

Sunland Condo Owners ' Association
Division 7
Board of Directors Meeting

September 25, 2025 – 4 PM, Gathering Place

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

Call to Order: President Rob Baer called the meeting to order. Quorum affirmed. President Baer commented on the meaning of “All Hands on Deck” – we need more “hands” to volunteer. This is heartfelt and sincere request to the community that they need to do something to assist the governing board by volunteering. It is time for Owners to lend a hand.

Secretary’s Report: **MOTION** was made by Carol Stults to approve the Minutes of August 21, 2025, Board meeting as presented to the Board, seconded by Mike Mowatt. The motion passed unanimously.

Treasurer and Finance/Audit Committee:
Account Balance report -9/25/2025

<u>ACCOUNT Balances as of</u>	<u>9/25/2025</u>	
Sound Bank	Balances	Totals
Checking account 0085	\$ 71,982	
Less uncleared checks		
Bell & Bell	\$ (1,000.00)	
Coastside Contracting	\$ (2,088.55)	
Pending deposits	\$ -	
chk returned - to be redposited 9/25/2025	\$ 1,451.00	
Pending checks/transfers		
chk for skylight repairs - 9/25/2025 Nailed It Roofing	\$ (4,487.62)	
Total Checking account		\$ 65,857
Emergency Reserve - MMT 3402	\$ 13,677	
Emergency Reserve CD - 5413 exp 12/27/2025	\$ 20,063	\$ 33,740
Total Comp Roof Reserve		
Comp Roof Reserve - CD 7985 exp 12/24/2025	\$ 41,067	
Comp Roof Reserve - MMKT 7721	\$ 50,380	
Total Comp Roof Reserve		\$ 91,448
Total Acct Balances - Sound Bank		\$ 191,044
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	\$ 13,706	
Total Tile Roof Reserve		\$ 106,281
Road CD 5128 exo 10/25/2025	\$ 48,321	
Road CD 5132 exp 2/25/2026	\$ 10,895	
Road MMKT 5118	\$ 8,679	
Total Road Reserve		\$ 67,895
Total Acct Balances - Kitsap Bank		\$ 174,176
Total - ALL Reserve Accounts		\$ 299,363
Total - All Oper and Reserve Accounts		\$ 365,220

Expenditures as of 09/25/2025

Check payment tracking		8/20/2025 - 09/25/2025	
Date	Payee	Amount	Category
9/24/2025	Bell & Bell	\$ (1,000.00)	7020 bkping (\$400 resale)
9/22/2025	Coastside Contracting	\$ (2,088.55)	5170 painting(\$1088.55) 5110 building (\$1000.00)
9/16/2025	TLC Painting	\$ (7,384.53)	5170 painting
9/15/2025	Robert Baer	\$ (227.93)	5170 BLD 15.00 5170 - Paint
9/10/2025	Peninsula Water Solutions	\$ (1,252.35)	5340 Sprinkler repair
9/10/2025	Carol Stults - reimb	\$ (260.63)	7100 ofc supplies
9/10/2025	Sunland Condo - Div 7	\$ (9,742.50)	Comp Roof Reserve tsfr 3rd qtr
9/10/2025	Sunland Condo - Div 7	\$ (875.00)	Tile Roof reserve tsfr 3rd qtr
9/10/2025	Dynamic Graphics	\$ (77.85)	7160 - Website
9/10/2025	We Love Trees	\$ (2,497.80)	5350 - Tree Care
9/2/2025	CAU (Sept pymt)	\$ (5,091.00)	7050 - Insurance
9/2/2025	Squeaky Clean (Sept pymt)	\$ (4,500.00)	5320 - Grounds
8/28/2025	Kate Venator	\$ (453.02)	5310 - Bark
8/27/2025	SunLand Water	\$ (1,559.05)	5340 - Sprinkler Ops
8/27/2025	Olympic Sewer & Drain	\$ (390.96)	5140 - Drainage
8/26/2025	Mariela Andres	\$ (900.00)	5345 - Shrubs (142A)
8/21/2025	Newman & Co CPA	\$ (40.00)	7150 - Tax filing fee
8/20/2025	Bell & Bell	\$ (655.00)	7020 - BKPing
8/20/2025	Coastside Contracting	\$ (585.35)	5110 - Building/siding
9/12/2025	returned check fee	\$ (15.00)	redeposited chk 9/25
	Total expenses & Tsfrs	\$ (39,596.52)	
	uncashed checks	\$ (3,088.55)	
	8/20/2025 - 09/25/2025		

FINANCIAL UPDATES to Finance Committee:

- Review of balances and expenditures.
- Question regarding expenditures
 - from Owner attending - re the possible mildew in the attic on a unit being sold – isn't the owner responsible for that? HOA would have been responsible (as noted by President Rob Baer), due to a past leak in the roof; however, no active mold was found by roof contractors.
 - From Mike Mowatt regarding payments to Squeaky Clean regarding payments in November/December vs the work required at that time, to get more value for those remaining funds due.
- No invoices for 3rd quarter are past due; 4th quarter invoices are already sent out.

