

Sunland Condo Owners 'Association - Division 7
Board of Directors Meeting
May 21, 2026 – 3:30 PM, Gathering Place

Certification of Quorum: In person attendance - Rob Baer, Mike Mowatt, Katie Venator, Carol Stults, Steve Tucker, Elisabeth Rosenberg, Barbara Powell. Owner Attendees: Kate Ahlert.

Meeting was called to order by President Robert Baer.

Owners Questions or Comments: No questions or comments.

Call to Order Regular Board Meeting agenda – Quorum established.

PRESIDENT's COMMENTS: Hats off to Steve Tucker and Katie Venator for their hard work this past month. As the days get longer, more requests, landscape issues, Steve or Katie are on the street doing a great job.

Secretary's Report: **MOTION** was made by Carol Stults, Secretary, to approve the Minutes of the Division 7 Board meeting on April 16th, 2026, as presented to the Board, seconded by Mike Mowatt. **The motion passed unanimously.**

On May 11, 2026, there was a Special Assessment Owners meeting at 2pm. **MOTION** was made by Carol Stults, Secretary, to approve the Minutes of the Special Assessment Owners Meeting on May 11, 2026 as presented. Steve Tucker seconded. **The motion passed unanimously.**

Treasurer - Account Balance Report

ACCOUNT Balances as of	5/21/2026	
Sound Bank	Balances	Totals
Checking account 0085	\$ 147,054	
Less uncleared checks		
see expense check page	\$ (45.12)	
Pending deposits	\$ -	
Pending checks/transfers - by 8/15/2026	\$	
TSFR - Tile Roof Reserve 2nd qtr income	\$ (1,750.00)	
TSFR - Comp Roof Reserve 2nd qtr income	\$ (19,485.00)	
Total Checking account		\$ 125,774
Emergency Reserve - MMKT 3402	\$ 13,686	
Emergency Reserve CD - 5413 exp 9/27/2026	\$ 20,537	
Total Emergency Reserve		\$ 34,223
Comp Roof Reserve - MMKT 7721	\$ 23,610	
Comp Roof Reserve - CD 5156 - exp Jan 20, 2026	\$ 60,532	
Total Comp Roof Reserve		\$ 84,142
Total Acct Balances - Sound Bank		\$ 244,139
Kitsap Bank	Balances	Totals
Tile Roof CD 5129 - exp 1/25/2029	\$ 81,478	
Tile Roof CD 5131 - exp 1/25/2028	\$ 13,238	
Tile Roof MMKT 5119	\$ 13,938	
Total Tile Roof Reserve		\$ 108,653
Road CD 5128 exp 12/25/2026	\$ 49,176	
Road CD 5132 exp 7/25/2026	\$ 11,075	
Road MMKT 5118	\$ 8,693	
Total Road Reserve		\$ 68,945
Total Acct Balances - Kitsap Bank		\$ 177,598
Total - ALL Reserve Accounts		\$ 295,963
Total - All Oper and Reserve Accounts		\$ 421,737

Check payment tracking		4/15/2026 - 05/20/2026	
Date	Payee	Amount	Category
5/20/226	Steve Tucker #5514	\$ 45.12	5170 Painting
5/13/2026	Robinsnest Landscape #5513 - 108D	\$ 1,960.65	5140 Drains
5/12/2026	360 Builders Inc #5511 155	\$ 733.68	5120 Decks
5/8/2026	Dynamic Graphics #5510	\$ 39.00	7160 website
5/8/2026	360 Builders #5509	\$ 910.98	5110 siding
5/8/2026	360 Builders 5508	\$ 543.00	5120 Decks
5/8/2026	Nailed It Roofing 5507	\$ 5,474.85	5110 Bldg siding final 126D
5/8/2026	360 Builders 5506	\$ 218.29	5120 decks
5/8/2026	Peninsula Water sol 5503	\$ 1,252.35	5341 Irrigation contract
5/7/2026	Savage Glass 5502	\$ 615.29	5230 roof repair skylight
5/4/2026	NW Gutter Pros5501	\$ 412.68	5150 Gutters
5/1/2026	Jardin Pura Vida LLC 5500	\$ 2,025.00	5330 Grounds Misc 108A hill prepyrmt
5/1/2026	Bizy Boys LLC 5499	\$ 5,270.72	5320 Landscape
5/1/2026	Eric Godfrey reimb 5498	\$ 316.35	5310 Groundcover bark 142A
4/28/2026	Nailed It roofing 5497	\$ 3,850.00	5110 bldg siding prepyrmt 126D
4/13/2026	CAU - May pymt 5505 May	\$ 5,690.00	7050 Insurance
	Total expenses & Tsfrs	\$ 29,357.96	
	uncashed checks	\$ (45.12)	
	4/15/2026 - 05/20/2026		

