BYLAWS

SUNLAND CONDOMINIUM OWNERS ASSOCIATION

DIVISION 7

Approved by the Board of Directors

September 17, 2026

Amendments included in this 2026 revision of the Bylaws include:

1. *Updated Bylaws changes regarding insurance requirements for HOA and Owners - see ARTICLE IX – section Q revisions.*

2. *File Retention Policy – Established by the Finance Committee and approved by the Board of Directors - see ARTICLE XV revised and EXHIBIT D Record Retention Schedule added.*

3. *Monetary Policy and Finance Committee updates – revised by the Finance Committee and approved by the Board of Directors – see ARTICLE XIII revised*

4. *Updated Exhibit A to include accurate current responsibilities for each Unit. Formatting changes were made for clarity (see examples in 108B/C/D listings. NOTE: the details on Exhibit A are incomplete and inaccurate. They will be updated in time for the CCR and Bylaw revisions to be done by January 1, 2026.*

5. *Updated Exhibit B -Reroofing Schedule as approved by the Board of Directors – August 2025*

6. *Updated Exhibit C – Annual Contribution to Roof Reserve Account as approved by the Owners and the Board of Directors.*

7. *Updated Exhibit A to remove notations of Owner responsibility as approved by the Board of Directors on 9/17/2026. The Exhibit A is to reflect only the version that is in the CCRs until they are amended to comply with RCS 64.90 in total.*

AMENDED BYLAWS
SUNLAND CONDOMINIUM OWNERS ASSOCIATION
DIVISION 7 – APPROVED September 17, 2026

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DIVISION 7 – APPROVED September 17, 2026

ARTICLE I – NAME AND LOCATION

The name of the ASSOCIATION is **SUNLAND CONDOMINIUM OWNERS ASSOCIATION**, an association of owners in SunLand Owners Association, hereinafter referred to as the **ASSOCIATION.** The principal office of the ASSOCIATION is located at 264 W. Washington Street, Sequim, Washington 98382. Meetings of Members and Directors may be held at such places within the state of Washington, County of Clallam, as may be designated by the Board of Directors, hereinafter referred to as the **Board.**

ARTICLE II - DEFINITIONS

A. **Allocated Interests** means the undivided interest in the common elements, the common expense liability, and votes in the ASSOCIATION allocated to each Unit.

B. **Assessment** means all sums chargeable by the ASSOCIATION against a Unit including, without limitation:

1. Regular Annual and Special Assessments for common expenses, charges and fines imposed by the ASSOCIATION.

2. Interest and late charges on any unpaid portion of an owner's account, delinquent for more than 30 days after it was due and payable. The maximum rate of interest charged shall not exceed the amount allowable under Washington State RCW 19.52.025.

3. Costs in connection with the collection of a delinquent account, including reasonable attorney's fees incurred by the ASSOCIATION.

C. **Board** means the Board of Directors, which has the primary authority to manage the affairs of the ASSOCIATION.

D. **Committee,** as appointed by the Board, means a member of the Board of Directors plus Member(s) of the ASSOCIATION.

E. **Common Area** means all portions of a condominium, other than the Unit.

F. **Common Expenses** means expenditures made by the ASSOCIATION or financial liabilities of the ASSOCIATION, together with any allocation to reserves.

G. **Condominium** means real property, portions of which are designated for separate ownership and the remainder of which is designated for common ownership solely by the owners of these portions. Real property is not a Condominium unless the undivided interests in the Common Areas are vested in the Unit owners and unless a Declaration and survey map and plans have been recorded pursuant to Chapter RCW 64.32 and 64.34.

H. **Conveyance** means any transfer of the ownership of a Unit, including a transfer by deed or by real estate contract, but shall not include a transfer solely for security.

I. **Limited Common Area** means a portion of the Common Area allocated by Article 5 and Article 7 of the Declaration or by operation of RCW 64.34.204(2) or (4) for the exclusive use of a Unit owner. The Allocation of Limited Common Areas to each Unit is documented in Exhibit B of the Declaration and Exhibit A of the Bylaws.

J. **Member** means every person or entity who holds a membership in the ASSOCIATION.

K. **Owner** means the record owner, or contract purchaser, whether one or more persons or entities, of the fee interest in any Unit, including contract sellers, and excluding those having such interest merely as security for the performance of an obligation.

L. **Unit** means a physical portion of the Condominium designated for separate ownership, the boundaries of which are described in Article 6 of the Declaration and amended pursuant to RCW 64.32.010 (6).

ARTICLE III - MEMBERSHIP

A. Membership includes every person or entity who is a recorded owner of a fee or undivided fee interest or contract purchaser in any Unit which is subject to Assessments, according to the Declaration, by the ASSOCIATION. The foregoing is not intended to include persons or entities who hold an interest merely as security for the performance of an obligation. Membership shall be inseparably appurtenant to ownership of any Unit(s) which are subject to Assessment by the ASSOCIATION. Ownership of such Unit(s) shall be the sole qualification for membership.

B. During any period in which a Member shall be in default in the payment of any annual or special Assessment levied by the ASSOCIATION, the voting rights of such Member and right to use of the recreational facilities may, at the discretion of the Board, be suspended until such Assessment has been paid. No Member is relieved of liability for Assessments by non-use of the community area or by abandonment of their Unit.

C. Per ARTICLE 16 of the DECLARATION, the total voting power of all owners shall be equal to the number of Units in the ASSOCIATION, and the owner(s) of any individual Unit shall be entitled to one (1) vote. If a person, partnership, or corporation owns more than one Unit, each entity shall have the votes of each Unit owner.

ARTICLE IV- PROPERTY RIGHTS – RIGHTS OF ENJOYMENT

Each Member shall be entitled to the use and enjoyment of the Common Area and facilities as provided in the Declaration. Member(s) may delegate their rights to enjoyment of the Common Area and facilities to the members of their family, guests, tenants, or contract purchasers who may reside on the property. The Board shall provide in its Rules and Regulations the proper procedure for Owners to notify the Secretary of the proposed date and term of occupancy of any Unit where the Owner is not also in occupancy. The rights and privileges of such occupants or delegates are subject to suspension to the same extent as those of the Member.

Additional land, which need not be contiguous, but which must be not more than one mile distant from the present boundaries of the properties, may be brought within the jurisdiction of the ASSOCIATION per the Articles of Incorporation and the Declaration.

ARTICLE V- BOARD OF DIRECTORS SELECTION AND TERM OF OFFICE

A. The affairs of this ASSOCIATION shall be managed by a Board of no less than five (5) nor more than nine (9) Directors who must be elected from the Membership of the ASSOCIATION. There shall be no more than one (1) Board Member per Unit; however, the Board may make exceptions if deemed necessary to fulfill Board responsibilities.

B. At each Annual Meeting, the Members shall elect approximately one-third of the Directors for a term of three (3) consecutive years. Any Director may serve for two 3-year terms but must then be off the Board for at least one year. The term of the new Board Members shall commence at the end of the Annual Meeting when the member is confirmed as elected by the ballots. The Terms of each Board Member shall be tracked by the Secretary of the Board. Board Term Positions will be listed and sorted **according to the most recent expiration date**, and any person assigned to a Board Term Position **shall** assume the Term Position number according to their assigned term's expiration date. A list of Board Members, as well as Board Positions and Terms, shall be posted on the ASSOCIATION website in a timely manner.

C. Any Director may be removed from the Board with or without cause by a majority vote of the Members of the ASSOCIATION, or a majority of the other Members of the Board. In the event of death, resignation, or removal of a Director, or for an unfilled Board Position, the successor shall be selected by the remaining Members of the Board from name(s) provided by the Nominating Committee and shall serve for the unexpired term of that predecessor.

