

Sunland Condo Owners 'Association - Division 7
Board of Directors Meeting
June 18, 2026 – 3:30 PM, Gathering Place

Certification of Quorum: In person attendance - Mike Mowatt, Katie Venator, Carol Stults, Steve Tucker, Elisabeth Rosenberg, Barbara Powell; Rob Baer was out of town. Owner Attendees: Karen Tucker

Meeting was called to order by Vice-President Mike Mowatt in Rob Baer's absence. Mike opened the meeting, asking for the Board to stay after the meeting is completed for an executive session related to recruiting volunteers for committees and the Board.

Owners Questions or Comments: No questions or comments.

Call to Order Regular Board Meeting agenda – Quorum established.

Secretary's Report: Motion was made by Carol Stults, Secretary, to approve the minutes of the June 18th meeting. Seconded by Katie Venator ; motion passed.

Treasurer - Account Balance Report

ACCOUNT Balances as of	6/18/2026	
Sound Bank	Balances	Totals
Checking account 0085	\$ 132,736	
Less uncleared checks		
see expenditures for detail	\$ (1,935.74)	
Pending deposits	\$ -	
Pending checks/transfers - by 7/15/2026	\$	
TSFR - Tile Roof Reserve 2nd qtr income	\$ (1,750.00)	
TSFR - Comp Roof Reserve 2nd qtr income	\$ (19,485.00)	
TSFR - Insurance Special Assmt - offset insurance costs to be completed in full by 12/31/2026		
Total Checking account		\$ 109,566
Emergency Reserve - MMT 3402	\$ 13,687	
Emergency Reserve CD - 5413 exp 9/27/2026	\$ 20,593	
Total Emergency Reserve		\$ 34,279
Comp Roof Reserve - MMKT 7721	\$ 23,612	
Comp Roof Reserve - CD 5156 - exp 01/20/2027	\$ 60,691	
Total Comp Roof Reserve		\$ 84,303
Total Acct Balances - Sound Bank		\$ 228,148
Kitsap Bank	Balances	Totals
Tile Roof CD 5129 - exp 1/25/2029	\$ 80,858	
Tile Roof CD 5131 - exp 1/25/2028	\$ 13,238	
Tile Roof MMKT 5119	\$ 13,933	
Total Tile Roof Reserve		\$ 108,029
Road CD 5128 exp 12/25/2026	\$ 49,176	
Road CD 5132 exp 7/25/2026	\$ 11,075	
Road MMKT 5118	\$ 8,692	
Total Road Reserve		\$ 68,943
Total Acct Balances - Kitsap Bank		\$ 176,972
Total - ALL Reserve Accounts		\$ 295,554
Total - All Oper and Reserve Accounts		\$ 405,120

Expenditures

<u>Check payment tracking</u>		<u>5/1/2026 - 6/18/2026</u>	
<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Category</u>
6/16/2026	360 Builders Inc ck 5534	\$ (443.09)	5120 Decks
6/15/2026	360 Builders Inc ck 5532	\$ (783.85)	5120 Decks
6/12/2026	Steve Tucker reimb ck 5531	\$ (186.77)	5170 Painting \$71.40 5130 Driveways \$115.57
6/11/2026	Peninsula Water Solutions chk 5530	\$ (1,748.97)	5340 Sprinklers+backflow \$456.03
6/8/2026	253 Painter LLC chk 5528	\$ 517.94	5170 Paint - 126D
6/8/2026	Savage Glass works chk 5529	\$ 1,411.80	5240 Glass
6/4/2026	Bizy Boys chk 5527	\$ 5,270.72	5320 Grounds contract
6/2/2026	Bradley Norman - Olympic Concrete chk 5526	\$ 900.00	5130 Driveways grinding
6/2/2026	CAU chk 5535	\$ 5,690.00	7050 Insurance
6/1/2026	253 Painters LLC 5524	\$ 1,066.75	5170 Painting 126D Wall
5/29/2026	Bell and Bell chk 5536	\$ 800.00	7020 Bkping - April 7110 postage \$29.56 7100 - ofc supplies
5/27/2026	Carol Stults reimb chk 5523	\$ 83.85	
5/26/2026	360 Builders Inc chk 5519	\$ 570.00	5120 Decks - 117A Unit
5/26/2026	360 Builders Inc chk 5516	\$ 2,788.46	5120 Decks - 121 D completion delivered 6/9/2026
5/26/2026	360 Builders Inc chk 5518	\$ 619.00	5120 Decks - 142D deck
5/26/2026	360 Bulders Inc chk 5520	\$ 559.07	5120 Decks - 159 Unit 5345 shrub replacement - renovation of hillside 108 bldg
5/26/2026	Jardin Pura Vida LLC chk 5521	\$ 2,475.00	
5/22/2026	Katie Venator reimb chk 5515	\$ 600.00	5345 shrub maintenance 134C
	Total expenses & Tsfrs	\$ 20,189.91	
	uncashed checks	\$ (1,935.74)	
	5/1/2026 - 6/18/2026		

