

**Sunland Condo Owners 'Association**

**Division 7**

**Board of Directors Meeting**

**June 27th, 2025 - 2:30 PM, Gathering Place**

**Certification of Quorum:** In person attendance - Rob Baer, Katie Venator, Carol Stults, and Sharlene Busch. By phone - Jill Olkoski. Owners attending - Mike Mowatt (Finance Committee), Nancy Baer, Karen Tucker, Suzanne Rowe, Keith Lund, and Judy Christiansen.

**Call to Order:** President Rob Baer called the meeting to order and thanked everyone for their flexibility to change to the above date.

**Secretary's Report:** Since there are no changes to the minutes, Sharlene made a motion to approve the May 9th Board meeting minutes as submitted. Carol seconded the motion, and the May meeting minutes were approved.

**Treasurer and Finance/Audit Committee:**  
**Account Balance Report June 2025**

<u>ACCOUNT Balances as of</u>	<u>6/24/2025</u>	
<u>Sound Bank</u>	<u>Balances</u>	<u>Totals</u>
Checking account 0085	\$ 112,561	
Less uncleared checks	\$ -	
5367 - NW Gutter Pros	\$ (65)	
5366 - Coastside Contracting	\$ (1,140)	
5365 - Bell & Bell	\$ (600)	
5361 - Carol Stults reimb	\$ (164)	
Pending deposits after 6/23/2025		
Pending checks/transfers	\$ -	
TLC Painting bid accepted/approved remainder owing after project	\$ (7,198)	
TSFR from cking to roof reserves - 2nd qtr 6/30/2025	\$ (10,617.50)	
<b>Total Checking account</b>		<b>\$ 92,775</b>
Emergency Reserve - MMT 3402	\$ 8,169	
Emergency Reserve CD - 5413	\$ 25,359	<b>\$ 33,528</b>
<b>Total Comp Roof Reserve</b>		
Comp Roof Reserve - CD 6458 matures 3/25/25 not renewed - balance dep into 7721 MMKT	\$ -	
Comp Roof Reserve - CD 7985 exp 7/25/2025	\$ 40,693	
Comp Roof Reserve - MMKT 7721	\$ 83,355	
Pending tsfr - 2nd qtr comp roof reserve income	\$ 9,742.50	
<b>Total Comp Roof Reserve</b>		<b>\$ 133,791</b>
<b>Total Acct Balances - Sound Bank</b>		<b>\$ 260,093</b>
<b>Kitsap Bank</b>	<b>Balances</b>	<b>Totals</b>
Tile Roof CD 5129 - exp 1/25/29	\$ 78,991	
Tile Roof CD 5131 - exp 11/25/2025	\$ 12,842	
Tile Roof MMKT 5119	\$ 11,945	
Pending tsfr - 1st qtr tile roof reserve income	\$ 875	
<b>Total Tile Roof Reserve</b>		<b>\$ 104,652</b>
Road CD 5128 exo 10/25/2025	\$ 47,352	
Road CD 5132 exp 2/25/2026	\$ 10,682	
Road MMKT 5118	\$ 8,674	
<b>Total Road Reserve</b>		<b>\$ 66,707</b>
<b>Total Acct Balances - Kitsap Bank</b>		<b>\$ 171,360</b>
<b>Total - ALL Reserve Accounts</b>		<b>\$ 338,678</b>
<b>Total - All Oper and Reserve Accounts</b>		<b>\$ 431,453</b>

## Expenditures since May 12, 2025

<b>Check payment tracking</b>		5/12/2025 - 06/24/2025	
<b>Date</b>	<b>Payee</b>	<b>Amount</b>	<b>Category</b>
6/23/2025	NW Gutter Pros (145)	\$ 65.16	5150 Gutters
6/23/2025	Coastside Contracting	\$ 1,140.45	5120 Deck
6/12/2025	Bell and Bell	\$ 600.00	7020 Bkping
6/12/2025	Coastside Contracting	\$ 1,457.17	5120 Deck
6/12/2025	Dynamic Graphics	\$ 106.85	7160 Website
6/12/2025	Bob Lemaster (Glass reimb)	\$ 1,729.01	5240 Glass
6/12/2025	Carol Stults (reimb)	\$ 164.31	5120 Deck 5170 Paint 5330 Grounds Misc
6/9/2025	TLC Painting (prepayment)	\$ 3,692.17	5170 Paint
6/5/2025	Peninsula Water Solutions	\$ 1,252.35	5340 Sprinkler
6/2/2025	CAU	\$ 5,091.00	7050 Insurance
6/2/2025	NW Gutter Pros (148)	\$ 260.64	5150 Gutters
6/2/2025	Coastside Contracting (119)	\$ 795.22	5230 Roof Repair
5/27/2025	Squeaky Clean	\$ 4,500.00	5320 Landscape Contr
5/27/2025	In The Clear (108B/C deck)	\$ 550.00	5130 Patio
5/23/2025	Coastside Contracting	\$ 545.44	5130 Patio 5160 Misc (mailbox)
5/23/2025	Bell and Bell	\$ 600.00	7020 Bkping
5/21/2025	Coastside Contracting	\$ 857.91	5230 Roof Repair (133B) 5345 Shrub replmnt (134A)
5/21/2025	NW Gutter Pros	\$ 439.83	5150 Gutters (125 & 119)
5/16/2025	Dynamic Graphics	\$ 75.00	7160 Website
5/16/2025	Cris Diaz	\$ 529.97	5130 Patio
5/14/2025	Sunland Div 7 (tsfr to reserve)	\$ 9,742.50	1038 Composit Roof Res
5/14/2025	Sunland Div 7 (tsfr to reserve)	\$ 875.00	1033 Tile Roof Res
5/14/2025	Robert Carey reimb	\$ 258.36	5130 patio
5/14/2025	Steve Lavelly (reimb)	\$ 68.59	5120 Deck paint
5/14/2025	Carol Stults (reimb)	\$ 375.82	7100 Ofc supplies; 5125 Fence (dump fees)
5/9/2025	Coastside Contracting	\$ 961.11	5130 Patio
5/7/2025	Peninsula Water Solutions	\$ 1,252.35	5340 Sprinkler
	<b>Total expenses &amp; Tsfrs</b>	<b>\$ 37,986.21</b>	
	5/12/2025 - 06/24/2025		