D. Directors shall receive no compensation for any service they may render to the ASSOCIATION. Directors may be reimbursed for their actual expenses incurred in the performance of their duties.

E. Directors, individually or as a group, shall have the right to take any appropriate action in response to an emergency. Any action so taken under this section must be ratified at the next regular Board meeting in order to become an official act of the Board.

ARTICLE VI – BOARD MEETINGS

A. Regular meetings of the Board shall be held monthly, at ~~such~~ a place and hour as may be fixed by resolution of the Board.

B. Special meetings of the Board may be held when called by the President of the ASSOCIATION, or by any two (2) Directors after not less than three (3) days written or e-mail notice to each Director; however, this section shall not limit the right of Directors to waive notice as above noted in Article V, paragraph E. Written notice for special meetings shall be sent to the owners no less than 15 days prior to the date fixed for said meeting and per Article 18 of the Declaration.

C. Every action done or decision made by a majority of the Directors present at a duly held meeting at which a quorum is present shall be regarded as an act of the Board, including motions made, voted on and approved for bids or expense approvals via email. These motions will be noted in the Board Minutes for notification to Owners.

ARTICLE VII – MEETING OF MEMBERS - NOTICES

A. The Annual Meeting of the Members shall be held within the third week of November or, if that timeframe is not feasible, on another day of the week to be determined by the Board as allowed in the CCRS. If the day set for the Annual Meeting of the Members is a legal holiday, the meeting may be held on another date and/or time selected by the Board of Directors. Notice of any change in the Annual Meeting must be delivered to all Owners to be received at least 7 days prior to the scheduled meeting.

B. The agenda for the Annual Meeting shall include, but not be limited to, the presentation of an internal audit of the common expenses, itemizing receipts and disbursements for the year to date, tabulation of votes for the Board of Director positions, and presentation of the operating and reserve budgets for the following year. The budget may be voted on and tabulated during the Annual Meeting <u>or</u> at a Special Meeting called by the Board for that purpose. Any Special Meeting held for the purpose of voting and ratifying the annual budget for the following year shall be scheduled no later than the third week of November, to allow for the required notification of Annual Assessments within at least thirty (30) days, as outlined in Article IX Section N of these Bylaws.

C. Special meetings of the Members may be called at any time by the President, the Vice- President upon the disability or absence of the President, or by a majority of at least twenty percent (20%) of the Members who are entitled to cast votes.

D. Written notice of each Special Meeting or each Annual Meeting of the Members shall be given by, or at the direction of, the Secretary or person authorized to call the meeting, delivered by mail, in person or sent by electronic transmission, a copy of such notice, not less than fifteen (15) days or not more than thirty (30) days prior to such meeting to each Member entitled to vote. Such notice shall specify the place, day, and hour of the meeting, and in the case of a special meeting, the purpose of the meeting.

E. Any notice to Owners permitted or required under the Declaration or under these Bylaws may be delivered either in person, by mail, or by electronic email (if so authorized by each individual Owner). Mailing or email addresses may be changed from time to time by notice in writing to the Board. Notices shall be deemed received when:

1. Notice is mailed to the Member's address that last appears on the records of the ASSOCIATION or supplied by such Member for the purpose of notice, or
2. Notice is hand-delivered to Members in person and a recorded signature(s) acknowledging receipt of such notice is secured by the Secretary of the Board.
3. Notice sent via electronic email has been confirmed sent, if email has been authorized by each Owner.

F. Secured parties may request past copies of all notices to Owners by written request and per Article 18B of the Declaration (CCRs), which defines secured parties as stated:

Article 18B. SECURED PARTIES: Upon written request therefore, and for a period of three years after such a request, a vendor, mortgagee, or a Deed of Trust beneficiary of any unit shall be entitled to a copy of any notices respecting the units covered by a security instrument until the request is withdrawn or the security right is discharged. Such written request may be renewed an unlimited number of times.

G. A minimum of fifty percent (50%) of the votes cast and proxies of the Membership shall constitute a quorum for any action except as otherwise provided in the Articles of Incorporation or the Declaration. If, however, such quorum shall not be present or represented by proxy at any meeting, the Members entitled to vote thereat shall have the power to adjourn the meeting without notice, after an announcement at the meeting, until a quorum can be present or represented.

H. At all meetings of Members, each Member may vote in person or by proxy. All proxies shall be in writing and filed by the Secretary. Every proxy may be revocable in writing from the Owner or by Owner in attendance in person at any Special or Annual Meetings of the Members. Upon final sale of a Unit, any pending proxies from previous Owner(s) will be considered void.

ARTICLE VIII- NOMINATION AND ELECTION OF DIRECTORS

A. Nomination for election to the Board shall be made by the Nominating Committee. All nominations must be submitted to the Nominating Committee and approved by the Board no later than 20 days prior to the Annual Meeting. All ASSOCIATION Members submitting and maintaining a request to be nominated shall have their requests presented to the Nominating Committee 30 **days prior** to the Meeting in order to be presented with the ballots to the entire membership prior to-voting at the Annual Meeting.

B. Election to the Board is made by secret ballot, known only to the Board Secretary who tallies the voting results. At each election, Owners or their proxies may cast, in respect to each Board vacancy, as many votes as they are entitled to exercise, under the provisions of the Declaration/CCRs. As noted in the current CCRs, each Member's Unit is allowed one vote for each open position listed on the ballot due at the time of the annual election. Members are not required to cast a vote for each open position (i.e., use all the votes equal to the number of openings), if they choose.

If the number of candidates running for Board Membership exceeds the number of open positions, the candidates receiving the largest number of votes shall be certified as elected to fill the vacant Term Positions. Cumulative voting (which would allow each Owner to cast multiple votes for only one candidate) shall NOT be allowed in the ASSOCIATION's elections, as noted in the CCRs, even though it is permissible in the State of Washington as an option.

ARTICLE IX- POWERS AND DUTIES OF THE BOARD

It shall be the duty of the Board to:

A. Adopt, publish, and legally file all governing documents with the appropriate department of the State of Washington or Clallam County Clerk, and make available online. The required documents include the Articles of Incorporation, the Declaration (CCRs), the Bylaws, and the Rules and Regulations (R&Rs).

B. Adopt and publish Rules and Regulations (R&Rs) governing the use of the Common Areas and facilities and the conduct of Members, their families, guests, tenants, and contract purchasers thereon.

C. Review and adopt revisions to these Bylaws and the R&Rs in a timely manner to ensure necessary additions and deletions, adhering to the procedures required as noted in the Declaration, with a majority vote of the Board.

D. Ensure the R&Rs include penalties for violations and for failure to pay Annual and Special Assessments as required. Penalties may consist of fines or suspension of the right to use the Common Areas or facilities and the right to vote.

E. **Provide a printed copy, or link to the posted copy, of all governing documents, including adopted revisions, to every Member, ~~and to~~ every tenant, and any contract purchaser in possession of a Unit** as soon as it receives notice that such tenant or purchaser is in possession. Governing documents are included in Resale Certificates issued by the Treasurer upon transfer of title and may also be found on the ASSOCIATION website and the SLOA website.

F. Provide in the R&Rs a citation form for the commencement and processing of violations which, in cases of a plea of no contest or a finding after a hearing that the violation is established and the penalty in either case has been ordered, shall be filed in the address file of the Member in the ASSOCIATION's document files maintained by the Board of Directors. By the adoption of these Bylaws, the Board requires that hearings shall be informal and may be before a quorum of the Board or a Hearing Officer or Committee appointed by the Board.

G. Provide in the R&Rs detailed hearing procedures and rights assuring to the person charged procedural due process of law.

