

SunLand Board of Directors Meeting Minutes
July 17, 2019 6:30 p.m.
Gathering Place

In attendance:

Ken Larson
Dave Walp
Fred Smith
Tom Merrill
Mike Gawley
Phil Merlin
Mike Mullikin
Ron Rice

Ken Larson, President: Meeting called to order 6:30 pm

Ken Larson:

- Open the floor for comments

Toni Cline:

- Thank you for moving the dumpster

Ken Larson:

- Due to us closing Marc's Catering we no longer have need of the dumpster
- Introduction of board members
- Introduction of Fred Smith and Tom Merrill as candidates for vacant board positions

Mike Mullikin:

- Motion to vote Fred Smith and Tom Merrill onto the board

Mike Gawley:

- Second the motion

Dave Walp:

- Which positions are up in September?

Tom Merrill:

- Landscaping

Fred Smith:

- Greenbelts and Recreation

Phil Merlin:

- How much time is left on the terms?

Fred Smith:

- Two years, three months

Vote take and motion passed

Ken Larson:

- Welcome Fred Smith and Tom Merrill to the Board of Directors
- Ron Rice has volunteered to serve on the board as interim Treasurer
- Asked Ron to review his qualifications

Ron Rice:

- Gave brief rundown of qualifications

Phil Merlin:

- Asked Ron to go into specifics of his treasurer background

Fred Smith:

- Ron indicated past Treasurer experience?

Ron Rice:

- Served as Treasurer for his church
- Estimating proposals for Boeing

Mike Mullikin:

- How are you with computers?

Fred Smith:

- Do you have QB experience as well as P&L statements?

Ron Rice:

- I have experience with Excel and Word. Not much with QB.

Mike Gawley:

- Motion to vote Ron Rice onto the board

Dave Walp:

- Second the motion

Vote taken and motion passed

Ken Larson:

- Welcome Ron Rice onto the Board of Directors
- We need to discuss lighting in the SLOA offices

Fred Smith:

- Offices are very dim.
- Lights that run on a cable system would run approximately \$150.00 per room.

Ken Larson:

- Can we have a motion on budgeting for lighting?
- Board decided that lighting will be covered under administrative costs
- Regarding laptop: I talked with Pacific Corp and based on that discussion the laptop that best fits needs of the office will run approximately \$950.00
- Detailed what business will be conducted on laptop
- There are contingency funds available for the laptop
- Board agrees to fund laptop from contingency funds
- Review of Office 365 Premium and what is included

Dave Walp:

- We still need an ISP

Ken Larson:

- Correct

Phil Merlin:

- \$450.00 is the cost for Office 365 Premium annually?

Ken Larson:

- Correct

Dave Walp:

- Motion to fund budget for Office 365 Premium at \$450.00 for 2020

Mike Mullikin:

- Second

Vote taken and motion passed

Chris, a resident:

- What other computer systems did you look into before deciding on a laptop with Office 365 Premium?

Ken Larson:

- Just the one system

Chris, a resident:

- Consider looking at Surface Pro. It comes with Windows 10. If the internet goes down with Office 365 Premium there will be zero connectivity

Ken Larson:

- Chris, will you meet with Brian Pick and myself at a later time to discuss your ideas?
- Chris and Brian Pick (also in attendance) agreed to meeting to discuss laptop vs. Surface Pro

- Reviewing P&L for 2019 and there is a problem with reconciling with Quickbooks for the SunLand budget for 2020

Ken Larson:

- Met with resistance on first draft of the SLOA budget proposal for year 2020
- RV budget needs to be adjusted because hook-ups pay more

Phil Merlin:

- Regarding the budget it is reasonable to assume some home will sell

Ken Larson:

- Budget is due out no less than 45 and no more than 60 days prior to the election to be in compliance

Jennifer Sweeny and Stephanie Burnett offered to do the 2020 budget this coming Sunday July 21, 2019 and get it to Ken Larson by next Monday July 22, 2019 with new Treasurer Ron Rice

Ken Larson:

- Addressing the board: Any objections to Stephanie Burnett, Ron Rice and Jennifer Sweeny doing the 2020 budget?
- Unanimous decision to let Stephanie Burnett, Ron Rice and Jennifer Sweeny do the budget for 2020

Mike Gawley:

- Ken, please explain the difference between “reserve” and “contingency” funds

Ken Larson:

- Gave definitions for “reserve” and “contingency” funds

Steve, a resident:

- Do we have an auditor?

Ken Larson:

- The books are audited annually

Fred Smith:

- We use a local accountant

Ken Larson:

- Overtime is based on 30 hours per week

Jennifer Sweeny:

- We have one checking and one savings account

Ken Larson:

- Lisa McCord (office administrator) found a Quickbooks training that meets her skill level and will be arranging to take the course soon
- Both Lisa McCord and Theresa Pick (office administrator) have completed their paperwork to become Notaries Public and have sent their paperwork in to the state. As soon as they complete the process SunLand will once again be able to offer Notary services to our residents at no additional cost

Resident:

- Are both Lisa McCord and Theresa Pick working Monday-Friday 9-3?

