

Sunland Condo Owners 'Association
Division 7
Board of Directors Meeting

October 24, 2025 – 2:30 PM, Gathering Place

Certification of Quorum: In person attendance - Rob Baer, Mike Mowatt, Katie Venator, Carol Stults. Owner Attendees: Nancy Baer.

Call to Order.

President's Comments: Thank you to the people who are currently serving on the Board for the assistance with all tasks this year and with securing nominees for the Board.

Secretary's Report: **MOTION** was made by Carol Stults to approve the Minutes of September 25, 2025, Board meeting as presented to the Board, seconded by Katie Venator. The motion passed unanimously.

Treasurer and Finance/Audit Committee:
Account Balance report –

ACCOUNT Balances as of	10/25/2025	
	Balances	Totals
Sound Bank		
Checking account 0085	\$ 86,520	
Less uncleared checks		
Shirley Chavez - reimb	\$ (300.00)	
Peninsula Water Solutions	\$ (1,788.28)	
Joe Henline Reimbursement	\$ (48.40)	
Pending deposits	\$ -	
Pending checks/transfers		
Total Checking account		\$ 84,383
Emergency Reserve - MMT 3402	\$ 13,677	
Emergency Reserve CD - 5413 exp 12/27/2025	\$ 20,127	
Total Emergency Reserve		\$ 33,804
Comp Roof Reserve - CD 7985 exp 12/24/2025	\$ 41,067	
Comp Roof Reserve - CD 5156 - exp 04/20/2026	\$ 30,000	
Comp Roof Reserve - MMKT 7721	\$ 20,581	
Total Comp Roof Reserve		\$ 91,648
Total Acct Balances - Sound Bank		\$ 209,835
Kitsap Bank		
Tile Roof CD 5129 - exp 1/25/29	\$ 79,604	
Tile Roof CD 5131 - exp 11/25/2025	\$ 12,971	
Tile Roof MMKT 5119	\$ 11,287	
(pymt made to Nailed It roofing for roof repair \$2422.39.)		
Total Tile Roof Reserve		\$ 103,862
Road CD 5128 exo 10/25/2025	\$ 48,321	
Road CD 5132 exp 2/25/2026	\$ 10,895	
Road MMKT 5118	\$ 8,681	
Total Road Reserve		\$ 67,897
Total Acct Balances - Kitsap Bank		\$ 171,759
Total - ALL Reserve Accounts		\$ 263,408
Total - All Oper and Reserve Accounts		\$ 381,594

Expenditures

Check payment tracking		9/25/2025 - 10/23/2025	
Date	Payee	Amount	Category
10/15/2025	Shirley Chavez - reimb	\$ (300.00)	5345 Shrubs
10/7/2025	Peninsula Water Solutions	\$ (1,788.28)	5340 - sprinkler (inc installation of 2 new timers)
10/7/2025	Olympic Sewer and Drain	\$ 390.96	5410 Drains
10/7/2025	Joe Henline Reimbursement	\$ (48.40)	5310 Bark
10/1/2025	CAU - Insurance	\$ 5,091.00	7050 Insurance
10/1/2025	Squeaky Clean Services	\$ 4,500.00	5320 Grounds Contract
9/29/2025	NW Gutter Pros	\$ 4,409.16	5150 Gutters (126 bldg)
9/25/2025	Nailed It Roofing (skylights)	\$ 4,487.62	5230 Roof Repair
9/25/2025	Nailed It Roofing reserve exp	\$ 2,422.39	tsfr from Tile Roof MMKT
	Total expenses & Tsfrs	\$ 19,164.45	
	uncashed checks	\$ (2,136.68)	
	9/25/2025 - 10/23/2025		

FINANCIAL UPDATES to Finance Committee:

- Monthly Financial Reports Review
- Income Vs Expenses – Report handed out at Finance Meeting; will keep updating it as we pay invoices. We have a total of \$37,000 remaining in the budget funds for 2025, with more work being done in the next 2 weeks prior to winter.
- Eligible transfer from Reserves to Operating account – still on hold to review final operating expenses for 2025 in November reports. May not be necessary to utilize reserve funds for emergency or unexpected expenses, due to remaining budget dollars. Kudos to the Landscape and Maintenance oversight, as a lot has been accomplished in 2025 so far.
- CD purchase –
 - Road CD #5128 matures on 10/25/25 – The Treasurer proposes renewing this CD for entire amount \$48,321 for 5 months for 3.75%, expires March 25, 2026, in plenty of time to do any repairs next summers if needed, and reinvest the remainder. Only other choice at that level is 30-month CD at 2.20%, which is too long for most of the road reserve funds. We could split the amount and leave \$20,000 in the CD renewal for 5128 and purchase a separate CD for a longer period. Current balance in MMKT for available road reserve funds is \$8,681. **MOTION was made to renew the CD 5128 Road Reserve for 5 months; seconded by Katie Venator. MOTION passed unanimously.**
 - Comp Roof MMK account 7721 is \$50,380, when we deposit \$9,742.50 in December for 4th qtr Roof Reserve payments received. Option was chosen by Rob Baer and Carol Stults, as approved by the Board last month, to invest \$30,000 in a 6-month CD 5156 at 3.59%, with the remainder of the Balance deposited in MMKT account. Expiration of the CD is 4/20/2026. Comp Roof CD 7985 will expire on 12/24/2025, giving us sufficient funds in MMKT to pay the balance of \$37,500 from Roof Reserves

for the 126 building (with \$15,000 additionally coming from 2026 operational Budget). MOTION was made by Carol Stults to NOT renew CD 7985 and deposit it into the Comp Roof Reserve MMKT 7721. Seconded by Mike Mowatt; motion passes unanimously.