H. Provide in the R&Rs the maximum fine which can be imposed, and document the maximum duration for a continuance on conditions required of Owners as noted in the CCRs, or for the suspension of rights of the Owner due to a violation of the Governing Documents of the ASSOCIATION.

I. Exercise for the ASSOCIATION all powers, duties and authority vested in or delegated to this ASSOCIATION and not reserved to the membership by other provisions of these Bylaws, the Articles of Incorporation, or the Declaration.

J. Declare the office of a Member of the Board to be vacant in the event such Member (or the Board approved substitute) shall be absent from three (3) consecutive meetings of the Board. However, exceptions may be made for those Board Members who live elsewhere for part of the year or take an extended vacation or sick leave, providing they attend the meeting via some form of audio technology that allows concurrent participation of all members without an intermediary.

K. Employ a manager, an independent contractor, or such employees as they deem necessary, and to prescribe the duties, terms, and compensation of such contractors or employees.

L. Cause a complete record of all its acts and corporate affairs including monthly agenda, monthly financial statements, and minutes of Board meetings to be kept and available to all Members. When any **agenda, record or statement** is requested in writing by twenty percent (20%) of the members who are entitled to vote, the Board must present a statement thereof to the Members at the Annual Meeting of the Members, or at any Special Meeting.

M. Supervise all Board Members, agents, and employees of this ASSOCIATION to see that their duties are properly performed.

N. As more fully provided herein and in the Declaration, to:

1. Fix the amount of Annual Dues Assessments and Annual Reserve Assessments against each Unit at least thirty (30) days in advance of each annual Assessment period, as provided in Article XII.

2. Send written notice of each Assessment to every Owner subject thereto at least thirty (30) days in advance of each Annual Assessment period.

O. Establish reserve accounts and set Annual Reserve Assessments for the purpose of funding major maintenance, repair, and replacement of common elements, with approval of the membership as outlined in Article 31 of the Declaration and Article XIV of these Bylaws:

1. Reserve accounts funds shall not be co-mingled with operating accounts.

2. All financial accounting of reserve funds shall be kept in accordance with the Generally Accepted Accounting Principles (GAAP). The reserve accounts are subject to the annual audit as well as the operating funds.

3. Separate roof reserve accounts shall be maintained, one for composite roof replacements and one for tile roof replacements. All contributions to reserves by Owners will be deposited in the appropriate reserve accounts no later than the end of the fiscal year in which they were invoiced. If transfers of surplus funds from operating funds are deposited at yearend into Roof Reserve accounts, the deposits must reflect the ratio of tile (7) and composite roofs (56) as established by the CCRs.

4. The amount of Annual Reserve Assessments shall be determined by the Board Members, based on the required annual Reserve Study, and the projected budget(s), and presented to the membership for approval under the guidelines set forth in Article VII. Annual and Special Reserve Assessments for both Roof Reserve accounts shall be determined as set forth in Exhibit B, using ratios set forth therein, and the Board shall present any change in Reserve Account Annual Assessments or ratios to the membership for approval. Amendments or changes to Annual Reserve Assessments shall be approved following procedures in Article XIV Section E. Notices for such meetings shall be made in accordance with the specifications in the Declaration and the Bylaws.

5. All expenditures shall be charged as appropriate to each Reserve fund.

P. Issue a Resale Certificate within 10 days of a request by any Member, before the execution of any contract sale of a Unit or otherwise before conveyance as set forth in Article 31 of the Declaration/CCRs. The Treasurer, working with the Bookkeeper or CPA, is charged with issuing the Resale Certificate and is responsible for including a link to the ASSOCIATION website for access to all Governing Documents as required in RCW 64.34. In addition, attachments to the Resale Certificate must include copies or links to copies on the website for the following:

- **Exhibit 1** Annual Financial Statement and Audit Report
- **Exhibit 2** Current Balance Sheet, Statement of Revenue and Expense
- **Exhibit 3** Current Budget
- **Exhibit 4** Summary of Insurance Coverage

A reasonable charge to cover expenses incurred in the preparation of the Resale Certificate may be made by the Board for the issuance of these certificates or may, at the Board's discretion, be paid

to the CPA/Bookkeeper who compiles and/or reviews the Certificate. Resale Certificates should be issued only after careful review of the Unit files by the Treasurer or other Board Member to verify and document any additions or changes to that Unit made by the Owner(s) that alter maintenance responsibilities and that should be noted on the Resale Certificate.

Q. Procure and maintain adequate liability and hazard insurance on property owned by, and the business conducted by, the ASSOCIATION. The Board will also be responsible to adequately budget for insurance premiums that provide the necessary coverage for the elements which are the responsibility of the ASSOCIATION, as outlined in the CCRs, Bylaws and Rules and Regulation governing documents, and must provide the HOA insurance coverage details to the Owners in a timely manner. The Board shall also set policy that defines the use of deductibles for any claims requested by Owners against the HOA insurance policies for **interior damages.**

R. Cause the Common Area to be maintained.

S. Cause the exterior of the Units to be maintained in accordance with these Bylaws and the Declaration.

T. Provide the monthly agenda, minutes, and financial statements setting forth income and expenses of the ASSOCIATION and its financial condition, to every Member via email, website, or other means as requested.

U. Require the Audit and Finance Committee to provide that a full annual audit of ASSOCIATION books and records be made by a licensed CPA who is not a Member of the ASSOCIATION.

ARTICLE X – BOARD OFFICERS AND THEIR DUTIES

A. The Officers of this ASSOCIATION shall be a President, Vice-President, Secretary, and Treasurer, all of whom shall be Members of the Board.

B. The same Board Member may not hold more than one Office, other than Secretary/Treasurer. No person shall simultaneously hold more than one of any of the other offices except in the case of special offices created pursuant to Section E below, provided that no offices shall be held in derogation of the laws of the State of Washington pertaining to non-profit corporations.

C. Election of Officers shall take place in Executive Session by written ballot following each Annual Meeting of the Members.

D. The Officers of this ASSOCIATION shall be elected annually by the Board, and each shall hold office for one (1) year, unless he/she shall resign, be removed, or is otherwise disqualified to serve.

E. The Board may elect such other Officers as the affairs of the ASSOCIATION may require, each of whom shall hold office for such a period, have such authority, and perform such duties as the Board may determine.

F. Any Officer may be removed from any Office or from the Board, with or without cause, by a vote of the majority of the Board Members. Any Officer or Board Member may resign at any time by giving written notice to the Board, the President, or the Secretary. Such resignation shall take effect on the date of receipt of such notice or at any later time specified in the notice. See Article V Section C for reference.

G. A vacancy in any Office may be filled by a vote of the Board. The Member elected to such vacancy shall serve for the remainder of the term held by the departing Officer.

The duties of the Officers are as follows:

A. **The President:** Shall preside at all meetings of the Board, ensure that the requirements of the Declaration, Bylaws, R&Rs, and Articles of Incorporation guide the actions of the Board and that orders and resolutions of the Board are carried out, and shall sign all ASSOCIATION leases, mortgages, deeds, and other written instruments, and shall be authorized to sign checks and loans. To assist with continuity, the immediate Past President is permitted to assist the Board as a nonvoting consultant for six months.

B. **The Vice President:** Shall act in the place of the President in the event of the President's absence, inability, or failure to act, and shall exercise and discharge other duties as may be required by the Board.

C. **The Secretary:** Shall record the votes and keep the minutes of all meetings and proceedings of the Board and of the Members, serve notice of meetings of the Board and of the Members, keep appropriate current records showing the Members of the ASSOCIATION together with their addresses, and shall perform other such duties as required by the Board.