Ken Larson:

- Yes
- I am working on revising some of the by-laws and will have the new revisions sent out to board members by July 18, 2019
- In looking at the Welcome Party thrown annually I propose we make it more often. Thoughts?

Phil Merlin:

- How many people on average and new to SunLand annually?

Stephanie Burnett:

- About 60 last year

Fred Smith:

- Propose holding party every July and December

Ken Larson:

- Sounds good
- Propose copyrighting our SunLand name and logo

Stephanie Burnett:

- SunLand is used by many entities in multiple states

Ken Larson:

- At the very least we need to protect our intellectual property

Mike Gawley:

- Can we put a disclaimer on SunLand Emit (a closed fb group) saying that SunLand Owner's Association is not affiliated with this group?

Fred Smith:

- I volunteer to look into it

Ken Larson:

- Thank you, Fred. Look into it
- Heading in to committee reports

Dave Walp:

- Delivered monthly report according to his notes

Steve Lavey:

- (Directed to Dave Walp) Please update the renter database and let the other board presidents know. What is the minimum time for a home rental?

Ken Larson:

- 60 days is the minimum for a home rental

Phil Merlin:

- Met with Mark Osias (sp) at the informational meeting last month on roads-specifically that the round about is due to be completed in 2020
- I forgot the handouts at home but will bring them next time

Mike Gawley:

- The gate at the RV Park has been repaired
- There is still a slight bend in the middle of the gate and I will take my Jeep down and use it to fix the gate the rest of the way
- Septic inspection is scheduled for July 22, 2019
- There is a combination lock on the gate. There is a note with my phone number next to the combination lock
- Wants to review proposed RV budget with Ken Larson at a later time
- The pot hole that was reported in the RV Park driveway entrance is quite minor and I do not think we need to fill it in with gravel at this time

Ron Rice:

- Willing to work with Mike Gawley on the RV Park budget

Mike Gawley:

- We do not have a budget right now for tree trimming
- Division 17 trimmed trees on the West side

Mike Mullikin:

- Important to make sure the RV Park stays self sufficient

Phil Merlin:

- Subsidiaries are taxable so make sure to keep the RV Park at break even

Chris, a resident:

- Thank you, Mike Gawley, for maintaining the RV Park. It's important to make sure there are no unsightly derelicts. Aren't RV owners who use the RV Park supposed to have their insurance on file in the office?

Mike Gawley:

- Yes, insurance must be on file in the office and SLOA must be added to the insurance policy. I am getting ready to do inventory at the RV Park on tags and appearance of the various items stored there.

Resident:

- Some of the Let's Communicate emails have been threatening and inappropriate

Ken Larson:

- Thank you for your comment

Mike Mullikin:

- The house with the orange roof isn't done. A fine will be imposed if it isn't done by the end of July. Two new homes have been completed

Ken Larson:

- With all the various interruptions in the office Lisa McCord and Theresa Pick have to do the meeting minutes a little bit at a time. The minutes from last month were just completed. We will postpone the vote until next month to approve the meeting minutes from the June 18, 2019 meeting so everyone can have a chance to read through them
- Lisa and Theresa came up with a great idea to be proactive in getting the meeting minutes done monthly with a 24 hour turn around. They will be implementing the new system tomorrow and we will see how it goes and try to keep to that time table moving forward.

Judy Flanders:

- Regarding unimproved lots: Asking for unimproved lots to be maintained to the same level of attention and care as improved lots doesn't work. Many places only ask for unimproved lots to be mowed once a year. I get that that isn't reasonable here with the fire hazard.

Ken Larson:

- Part of the problem is that there is no consistency. Moving forward it isn't enough to use vague language. I am currently revising the by-laws on landscape maintenance

Resident:

- There are a few areas by the golf course that look shabby. Who takes care of that?

Phil Merlin:

- SunLand Owner's Association and SunLand Golf and Country Club are two completely separate entities.

Resident:

- But can't you just go mow it anyway?

Ken Larson:

- SGCC is responsible for their property

Resident:

- Can't you go tell them to do it?

Ken Larson:

- No. I can ask them but that is really all I am able to do. My asking them will really be no different than you going and asking them to maintain their property. In the past when I have pointed out a few areas that needed work done it was completed almost immediately.

Resident:

- If that's the case I can just go talk to them about it.

Ken Larson:

- There are additional issues but I am tabling them until the August meeting.

Fred Smith:

- How many board members do we have now?

Ken Larson:

- Eight
- Any other thoughts or comments?

<No additional business>

Ken Larson:

- Call to close the meeting?

Dave Walp:

- Second

Ken Larson:

- Then we are adjourned. Meeting closed at 8:04 p.m.

Minutes prepared by Theresa Pick, Office Administrator

DRAFT