

Sunland Condo Owners 'Association - Division 7
Board of Directors Meeting
August 20, 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: Toni Cline, Debby McGehee, Patti Devogler, Karen Tucker..

Meeting was called to order by President Rob Baer

Call to Order Regular Board Meeting agenda – Quorum established.

Presidential Comments: “The path ahead is not about change for the sake of change, but about meaningful progress – about insuring that the HOA continues to be not just relevant but essential to the members it serves today and tomorrow.” Because we have not come this far – we have come a distance if we are over 50 years old, to only come this far. We have a way to go and it is going to take concerted effort and hopefully we get there.

Rob also noted that in accordance with the new RCW 64.90 in Washington effective currently, the first few minutes of the meeting are open for comments from the audience. Rob open the table to any owner comments.

Owners Questions or Comments: No questions or comments.

Secretary's Report : **MOTION** was made by Carol Stults, Secretary, to approve the minutes of the July 15th meeting. Seconded by Mike Mowatt ; **motion passed**.

Treasurer and Finance/Audit Committee report:

- Monthly Financial Reports – including past due accounts.
- Update on HUD managed property
- Budget vs Actuals 2026 –
- Final Budget working meeting – Sept 9 @ 2pm at Carol's house
- 2025 Audit Update - completed.

Treasurer –

- **Account Balance Report** – *see attached Treasurer's report*
- **Expenditures** – *see attached Treasurer's report*

Treasurer and Finance/Audit Committee

- **Balances and Expenditures** as of 8/20/2026 were reviewed.
- **Roof Reserve Income:** Note that the 3rd quarter income for roof assessments will be transferred into the Tile and Roof Reserve MMKT accounts in the amounts shown on the Balance Report by 9/30/2026.
- **Transfer of the income for Special Assessment for Earthquake Insurance** will be transferred by 12/31/2026. Majority of Owners have paid the small assessment as of 8/20/2026.
- **No renewal of CDs** is necessary as of this date.
- **Interest for 2025** – CD income has worked well – we owe another \$270 more in 2025 taxes owed, meaning that we made almost \$1,000 more in income than we anticipated. The interest is paid into the Reserve Accounts and is taxed at 30%.
- **Past due account:** Only account past due for 3rd Quarter is for 145 Hilltop managed by HUD. Contact has been made with the HUD hotline and will watch to see what response is received. We have discovered that the Unit locks have not been rekeyed and we do have a key for access to check out the insides for any damages. Maintenance will conduct a review of the interior without removing anything. HUD is covering the dues but is paying 6-8 weeks late.
- **Budget vs Actuals** – The remaining available budgets was reviewed (see report attached).
- **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.
- **2027 Budget:** The Finance Committee are working diligently on the 2027 Budget and reviewing the remaining expenditures for 2026 to assess priority spending. There is the potential for significant costs to rise given the need for the following: attorney fees to convert Governing Documents to comply with RCW 64.90, outsourcing Financial Services due to the lack of anyone running to fill the Treasurer position in November, 3 backflow preventers that must be replaced. Working meeting will be held in September to complete the draft budget.
- **2025 Audit was completed and deemed totally accurate.** Final copy to remove the Draft designation will hopefully be forthcoming soon. Mike Mowatt acknowledged the work of the Treasurer in continuing to have clean audits year after year. The oversight of the Finance Committee has been key as stated by Treasurer Carol Stults.

Landscape Report:

- **Bizy Boys**, our landscape contractor, is closing the business due to a serious health issue of the Owner. We will search for a replacement company immediately. Katie will go over his contract to see if there has been any breach of his contractual obligations. Katie will be contacting other landscape contractors (Bizy Boys owner provided a list of requirements to use). Owners will be notified by Communications.
- **Backflow preventers:** Due to Washington State law, we must annually test all backflow preventers installed and repair/replace those that do not pass the test. There are 20

backflow preventers to be tested; Estimate for the 3 that did not pass varies – the one that will be done this year is estimated to cost \$2,400 for parts and labor. More information will be sent out once we get the full bids.

- **Dead white fir tree:** A very tall white fir tree on the bluff behind building 116 and 126 is dying, and would fall on building 116 if it fell. Katie will get bids and report back to the Board. Tree is 8 inches onto the Division 17 and they have granted us permission to remove the tree; they will not pay for the removal as it poses no danger to their land.

