

**Sunland Condo Owners 'Association**  
**Division 7**  
**Board of Directors Meeting**

**July 17, 2025 - 3:30 PM, Gathering Place**

**Certification of Quorum:** In person attendance - Rob Baer, Katie Venator, Carol Stults; Jill Olkoski not available. Owners attending - Mike Mowatt (Finance Committee), Nancy Baer, Suzanne Rowe, Keith Lund.

**Call to Order:** President Rob Baer called the meeting to order and thanked Bob Lemaster for his work in cleaning up and repairing the memorial brick area and placing the bricks for Tom Svege, Dawn Kerns, and Ken Davidson.

**Secretary's Report:** **MOTION** was made by Carol Stults to approve the Minutes of the June 27<sup>th</sup> Board meeting as presented to the Board. Seconded by Katie Venator, Motion passed unanimously.

Motion was made by Carol Stults to approve Mike Mowatt to fill a position on the Board of Directors expiring in November 2025; Seconded by Katie Venator, Motion passes unanimously.

Motion was made by Carol Stults to reluctantly accept the resignation by Shar Busch, as she is moving from Division 7; Katie Venator seconded; motion passed unanimously. Motion was then made by Katie Venator to appoint Carol Stults as acting Secretary, Rob Baer seconded; motion passes.

**Treasurer and Finance/Audit Committee:**

<u>ACCOUNT Balances as of</u>	<u>7/9/2025</u>	
<b>Sound Bank</b>	<b>Balances</b>	<b>Totals</b>
Checking account 0085	\$ 127,026	
Less uncleared checks	\$ -	
- 5372 - Sunland Condo Owners Div 7	\$ (875)	
- 5373 - Sunland condo Owners Div 7	\$ (9,743)	
- 5374 - Bell and Bell (July)	\$ (600)	
- 5375 - Peninsula Water Solutions (July)	\$ (1,252)	
- Angel's Lawn Maintenance (pruning done 7/20)	\$ (400)	
- Nancy Baer reimbursement	\$ (156)	
Pending deposits after 07/10/2025	-	
Pending checks/transfers	\$ -	
<b>Total Checking account</b>		<b>\$ 114,000</b>
Emergency Reserve - MMT 3402	\$ 8,169	
Emergency Reserve CD - 5413 exp 7/27/2025	\$ 25,433	<b>\$ 33,602</b>
<b>Total Comp Roof Reserve</b>		
Comp Roof Reserve - CD 7985 exp 7/25/2025	\$ 40,693	
Comp Roof Reserve - MMKT 7721	\$ 83,369	
Pending tsfr dep 2nd qtr comp roof reserve income	\$ 9,743	
<b>Total Comp Roof Reserve</b>		<b>\$ 133,805</b>
<b>Total Acct Balances - Sound Bank</b>		<b>\$ 281,407</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	\$ 11,948	
Pending tsfr - 1st qtr tile roof reserve income	\$ 875	
<b>Total Tile Roof Reserve</b>		<b>\$ 104,656</b>
Road CD 5128 exo 10/25/2025	\$ 47,834	
Road CD 5132 exp 2/25/2026	\$ 10,788	
Road MMKT 5118	\$ 8,675	
<b>Total Road Reserve</b>		<b>\$ 67,297</b>
<b>Total Acct Balances - Kitsap Bank</b>		<b>\$ 171,953</b>
<b>Total - ALL Reserve Accounts</b>		<b>\$ 339,360</b>
<b>Total - All Oper and Reserve Accounts</b>		<b>\$ 453,360</b>

**Expenditures as of July 9, 2025**

<u>Check payment tracking</u>		<u>6/24/2025 - 07/10/2025</u>	
<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Category</u>
7/10/2025	Peninsula Water Solutions	\$ 1,252.35	5340 Sprinkler irrigation fee
7/10/2025	Bell and Bell	\$ 600.00	7020 bkping
7/9/2025	Sunland condo Owners Div 7	\$ 9,742.50	tsfr to comp roof res - 2nd qtr inc
7/9/2025	Sunland condo Owners Div 7	\$ 875.00	tsfr to comp roof res - 2nd qtr inc
7/6/2025	Nathan Hoffman Wigner	\$ 200.00	5130 Patio power washing
7/1/2025	CAU	\$ 5,091.00	7050 Insurance
6/30/2025	Coastside Contracting	\$ 2,677.13	5110 Bld/5170 Paint/7330 Misc
6/30/2025	Katie Venator - reimb	\$ 130.00	5350 Tree Care
6/30/2025	Carol Stults - reimb	\$ 517.17	5170 Paint
6/28/2025	Nathan Hoffmann Wigner	\$ 247.05	5120 Decks/ 5130 Power washing
	<b>Total expenses &amp; Tsfrs</b>	<b>\$ 21,332.20</b>	
	6/24/2025 - 07/10/2025		

