:50 p.m.

Attachments:

Treasurer Reports

CONDO OWNERS ASSOCIATION Division 7 Board of Directors

Submitted and signed:

Secretary, Board of Directors