

Sunland Condo Owners 'Association
Division 7
Board of Directors Meeting

January 15, 2026 – 3:30 PM, Gathering Place

Certification of Quorum: In person attendance - Rob Baer, Mike Mowatt, Katie Venator, Carol Stults, Steve Tucker, Barbara Powell, Elisabeth Rosenberg, Julie Turnross by phone.
Owner Attendees: Nancy Baer, Debby McGehee and Margaret Cox.

Call to Order – Quorum established.

President's Comments: We are here for our first Board meeting with the newly elected. As we go through the year, there will be task we must do to complete all task assigned to us this year. Example was given of the Governing Documents copy of the redacted, requiring all of us to review and attend a working meeting with the Gov Docs Committee which will be set up for early February. Keep in mind how we can keep working as a group, we will accomplish our goals.

Secretary's Report: **MOTION** was made by Carol Stults, Secretary, to approve the Minutes of the Annual Membership and Board Meeting held on November 20, 2025, as presented to the Board, seconded by Mike Mowatt. The motion passed unanimously.

Secretary Carol Stults also reminded all Board members regarding the regulations in the governing documents that require Board members to retain digital records, and the members were referred to the Bylaws copy they are reviewing to ensure they are backing up their HOA records for archiving.

Governing Documents presentation:

The Chair and members of the Governing Documents presented an updated report of their activity. Debby McGehee, Chair, who covered the importance of our Governing Documents.

- CCRs – legal document filed with the county that governs all our HOA (to be edited to meet the new Washington HOA law parameters.
- Bylaws – establishes the Board responsibility and the definition of an HOA member.
- Rules and Regs – outlines the Owners responsibilities.

Bylaws are the document we are currently working on and will need to have revised after the CCRS are edited.

Committee members weighed in on the use of Division 7 issue in our Governing Documents, proposing that we need to keep that designation in some way, working with SLOA to make it feasible.

A working meeting will be set up by Rob Baer and Debby McGehee.

Treasurer and Finance/Audit Committee:

Account Balance report -

ACCOUNT Balances as of	1/14/2026	
Sound Bank	Balances	Totals
Checking account 0085	\$ 114,808.87	
Less uncleared checks	\$ (6,972.13)	
Pending deposits	\$ -	
Pending checks/transfers		
Total Checking account		\$ 107,837
Emergency Reserve - MMT 3402	\$ 13,681	
Emergency Reserve CD - 5413 exp 9/27/2026	\$ 20,315	
Total Emergency Reserve		\$ 33,996
Comp Roof Reserve - MMKT 7721	\$ 34,100	
Comp Roof Reserve - CD 5156 - exp 04/20/2026	\$ 30,177	
Total Comp Roof Reserve		\$ 64,277
Total Acct Balances - Sound Bank		\$ 206,109
Kitsap Bank	Balances	Totals
Tile Roof CD 5129 - exp 1/25/2029	\$ 80,228	
Tile Roof CD 5131 - exp 1/25/2028	\$ 13,148	
Tile Roof MMKT 5119	\$ 12,172	
Total Tile Roof Reserve		\$ 105,548
Road CD 5128 exp 03/25/2026	\$ 48,481	
Road CD 5132 exp 2/25/2026	\$ 11,002	
Road MMKT 5118	\$ 8,686	
Total Road Reserve		\$ 68,169
Total Acct Balances - Kitsap Bank		\$ 173,718
Total - ALL Reserve Accounts		\$ 271,991
Total - All Oper and Reserve Accounts		\$ 379,827

Expenditures

Check payment tracking		11/24/2025 - 01/14/2026	
Date	Payee	Amount	Category
1/6/2026	Keith Lund/Suzanne Rowe	\$ 3,217.25	5128 Garage doors
1/6/2026	Nailed It Construction & Roofing	\$ 15,000.00	5230 Roof Repair (\$10,000)
			5150 Gutters (\$5,000)
1/6/2026	Sunland Water District	\$ 6,920.00	5341 Irrigation water
1/2/2026	Joe Henline remb - 125D	\$ 52.13	5128 Garage Doors (seal)
12/31/2025	In The Clear LLC	\$ 580.00	5150 - Gutters \$310.00
			5230 - Roof Repair \$270.00
12/29/2025	Squeaky Clean Services	\$ 4,500.00	5320 Landscape Contract
12/22/2025	In The Clear LLC	\$ 500.00	5150 - Gutters (\$80)
			5230 - Roof Repair (\$220)
12/18/2025	Nailed It Construction & Roofing	\$ 993.99	5110- Bldg/Siding 156A
12/18/2025	Nailed It Construction & Roofing	\$ 728.72	5125 - Fences
12/17/2025	Sunland Condo Owners Assn	\$ 9,742.50	trsf reserve income to Comp Roof reserve MMKT 4th qtr
12/17/2025	Sunland Condo Owners Assn	\$ 875.00	trsf reserve income to Tile Roof Reserve MMKT 4th qtr
12/16/2025	Nancy Baer reimb	\$ 66.23	7040 - Homeowner Events
12/8/2025	In The Clear LLC	\$ 1,425.00	5150 - Gutters (\$360) 5230 Roof Repair (\$1,065)
12/11/2025	Carol Stults reimb	\$ 242.01	7100 - office supplies (reorder HOA checks - \$197.01)
			7110 - Postage (1st qtr invoices)
12/4/2025	Nailed It Construction & Roofing	\$ 3,687.32	5230 Roof Repair (133B)
12/4/2025	Nailed It Construction & Roofing	\$ 2,393.49	5125 Wall Repair (147-149)
12/4/2025	Nailed It Construction & Roofing	\$ 326.70	5230 Roof Repair - 133B skylight
12/3/2025	Squeaky Clean Services	\$ 4,500.00	5320 - Grounds Contract
11/26/2025	Bell and Bell	\$ 600.00	7020 - Bookkeeping
11/26/2025	CAU - Insurance	\$ 5,091.00	7050 - Insurance
11/26/2025	Margaret Cox reimb	\$ 32.05	5170 - Paint
11/24/2025	In The Clear LLC	\$ 2,110.00	5150 - Gutters (\$500) 5230 - Roof Repair (\$1610)
	Total expenses & Tsfrs	\$ 63,583.39	
	uncashed checks	\$ 6,972.13	
	11/24/2025 - 01/14/2026		