Treasurer and Finance/Audit Committee (see next page for detailed reports):

- **Balances and Expenditures** were reviewed as of 6/18.
- We have received a number of payments for the Special Assessment – the CPA is tracking those payments.
- **Transfers** for the tile and comp roof income for 2nd quarter. Motion was made by Carol Stults to transfer the income budgeted for the roof reserve accounts as noted in the Balance Section above to the appropriate Tile Roof and Comp Roof reserve Money Market Accounts. Katie Venator seconded the motion; vote was unanimous and motion passed.
- **Budget vs Actuals** – (see attached) for both Maintenance and Landscaping were distributed. For the amount of activity in both Maintenance and Landscape, the budget is holding well for now. Discussion of the remaining budget amounts included the additional expenditures since the Finance Meeting.
 - The available budgets remaining was reviewed and Carol indicated that was the amount to pay attention to moving forward for 2026 spending.
 - The landscape budget will be hit with the backflow costs – which will be discussed by Katie later in the meeting.
- **2025 Audit update:** Carol received an extensive form from the Auditor to fill out, with details on our processes for financial transactions, and responsibilities for those processes. Completed and sent in a timely manner.

- **Budget schedule:** Board needs to decide how best to review the budget in working sessions. It was recommended that the Board use the Finance Meetings on the 2nd Wednesday of the month at 1:30 pm starting in August. Maintenance and Landscape will bring their draft numbers to the August Finance Meeting as a start. Meetings will be at 108A Hilltop.
- **Expenditures:** There were no questions on those expenditures.

Maintenance:

- 126D west wall repair was completed, and Owners are very happy with it. This project has been ongoing for a long time.
- 121D – front porch entry decking was completely replaced due to rot. Owner was happy; she paid for an upgrade for the Trex selected. 360 Builders was the contractor; note of thanks from the Owner was read to the Board and to Steve in particular, noting the timely communication, results of replacement and skill with which the builders installed the new front porch entrance deck. Steve noted that many owners do not know they can pay to upgrade materials or design out of their own pocket, if they so choose, which would be nice to note in the newsletter.
- 159/161 – Upper patios were washed and stained. The handrail at 161 has some structural issues which will be assessed.
- Driveway crack assessment – there are 27 units on the north side only that have cracks. Steve is working on a long-term plan to fill the cracks; if not filled, it leads to water seeping into the driveways and causing further damage. Patching the cracks or grinding down raised portions of concrete results in a different color of material concrete, which over time will darken. Steve is working with concrete contractors to find a solution – to stain the repair or other methods to blend in the filled cracks. It was noted that he 4 sidewalks that needed immediate attention due to a raised concrete slab and was a tripping hazard was ground down to avoid any falls. One owner noted that the different color of concrete after grinding is not at all an issue; the tripping hazard was much more important to address. Steve is also looking into a plastic product that replaces the boards that separate many of the driveway sections.
- Budget for maintenance – Steve advises that pressure washing be charged to the owners' responsibility even in part. Power washing should be done only to remove moss – not to clean. Steve will work with governing documents to present the possibility of changing the documentation to reflect the responsibility of the owner to keep their own Limited Common Area clean – if it needs power washing just for cleanliness. Steve proposes looking at the maintenance budget this year carefully for areas to save HOA money. Steve proposes putting a number to the cost of powerwashing.
- Gutters were discussed at 108B (clogged and cleaned) and 117D where gutter contractor was called out – 117D had a problem with the installation of the gutter not at the right angle.
- Garage door replacement Owner paid project at 117A – The application to install new garage door at 117A paid for by the Owner was reviewed and approved by the Board previously.