- **2026 Budget Approved by Finance committee**

- No Dues increase in 2026; roof assessments 2x current annual amount; average of increases per quarter is \$168. No other increases are anticipated. Note that we have added a garage door expense category.
- Glass category was adjusted down to \$2,000.
- Full voting packet was reviewed. Minor edits were done for clarification.
- Annual Meeting Mailing to Owners must be mailed - dated no later than Nov 5.
- MOTION was made that the Reroofing Schedule be updated to reflect the 2026 project completed and approved by the Board in August; seconded by Mike Mowatt; passed unanimously.
- MOTION was made by Carol Stults to accept the voting packet with the edits suggested today and 2026 Operating and Reserve Budgets as presented. Second, Mike Mowatt; motion passed unanimously.
- Thank you to Karen Tucker for helping to stuff the voter packets next week. We need volunteers to deliver to those Owners who are in residence. The Owners who reside out of town or are gone for the winter will receive theirs via email.
- Black boxes will be available for votes without mailing – 142C and 108A.

Landscape Report:

- Irrigation system is being prepared for the winter by Brett. Southside and some of the north systems attached to the back flow preventer there are blown out with the compressor. Majority of the north side systems drain just by gravity.
- Squeaky Clean has been doing clean up and mowing a little. Cleanup was done but the wind blew on Sunday and the driveways and street is filled with debris again. Katie was going to possibly limit full street cleanup on windy days to driveways and sidewalks and focus on other projects. Katie is evaluating Squeaky Clean for their full capabilities, other than mowing.
- We need to limit what one person can dump in the bins; they all get filled up this time of year by one person and then are inaccessible to everyone else.
- Landscape Contract: Katie had one response for an appointment – Davis Landscape – who bailed out due to year round schedule. Squeaky Clean is working on bid to deliver by this weekend. Discussion of performance reviewed. The Board is clear – we need someone with more skill and experience and a business with the proper equipment as well as personnel.

Maintenance Report:

- Repairs were made to the front of 159/161 eaves and fascia board.
- Skylight repairs to 147/149 and 126- skylights have been received and Nailed It Roof will schedule a time to install soon as weather improves.
- Minor gutters issues were repaired on the new gutters at 126 by Northwest Gutters – no charge.
- Nailed It is talking to Rob about other projects beyond roofing – they charge \$160/hr for a 4 man crew. Rob will consider them for some maintenance projects.

- Glass replacements will take place next Tuesday; Carol will coordinate with contractor. This clears the majority of items on the glass replacement list.

Communications Committee/Newsletter:

- Next Newsletter – will be delivered Monday November 8th.
- Hand deliver of packets will occur this next week, as discussed.
- We have been working with Olypen to resolve email issues – not receiving our communications. A solution is ready for them – they will call and work directly with Olypen.

SLOA Report:

- Issue with us using Division 7 as only our HOA definition. ‘Division 7’ is a designated Division of SLOA – not ours exclusively. It was a part of the original plan layout of the development and Division 7 went from Blakely all the way to the end of Hilltop Drive. Lisa at SLOA will work with us to change their designation for 108 through 163 as Sunland Condo Owners – and not send calls from those who are not in those addresses to us for information on dues, etc. They will also look at their governing documents to clarify. SLOA will be meeting with us after their current annual meeting activity to decide on a resolution of their records.

Welcoming & Social Committee:

- Nothing reported.

Social Committee: Debby McGehee will be making the invitations to the Christmas Party again. They will be using pinecones to decorate. Date is Saturday, December 13th from 5:00 -7:00pm. Nancy will be meeting with new Owners soon.

Governing Documents:

Final review of insurance language (for Bylaw revision) is scheduled for Nov 12th.

Nominating Committee: Thank you to all the Owners who stepped up to run. We now have a full slate of candidates to fill all nine positions, with Carol having one more year.

Insurance Committee: Note from Division 11 has received notice on a 50% increase in their earthquake insurance and 19% in the actual policy. This does not reflect what we heard from our agent in September. Depending on the results of our insurance costs in March 2026, we may have to consider not taking earthquake insurance, as it will be too expensive.

New Business:

Old Business:

Next Meeting: November 20, 2025, at 4:00pm.- The Annual Meeting.

Adjournment: Motion was made by Rob to adjourn, seconded and passed. Meeting adjournment at 4:00 pm.

Sunland Condominium Owners Division 7 Board of Directors

Submitted and signed: _____
Secretary, Board of Directors