D. **The Treasurer:** In cooperation with the contract bookkeeper, the Treasurer shall receive and deposit in the appropriate bank accounts all monies of the ASSOCIATION, and shall disburse such funds as directed by the Board; shall manage the signing of checks and loans of the ASSOCIATION; shall present to the Board each month, statements of income and expenditures and financial conditions (one-month, year-to-date, and comparison-to-budget); make such statements available to ASSOCIATION Members after the monthly meeting; and shall prepare and present an annual operating and reserve account budget to the Board and the membership at the Annual Meeting. As noted in Article IX section P, the Treasurer, working with the Bookkeeper or CPA, is charged with issuing the Resale Certificate and is responsible for including a link to the ASSOCIATION website for access to all Governing Documents as required in RCW 64.34. The Treasurer shall also serve on the Finance Committee as a member or, if so elected, serve as Chair. The Treasurer shall also ensure compliance of all transactions per the Limits of Monetary Authority as noted in ARTICLE XIII of these Bylaws.

ARTICLE XI - COMMITTEES

The Board shall appoint Committees to carry out its purposes, including, but not limited to the following:

A. **Architectural Control and Maintenance Committee,** to advise the Board on all matters pertaining to architecture and structures. In addition, this Committee shall advise the Board on all matters pertaining to the maintenance, repair or improvement of the properties, manages contracts, and perform~~s~~ such other functions as the Board may determine. The Maintenance Director must maintain records of all maintenance requests and completed work, as well as update the estimated maintenance projections and Reroofing Schedule (Exhibit B herein) for budgetary analysis. Painting schedules, road repair plans, deck maintenance schedules and other maintenance procedures and responsibilities will be determined by this Committee's Standard Operating Procedures, as approved by the Board.

B. **Landscape Committee,** which manages contracts to provide for the landscaping and grounds maintenance of all the Common Areas in accordance with policies established by the Board. Landscape responsibilities will be determined by this Committee's Standard Operating Procedures, as approved by the Board.

C. **Finance and Audit Committee,** which shall advise the board on procedures and controls for the ASSOCIATION's accounting, including the selection of a bookkeeper and the selection of an independent auditor. The Committee will monitor all financial accounting and reporting on a monthly basis through the Committee meetings and financial reports compiled and delivered monthly by the Treasurer at the Committee meetings and again at regular Board meetings. In carrying out the Treasurer's duties, the Treasurer shall maintain and follow the Standard Operating Procedures and timeline documentation. Treasurer shall report all transactions to the Finance and Audit Committee via the Treasurer's reports. An annual audit, required by RCW 64.32, shall be conducted each year. The Committee's oversight of the finances of the ASSOCIATION will be conducted following the guidelines noted in all Governing Documents and in the Standard Operating Procedures as determined by this Committee, and as approved by the Board.

D. **Governing Documents Committee**: This Committee shall consist of at least one Board Member and at least two non-Board Members. It shall advise the Board of all updates, revisions, and communication of all governing documents. Responsibilities for oversight of all governing documents shall be noted in the Standard Operating Procedures as determined by this Committee, and as approved by the Board.

E. **Nominating Committee**: This Committee shall consist of at least one Board Member and shall ideally include at least two non-Board Members. This committee shall solicit applications for serving, including short biographies for Board vacancies to be voted on by members at the Annual Meeting. ~~It~~ The Committee will provide applicant information to the Secretary of the Board, for distribution with voting documents sent to all ASSOCIATION Members prior to the Annual Meeting, or to the Board of Directors for a vote on appointing an Owner to fill a Board vacancy. The Nominating Committee Chair for the following year shall be appointed by the Board at the first regular meeting after the Annual Meeting and shall serve until the close of the next Annual Meeting. Name and contact information of each member of the Nominating Committee shall be announced by the Board and be included on the ASSOCIATION web site. Responsibilities and procedures shall be determined by this Committee's Standard Operating Procedures, as approved by the Board and as required per Article VIII.

F. It shall be the duty of each Committee to receive complaints on any matter involving ASSOCIATION functions, duties, and activities within its field of responsibility, and to inform the entire Board of all issues in a timely manner.

G. The appropriate Committee(s) shall notify Members who are filing, or affected by, a complaint or requests, of the proposed resolution or progress toward a resolution, within 72 hours.

ARTICLE XII – FISCAL YEAR

The fiscal year of the ASSOCIATION shall begin on the first day of January and end on the last day of December of every year.

ARTICLE XIII – LIMITS OF MONETARY AUTHORITY

The members of the Board of Directors, and designated Committee Chairpersons, and volunteers of the ASSOCIATION specifically designated by the Board of Directors, have fiduciary responsibilities to the ASSOCIATION and Owners. These individuals must exercise due care and diligence when requesting, approving, committing, or expending funds on behalf of the ASSOCIATION and must act in conjunction with the following guidelines:

A. Board and Committee members, with assistance from the Treasurer, are responsible for tracking their assigned budgets carefully throughout the fiscal year, including tracking all committed expenses for the full fiscal year.

B. Prior to commencing any work or submitting any invoice for completed projects for the Association, Contractors must provide a copy of the following:
   - W-9 indicating type of business
   - Washington State License
   - Liability insurance certificate
   - copy of current bond
   - Worker's Compensation Coverage documentation

   All these items must be on file with the Treasurer and CPA office prior to payments.

C. Expenditure limitations:
   - **Expenditures of $2,500 or more**: Board Members must ask for approval from the Board via a motion **before** approving any bid for work to commence or prior to incurring any expense in the amount of **$2,500 or over, even if there are sufficient funds in the remaining current year budget.**
   - **Expenditures under $2,500:** Board Members are authorized to approve bids for work for amounts under $2,500, **if sufficient budget amounts are available, without Board approval.**
   - The Board has the authority to consider a motion to alter these expenditure limitations due to budget constraints during unexpected or emergency expenditures, and to require a Board vote on all non-contractual expenditures as necessary.

D. Owners who are serving as current Board Members shall recuse themselves from voting on all motions or bids for projects designated for their Unit.

E. All motions for acceptance of bids or expenditures presented to the Board of Directors for approval must be noted in the Minutes of the Board meeting.

F. Invoice payment authorization:
   - Invoices for payments in the amount **of $2,500 or more** require two signatures of approval.
   - Invoices for payments in an amount **under $2,500** require only one signature of approval.
   - In order to maintain oversight on payment of invoices, all Board Members are eligible to sign **invoices presented for payments** for services rendered with supporting documentation from the vendor or contractor. Contractor's documentation as listed in Section B above must be on file prior to any checks being dispersed.
   - Within five (5) business days of receipt, invoices-must be submitted to the Treasurer for payment processing, with the correct GL account code and the appropriate number of Board Members signature approvals-must be recorded-on the invoice.

G. The Board is authorized to require a Board review and vote for approval for any expenditure over $500 for any category of operating expenses when there are, or there will be at some point, insufficient budget dollars remaining to cover the expense for that category within the fiscal year, as confirmed by the Treasurer.

H. The monetary expenditure and authorization limits in this Article apply to each individual invoice.

I. The members of the Board of Directors, Committee Chairpersons, delegated individuals or volunteers are allowed to request reimbursements for specific budgeted categories for expenditures incurred on

behalf of the ASSOCIATION by submitting receipts and/or invoices to the ASSOCIATION's Treasurer to start the payment process. The invoice for reimbursement must include signature approval(s) from other Board Members as indicated below:

- For reimbursements totaling $200 or less, one signature from another Board Member other, than the Treasurer, is required.
- For reimbursements totaling over $200, the approval of two Board Members, other than the person requesting payment, is required.
- Reimbursements over $2,500 require a motion to the Board for approval for disbursement, as well as two signatures of approval on the invoice.
- No Board Member may approve a reimbursement payment or sign a check for their own reimbursement expense invoice.