FINANCIAL UPDATES to Finance Committee:

- Monthly Financial Reports Review – Year end numbers were reviewed, including the amount of budget left over.
- CD renewals/changes were noted. Carol will track the next CDs expiring and bring those up at Finance Committee and Board meetings in February.
- Nailed It Construction was paid for the remainder owing for the reroofing of 126.
- The audit for 2025 has started as of January 2. Documents requested will be submitted as soon as requests are clear.
- Garage door replaced was discussed – Owners paid for the added insulation and windows.
- Updated list of emergency repairs done in 2025 that are eligible to be charged to Emergency Reserves.

- Interest reported for 2025: - Total interest has been recorded as \$8,370.00. Prepaid 2025 taxes total \$2,500, which should be sufficient to cover with a small amount remaining.
- Noted the balance on the operation checking account this year will be higher than normal, as it included the additional roof reserve income until the end of each quarter (amount of \$19,485 quarterly for both tile and composite roof accts). It will be important to manage cash flow carefully, as spending picks up this summer.

Landscape Report:

- First day for new contractor – Bizy Boys and they will come tentatively on each Thursday. Cleanup was the focus today as they may need to do some early mowing. Very professional system includes management by Tom of personnel and a focus on work plans each week. Equipment is very adequate. Carol will work with Katie to notify owners of schedule and update of first visits.
- Sunland Water repair of leak on one of our islands, due to faulty valve. They also identify a back-flow valve that needs to be replaced. Katie talked with Brett Romano, our irrigation specialist, that it will be approximately \$500-\$1,000 cost. There is another backflow valve needing repair.

Maintenance Report:

- 126 D siding on west wall – one bid received and have contacted to one other contractors for bids and will contact third contractor for bids on these repairs. Siding to be repaired by us and Owner will need to have the windows repaired as they were replaced by the owner in the past.
- Also have a significant drainage issue on the driveway at 126D. Called in Steve from Northwest Drains came by but weren't helpful in finding the issue. Need to figure out where the drainage pipes are nearby. Discussion was held of possible issues – design of the driveway, storm drainage and solutions. This was tabled until more information is available.
- 137C – Power wash bid for \$250 for cleaning the front porch, sidewalk and driveway. Back deck was noted as not needing cleaning as it is a new concrete deck.
- 116 C reported an issue with the downspout, which was reviewed. It is a strange set up and may not be sitting directly, hanging there oddly. Needs to be reattached in a better manner.

Communications Committee/Newsletter:

- Next Newsletter – will be delivered February 17th
- Discussion was held on sending out content to all Owners related to Owner's personal questions or requests to all Owners distribution list. Board will only use the Newsletter for meaningful public announcements, safety reminders, and HOA related communication.

SLOA Report: No report – their meeting update is available in the recording sent out.

Welcoming & Social Committee:

- Boots Powell, Board Member, agreed to assist with greeting new Owners.

Governing Documents: Debby outlined steps to update the Rules and Regulations, adding language regarding Owner's coverage and HOA coverage will be added. We will also be clearly stating that Owners who have asked to turn in a claim for interior damage will be required to pay the deductible of the HOA.

Nominating Committee: No report.

Insurance Committee: The renewal has started – to be completed by March 20, 2026 for final insurance set. Our agent is now asking for the documents needed to get started. Insurance is actually 3 parts – large policy covering property, small policy covering Owner injuries, such as slipping on a sidewalk, and the third policy is coverage for Board liability for wrongful actions. Earthquake insurance will be proposed – with an answer needed on taking or not taking within 2 weeks. Rob is researching what value earthquake insurance has brought to those who have had to make claims in the past vs those that did not have insurance.

New Business: Joe Henline has submitted a resignation from the Board of Directors for personal reasons. He is willing to provide some expertise as needed. **MOTION was made by Katie Venator to reluctantly accept Joe's resignation from the Board, seconded by Barbara Powell. Motion passed unanimously.**

Second New Business – Rob pointed out that the new HOA law requires us to start each meeting with Audience comments or questions. Debby McGehee will research that issue, and add to the list she has already started

Third New Business – Steve Tucker asked that we consider educating Owners on the responsibility for landscape items in their courtyards (Limited Common Area assigned only to the Owner), including tree pruning. Rob noted that is the responsibility of the Owners. It was noted this was important to let even new owners know of this responsibility. Carol and Steve will work on an article for the newsletter. Nancy Baer suggested that we start a cleanup day for volunteers/owners on the street to focus on those Limited Common Areas. Social Committee is willing to help.

Old Business: Elisabeth Rosenberg asked about the status of powerwashing – Steve will check out her deck.

MOTION: Motion was made by Carol Stults, Treasurer, on 1/2/2026 via email as follows: I move that we renew the Emergency CD account # 5413 at Sound Bank for 9 months at the rate of 2.83% as discussed at the last Finance Committee meeting. Seconded by Julie Turnross, motion passed unanimously.

Next Meeting: February 19, 2026, at 3:30pm.

Adjournment: **Motion was made by Rob to adjourn, seconded and passed.** Meeting adjournment at 5:00pm.

Sunland Condominium Owners Division 7 Board of Directors

Submitted and signed: _____
Secretary, Board of Directors