



SLOA Board of Directors Meeting

June 20, 2017 ~ 10:00A.M., SunLand Gathering Place

Board Members Present:

Fred Smith, President
Tom Merrill
Jennifer Sweeney
Jac Osborn

Phil Merlin
Steve Loska
Bobbie Piety
Missy Church-Smith

1. Public Comments
No public comments
2. Call to Order
 - a. Fred Smith called the meeting to order at 10:00A.M.
3. Approval of May 17, 2017 BOD Meeting Minutes
 - a. Unanimous approval.
4. President's Report
 - a. Prepare for next year
 - i. Budget finalized
 - ii. Ballot sent out to everyone by August 1, 2017
 - iii. Executive session June 26, 2017
 - iv. Sign up board members
 - b. Decide items to be included in ballot
 - i. Ballots sent out last year form CC&Rs
 - ii. Newsletter e-distribution
5. Treasurer's Report
 - a. 42% thru fiscal year
 - b. Collected all dues minus 3 members
 - c. RV income excess \$373
 - d. Misc. income \$9200 out of \$17500 projected
 - e. 31 new residents as of May 31
 - f. Supplies budget over because of overpaid invoice
 - g. Professional expenses are over due to financial audit \$6300
 - h. No annual reviews this year
 - i. SLOA over budget due to water meters
 - j. Wrapping up budget at Executive meeting
 - k. Checking account to business account
 - l. SLOA fees are split with Windermere (Foursome)
 - m. Foursome getting uploaded to QuickBooks
6. Office Manager Report
 - a. 5 change of ownership forms
 - b. 15 new escrows
 - c. 2 liens
 - d. 34 postcards for lawns
 - e. 3 new, 3 returning as pool attendants
 - f. Pool passes are ready

- g. 4 houses getting up to standard with Ken Reed
- h. Paying bills

COMMITTEE REPORTS

1. Architectural, **Jac Osborn**
 - a. Help with follow up of applications
 - b. Ramps do not need permits if it falls into compliance with County
 - c. SLOA ramp needs permit for commercial
 - d. Zipline
 1. Front yard between two trees
 2. Nothing forbidding in CC&Rs
 3. Set precedent
 4. Safety
 5. Noise
 6. Impact on neighbors
 7. Atmosphere of Sunland
 8. Motion to disapprove
 - i. Second
 - ii. 7 approve
 - iii. 1 Opposed
 - iv. Motion passed
2. RV Storage, **Ricki Bèle**
 - a. 174 usable lots
 1. 129 Completed agreements
 2. 17 Incomplete agreements
 3. 28 Empty
 - b. 2 to be towed
 - c. Rekeying storage lock
 - d. Viking fence for cement runner \$1580 (plus tax)
 - e. RV lot attendant
 1. Independent contract form
 2. Insurance
 3. L&I check
3. Communication Board, **Missy Church- Smith**
 - a. Web host not changing
 - b. Revise website
 - c. Members only page on website
 - d. Phase out printed newsletter
4. Recreation, **Tom Merrill**
 - a. Pool opened
 - b. Tim Mannor cleaning up getting it ready
 - c. Tennis court increase in activity
 1. Wish list
 2. A lot of work done by residents
 - D. Pickleball
 1. Backboard rotted out
 2. Move backboard so not shaded
 3. Resurface
 - E. Honoring Cynthia Little
 1. Naming pool
 2. Bench at pool

3. Vote to approve bench donation in the future
 4. Concern about how Cynthia passed away
 - F. Motion to name pool: Cynthia Little Memorial Pool
 1. Second
 2. 7 Approve
 3. 1 Oppose
 4. Passed
 - G. Damage to the wall at the pool
 1. Was no insurance on building
 2. \$100,000 on building
 3. \$200,000 on contents
 4. \$1300 to insure
 5. Phil talk to Fryer Insurance regarding insurance
 6. Remarkable pool system to insure
 - H. Maynard letter regarding pickleball passed to Tom Merrill
5. Security and Roads, **Phil Merlin**
 - a. No Report
 6. Landscaping is still unfilled
 - a. No Report
 7. Greenbelts/Parks/Property Management, **Steve Loska**
 - a. Catching up on mowing
 - b. End of Fairway on right hand side with several dead Rhody's, weeds
 1. SLOA property
 - c. Large limb on deck off Taylor with multi trunk
 1. SLOA tree
 2. Arborist
 8. Communications/Grievance, Nomination Committee, **Tom Merrill**
 - a. No Report
 9. Rental Coordinator, **Bobbie Piety**
 - a. Yards not maintained
 1. Contacted owners
 2. One cleaned up and one will clean up right away
 - b. Fence on fire
 1. Burning weeds
 2. Set fence on fire
 3. Remind about fire policy
 - c. Dog complaints
 1. Barking
 2. Loose
 3. Attacked (exaggerated)
 4. Owner compliant
 5. Problematic tenants in the past
 6. Fine recommended
 7. Tenant moving out in two weeks
 8. Owner needs to screen future tenants
 - d. Mentally ill person claiming that sasquatch lives on his property has moved from Sunland
 - e. No fine for owner that has rental with dog complaints
 8. Old Business