Landscape Report:

- Bizy Boys have been working hard – putting in extra labor (3 people vs 2 people). Will now be reduced to 2 men per week for the remainder of the year. Weeding was done yesterday.
- 108 Building project – steps were installed and Owners paid for a portion of the cost as well as paid for a railing to be installed. This provides a safe path behind 108 building for all units as it is the only accessible hill on the north side of the building.
- Pruning is being done on a case-by-case basis – as noted as they work. Pruning on south side of 117 building will need to be pruned down to the 36" height approved by the Board in the past. Will work with Bizy Boys to see when it can get done.

- Backflow Preventers; Washington State Law requires annual testing of all backflow preventers. 20 backflow preventers are installed; 2 irrigation locations were disconnected at building 125, so backflows are not in use – making 18 to be tested. Tester was hired and has inspected 6 and will work tomorrow as well on testing. Cost is \$50 per test for a total cost of \$900. Budget to replace will need to be discussed. One of the larger backflows will be \$1,500 alone for the part. All need to be tested this year and it was decided to test all. It was noted that the tester must make a report to Sunland Water on all backflows. If all tested, Board can use that information to budget in 2027. Katie will call the Water District and ask how the reports are sent to the state of Washington. It was decided to only test 10 for now and get information on repairs needed for budget in 2027.

Communications Report:

- Newsletter will be delivered on July 13th
- Will send a reminder on the 4th of July picnic prior to event

SLOA:

- Carol Stults, Board Secretary, reported on the Special SLOA Board meeting now scheduled for June 30th at the ballroom at the Sunland Golf Club, to complete the agenda that was not addressed due to the disruption of the regular Board meeting earlier. The regular meeting was disrupted by a Board member refusing to relinquish the microphone and the meeting was adjourned after 45 minutes, leaving agenda items not discussed. This special meeting will address the pool bid discussion and decision, as well as other business that was left to be decided. After discussions with a past Board member, Carol recommended that the misinformation can only be combated by clear concise communications by the Board. The Board is confirming to all members and Board members the Roberts Rules of Order to be respected when future meetings are held and will be announced at the start of each future meeting.
- SLOA will be hosting an Ice Cream Social on Sunday and we are urged to attend to show support.

Social Committee Report: Barbara Powell

- 4th of July Party updates – Nancy Baer will be updating Barbara on how best to manage the picnic in the future; volunteers are needed for set up and take down.
- New Owner Packet – Barbara is in charge of welcoming the new Owners, and are providing a lot of information to help them acclimate to life on Hilltop and in Sunland as well. Sunland Golf Club info will also be included. Included from Division 7 is the Responsibility chart in the Rules and Regs.
- **Governing Documents Report:**
 - Debby McGehee, Chair of the Gov Docs Committee, will update the Board next month, noting that the attorney just sent the list of changes (16 pages long) to be made for the new state law.
- **Nominating Committee Report**
 - **Will discuss in executive session.**

- **Insurance Report:**

- New policy from Federal Insurance Group through CAU for Excess Liability received – cost for the last 9 months is \$2,984, which replaces the Greenwich policy that expires in June.
- The presentation by Dianne Kaspar, our CAU agent, will be in August and date will be announced as soon as possible.

- **New Business:**

- **NONE**

- **Old Business:**

- **RE driveways at 159-161;** Steve Tucker reported that he and Mike Mowatt, Carol Stults and Rob Baer, met with the Owners to discuss the replacement or repair of their driveways. Bids received for both asphalt (which the HOA is willing to pay for) vs brushed cement, and how much the Owners would pay for the brushed cement. The walkway/sidewalks were also discussed. The estimate for sidewalks will be given to these owners in the future, as the sidewalks will not be paid for by the HOA, as the walkway was not deemed needed but the owners want it to match the driveways, once bids are received. It was also noted that the HOA will not be replacing the guest parking areas – that will be returned to landscape area.
- **Motion was made by Carol Stults on behalf of Steve Tucker as follows: Motion is made to accept the proposal from Elisabeth Rosenberg at 117A to replace her garage doors at her expense as noted in the Owner Project Request. It is noted that the design of the doors is the same as is installed in 117B and D. Motion was seconded by Barbara Powell and passed unanimously; Elisabeth Rosenberg recused herself from voting.**

Next Meeting: Regular Board member July16th, at 3:30pm.

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

- Meeting adjournment at 4:54 pm.

Sunland Condominium Owners Division 7 Board of Directors

Submitted and signed:

Secretary, Board of Directors