J. Authorized signatories for all bank accounts must be Board Members, and shall always include at least the Board Treasurer and one other Board Member. It is recommended that at least four (4) signatories are utilized for checking accounts.

K. The bookkeeper and/or property manager under contract by the ASSOCIATION has no authority over expenditures. The Treasurer will sign checks but will NOT approve any invoices when signing checks. ~~or~~ In the Treasurer's absence, another Board Member may sign checks, if authorized by the Board, and if on record as a signatory at the Bank to do so.

L. All transfers or withdrawals made to or from Reserve Accounts must be approved by the Board of Directors, noted in the minutes, and show two Board Members' signature approval on the transfer request/documents. With the next Treasurer's financial reports, all such transfers must be reported to the Board of Directors. If transfers of surplus funds from operating funds are deposited at year-end in Roof Reserve accounts, the deposits must reflect the ratio of tile (7/63) and composite roofs (56/63) as established by the CCRs.

M. All CD purchases for operating or reserve funds must be approved by the Board of Directors.

N. Owners must communicate to the appropriate Chair or Board Member any request for changes to work being scheduled on the exterior of their Unit or Limited Common Area. Owners who are not serving in an official capacity for the Board of Directors are not authorized to directly order a contractor or vendor to add or alter any work being done by the HOA. If Owners order work done without authorization from the Committee Chair, and the work is completed, the Owners will be responsible for the payment of the additional work.

ARTICLE XIV - ASSESSMENTS

A. By the Declaration, each Member agrees to pay to the ASSOCIATION:

1. Annual Dues Assessments
2. Annual Reserve Assessments
3. Special Assessments

B. The Annual Dues Assessments and Special Assessments levied against each Unit, together with such interest thereon and costs of collection, as hereinafter provided, shall be a charge on the Unit until paid by the Owner. Unpaid assessments shall be a continuing lien on the property against which each such Assessment was made. Each such Assessment, together with any such interest, costs and reasonable attorney's fees, shall also be the personal obligation of the person who is the Owner of such Unit at the time the Assessment fell due and shall not pass to the Owner's successors in title unless expressly assumed by them.

C. The Annual and Special Assessments levied by the ASSOCIATION shall be used for the maintenance and improvement of the services and facilities related to the use and enjoyment of the Common Areas and Limited Common Areas.

D. After consideration of current maintenance costs, reserve account goals, and future needs of the ASSOCIATION, the Board shall recommend the annual budgets for both operating and reserve accounts to the Members at the regular annual meeting.

E. Amendments or changes to **Annual Dues and Annual Reserve Assessments** shall be approved by the concurring vote, either in person, or by proxy, or by absentee ballot, of not less than sixty (60%) percent of the owners of Units with the ASSOCIATION at an Annual or Special meeting called for that purpose. Notices for such meetings shall be made in accordance with the specifications in the Declaration and the Bylaws.

F. In addition to the Annual Assessments authorized above, the ASSOCIATION may levy a Special Assessment, for the purpose of defraying in whole or in part, the cost of any construction or reconstruction, unexpected repair or replacement of any portion of the properties, including the necessary fixtures and personal property related thereto; provided that any such **Special Assessment** shall have the assent **of a majority of the votes of Members who are voting in person or by proxy at a meeting duly called for this purpose.**

G. Both Annual and Special Assessments shall be fixed at a pro-rata rate for all Units in accordance with Exhibit C of the Declaration (Percent of Interest per Unit) and may be amended in conformity to the Declaration; provided, however, that Assessments or portions thereof may be based on a per capita or Unit basis when the portions of Assessments are composed of a change or improvement which more equitably should be assessed on a per capita or Unit basis.

H. Interest and late charges will be added to any unpaid portion of an Owner's account, delinquent for more than 30 days after it was due and payable. The maximum rate of interest charged shall not exceed the amount allowable under Washington state RCW 19.52.025. See Bylaws Article II B-3 definition of Assessments.

I. Surplus Operating Fund Cash, on hand at the end of the fiscal year, will be transferred to Reserve Accounts. Surplus Operating Fund Cash, in excess of 25% of the annual budget, confirmed to be in the general operating fund(s) at end of the fiscal year shall be applied to reserves. Surplus funds are determined by calculating year-end balances in operating checking and saving accounts, minus 25% of following year's budget, minus uncleared checks, minus prepaid dues, and minus provisions for payment(s) of common or approved expenses already incurred and committed, but not yet completed before the end of fiscal year.

ARTICLE XV – BOOKS AND RECORDS

The books, records and papers of the ASSOCIATION shall be subject to inspection by any Member at all times during published business hours. A copy of the Declaration, Articles of Incorporation, Bylaws, and R&Rs of the ASSOCIATION shall be provided to each Member upon taking ownership of their Unit and provided for ALL UNITS after any Amendments to any of the above documents are made. Any additional copies may be purchased from the ASSOCIATION Secretary at a reasonable cost or accessed by Owners on the ASSOCIATION website.

RECORD RETENTION AND DESTRUCTION POLICY

STATEMENT OF POLICY

This policy covers all records and documents created or used in the management of the ASSOCIATION. The policy contains guidelines for how long certain documents should be kept, regardless of their format or physical form, and how or when records should be destroyed. The policy is designed to:

- ensure compliance with federal and state laws and regulations,
- eliminate accidental or innocent destruction of records,
- facilitate the management of the ASSOCIATION, by identifying key documents for retention,
- record in Governing Documents the ASSOCIATION's document retention rules, outlining where documents are stored, and confirming who is charged with the responsibility of retaining or destroying specific documents.

The Board of Directors takes seriously the storage and retention schedule of the business records and materials that the ASSOCIATION must retain to satisfy legal, operational, contractual, fiscal and historical requirements. The benefits of a records management schedule include reduction of storage space, and organization of records in a manner for easy retrieval. Strong record management allows for easier tracking of the pertinent records which the ASSOCIATION is required to maintain. More importantly, documents related to Unit Owner changes may affect the ASSOCIATION'S maintenance or landscape responsibilities.

The list below may not contain all the records of the ASSOCIATION that may need to be retained in the future. Questions regarding the retention of documents, particularly those stored by individual Board Members, should be directed to the Board of Directors.

The Board of Directors is allowed to issue a notice, known as a LEGAL HOLD, suspending the destruction of records due to pending, threatened, or foreseeable litigation, audits, investigations or similar proceedings. As noted below, no records specified in any LEGAL HOLD may be destroyed, even if the scheduled destruction date has passed, until the LEGAL HOLD is withdrawn in writing by the Board of Directors.

All records remain the property of the ASSOCIATION and must be turned over promptly by the contractor, Board Member, Committee Chair or other designated ASSOCIATION volunteer, at the completion of that individual's volunteer service.

Records shall be retained for the periods designated in the form originally created, whether paper or digital, and will not necessarily be retained in both formats. Unit files must contain hard copies of all documentation related to that Unit and must be kept permanently, until the Unit file contents are digitized upon approval by the Board of Directors.

RETENTION SCHEDULE AND ADMINISTRATION

This Record Retention Schedule is set forth in the Bylaws of the ASSOCIATION in Exhibit D. The Board of Directors is charged with the management, retention and destruction of all documents. The Governing Documents and Finance Committees are charged with the following responsibilities regarding file retention:

- Annually reviewing and making recommendations to the Board of Directors for modifications to the Record Retention Schedule to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for the ASSOCIATION. These suggestions will be presented to the Board of Directors for a vote.
- Monitor local, state and federal laws affecting record retention.
- Periodically monitor compliance by Board and Committee members of the ASSOCIATION.