- Balances and Expenditures as of May 20, 2026, were reviewed and are noted herein. Income is consistent, with only two unpaid 2nd quarter invoices and owners were contacted.
- Budget vs actual cost was reviewed.
- #5156 CD Composite Roof reserve account was renewed per last month's motion, and it now expires in January 2026. Insurance payments were discussed – first payment in March is for 4 payments (includes Jan, Feb, March 2027 invoices) as required by CAU. The 3 months payment is considered Prepaid expenses on the financial documents.
- Special Assessment Invoices were discussed with the CPA – those will go out in June in the mail. The Income and Expense for this Special Assessment will be recorded under Other Income and Other expense. The total amount of the Special Assessment (\$12,077) will be expensed against the budget shortfall of that amount in the regular Insurance account. CPA recommended writing a separate check for the special assessment.
- Jeff Bell (our CPA) is arranging for us to demo a state-of-the-art online financial management system, enabling the Treasurer of Div 7 to do some actions or look up information easily.
- Budget vs Actual – comparisons are presented – Maintenance and Landscape accounts are presented for review by the Board; budgets are holding well, but Landscape accounts are committed via contracts to a significant part of the budget.
- Auditor – is still working on the 2025 Budget and extended tax form was filed.

Landscape Report:

- Katie has received positive comments from Owners regarding Bizy Boys services.
- Weed chemicals and preemergent products were applied last week.
- Project updates:
 - Ivy was removed by a contractor at 134 B and C. Cost was \$600.
 - 108 building side yard stairs are completed – a project down due to the slippery slope that contractors, who have fallen when they walk down to mow, are now safe to use. Handrail and part of the project were paid by the Owners.
 - The rock project at 147/149 is on hold until the ground under the landscape fabric, which appears to have eroded, is checked.
 - Weeding priority will be addressed and directed to landscape contractor to do.
- **Backflow preventers** – there are 19 of these and state law says they must be tested and certified every year. Cost per test is \$50 per test/certification. Some are buried and will have to be dug out to even test. Some are so old and corroded, they will need to be replaced. One large one will probably be over \$1,500 just for the part. Brett is replacing one this next month. Brett is no longer certified to test these, so Katie has contacted a tester who is certified.

- **Maintenance Report:**

- Two of the three privacy walls on the south side of the 133 building are rotted out at the ground. Steve will have 360 Building contractor look at the conditions.
- 108D driveway drain field was added by Robinsnest Contractors, and it appears to have solved the problem. Modified French drain was installed.
- Front porch deck framing was rotted at 121D, and a bid was given to 360 Builders to replace deck. Trex will be installed for the decking.
- Some projects, even from as far back as 2024, are being cleared.
- West wall repairs at 126D are almost completed; interior trim needs to be corrected and then painter will come and do both interior and exterior painting.
- Gutter repairs (\$400) were done in several locations. Two areas remaining that have corrugated pipe that need to be addressed but budget is almost depleted.
- Deck washing and staining is being done – 3 decks at a time by 360 Builders. 155 upper and lower decks, 117A south deck, 142A was completed, and 159 was also completed. Next week 161 will be completed.
- 360 Builders have put together a board of color options for staining decks. Owners can choose from one of those 6 colors of stain; Steve is working on another page for the Trex decking. Board has approved only 2 colors of Trex, and owners must pay the difference for upgrades.

- **Communications Report:**

- Newsletter will be delivered on June 15th.
- New Owner packet project has been started with the Social Committee; packet to include more information - Rules and Regs copy and cover letter containing key information. A list of Board and committee members with contact info will also be included, as well as copy of the latest newsletter.

- **Social Committee Report:** Barbara Powell
 - 4th of July Party scheduled
 - Sample letter to new owner provided by Board Secretary in the past had great information – will work with Carol to adjust and run it by Nancy. Also, will work to identify additional information for SLOA and the Sunland Golf Club Social activities.
- **Governing Documents Report:**
 - Contract with Condominium Law Group to do a review only our governing documents against the new HOA Law – WUCIOA. They will provide a list of changes that need to be made in our documents. Debby will hopefully have an update on that at the June 2026 Board meeting.
- **Nominating Committee Report:**
 - Two open positions exist on the Board and Committee will be actively looking for volunteers.
- **Insurance Report:**
 - Earthquake Insurance initiative and vote worked well. May have same question next year, depending on cost. Next year decision was briefly discussed.
- **New Business:**
 - New Owner in 156C – Tom and Amy Lee from Alaska.
 - Discussion on the New Owner Packet being developed – confusion on Limited Common Areas (patio, sidewalk, driveway) and Common Areas. This can be very confusing for new owners, and it is important to explain Owner Projects in these areas and the process for approval. It was suggested to include any improvements made by the owner – with or without permission – are the responsibility of the current and any new owners. The Responsibility Chart in the Rules and Regs will be modified to fully explain the options for Common and Limited Common Areas. A Frequently Asked Question (FAQ) section was suggested to be added to new owner packets as well.
- **Old Business: NONE**

Next Meeting: Regular Board member June 18, 2026, at 3:30pm.

Adjournment: **Motion was made to adjourn, seconded and passed.**

- Meeting adjournment at 4:45 pm.

Sunland Condominium Owners Division 7 Board of Directors

Submitted and signed:

Secretary, Board of Directors