- a. Bench at 207
 - 1. Susan Eldridge
 - b. RV Lot outlets
 - 1. Have electrician install
 - 2. Liability
 - 3. Include GFI and covers
 - 4. Warranty
 - c. Motion to Viking and concrete runner for \$1580 (plus tax)
 - 1. Second
 - 2. Moved
 - 3. Approved
 - d. Sunland entrance
 - 1. Bobbie
 - 2. Concrete bunker or something more secure
 - e. Fence on the 18th fairway
 - 1. Moved
 - f. Ramp to front entrance
 - 1. Approval
 - 2. Will be completed
9. New Business
- a. Mr. Hemple welcomed to the board for Landscaping committee
 - 1. Second
 - 2. Move
 - 3. Approved
 - b. New pickleball court possibility
 - 1. Refer to Tom Merrill
 - 2. Budget
 - 3. Expense
10. Scholarship
11. Publications

Meeting adjourned at 11:06 A.M.

Minutes Respectfully Submitted by Richelle N Bèle

Attachments:

PRESIDENT'S REPORT

This month is the time that we start the final steps preparing for next year. The budget needs to be finalized to prepare the ballot to be sent out the end of July. We need to insure we have candidates to allow the members an opportunity to make a choice for the next Board. We need to finalize all our plans and activities that we want to accomplish before passing the responsibilities to our succeeding Board. All of us came to the positions we have with an idea or a cause that we wanted to promote in

order to ensure that Sunland continues as a prime place to live. If you have any of these ideas remaining that have not been accomplished yet, now is the time to step forward and bring it to our attention so we can make it happen.

We also need to decide on any items that will need to be included in the ballot for the members to review and decide on their part which way Sunland will proceed.

TREASURERS REPORT

SunLand is 42% through is fiscal year. So far, we have collected all dues minus 3 members (2 have gone to lien status and one is in the process of collection). The RV income is more than \$373. The miscellaneous income we receive has amount to \$9,190.29 of the \$17,450 projected. SunLand has had 31 new residents move in versus the 20 new residents this same time last year.

Most departments have spent less than the 42% of the anticipated expense budget for the year. Our office supplies budget is over spent by \$1350 or 28.5%. This is due to the new computer that was purchased. Professional expenses will be over spent for the full year as we completed the financial audit which totaled \$6,302. The SLOA Center is slightly over budget by 8.8% but the water meters were finally installed at this location.

Our Budget process is nearing completion. There will be one more round of questions/comments and then we hope to finalize it, this upcoming meeting. We have also switched out primary banking account to Business Checking. This cost an additional \$10 per month, but now we can see every deposit made and WHAT was deposited. This will prevent the issues we had early this year.

Jennifer Sweeney

SLOA Treasurer

BUSINESS OFFICE REPORT

It has been a busy month for the business office.

- We received 5 change of ownership forms from the two title companies in town.
- We received 15 escrow statements that have been filled out, scanned, and emailed back to one of the two title companies.
- Our office is in the process of completing two liens against two residents. I have sent letters, delivered letters, and messaged on Facebook. I will be processing the liens late this week or early next week.
- We have sent out 25 plus postcards reminding residents that they need to mow/weed their yard
- We have hired 3 new pool attendants in addition to our 3 returning pool attendants.
 - Payroll information has been entered and a timecard rack has been installed by the pool. Time cards are prepared.
 - All certifications have been completed for all pool attendants
 - Pool passes are complete
 - Pool passes have been available for pick up to make opening day easier
 - The new employees received an orientation before their certification

- Tim and I have coordinated table and chair positions for passing out pool passes, with Fred's input, to avoid being bombed by the birds protecting their nest.
- Several other details to be done before pool opens. (Flashlights, batteries for the clocks, fire extinguisher in working order, hair ties for those that need to put their hair up, etc.
- Basic Water Rescue Course- Set up and completed
- Set up times with Ken Reed to focus on 4 houses in Sunland to get up to standards

Committee Reports

Architectural, Jac Osborn

Fellow Board Members & Office Administrator

Since my last report we have had 16 more applications for home improvements; everything from new mail boxes to remodels to wheel chair ramps to the usual tree removal. There are two projects that are pending do to more information that is needed before approval. Since January 1, 2017 we have had 60 applications submitted, and total of 104 since the last formal SLOA meeting in September of 2016. By these indications it appears that it's only going to get busier and busier. So, with that being said, if any of you know of a SLOA Member that might be interested in helping out on the follow-up application review process that would be greatly appreciated.

Regards,

Jac Osborn

SLOA Communication Board Report, June 2017, Missy Church-Smith

SLOA Website

- Ricki met with web host, Sue Forde to review current contract, access and details.
- Ricki & Missy will formulate a plan to revise and update the website, then meet again with Sue Forde to determine feasibility and cost for such things as:
 - Members Only site
 - Division pages
 - Emergency Prep Plan
 - Owner roster
 - Budget
 - E-mail forwarding to specific committees, BOD members

SLOA Newsletter

- Phase out printed newsletter. E-distribution and accommodation for those without e-mail.
 - Status – Confirmation of SLOA members and their e-mails is in progress. When complete (later in the summer), move to e-distribution, with access to printed copies for those who do not have e-mail.