ELECTRONIC DOCUMENTS AND RECORDS

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types listed below will be maintained for the appropriate amount of time. If a Board or Committee member has sufficient reason to keep an email message, the message must be printed in hard copy and kept in the appropriate files or moved to an "archive" computer file folder. To ensure continuity of electronic records, backups of electronic files to an external storage device or site is required monthly. Acceptable backup devices include thumb drives, online websites created and approved by the ASSOCIATION, or the ASSOCIATION website (if such capability exists). The ASSOCIATION encourages electronic storage of records, including permanent computer backup.

PHYSICAL FILE STORAGE

Physical files will be maintained as noted in the charts below. Most physical files that were created and cover past years are currently stored in the file drawers provided at the SLOA office. Unit files, current year financial files and schematic charts are currently stored at 108A Hilltop Drive, and managed by the Treasurer.

ACCESS TO DOCUMENTS AND FILES

The documents and files of the ASSOCIATION are available for review by all Board Members as well as Committee members who have been granted access by the Board of Directors.

Although one or more positions are named in EXHIBIT D as responsible, all are subject to the oversight of the Board of Directors. Within the guidelines required by confidentiality, any file or document may be reviewed by Owners, but only after the approval by the Board of Directors.

Owners may view their own Unit's folders after requesting access from the Secretary or Treasurer of the Board. Unit folders will be reviewed for any sensitive documentation before they are given to an Owner for review.

SUSPENSION OF RECORD DISPOSAL IN THE EVENT OF LITIGATION OR CLAIMS

No Board Member, Committee member, Owner or agent of the ASSOCIATION shall destroy, dispose of, conceal, or alter any record or document while knowing that it is or may be relevant to an anticipated or ongoing investigation or legal proceeding conducted by or before a federal, state or local government agency, including tax and regulatory agencies, law enforcement agencies, and civil and criminal courts, or an anticipated or ongoing internal investigation, audit or review conducted by the ASSOCIATION. During the occurrence of a current or anticipated investigation or legal proceeding, as set forth above, the Board of Directors shall vote to suspend any further disposal of documents until such time as the President of the Board, with the advice of counsel, determines otherwise. The President of the Board shall take such steps as necessary to promptly inform all Board or Committee members serving the ASSOCIATION of any suspension in the further disposal of documents This Policy was approved by the Board of Directors of the Sunland Condominium Owners ASSOCIATION and is hereto added to the Bylaws.

ARTICLE XVI – AMENDMENTS TO BYLAWS

These Bylaws may be amended by the Board at any regular meeting of the Board by a majority vote of a quorum present. Bylaws may also be amended at an Annual or Special Meeting of the Members, by a majority of a quorum. If amendments are required due to proposed changes in Annual or Reserve Assessment amounts, approval shall be by the concurring vote, either in person, or by proxy, or by absentee ballot, of not less than sixty (60%) percent of the owners of Units with the ASSOCIATION at an Annual or Special meeting called for that purpose. Notices for such meetings shall be made in accordance with the specifications in the Declaration and the Bylaws. (*See also ARTICLE VII – Section D & E).*

ARTICLE XVII – CONFLICT BETWEEN DOCUMENTS

Any Amendments to these Bylaws or other Governing Documents require a careful comparison and review by the Governing Documents Committee, examining all documentation for potential conflicts or errors, prior to Board review. Proposed amendments must be accompanied by written statements of review verifying cross reference checks performed.

In the case of any conflict between the Articles of Incorporation and the Declaration, the Articles shall control. In any conflict between the Declaration and Bylaws, the Declaration shall control. In any conflict between the Bylaws and the R&Rs, the Bylaws shall control.

ARTICLE XVIII – PARLIAMENTARY PROCEDURES

The Rules contained in ***Robert's Rules of Order Newly Revised*** shall govern the ASSOCIATION in all cases in which they are applicable and in which they are not inconsistent with the revised Code of Washington, Articles of Incorporation, the Condominium Declaration, or these Bylaws.

IN WITNESS WHEREOF, WE, being President and Secretary of

SUNLAND CONDOMINIUM OWNERS ASSOCIATION, DIVISION 7

have hereunto set our hands this day *17th day of September 2026* .

Robert Baer, President

Carol L. Stults Secretary

NOTE: Original signed copy kept in ASSOCIATION Secretary Files.

EXHIBIT A - DESCRIPTION OF LIMITED COMMON AREAS

FOR EACH OF THE SIXTY-THREE (63) UNITS IN THE CONDOMINIUM

Responsibility for maintenance of Limited Common Area may change based on Owner projects, which must be approved by the Maintenance and Architecture Committee and the Board of Directors.

Unit Address Identity	
108 A (T-1)	Driveway to street intersection. Pathway to courtyard outside fence. Deck on north side. *Trex decking is responsibility of Owner.*
108 B (T-2) 108 C (T-3)	Driveway to street intersection. Pathways to courtyards inside fence. Deck on north side.
108 D (T-4)	Driveway to street intersection. Sidewalk to courtyard inside fence. Deck on north side.
116 A (S-1)	Driveway to street. Sidewalk to entry and fenced deck. Decks on south side and north side.
116 B (S-2)	Driveway to street. Sidewalk to and including courtyard to entry. Deck on north side.
116 C (S-3)	Driveway to street. Sidewalk to and including courtyard to entry. Deck on north side.
116 D (S-4)	Driveway to street. Pathway to west side. Deck on north side.
117-A	Driveway to turnaround. Two car parking area adjacent. Sidewalk to entry. Front Porch deck, north side. Deck on south side.
117-B	Driveway to turnaround. Sidewalk to entryway. Deck on south side.
117-C	Driveway to turnaround. Sidewalk to entryway. Deck on south side.
117-D	Driveway to turnaround plus paved parking pad. Sidewalk to entry area paved patio. Deck on south side.

119-A	Cement driveway to turnaround. Sidewalk to courtyard. Entry deck on south and east side
119-B	Driveway to street. Sidewalk to courtyard inside fence. Deck on south side.
119-C	Driveway to street. Sidewalk to courtyard inside fence. Deck on west side plus west side planting area. Deck on south side.
121 (A) R-1	Driveway to street. Path to patio and deck on east and south side. Path to entry. Fenced deck on north side.
121 (B) R-2	Driveway to street. Path to entry. Fenced deck on north by entry. Deck on south side.
121 (C) R-3	Driveway to street. Path to entry. Fenced deck on north by entry. Deck on south side.
121 (D) R-4	Driveway and parking pad to street. Sidewalk to entry and fenced (walled) deck by entry. Deck on south and west.
125-A	Driveway to street. Path to entry separated by planter boxes common to 125-A and B. Deck on south side.
125-B	Driveway to street. Path to entry separated by planter boxes common to 125-A and B. Deck on south side.
125-C	Driveway to street. Path to entry separated by planter boxes common to planter boxes in common with Units 125-C and D. Deck on south side.
125-D	Driveway to street. Path to entry separated by planter boxes common to planter boxes in common with Units 125-C and D. Deck on south side.
126 A (C-1)	Driveway to street. Path to courtyard inside fence. Deck on north. Path on east side.
126 B (C-2)	Driveway to street. Path to courtyard inside fence. Deck on north. Path on east side.

