

Sunland Condo Owners 'Association
Division 7
Board of Directors Meeting

August 21, 2025 - 3:30 PM, Gathering Place

Certification of Quorum: In person attendance - Rob Baer, Mike Mowatt, Katie Venator, Carol Stults; Jill Olkoski not available. Owners attending - Nancy Baer, Suzanne Rowe, Joe Henline.

Call to Order: President Rob Baer called the meeting to order. President Baer commented on the need to focus on both the 2025 budget and watch our expenditures but also think about the 2026 budget and the information needed to complete the proposed budget to the Owners.

Secretary's Report: **MOTION** was made by Carol Stults to approve the Minutes of July 17, 2025, Board meeting as presented to the Board, seconded by Mike Mowatt. The motion passed unanimously.

Treasurer and Finance/Audit Committee:

Account Balance report -08/19/2025

ACCOUNT Balances as of	8/19/2025	
	Balances	Totals
Sound Bank		
Checking account 0085	\$ 101,906	
Less uncleared checks	\$ (1,165.82)	
Pending deposits	\$ -	
Pending checks/transfers (Coastside Contracting)		
Invoice - Coastside Contracting	\$ (585.35)	
T'sfr from checking reserves (3rd qtr income)		
to comp roof reserves	\$ (9,742.50)	
to tile roof reserves	\$ (875.00)	
Total Checking account		\$ 89,537
Emergency Reserve - MMT 3402	\$ 13,675	
Emergency Reserve CD - 5413 exp 12/27/2025	\$ 20,000	\$ 33,675
Total Comp Roof Reserve		
Comp Roof Reserve - CD 7985 exp 12/24/2025	\$ 40,808	
Comp Roof Reserve - MMKT 7721	\$ 40,628	
(Note below - check written for prepayment - 126 reroofing lowered the balance of this acct)		
Total Comp Roof Reserve		\$ 81,436
Total Acct Balances - Sound Bank		\$ 204,649
Kitsap Bank		
	Balances	Totals
Tile Roof CD 5129 - exp 1/25/29	\$ 79,604	
Tile Roof CD 5131 - exp 11/25/2025	\$ 12,971	
Tile Roof MMKT 5119	\$ 12,827	
Total Tile Roof Reserve		\$ 105,402
Road CD 5128 exp 10/25/2025	\$ 47,834	
Road CD 5132 exp 2/25/2026	\$ 10,788	
Road MMKT 5118	\$ 8,677	
Total Road Reserve		\$ 67,299
Total Acct Balances - Kitsap Bank		\$ 172,701
Total - ALL Reserve Accounts		\$ 287,813
Total - All Oper and Reserve Accounts		\$ 377,350

Expenditures as of 08/19/2025

Check payment tracking		7/11/2025 - 08/19/2025	
Date	Payee	Amount	Category
8/13/2025	Angeles Pest Control	\$ 135.75	5380 - Pest control
8/13/2025	Jamie Parrish Plumbing	\$ 720.56	5140 - Drainage
8/11/2025	Peninsula Water Solutions	\$ 1,805.10	5340 - Sprinkler mgmt
8/9/2025	Robert Carey - Deck 117A	\$ 5,716.05	5120 - Decks
8/6/2025	Angeles Pest Control	\$ 309.51	5380 Pest control
8/5/2025	Dynamic Graphics	\$ 47.50	7160 - Website
8/5/2025	Carol Stults - reimb	\$ 188.95	5120 Deck (154.55)
8/4/2025	Rob Baer	\$ 385.11	5330 Grounds Misc (34.40)
8/1/2025	CAU	\$ 5,091.00	5170 Paint
			7050 Insurance
7/31/2025	In The Clear	\$ 5,250.00	5230 Roof (2,285)
			5150 Gutter (2,715)
7/31/2025	Coastside Contracting	\$ 4,630.63	5110 Building/siding (2,300)
7/31/2025	Squeaky Clean Services	\$ 4,500.00	5120 Decks (2,330)
			5320 Grounds Contract
7/22/2025	In The Clear	\$ 1,760.00	5230 Roof (910)
			5150 Gutter (850)
7/17/2025	Newman & Company CPA	\$ 3,100.00	7010 Audit (not yet cashed)
7/17/2025	Angel's Lawn Maintenance	\$ 400.00	5350 Tree Care (not yet cashed)
7/17/2025	Nancy Baer - reimb	\$ 150.52	7040 Owner events
	Total expenses & Tsfrs	\$ 34,190.68	
	uncashed checks	\$ 1,165.82	
	7/11/2025 - 08/19/2025		
Reserve Checks written:			
8/13/2025	Cashier's check	\$ 52,500.00	Comp Roof Reserve acct 7721 for 126 reroofing