## **FINANCIAL UPDATES to Finance Committee:**

### 6/30/2025 Aging and 3rd qtr invoice payments

- Status of payments and foreclosure for 145D was presented by Carol; HUD finally has provided an email for invoices; more information was requested via the email for both payments and next steps for selling the unit. Lien filing is completed and will be signed by Rob Baer and notarized – will be filed with the county. Invoices were sent to HUD via email as requested.
- Audit 2024 – final audit received with no issues found. Representative letter signed and returned. An invoice for \$3,100.00 received – **Motion to pay \$3,100 for audit invoice; seconded by Katie Venator; motion passed.** Tax return was filed by the Auditor; \$145 tax was due for 2024 and was remitted electronically. 2025 Tax prepayments were transmitted also per the instructions from the Auditor.
- Signatures on checking account – we may want to consider adding one more signer after the election in November for a total of 3 signers on Checking account..
- **Update on CD expirations** – renewals maturing in July 2025 as follows:
  - Comp Roof Reserve acct 7985 -Expires 7/25/2025 Sound Bk
  - Recommend renewing at Sound Bank for 5 months out of comp roof money CD acct 7985 into a 5 month CD at 3.79%. **Motion to renew this CD #7985 expiring on 7/25/2025 for \$40,693 to roll over to 5 month CD at 3.79% APR at Sound Bank. Seconded by Katie; motion passed.**
  - Emergency Reserve acct 5413 – Expires 7/27/2025 Sound Bk – \$25,433 current amount. The Emergency Reserve Money Market Account has \$8,169; recommend adding \$5,433 to the MMKT and renew the remainder of the CD. **Motion to renew \$20,000 only – CD 5413 for 11 months at 3.49% with remainder deposited in the MMKT acct #3402 (providing over \$14,000 in the MMKT for ready access). Seconded by Katie Venator; motion passed.**
  - Volunteers confirmed: Keith Lund and Suzanne Rowe have volunteered to join the Finance Committee. We need to reaffirm the date/time for the Finance Committee meetings to accommodate their schedules. The preference would be after 4pm on a weekday. The schedule for budget working meetings with the Board – Monday, August 4<sup>th</sup>, Thursday August 7<sup>th</sup> until noon or Friday August 8<sup>th</sup>. An email will be sent out for all to confirm back.

## **Landscape Report:**

- Christina, Owner of Squeaky Clean, has notified us that her husband will take over Nathan's role as he has resigned. They will need to adjust their schedule to work on Hilltop on Saturdays instead of Monday, as the husband, who is an experienced landscaper, is tied up on Mondays. Mike Mowatt and Rob Baer agreed to meet with them and Katie the next weekend to review duties as outlined in the contract and their proposed schedule, and they will report back to the Board. Suggestions were made by Owners on discussion points to consider. A change in policy regarding some landscape or maintenance duties was suggested by an owner in attendance, to define what Owners must do on their own to alleviate some of the duties of the HOA. Clarifying the

frequency of several of the landscape duties in the contract in the future would be helpful to set expectations of Owners and contractor.

- Katie briefed the Board on the new underlayment and bark at 142C/D front landscaping being installed at Owner cost. No request for the Board was ultimately made, since this is an area that is an Owner responsibility due to the Owner-paid project in the past. A policy for donating shrubs for the HOA to plant was suggested and will be discussed in the future.

### **Maintenance Report :**

- **138/140 building** is ready for the painting project in early August. Repairs to the lower sections of the siding are completed and trim board/caulking added. Owners have completed their responsibility for the repairs to the areas around their sunrooms. TLC Painting has been awarded the bid and will come pressure washing the building and then paint.
- **The remaining projects were quickly reviewed:**
  - 117A deck replacement later this Summer
  - Deck repairs – Deck for power washing or staining include 108 B/C, 116A, 117A back deck and 142A, 155, 156c, 157 – 159, 161 – for painting or staining.
  - Fencing – 142A around PUD transformer, Between 156B/C PUD fencing needs repair
  - Garage doors – 126C replacement proposal from Owners
  - wall repair – 147 privacy wall needs repairs
  - Trim and a few siding repairs needed on 148A.
- **157/159** – possible rotted fascia board/corner boards may be rotted behind the gutters.
- No one has come forward to take over the Director of Maintenance; Mike Mowatt will be working with Rob to help cover the maintenance duties.
- Building Volunteer packets are available for distribution to the Building volunteers – Mike and Rob will distribute.