Maintenance Report:

Maintenance annual building reviews: There is a 7-person Maintenance Committee who just completed the annual building reviews of the exterior of all the Units. Service Requests have been entered into the system for all noted repairs that need to be addressed at some point. Repair schedules are being planned.

Driveway repairs/replacement 159/161: Rob Baer and Steve Tucker updated the Patti Devogler present as an Owner regarding 159/161 driveway projects explaining that Maintenance is still working on how to pay for the repairs or replacements needed and how do we fund it? Treasurer reviewed for Patti the new expenses that are unexpectedly required in 2027.

Architecture Committee: Dave McInnes and Steve will serve as the Architecture Committee, but they will search for one more member as well. This Committee reviews all Owner projects that must be approved by the Board eventually, and the Committee will make recommendations after reviewing Owners documents.

Completed projects:

1. 108 A - Painted the West wall & repair rot at the bottom
2. 108 B - Painted the East wall by courtyard 7 Exit door leading to the N. deck
3. 117 D - Stained & washed N. deck
4. 121 A - Replaced front deck
5. 121 A-B -Repaired siding & trim around 121 B deck
6. 121 B -Painted steps leading to N. Door
7. 126 C - Painted where deck meets the house
8. 134 A - Painted eave
9. 134 C - Painted eave
10. 156 A/B – repaired privacy wall
11. 143 south deck - Washed and stained.
12. Roof and Gutter Cleaning on 4 buildings

Communications Report:

- Newsletter will be delivered on September 14, 2026.

SLOA: The video of the last SLOA meeting is now available, and organized by agenda item, making it easy to skip to certain issues covered.

Social Committee Report: Barbara Powell gave a Social Committee Report:

- The Christmas Party will be held on Friday, December 18th at 5pm at the Gathering Place.
- Barbara also noted that she left a welcome packet for Kelly Wright, the new Owner at 133A, as she was unable to connect with him when he was at home.
- Stephanie Flynn at 116D has joined the Social Committee.

Governing Documents Report:

- Debby McGehee reported on the virtual meeting with Apex Law attended by Rob Baer and Carol Stults as well. The attorney is Coleman Scorggins, and he was very personable and informative. Debby compared
 - Columbia Law Group, who bid on a flat fee where they will use their canned document, and drop our specific language into that document.
 - Apex Law will review our document first by reading it (takes about 3 hours), and then update our document directly to state the changes required to comply with RCW 64.90. Apex is offering a more personalized solution – and have a pretty easy to understand their approach – marked ‘red’ means language in our document must be deleted and/or rewritten; ‘yellow’ indicates language that may stay but needs to be restated, and ‘green’ is good and can be kept as is. Intern then takes over and does the initial changes required. Lawyer cost estimate is \$5,000 - \$7,500 for bringing our CCRs document into compliance with RCW 64.90. Apex completed this task with Division 17, giving them insight into the nuances of SLOA and each Division.
 - Vote for ratification of the new CCRs in 2027 will require a 60% yes vote of the Owners; if voted on in 2028, it will be 67%.
 - For the update Bylaws, the vote to approve the changes only requires the vote of the Board; in 2028 it will require the vote of the Owners with 67%.
 - There are no options here – we must be ready by 1/1/2028 with the final CCRS, Bylaws and eventually the Rules and Regs revised to comply fully.

Nominating Committee Report:

Rob Baer, Chair of the Committee, reported that we still need Owners to sit at the Board table to make decisions on behalf of the entire Division 7. It is important that the work of the Board be shared between a full slate of volunteers! We simply must find volunteers to fill the positions that are open.

Steve Tucker commented that he spoke with the Owner at 108B and he was willing to volunteer. Carol agreed to visit with him.

Insurance Report: Friday August 28th – Dianne Kaspar, our CAU agent, will give a presentation on HOA insurance at the Sunland Golf club – for all the HOA divisions.

New Business:

- NONE

Old Business:

- Financial management services are still being evaluated.
- Firewise program – committee is working with CERT and fire department of Clallam County. They will be represented in a trailer giving demonstrations on fire prevention. They will then do some assessments of individual homes/units and the ignition risks. They did 156B where Rob Baer lives. The review score is affected by the age of the home, how eaves are built, how close landscape shrubs/tree are to the building and other factors. Also not recommended is stacks of wood up next to the house. Also discussed was using goats to clear some of the bush on the hillside.

Next Meeting: Regular Board member September 17, 2026.

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