FINANCIAL UPDATES to Finance Committee:

- Review of balances and expenditures.
- 2 remaining accounts are still past due less than 30 days, but both have been sent. One issue was a payment returned to the Owner for wrong address, although the address was correct. Another check was sent. We did receive the full past due balance from HUD for 145 Hilltop. We have not filed the lien signed as of now, since there is no past due balance.
- Some repairs currently listed as operational can be considered for emergency reserve expenses – we will track those and assess whether we should use the reserve funds for these repairs or transfer funds from emergency to operational checking account. (see list of eligible expenses (non-budgeted repairs that must be done without delay). **See attached handout list for tracking.**
 - Invoice for leak at 121D - \$720.56;
 - no invoice yet received from Sunland Water for the 2 meter installation parts (estimated at \$1,900).
 - The leak repair bid at 133B was only \$858.00.
 - Treasurer and Finance Committee do not recommend any motion at this time for transfer of funds from reserve, but that remains an option.
- Payment was made using funds in the Comp Roof Money Market to Nailed it Roofing for 50% of the bid for the reroofing of the 126 building, per the agreement approved by the

Board to allow the roof to be done now while the roofers had an opening and pay the remaining 50% of the bid in 1st quarter 2026.

- **Transfer of funds to reserve – roof reserve assessments for 3rd quarter:** Transfers of the composite and tile roof reserve funds from 3rd qtr. invoices can now be done; **Motion was made by Carol to transfer the 3rd quarter roof reserve income from the checking account to the appropriate reserve roof account. Motion was seconded by Mike Mowatt; motion passed.**
- **Update on CD expirations** –Only one CD will mature in the next 90 days; we will keep checking rates for options.
- **Audit proposal for 2025 Year End** – HOA CPA firm sent a proposal to cover the 2025 audit next year, at a cost of \$3,200 (an increase of \$100 from last year). **Motion was made to accept the \$3,200 proposal for the 2025 Audit from Newman HOA CPA firm. Second by Mike Mowatt; motion passed.**
- **Questions from Owner** were asked about the selection of contractors/bids for decks or other maintenance items, and the difference between personnel from Sunland Water vs Peninsula Irrigation. Board members clarified the expenses in question and the process used for selecting contractors. Regarding the question posed about the Sunland Water personnel work on Hilltop drive, it was confirmed they are paid by Sunland Water, not the HOA. Our cost was only for irrigation parts needed for installation of the new meters.
- **Cash position** – working on an updated cash flow for review to be tracking our end of year operating account balances; we need to be cautious of our spending and monitor the budgeted amounts for categories vs the expenditures we have already paid, per the Profit and Loss.
- **Budget 2026** – Board and Committee members must submit updated proposed budget numbers to Treasurer by Tuesday Sept 2. We also need to schedule a 2026 Budget meeting in the next few weeks to finalize the proposed budget for the Annual Meeting. Mike Mowatt indicated 70% of the building reviews are done, giving us key information for 2026 budget.

Landscape Report:

- **142 A restoration project** – 2 bids received; Joe Henline, owner, reported that he has also secured a bid for 6 inches of mulch himself, and reiterated that he wants the project wrapped up as soon as possible. Joe felt there was no blame to discuss regarding the delay, but he respectfully requested the project be fast tracked and done as soon as possible. Rob acknowledged the project needs to be done and apologized for the delay. Katie and Robb will focus on that project next week; Joe will send the bid he received for review with the other bids.
- **125 and 133 building irrigation meter updates** – both of the 125 building irrigation areas were capped by Sunland Water as agreed, saving us \$1,000 per year next year for flat rate water if those sections were metered. At the 133 C/D building, the irrigation meter was installed by Sunland Water, and we will now receive an invoice for approximately \$1,900 for irrigation parts used during both of the 133 A/B and 133C/D sections. Next year we will be charged \$500 for the flat rate of each irrigation meter.
- **Landscape irrigation contractor** – Brett will be installing 2 more automatic timers.
- **Squeaky Clean update** – A second person has been hired to work with Josh and the Owner each Saturday.