- **Transfer of funds to reserve – roof reserve assessments for 3rd quarter:** Transfers of the composite and tile roof reserve funds from 3rd qtr. invoices we completed before 9/30/2025.
- **Update on CDs** –One CD will mature in November; once Comp Roof Reserve MMKT has grown and we could possibly get a very short term CD (3 months) to earn some interest between now and when the final balance to Nailed It for 126 roof is due in January. **MOTION made for Rob Baer and Carol Stults (signers) to purchase a short-term CD up to \$40,000, at Sound Bank for the Comp Roof Reserve account from the Money Market, as it fits with payments due in January. Seconded by Mike Mowatt. Motion passed unanimously.**
- **Cash position** – we continue to estimate our cash position balance in the checking account at \$22,000+.
- **Unbudgeted expenses:** the list of the potential expenses that were paid from checking account that qualify for using the Emergency Reserve Funds to reimburse checking was presented – will be updated as the year end gets closer to determine if needed (see attached document). Otherwise, those expenditures will remain as operating expenses.
- **Budget 2026** – Revised Draft Budget for Operations and Reserves for 2026 is provided to Board members. A column was now added that includes no dues increase but an increase in the Roof Reserve assessment for 2026 for both Tile and Composite Roofs. This strategy would solve the appropriate amount to be put into the roof reserves for several years, funds which are severely underfunded. This column illustrates the shortfall we would have in Operations with no dues increase; we will need to adjust those budget numbers for Maintenance and Landscape to meet a balanced operating budget. Changes are due to Carol asap so that the Finance Committee can review and make a recommendation on the three 2026 Budget options. Analysis documents were presented on the impact to the Comp Roof Reserve in each example. In the discussion at the Finance Committee, it was agreed that increasing the roof reserves as quickly as possible is the critical challenge we face, rather than operational budget items. Solving the roof reserve funding shortage, due to the doubling of reroofing costs in the last 4 years, provides some focus after 2026. It was noted that kudos go to the Maintenance Committee who accomplished so much this year, making it possible to keep the 2026 operating budget the same total as 2025.

Landscape Report:

- 142A project is completed, with bark and stone edging. Thanks to the Board members and volunteers who laid the bark to cut costs, and the efforts of the Owners - Joe and Helen – who did most of the pruning and removal of overgrown shrubbery/small trees. Irrigation repairs were made in that area, as well as at 140 Hilltop, to prevent the water from hitting the siding on the exterior walls.
- We Love Trees will cut down the cherry tree at 126C for \$125. Date/Time will be reported to Owners.
- Permission has been granted to the Owner at 134C for removal of a very large laurel shrub on the north side, that completely blocks the windows/sliding glass door in the lower level of the Unit. Volunteers have offered to help with disposal to minimize cost.

- A task list was discussed to give to Squeaky Clean to confirm completion of certain areas during the October through December timeframe. Katie will use the list in the Landscape Contract as a start and add to it.
- Bids for the Landscape contract were discussed. Three bids are needed, which include Squeaky Clean, and Bizy Boys, who are sending a bid now. A third contractor is needed to meet the bid criteria from the Bylaws Monetary Policy.

Maintenance Report :

- Decks – power washing and staining – several decks need to be done, and we are working on scheduling, but weather may be a factor. Those will be on the list to be done first in 2026.
- Gutter project at 126 finishes the reroofing project.
- Bid for Tile Roof repairs at 159/161 were received. **Motion was made by Rob Baer to accept the bid from Nailed It Roofing to repair the roof and fascia for \$2,422. Mike seconded; motion passed unanimously.** The contractor will probably start on Monday.
- Bid was received from Nailed it Roofing for parts only for skylights for both 147/149, as both were deemed to be leaking some, and also 126 B/C/D which was noticed during the reroofing. These will be ordered (amount for parts only) is \$4,487 and will be installed when the parts are received. **Motion was made by Rob Baer to replace a total of nine skylights on 126 1AB/C/D and 147/149 Hilltop. Carol seconded; the motion passed unanimously. NOTE some of this expense is eligible for use from the Emergency Account.**
- Estimate from In The Clear was reviewed – need to identify remaining costs in 2025 vs 2026. Rob will follow up with the contractor.
- Glass replacement bids were received for both 117A and 126B, which are the next two on the glass list. There are funds to pay for these, and that will move them off the list. Maintenance staff approved ordering now. No motion was needed.

Communications Committee/Newsletter:

- Next Newsletter – will be delivered Monday October 13th.
- Annual Meeting Owner packet documents will need to be completed prior to the October Board meeting on the 20th to review. Drafts will be available including FAQs and ballots to the Board. Bios for Board members will need to be turned in as soon as possible. Board members and Owners present discussed options for securing candidates, and how best to communicate responsibilities and potential candidates for Board members.

SLOA Report:

- Nothing reported

Welcoming & Social Committee:

- Nothing reported

Governing Documents:

- No updates

Nominating Committee:

- Potential candidates were discussed, and the Board members will be calling the list of Owners identified. Bios are due as soon as possible. We will also contact contractors to take over most of Treasurer's duties for estimated costs.

Insurance Committee: Information compiled from Dianna Kaspar presentation was well received.

New Business:

- Resignation from Jill Olkoski was received. **Motion made by Rob Baer to accept the nomination. Seconded by Katie, motion passed unanimously.**
- Motion was made by Rob Baer on 9/2/2025 as follows: **MOTION to repair the damage from leaking valley flashing at the front of Units 159 & 161 and to replace the damaged fascia boards. The funds are to come from the Tile roof Reserve. The cost is not to exceed \$3,000; Seconded by Carol, passed unanimously.**

Old Business:

Next Meeting: October 16, 2025, at 4:00pm.

Adjournment: **Motion was made by Rob to adjourn, seconded and passed.** Meeting adjournment at 5:50 pm.

Sunland Condominium Owners Division 7 Board of Directors

Submitted and signed:

Secretary, Board of Directors