### **Communications Committee/Newsletter:**

- Next Newsletter – will be delivered Monday August 18
- Thanks to Suzanne Lowe at 126C for volunteering to deliver the 9-10 newsletters to those who do not have emails or can't receive our emails due to Internet Service Provider. Much appreciated!

**SLOA Report:** no report.

**Welcoming & Social Committee:** Nancy Baer presented a recap of the picnic event. Thanks to all volunteers. Suggestions are welcome for any new ideas. The Christmas party will be next event. The Board thanked Nancy for her efforts.

**Governing Documents:** No updates on Bylaw review – waiting for Insurance language from the Insurance Committee, regarding deductible payments for Owner individual claims.

**Nominating Committee:** Some response was received from the article in the newsletter, including Mike Mowatt and Keith and Suzanne. Serving on Committees is a very good way for Owners to contribute and learn.

**Insurance Committee:** Diane Kasper with CAU Insurance, the agent/company that provides overall insurance coverage for our HOA, will be here August 29th for a presentation. It will be held at the clubhouse.

### **New Business: Sunland Water proposal**

- Sunland Water proposal was received, outlining the need to add 3 more irrigation water meters on two buildings – 125 and 133. 133A/B meter has already been installed.
- The cost for irrigation parts installation will be \$950 per area for the 4 areas. (note we will already owe \$950 for 133A/B)
- Additional cost will be incurred annually starting on 1/1/2026 of \$500 per metered water flat rate.
- Owners from all the Units in these buildings were approached; the Owners in 125 water by hand, and do NOT use or turn on the irrigation water and the Landscape Director confirmed the water to those irrigated areas has not been used for many years. 133A/B is completed, and we will be charged for that meter for both the parts and the \$500 annual charge on 1/1/2026. Since 125 Owners do not need that water, those 2 areas of irrigation lines will be capped, and no cost will be billed to us. Rob will notify Sunland Water. The 125 areas can be uncapped if determined to be used in the future and metered at that time. The water company was comfortable with that decision.
- Treasurer recommended that we take the 2025 costs for the 133 building be taken out of the account 5314 irrigation water which may be over budget but can eventually be taken out of other areas where the budget will not be spent, or from the Emergency Reserve account for unbudgeted expenses if needed.
- **MOTION made by Rob Baer to authorize Sunland Water to install meters at 133B/C irrigation area and tap the lines for 125 A/B/C/D two irrigation areas, which if ever needed can be uncapped. Mike Mowatt seconded the motion; motion passed.**
- Rob noted that there is a possibility that we could add one of the automatic timers to the 133 areas at some point.

### **Old Business:**

#### **Follow up to Stuart Koop, Board member of Division 11, request:**

Stuart had asked us to share our financial data to contribute to a data comparison of all the Sunland Condo Associations. We would include sharing our Balance Sheet, Profit and Loss, Reserve Study Executive Summaries and Budgets for the last 5 years. A motion was made and passed via email on 7/11/2025 to accept their proposal with the caveat that it would not be shared with anyone other than percentage comparisons with other associations who participate.

**Next Meeting:** August 21st, at 3:30 p.m.

**Adjournment:** **Motion was made by Carol to adjourn, seconded and passed.** Meeting adjournment at 4:56 pm.

**Other Board Actions:**

By email dated 7/11/2025, Motion was made that we approve participating in the data study conducted by Stuart Koop, Board member in Division 11 in Sunland, which would include sharing the following with the stipulation that the data on the requested documents is not to be forwarded or shared with anyone other than in a summary of percentages, and then only to participating associations.

Documentation to be shared with Mr Koop includes:

- Financial records to include only Project and Loss/Balance Sheet reports for the past 5 years
- Budgets for the last 5 years
- Reserve Studies Executive Summary for the last 5 years.

Seconded by Jill; the motion passed unanimously.

**Sunland Condominium Owners Division 7 Board of Directors**

Submitted and signed: \_\_\_\_\_  
Secretary, Board of Directors