Maintenance Report :

- **Roofing 126 building** – Per the agreement with Nailed It Roofing, reroofing of the 126 building has begun, to include conversion of the embedded gutters to exterior gutters. 50% of the bid was remitted to the contractor with the remaining 50% to be paid in first quarter 2026, per their offer and Board-approved agreement. It is expected to be completed in 3 – 4 weeks.
- **Bids on Pressure washing** – bids are still being reviewed for powerwashing decks.
- **Cris Diaz, contractor** – is unavailable for a few weeks, working on a large deck elsewhere. We will continue to look for other resources for handyman and maintenance duties. Suggestion was made to get a list of 2026 repairs and preschedule his time in the early spring next year.
- **134C** – The sale will be closing next week. Mark McHugh, realtor for the seller, indicated that there were several items on the building inspection that he thought were HOA responsibility, including some siding repair and gutter issues. There are also some loose nails on the deck. Rob and Mike will contact Mark to get a copy.

Completed projects were reviewed.

Communications Committee/Newsletter:

- Next Newsletter – will be delivered Monday, September 22nd.
- Nancy Baer mentioned a conversation with an Owner on the value of the Board's continued financial reviews and information. Mike mentioned the 2024 Audit that came through with flying colors and commended the Treasurer. Nancy suggested keeping track of the number of hours the Board and committee members spend over a 2-week period. Need for more volunteers was discussed; alternative would be paying the CPA or other professional to manage some of the Division 7 affairs.
- Joe Henline suggested that some people are not utilizing the very informative newsletter, as well as other sources of information, making it hard to realize the importance of the volunteers and the amount of work it takes to manage the Division 7 HOA duties. Also, many people move into a condo for the first time here, and aren't aware of all the rules, regulations and duties of the volunteers. He suggested we need input from Owners groups or brainstorming sessions for suggestions.
- Communicating with realtors about our Division and the Owner vs HOA responsibilities was discussed. Giving the Rules and Regs, including the Responsibility addendum. would be helpful BEFORE the sale takes place so potential buyers understand what a new condo owner might not yet know.

SLOA Report: SLOA Picnic is coming up Sept 6-7 and some activities may impact parking on Hilltop Drive near the pool area. Rob will contact the appropriate person managing the activities.

Welcoming & Social Committee: Nancy reported she will review the budget left for 2025.

Governing Documents: No updates on Bylaw review – waiting for Insurance language from the Insurance Committee.

Nominating Committee: Still in need of Board members. Rob referred us to the language in the newsletter asking for volunteers.

Insurance Committee: Dianne 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:

- Owner at 148C is in the process of replacing windows, all paid for by the Owner. **Motion was made to approve the Owners request for replacement of windows at 148C at the Owner's cost. Second, by Carol Stults. Motion was approved.** A copy of the request and Hold Harmless agreement will be filed in the Unit file.
- New Garage Door – 126 C – the cost of the garage door replacement will be paid for by the Owner this year, with reimbursement of the HOA portion in 2026. **Motion was made to approve the expenditure to be paid in 2026 for the garage door in the amount of \$3,367.25 with the owner costs is \$881.45 for the addition of the windows in the door. Seconded by Carol Stults; motion passed.**

Old Business:

Board approvals/motions:

- **Motion was made via email on 8/9/2025 by Rob Baer, President, to go forward in 2025 with the bid of \$105,000 from Nailed It Roofing for the reroofing of Unit 126 Hilltop Drive according to the following provisions:**
 - 1. Prepayment of \$52,500 (50% of the bid to include the cost of materials) will be paid to Nailed It Roofing as compensation in 2025 for completing the reroofing of the aforementioned property in Sunland Condominium Owners Association.
 - 2. The remaining balance of \$52,500 will be remitted to Nailed It Roofing no later than April 1, 2026.
 - 3. Any additional work to be done during the installation will be bid directly during the installation, and payment of additional work will be remitted under a separate agreement.
 - 4. The reroofing project will be completed within the agreed time frame, no more than 4 weeks from the initial beginning of the project work.
 - 5. Work will be managed and overseen at all times by you as Owner of Nailed It Roofing.
 - 6. All parties signature to the agreement stated above guarantees the above parameters and the roof project to be completed as stated.
- **Motion was made via email (9/2/2025) by Rob Baer, President, to repair the damage from the leaking valley roof flashing at the front of Units 159 & 161 and to replace the damaged fascia boards. Funds to come from the Tile Roof Reserve. The cost must**

not exceed \$3,000. Seconded by Carol Stults and passed unanimously. (bid copy attached to minutes).

Next Meeting: September 25th, at 4:00 p.m.

Adjournment: Motion was made by Carol to adjourn, seconded and passed. Meeting adjournment at 4:50 pm.

Sunland Condominium Owners Division 7 Board of Directors

Submitted and signed:


Secretary, Board of Directors