Many checks have been written as work is getting done

### **Additional financial reporting:**

One CD is expiring/maturing on July 24, 2025 and another on July 27, 2025. The Comp Roof CD amount would be transferred to the composition roof reserve money market account, unless renewed, depending on the Board's decision on the roofing schedule.

### **Transfer of 2<sup>nd</sup> quarter roof assessments:**

A motion was made by Carol Stults to transfer from second quarter income a total of \$10,617.50, consisting of \$9,742.50 to the comp roof reserve and \$875 to the tile roof reserve. **Sharlene seconded the motion; all voted in favor and the motion was passed.**

**Aging:** Cal Murphy's account, unit 145, is currently being handled by HUD. Carol has tried to phone them at several different numbers and has received no response. Carol made the motion to file a lien in the amount of \$2,548 for unpaid dues (including third quarter). **Katie seconded the motion, and all members voted approval. The motion passed.**

**Landscape Report:** Our landscape contractor has been weeding and doing some light pruning. Many plants have been cut back or removed. Katie is making a list of dead shrubs that did not bounce back from the freeze. A large project at 142A is still a work in progress. Katie is working to find someone who can do a professional job of trimming rhododendrons.

A discussion of watering meters was held and Sunland's Water District's legal requirement to track irrigation water consumed separately from owner usage. We currently owe for placing one meter at 133A/B in the amount of a \$950 for materials (labor was free), and the \$500 annual meter charge for that metered water will begin in 2026. The Board will contact other affected owners before deciding whether to proceed with additional meters or cap those lines for 125 units and 133C/D.

**Maintenance Report :** Carol said that the forms for the building volunteers should go out next week. Rob reported on projects at several units undergoing deck repairs or replacement, and work on painting, garage doors and roof repairs. We have interviewed two people to power wash drives and patios as well as decks. Two owners asked about when replacement of driveways would take place. Rob indicated that a product might be considered that could improve the surface of the driveways discussed and reviewed the high cost of full replacement as a preventative from moving forward. The Board will provide resurfacing and replacement bid information received to date and discuss it with the four affected owners before the next Board meeting.

The Board discussed the reroofing schedule and separately making repairs on other roofs. A motion was made to change the reroofing schedule. Under the new schedule, 126 will be done in 2026 and 156 in 2027. **The motion was seconded, and it was passed.** The Board will discuss how to best fund roof reserves during the budget season this fall.

**Communications Committee/Newsletter:** The newsletter is to be sent out by July 14.

**SLOA Report:** SLOA met with Division 7 and another division. Rob believes SLOA is making efforts to improve communication and clean up the area between our Division and the pool.

**Welcoming & Social Committee:** Nancy Baer is planning to get in touch with new residents to welcome them to Division 7. The social committee is also putting finishing touches on the July 4 picnic. Please bring your own chairs and a potluck dish.

**Governing Documents:** No updates.

**Nominating Committee:** Owners are encouraged to volunteer to help on committees.

**Insurance Committee:** Diane Kasper with CAU Insurance, the agent/company that provides overall insurance coverage for our HOA, will be here in August for a presentation. It will be held at the clubhouse.

**New Business:** Bob LeMaster has been cleaning up the memorial located by our free-standing library. An update will be given to all regarding residents who have passed and whose bricks will be placed there shortly..

**Old Business:** None.

**Next Meeting:** July 17, 2025, at 3:30 p.m.

**Adjournment:** Meeting adjournment at 3:40 p.m.

**Other Board Actions:**

By email dated June 19, Rob Baer made a motion to approve a bid to replace the front deck for 117A using Trex. This replacement with Tiki Torch grooved Trex will be performed by RC Home Repair at a total cost of \$7,539.70. The HOA will pay \$5,476.36, the bid for Saddle grooved Trex. The owner will pay the additional \$2,063.34 directly to the contractor for the upgrade to the Tiki Torch color and texture. **Sharlene seconded the motion, and the board approved the motion unanimously.**

**CONDO OWNERS ASSOCIATION Division 7 Board of Directors**

Submitted and signed:

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Secretary, Board of Directors