126 C (C-3)	Driveway to street. Path to courtyard inside fence. Deck on north. Path on east side.
126 D (C-4)	Driveway to street. Path to courtyard inside fence. Deck on north. Path on east side.
133-A	Driveway to street. Path to entry separated by planter boxes common to 133-A and B. Deck on south side.
133-B	Driveway to street. Path to entry separated by planter boxes common to 133-A and B. Deck on south side.
133-C	Driveway to street. Path to entry separated by planter boxes common to planter boxes in common with Units 133-C and D. Deck on south side.
133-D	Driveway to street. Path to entry separated by planter boxes common to planter boxes in common with Units 133-C and D. Deck on south side.
134 A (D-1)	Driveway to street. Sidewalk and courtyard inside fence. Upper deck and lower patio Northside.
134 B (D-2)	Driveway to street. Sidewalk and courtyard inside fence. Upper deck and lower patio North side.
134 C (D-3)	Driveway to street. Sidewalk and courtyard inside fence. Upper deck and lower patio North side.
137 A (L-1)	Driveway to street. Sidewalk to and including fenced-in courtyard, including plantings. Porch and sidewalk on east side. Cement patio on south side.
137 B (L-2)	Driveway to street. Sidewalk to and including enclosed courtyard and entryway. Deck on south side.
137 C (L-3)	Driveway to street. Sidewalk to and including enclosed courtyard and entryway. Deck on south side.
137 D (L-4)	Driveway to street. Path to and including fenced courtyard and entryway. Covered porch on west side. Cement patio on south side.

138	ASSN responsibilities include the following: • Driveway to street. • Sidewalk to and including courtyard inside fence and entryway. • Lower patio on north side.
140	ASSN responsibilities include the following: • Driveway to street. • Sidewalk to and including courtyard inside fence and entryway.
142 A (E-1)	Driveway to street. Sidewalk to and including courtyard inside fenced and entryway. Upper deck and lower deck on north side.
142 B (E-2)	Driveway to street. Sidewalk to and including courtyard inside fenced and entryway. Upper deck and lower deck on north side.
142 C (E-3)	Driveway to street. Sidewalk to and including courtyard inside fenced and entryway. Upper deck and lower deck on north side.
142 D (E-4)	Driveway to street. Sidewalk to and including courtyard inside fenced and entryway. Upper deck and lower deck on north side.
143	Driveway to street to and including courtyard inside fence and entryway. Patio on south side.
145	Driveway to street. Sidewalk to and including fenced courtyard and entryway. West side patio east of cotillion fence. Driveway (cement). Path to and including courtyard. Deck on south side.
147	Driveway (cement). Courtyard from centerline east. Deck on south side.
148 A (F-1)	Driveway to street. Sidewalk to and including courtyard inside fence. Upper deck wrap around north and east side. Lower patio north side.
148 B (F-2)	Driveway to street. Sidewalk to and including courtyard inside fence and entryway. Upper deck and lower patio on north side.
148 C (F-3)	Same as above
148 D (F-4)	Same as above
149	Driveway (cement). Courtyard from centerline west. Deck on south side.
151	Cement driveway north to dirt. Also, from centerline of sidewalk east to building and north to dirt or street, whichever comes first. Upper and lower deck and patio on south side.

153	Cement driveway to street. West line of garage to street. West side of sidewalk centerline of building to include entryway. Upper and lower deck and patio on south side.
155	Cement driveway north to street. West of above centerline of sidewalk and entryway, including plantings, to building. Upper and lower deck and patio on south side.
156 A (G-1)	Owner is responsibile for the Limited Common Areas assigned to this unit includes Gate to south facing patio Driveway to street. Sidewalk to and including fenced in courtyard and entryway. Upper deck and lower patio on north side.
156 B (G-2)	Driveway to street. Sidewalk to and including fenced in courtyard and entryway. Upper deck and lower patio on north side.
156 C (G-3)	Driveway to street. Sidewalk to and including fenced in courtyard and entryway. Upper deck and lower patio on north side.
156 D (G-4)	Driveway to street. Sidewalk to and including fenced in courtyard and entryway.
157	Driveway to street. Sidewalk and entry including planting area west of path. Upper and lower deck on south (patio area maybe when complete.)
159	Driveway to street. Sidewalk to include entryway.Also, south and east of path. Decks and patios on south side.
161	Driveway to street. Path and entryway include plantings south and west of path. Sidewalk middle section is common to Unit 159 above. Upper deck and lower patio on south side.
163	Driveway to street. Sidewalk west side and entryway, and any future planting area west of path after landscaping finished. Deck and patios on north side.

EXHIBIT B – REROOFING SCHEDULE (28-year plan currently used)

Divison 7 Sunland Condominium Owners Assoc - ReRoofing Schedule+A1:H25						
Approved - August 2025						
Below is the updated reroofing cycle with the projected cycle for roof replacement.						
Year Scheduled - 25 yr	Year Scheduled - 28 yr	Bldg #	# of Squares	Previous reroofing	NOTES	Estimated Budgeted Expense
2026	2027	156 (4)	92	2001	July 2025 - moved to 2027 - early for 28 years but roof is deemed next needed; roofed on 5/31/2001 - estimated bid only	$ 85,000
	2028 no roofs scheduled unless reroofing is required after building reviews by Maintenance Committee					
2027	2029	125 (4)	86	2002		$ 80,000
2027	2030	133 (4)	84	2002		$ 80,000
2028	2031	137 (4)	98	2002		$ 80,000
2028	2031	138/140 (2)	54	2002	Affordable Roofing - duplex	$ 40,000
2029	2032	142 (4)	92	2003	roofed on 7/30/2003	$ 82,400
2030	2033	148 (4)	94	2004	roofed on 4/8/2004	$ 82,400
2031	2034	143/145 (2)	52	2006	Affordable Roofing - duplex	$ 40,000
2034 - 2041 - no roofs scheduled						
2042	2042	151/153/155 (3)	92	1992	Cement tile replaced with comp roof - 40 year est life - evaluate conditions - no tax included	$ 150,000
2043	2043	157/159/161/163 (4)	92	1992	Cement tile replaced with comp roof - 40 year est life - evaluate conditions - no tax included	$ 150,000
2044 - no roofs scheduled						
2043	2046	117 (4)	70	2018	roofed on 3/6/1998; reroofed fall of 2018 - cost $28,500	
2045	2048	119 (3)	76	2020	roofed on Feb/2006; roof showed signs of	
2045	2048	121 (4)	61	2020	roof failure April 2020 - reroofed Sept 2020	
2045	2048	134 (3)	81	2020	roofed on Feb/2006; roof showed signs of	
2047	2050	108(4)	97	2022	108 roofed August 2022 and before - 6/30/1997. notes from August 2022 - roof had leaks related to embedded gutter systems - repaired Jan 2022; roof tarped; Cost in 2022 was $74,000 for roofing and an additional $15,000 for gutter transformation and construction of new facia boards.	
2048	2051	116 (4)	103	2023	previously roofed on 3/20/1998; - Cost includes tax - but is estimated bid only; additional gutter expense of $15,000	
2049	2051	147/149 (2)	46	2024	Duplex - note roof failure was confirmed in April 2024 during sale of unit; reroofing done on emergency basis out of sequence. Cause was poor installation in 2006 and subsequest repairs done poorly resulted in the failure.	$ 32,000
2050	2053	126 (4)	101	2025	August 2025 - roof completed - half paid in 2025/half in 2026 - NOTE moved to 2026 due to reserve shortage; gutters altered to replace the embedded gutters; 126 roofed in 1997 prior	$90,000 plus operational costs of $15,000 - gutter conversion

EXHIBIT C – ANNUAL CONTRIBUTION TO ROOF RESERVE ACCOUNTS

Annual Contribution to be updated on the chart below after Reserve Budgets are approved by the Owners at the Annual Meeting each year.