RV Storage, Ricki Bèle

There is a total of 174 usable RV lots.

Out of those 174 lots: 129 have completed agreements on file, compared to 120 last month.

17 have agreements that must be completed, compared to 23 last month

28 are empty, 3 of those are pending new tenants.

3 are in the process of being towed, waiting for towing company to set up a time to meet to look at items.

When I spoke to Evergreen Collision to bid the price for towing, I was quoted \$100 a foot to remove any items that do not have wheels. I have taken pictures of the items and emailed them to Evergreen and they will provide a bid.

I have been in contact with Port Angeles Lockworks regarding relocking the gate at the RV storage. The keys we currently have are running out and they are obsolete, so I cannot have anymore made. I have emailed a picture of the lock and the key and he is going to provide a bid.

I would notify the tenants in advance of the change and that will be able to receive a new key at the SLOA office.

There are 4 lots that were closed due to the installation of the gate, and 3 spaces that do not have access. These lots are not in the total RV lot count.

We have accepted the first bid from Viking Fence for \$1580 (plus tax). The lot will have to be closed for 24 hours and we would let the residents know in advance in a Let's Communicate.

Spoke with new RV lot attendant. He will begin on July 1st, 2017. I have assigned him a space. I have gone over the rules, including our drug and alcohol policy. He is aware that he can be drug tested at any time. He will be in to sign an independent contractor contract, which includes a liability release for SLOA.

Recreation, Tom Merrill

Recreation Committee: After a pool draining for cleaning and several instances of last minute repairs caused by deteriorating plumbing and subsequent flooding of the men's dressing area and a break in the pool pump system the SLOA Pool opens for the season Sunday, 7-18-17. Tim Manner has taken these speed bumps in stride, seen to it that all repairs and maintenance tasks were completed so that the pool is now in top shape for the Sunday opening.

Ricki has gathered, researched and organized the materials and records held by Cynthia Little. She recruited, organized the interviews for and hired the new pool attendants, secured the commitment from Cheryl Gerardi to serve as the new Pool Director, organized and lead the informational training and scheduled and participated in the certification training for pool attendants.

Thanks to both Tim and Ricki the pool will be in good shape and available to SunLand residents and guests when the swim season kicks off on the 18th.

The tennis courts have seen an increase in activity as the weather continues to improve. Several cracks have appeared on the surface of the courts and while they do not pose any risk to the players they will be addressed to avoid further damage to the court's surface and structure.

Tom Merrill, Chair

Recreation Committee
Grievance Committee

Security & Roads, Phil Merlin

Landscaping,

Greenbelts/Parks/Property Management, Steve Loska

Greenspace and Vacant lot maintenance is picking up. Tim has been trying to get all of the greenspace mowing caught up. I have contacted Ken Reed to do some cleanup at several greenspace entrances and cleanup the Taylor easement close to Holland. I am also in the process of contacting owners of several vacant lots that need cleanup.

Communications/Grievance, Nomination Committee, Tom Merrill

Grievance Committee: No activity, none pending.

Tom Merrill, Chair
Recreation Committee
Grievance Committee

Rental Coordinator, Bobbie Piety

The month had a major problem—a repeat problem of a tenant's dogs. This tenant had two dogs, a pit bull and a Chihuahua. A neighbor complained of incessant barking, so the tenant and her landlord were put on notice. The landlord cooperated and told the tenant that either the dog goes or she must move. So, she got rid of the pit bull. I was notified by the same neighbor, a few weeks later, that the barking was continuing. It turned out to be the happy Chihuahua. Again, the tenant and landlord were advised and the yapping stopped. The tenant announced that she would be moving by the end of the month. We thought the problem had ended. It hadn't.

I got notified by a woman who was walking her dog, when a pit bull running loose attacked her and her dog. She mentioned another woman was similarly attacked, and identified the dog as belonging to the same problematic tenant, who apparently got her pit bull back and let it run loose. I notified the landlord and the tenant and told them that I was recommending a \$500 fine, as this has been a repeat offense. The attacked woman also notified Ricki, and called the sheriff's dept. Ricki followed up with them and the deputy could not do anything because the complainer was out of town, on vacation, and unable to be contacted. As it stands, the tenant should be gone within 2 weeks. I have a dichotomy about leveling a fine at this point, since the landlord had been cooperative and the problematic tenant will be gone in 2 weeks. However, I was told that previous tenants at this address have been problematic as well, so the landlord is most certainly on notice that his tenants must be better screened and that our tolerance threshold for any future problems is greatly diminished.

Lastly, the problematic mentally ill tenant that feared sasquatch was stalking him, is now gone and his mother (the landlord) is preparing the home for conventional tenants. The surrounding neighbors are greatly relieved.

Reminder—the sheriff's department should be notified if there are any dogs running around unleashed. Repeat offenders' dogs will be removed. Call the sheriff's department 's non-emergency number at 417-2459 to notify them of unleashed dogs in Sunland.

Scholarship

Publications