

Sunland Condo Owners 'Association - Division 7
Board of Directors Meeting
September 17, 2026 – 3:30 PM, Gathering Place

Certification of Quorum: In person attendance – Rob Baer, Mike Mowatt, Katie Venator, Carol Stults, Steve Tucker (by phone), Barbara Powell; Owner Attendees: Steve Welborn, Margaret Cox, Kelly Wright, Nancy Baer

Meeting was called to order by President Rob Baer

Call to Order Regular Board Meeting agenda – Quorum established.

Presidential Comments: An adjustment to the agenda – resignation received by Elisabeth Rosenberg to be reviewed by the Board under New Business.

Owners Questions or Comments: No questions or comments.

Secretary's Report : **MOTION** was made by Carol Stults, Secretary, to approve the minutes of the August 20th, 2026, meeting. Seconded by Mike Mowatt ; **motion passed**.

Treasurer –

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

Treasurer and Finance/Audit Committee report:

- Monthly Financial Reports – including past due accounts.
- Budget vs Actuals 2026 – see Treasurer report
- CD expiring – Emergency Fund #5413– recommendation not to renew due to possible emergency expenses. Due to potential need for funds from Emergency Reserve (133A and 159/161 driveway) I propose that we do NOT renew this CD in order to have funds available, until a final decision is made on use of those funds. A **MOTION** was made by Carol Stults to deposit the funds from the CD 5413 into the Emergency Reserve Money Market account and reinvest an amount that is prudent once final balance is remaining. Seconded by Mike Mowatt, MOTION passed.
- 4th Quarter invoices will be mailed on Sept 18th.
- Expenditures were reviewed. Maintenance is winding down for the year.
- Update on HUD managed property; account is now past due for 3rd quarter and now owes 4th quarter as well; HUD has been notified by hotline number that there has been no lock changes to protect the property and no one from HUD is checking on it. **MOTION** to approve a lien to be filed against 145 Hilltop Drive on behalf of the HOA (if payments are not made within next 2 weeks) was made by Carol Stults at a cost of \$300, adding that to the amount owed by HUD; Motion was seconded by Barbara Powell; MOTION passed.

- Kitsap Bank is now Heritage Bank; online account is still working with same account #'s and same CDs.
- **2025 Audit Update** – completed – a fantastic report of accuracy; **MOTION** made to approve the agreement for the 2026 audit by Newmand and Associates for \$3,300.; Seconded by Mike Mowatt; MOTION passed.
- **Final Budget working meeting** – Sept 7 @ 2pm at Carol's house

Landscape Report:

- **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 property, 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. Cost is \$1,800 plus tax.
- **Backflow preventers:** Bid accepted is for \$1,700 plus tax for replacement at 121D west side. Date to be determined.
- **Leak behind 134A north side:** Control box was found buried there - valve was broken in irrigation system and water was turned off to that line. Repairs were made by Brett from Peninsula Water, and water is back on.
- **Sunland Water District meeting:** Changing their cross-connection policy and are going to get strict on those that do not comply. If everyone complies, they can remain eligible to not use chlorine in the water; one incident might result in the State changing that to ensure clean water and no back flows into the clean water pipes. Part of this policy is asking every homeowner if they have a reverse osmosis filter in their unit. The questionnaire will have to be filled out by Owners every 3 years; every backflow has to be inspected annually. There are currently 18 that are in use; the 2 additional backflow valves are on a system that is shut off currently (125). \$100 permit charge for replacing backflow preventers in 2028. Backflow testing is to be done by the end of July every year. Prevention of corroded valves entails having 8 inches below the valve so that the dirt isn't near the valve mechanism.

Maintenance Report:

- Street drains were all cleaned out by 360 Builders who did a great job; one is still plugged and will need to be cleaned out by the drain company.
- An Owner at 142A requested permission for an Owner Project – a stain glass window installed within a privacy fence. The Architecture Committee felt that was an exception to the Rules and Regulations and declined to approve it as planned. If Owner can find a way to install it without including the fence that will be reconsidered. Thank you to the Architecture Committee for their review of an Owner project. **Motion was made by Steve Tucker and Rob Baer:** the Architecture Committee recommends to the Board to deny the Request for the Stain Glass window installation in the privacy fence as presented; seconded by Mike Mowatt; **motion passed.**

- Thank you to Dave McInnis who power washed two driveways as a volunteer, saving us some money.
- **Completed projects:**
 - Repair Privacy wall at 133A, 133B and 133C
 - 116A – secure crawl space doors
 - 126A repair dry rot at bottom of wall
 - Painted siding behind faucet on garage wall.
 - Painted bottom siding by door – 148B
 - Touched up Paint on garage door – 148D
 - Replaced garage door seal at 156C
- **159-161 driveways;** These driveways have been on the request list for 10 years; this year we were able to work out an agreement with the Owners to pay a significant portion of the cost of replacement due to the crumbling surface that presents a hazard for tripping. HOA portion \$25,000; Owners and HOA portion is shown herein:

Final Agreement subject approved by the Board of Directors					
Unit Owner Cost	Driveway - Owner cost - difference between asphalt and cement	Sidewalk Owner cost	Owner Total Cost	Owner Pre Payments	Balance owing
159	\$ 5,082.00	\$ 4,891.00	\$ 9,973.00	\$ (5,000.00)	\$ 4,973.00
161	\$ 4,928.00	\$ 4,891.00	\$ 9,819.00	\$ (5,000.00)	\$ 4,819.00
OWNER Totals:	\$ 10,010.00	\$ 9,782.00	\$ 19,792.00	\$ (10,000.00)	\$ 9,792.00
HOA Costs	Driveway - HOA cost - based on asphalt bid	Sidewalk HOA cost	HOA Total COST	HOA PRE Payments	Balances due on completion
159	\$11,837.40	\$ -	\$ 11,837.40	\$ (6,000.00)	\$ 5,837.40
161	\$13,792.20	\$ -	\$ 13,792.20	\$ (6,900.00)	\$ 6,892.20
HOA Totals:	\$25,629.60	\$ -	\$ 25,629.60	\$ (12,900.00)	\$ 12,729.60
	Total Owner/HOA Project Cost		\$ 45,421.60		

NOTE: 9/10/2026 - Motion was made by Carol Stults and Steve Tucker - to approve the driveway costs listed above for the HOA and accept the bid from Jamestown Concrete to replace the driveways as noted in the above illustration. Katie seconded the motion; motion carried unanimously.

Communications Report:

- Newsletter will be delivered on October 12, 2026.

SLOA:

- RE SLOA Annual meeting voter packet: Reminder to read and vote!

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

- Newcomer basket was given to new tenants in 126D; Barbara will provide a basket also for the Owners who just bought a home on 113 Fairway Drive.
- Newcomer Kelly Wright at 133A was also welcomed.
- Newsletter is being added to the packet; Margaret Cox offered to give newsletter and gift item from Senior Center as well.
- The Christmas Party will be held on Friday, December 18th at 5pm at the Gathering Place. Rob Brooke (108B) has also volunteered. Set up will be at 4pm. More info will be coming out in the Newsletter regarding food and beverage. Free basket will be given.

Governing Documents Report:

- On behalf of Chair, Debbie McGehee, Carol Stults proposed changing the Bylaws Exhibit A to reflect that this table should reflect exactly what is in Exhibit A in the CCRs. It has been determined that this table represents in the CCRs only the Limited Common Areas assigned to a Unit for that Owners use only, and is not intended to reflect all Owner Responsibility for changes made to the exterior part of the Unit or landscape areas, which are not always Limited Common Area. The CCRS filed show in Exhibit A that 121A is paying for the square footage of a double car garage, so the HOA at some point accepted the responsibility for the maintenance of that added garage. **MOTION was made by Carol Stults:** Request that the Bylaws should reflect the Exhibit A as shown in the CCRS and not reflect responsibility for Owner projects, by removing all blue and red changes to the Exhibit A contained in the last version of the Bylaws in Feb 2026, with the stipulation that the changes that are made through legal assistance to comply with RCW 64.90 to also contain the appropriate legal document to note Owner projects that are not covered by the HOA. **Motion was seconded by Katie; and approved. SECOND motion was made** by Carol Stults to approve the Bylaws as presented, reflecting the revision date of September 19th, 2026. **Seconded by Katie and motion was approved.**

Nominating Committee Report:

Rob Baer, Chair of the Committee, reported that we still need Owners to run and serve on the Board of Directors for the 2027 year.

Insurance Report:

Earthquake insurance was discussed, as it will come up again in the 2027 budget. The current budget does not fund earthquake insurance, since we do not have any idea of the cost of the

premium starting in March 2027. The cost is expected to go up substantially – and we will get that information late in February. Policy runs from March 30th. When the cost is known, it will be put to a vote of the Owners to add a Special Assessment in late March to cover the earthquake insurance premium, with the amount known at that time.

New Business:

- Budget will need to be approved at the October meeting – and to give time for all the numbers to be reviewed by the Board, a **Motion was made to change the October meeting from October 15th to October 19th – Monday – at 3:30pm.** Motion was seconded by Barbara; motion passed.
- Confirmed that the Budget meeting for the Board meeting will be held on Wednesday Oct 7th at 1pm.
- Resignation was received from Elisabeth Rosenberg; **Motion was made by Carol to reluctantly accept the resignation of Elisabeth;** seconded by Katie; motion passed.
- **Motion** was made by Carol Stults, Secretary, on 9/23/2026 to Allow the owner of 133A to replace the garage door as an Owners project, with the Owner accepting future responsibility for the maintenance of the door moving forward. Seconded by Mike Mowatt, approved.
- **Motion** was made on 9/29/2026 by Carol Stults, Secretary, to repair the east and south walls of 133A to replace rotted wood siding and supports due to leaking clerestory windows; seconded by Barbara Powell. Motion passed unanimously.
- **Motion** was made on 10/6/2026 to install a heat pump at 133A in the area to the east of the driveway. Katie seconded the motion, motion passed unanimously.

Old Business:

Next Meeting: Regular Board member October 19th, 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