Address	Year Built	# of Squares	Total Sq per building	Annual Contribution	Totals Contri
108A	1977	28		1698	
108B	1977	22		1332	
108C	1977	22		1332	
108D	1977	25	**97**	1518	**$5,880**
116A	1974	28		1698	
116B	1974	24		1458	
116C	1974	24		1458	
116D	1974	27	**103**	1638	**$6,252**
117A	1973	21		1272	
117B	1973	14		852	
117C	1973	14		852	
117D	1973	21	**70**	1272	**$4,248**
119A	1980	26		1578	
119B	1980	24		1458	
119C	1980	26	**76**	1578	**$4,614**
121A	1973	18		1092	
121B	1973	14		852	
121C	1973	14		852	
121D	1973	15	**61**	912	**$3,708**
125A	1981	24		1458	
125B	1981	20		1212	
125C	1981	20		1212	
125D	1981	22	**86**	1332	**$5,214**
126A	1977	30		1818	
126B	1977	22		1458	
126C	1977	24		1332	
126D	1977	25	**101**	1518	**$6,126**
133A	1981	22		1332	
133B	1981	20		1212	
133C	1981	20		1212	
133D	1981	22	**84**	1332	**$5,088**
134A	1979	27		1638	
134B	1979	27		1638	
134C	1979	27	**81**	1638	**$4,914**

EXHIBIT C – ANNUAL CONTRIBUTION TO ROOF RESERVE ACCOUNTS (Continued)

Address	Year Built	# of Squares	Total Sq per building	Annual Contribution	Totals Contri
137A	1978	26		1578	
137B	1978	22		1332	
137C	1978	22		1332	
137D	1978	28	**98**	1698	**$5,940**
138	1979	27		1638	
140	1979	27	**54**	1638	**$3,276**
142A	1978	24		1458	
142B	1978	22		1332	
142C	1978	22		1332	
142D	1978	24	**92**	1458	**$5,580**
143	1981	26		1578	
145	1981	26	**52**	1578	**$3,156**
147	1981	22		1332	
149	1981	22	**44**	1332	**$2,664**
148A	1978	25		1518	
148B	1978	22		1332	
148C	1978	22		1332	
148D	1978	25	**94**	1518	**$5,700**
156A	1978	24		1458	
156B	1978	22		1332	
156C	1978	22		1332	
156D	1978	24	**92**	1458	**$5,580**
151	1990	31		1000	
153	1990	30		1000	
155	1990	31	**92**	1000	**$3,000**
157	1991	31		1000	
159	1991	30.5		1000	
161	1991	30.5		1000	
163	1991	31	**92**	1000	**$4,000**
Tile roofs contribution increased via member approval to November 2025					
				TOTALS	
				Composite	**$77,940**
				Tile	**$7,000**

EXHIBIT D – RECORDS AND FILE RETENTION SCHEDULE

NOTE: All records noted may be kept **electronically or in hard copy** as determined by the Board of Directors. All Board Members should utilize a thumb drive to back up documentation monthly. The Board of Directors must establish the process for storing all files and documentation in such a manner as to allow the transition of the records/files/documentation to new Board Members assuming a position.

The Board Member who is charged with Record Retention for the following Document categories is listed.

Unit Files – Secretary or Treasurer

Record Type	Retention Period
Building files	Permanent
Each Unit file	Permanent

NOTE: Each Unit file must contain any Request for Services, Architecture Project Requests, Resale Certificates, Correspondence related to that Unit or from that Unit owner, and any other related documentation. IN PARTICULAR, the Architecture Project paid for by the owner that affects maintenance responsibility must ALWAYS be permanently filed in the Unit file and NOT Destroyed. The Resale Certificate reflects changes in responsibility from HOA to Owner in the case of Owner projects/construction and will not hold up legally without the documentation of the changes made.

	Retention Period
Lien filings on Unit	Permanent
Owner Contact Form	Permanent

Owner list and Property Records –Treasurer

Record Type	Retention Period
Owner List ~~(Treasurer)~~	Permanent
Charts and County Building Permits/Plans	Permanent
HOA Property Insurance Policy	7 years

Kept by Insurance Committee and posted on the website with DECLARATION (DEC) sheet and contact information.
(NOTE: claims documentation should be kept permanently with Unit files.)

Maintenance and Landscape Committee Files – Director (of each Committee)

Record Type	Retention Period
Contractor Lists with contact information	Permanent
Requests for Service	Filed permanently in Unit file
Bid Documentation	7 years
Contract Agreements	7 years
Reserve Studies	Permanent
Reroofing Schedule	Permanent ~~Schedule~~

EXHIBIT D – RECORDS AND FILE RETENTION SCHEDULE (CONTINUED)

Accounting and Finance – Treasurer

Record Type	Retention Period
Monthly and Annual Financial Statements	7 years
General Ledgers	Permanent
Signed Check and Invoice Copies	7 years
Bank Statements and Canceled Checks	7 years
Annual Audit Reports	Permanent
Annual Audit Working Papers (any other documents that relate to the audit)	7 years after completion of audit
Annual Budgets – including Reserves	7 years
Dues Calculations	7 years
Electronic Payment Records (bank transfers)	7 years
Investment Records (CDs)	7 years after sale of investment
Annual Reports to Secretary of State/Attorney General (CPA files this annually)	Permanent
Contracts (after expiration)	7 years
Licenses, Insurance, Bond, and W-9 of vendors	Permanent
Tax Returns	7 years

Tax Records – Treasurer and CPA Office

Record Type	Retention Period
IRS Tax Returns	7 years
IRS Application for Tax-exempt Status	Permanent
IRS Determination Letter	Permanent
Tax-Exemption Documents and Related Correspondence	Permanent
Tax Bills, Receipts, Statements	7 years

Digital Records – All Board Members

Record Type	Retention Period
Board Member Emails related to projects	Permanent – (file in Unit files)
Emails documenting motions/votes	File in appropriate Minutes
Paint or Roof Bids and Award of Bids	Permanent – (file in Unit files)

NOTE: Back-up of digital files: all Board Members must back up their file folders containing any documentation used in their role as a Board Member or officer. These backup files should be passed to the Board Member who succeeds them in a particular office or management capacity.

EXHIBIT D – RECORDS AND FILE RETENTION SCHEDULE (CONTINUED)

Corporate and Board Records – Secretary of the Board/Governing Documents Committee

Record Type	Retention Period
Articles of Incorporation	Permanent
Bylaws	Permanent
Board Meeting and Board Committee (Secretary)	Permanent
Board Meeting Agenda and Minutes (Secretary)	Permanent
Board Member Terms of Service (Secretary)	Permanent
Board Policies (Secretary)	Permanent
Annual Meeting Voting Records (Secretary)	7 years
Approved Annual Election Packet	2 years; digitally 7 years
Contracts **(after expiration)**	7 years
Election Records – Ballots	2 years

RECORD DESTRUCTION SCHEDULE

There are four methods (shredding, burning, landfill, and recycling) that are generally acceptable for destroying records. However, it is important to note that, when dealing with confidential information, such as sensitive Owner correspondence or lien filings, these types of records must be destroyed in a secure manner so as to prevent them from being reconstructed by unauthorized parties. Therefore, we recommend that all confidential documents be **SHREDDED**.

The records to be destroyed must be carefully reviewed to ensure they are not the subject of a legal HOLD order!

A log or form must be used to keep track of destruction of records, and must, at a minimum, include the following information:

- Date of destruction.
- Destruction method.
- Volume of records destroyed, usually in estimated cubic feet.
- Description of the records, such as the types and date ranges of the records destroyed (for instance, a listing of the specific file folder titles with the date/year of the records noted).
- Name of individual(s) authorized, supervised and/or accomplished the destruction of records.