

SUNLAND BOARD OF DIRECTOR'S MEETING

Date: February 22, 2022

Location: Gathering Place, 135 Fairway Drive Sequim

Time: 10:00 am

Board Members Present:

David Walp, Jay Sakas, Joe Rees, Bob Eichhorn, Mike Mullikin, Jeff Norberg, John Hammond, Michael Phillips,

Late Arrival:

Cyndi Carpine, Mike Mullikin

Comments

One owner comment.

Motion to approve January 17, 2022 BOD meeting minutes.

Motion made by J. Rees, M. Phillips seconds. Approved by all members present.

Committee Reports:

President's Report: David Walp

- Previously approved Bylaws with consolidated changes ready for publication. Effective as of Feb. 1, 2022
- Consolidated Wildlife Feeding Policy is ready for publication and goes into effect immediately

Vice President: Jay Sakas

- Met with J. Rees and D. Walp to discuss possibly creating an RV Reserve Fund separate from the HOA Reserve Fund
- Exploring usefulness of SLOA purchasing a laptop to be used by current and future Treasurer in order to better interface with office software

Communications: Jay Sakas

- Testing of email system ongoing

Treasurer Report: Joe Rees

- RV Lot Income and Expense Reports will be reported independently of SLOA HOA Reports. Effective immediately.
- Although the RV Lot and HOA income and expenses will be reported independently of each other, SLOA's Operating Cash Balance will continue to include funds from both sources.

Architecture Report: Mike Mullikin

- Six Architectural requests submitted since January meeting. 5 approved, 1 pending.
- Approved Glavin Construction newly built home on Disc. Bay Ct. Authorized return of \$500.00 building deposit
- Continue to retain \$500.00 building deposit for new home at 110 Disc. Bay Ct. Will be refunded after builder returns adjacent greenspace to pre-construction condition.
- Warning letters for roof maintenance have been sent to two homes on Sunland Dr. Letters will continue to be issued as problems are recognized.
- Advised owner at 155 Horizon View that their fence is encroaching 4' 8" onto the neighboring lot in addition to crossing SLOA and County easement areas. A survey was provided by the neighbor to the east that confirms the fence does cross onto their property. Owner advised to return fence to within their property lines
- 125 Sunset Pl. – SLOA's requests (numerous attempts over past two years) for owner to remove broken/collapsed wooden fence have been ignored. Fine to be discussed in Executive Session.

Landscape Report: Michael Philips

- Ongoing communication with 120 Emerald Dr. Owner continues to work toward improving the landscape issues as existed when the home was purchased. Reasonable progress is being made.
- 104 Madigan Pl.– A letter was mailed stating that another fine is in process due to landscape violations that continue to go unaddressed.
- Clallam Bay St.- complaint re; compost bin and brush in backyard. Spoke with owner who plans to haul brush away. Compost bin was not in violation of SLOA R&R's.

Recreation Report: Cyndi Carpine

- No report

Green Belts Report: Bob Eichhorn

- Taylor entrance auto accident damage – after consulting with SLOA's insurance provider, it has been determined that the settlement offered by the driver's insurance company (Progressive) be accepted. Agreed that the amount of \$2303.64 will be considered settlement.
- 2022 Greenbelt Contract Maintenance with Tim Mannor has been renewed.
- No response from SGC regarding the continuation of their maintenance contract for Lot #207.
- Working to produce a Request for Proposal/Bids for all four of the engineered plans that were presented by Zenovic Eng. as possible solutions to 11th tree drainage

issues. Three companies will be asked to submit bids based on those plans.

Roads and Safety Report: Jeff Norberg

- Assisted resident on Hurricane Ridge with installation of security lights. Encouraged her to call the sheriff if harassment continues.
- Two batteries for the for the existing speed signs were ordered due to the discontinuation of parts for the old.
- Two new solar speed detector signs have been received and are being assembled. Installation will occur once placement has been determined.

RV Report: John Hammond

- Two people on wait list. One vacant space.
- Newly made space signs are up.
- Fence deterioration is a big concern – has been determined that 10-20% of posts need to be replaced.

Old Business:

- Allocation of 2021 Operating Cash Carry forward as presented by Treasurer Joe Rees

12/31/21 Total Operating Cash	\$65823.00
2022 Proposed Operating Cash “cushion” (1/12 th budget)	\$25,925.00
2021 Budget Overruns (traffic signs, ins. premium, picnic)	<u>\$13870.00</u>
2021 Operating Cash Carry forward to 2022	\$39975.00
2021 Remaining balance Operating Cash	\$26028.00

Motion to accept the allocation of the operating cash balance as presented by J. Rees
Motion made by J. Hammond, second by B. Eichhorn. Approved
by all members present.

New Business

- Allocation of the 2021 remaining Operating Cash balance
 - Create a separate Reserve fund for the RV Lot with an opening balance of \$24606.00
 - Amount determined by utilizing the Reserve Fund Study which identifies the RV Lot as requiring approximately 21% of the total annual requirements of Sunland.
 - In 2018 RV Lot became a “stand alone” entity

12/31/18 SLOA Reserve Fund	\$80609.00	
RV lot (21% of \$80609.00)		\$16928.00
2019 – 2021 RV cash carry over		+ <u>\$7678</u>
2022 RV Reserve Fund Opening Balance		\$24606.00
2021 SLOA Operating cash carryfwd.		\$26028.00
2022 RV Reserve Fund opening deposit	-	<u>\$24606.00</u>
2021 SLOA Operating Cash carryforward		\$1422.00

Motion to accept the allocation of 2021 cash carryover amount of \$24606.00 to create a Reserve Fund for the SLOA RV Storage Lot created with funds as outlined above. The remaining 2021 cash carryforward, \$1422.00 will be deposited into the HOA Reserve Account.

Motion Made by J. Rees, second by J. Sakas. Approved by all present.

- J. Rees requested that \$151.00 from the Contingency Fund be transferred into the operating checking account in order to be in compliance with the Board Approved maximum contingency balance of \$35000.00. All in agreement.
- J. Rees will explore the possibility of establishing a line of credit for SLOA should a future need arise.
- Laptop for Treasurer – exploring possibility of dedicating a laptop to the position of Treasurer
- Single SLOA point of contact for outside communications - J. Sakas will work toward writing a policy outlining the responsibilities
- Multi-party purchases of Sunland properties – more needs to be learned regarding legalities of limiting number of entities allowed to own homes within the community.
- Explore possibility of establishing an Animal Control board position – further research is needed
- Rental of office space # 3 at 135 Fairway Dr. – D. Walp will establish a monthly rental rate that will take into consideration monthly cost to SLOA for the maintenance of the space, bearing in mind SLOA's non-profit status. A rental contract will be provided by D. Walp for Board review and further discussion.
- Playground, Bocci-ball, dog park etc. – C. Carpine will send a survey to Association Members for their recreational preferences for future development

EXECUTIVE SESSION

Topic discussed – the initialization of the System of Fines

Motion to establish that a non-compliant tenant at the RV Storage Lot be given notice that they have 120 days to remove their RV from the lot.

Motion made by J. Hammond, second by B. Eichhorn. Approved by all present.

Motion to initiate a fine - 125 Sunset Pl., for noncompliance regarding the use and care of a fence.

Motion made by M. Mullikin, second by J. Norberg. Approved by all present.

Motion to adjourn February 17, 2022 BOD Meeting. Unanimous approval.