

SUNLAND OWNERS ASSOCIATION

Minutes of Regular Board Meeting

Thursday, April 9, 2026

New Meeting Location (formerly The Gathering Place)

I. Call to Order

Presiding Officer: Nik Skogsberg, Vice-president

Time: 6:00 pm

Location: 109 Hilltop Dr., Sequim – New location to accommodate higher member attendance

The Presiding Officer welcomed attendees and noted the meeting would function as a working session, including updates on ongoing board items, a 15-minute owner comment period, a Treasurer's Report, and an Operational Assessment Workshop.

II. Roll Call and Establishment of Quorum

Board Members Present

- Nik Skogsberg — Presiding Officer / Vice-president
- Mike Mullikin – Architectural Chair
- Carey Goeth— Treasurer
- Greg Downing – Greenbelt Chair
- Becky Penrose – Member at Large
- Diane Kahookele – TBD
- Jim Sharer— TBD
- Erik Skogsberg — TBD

Board Members Absent

- Deb Wallace — TBD (excused)
- Jeanie Faulkner — TBD (excused)

Resignations Noted

- Howard Harrow — Communicated via email his resignation as RV Committee Chair. Howard will continue to assist with transition and training of his successor.

Quorum: Established. The Presiding Officer counted members present and declared a quorum sufficient to conduct business.

III. Approval of Agenda

The Presiding Officer outlined the meeting agenda. No objections were raised. The agenda was accepted as presented.

IV. Owner Comments (Open Forum — 15 Minutes)

The Presiding Officer opened the floor for owner comments. Owners were asked to state their name and address before speaking.

Comment 1 — Street Lighting / Reflectors on Fairway Drive

Speaker: Judy Flanders, 286 Foursome Drive (representing Division 16)

Ms. Flanders thanked the board for repairing the streetlight at Taylor and Fairway Drive. She noted that the east side of the intersection remains dark when turning left from Taylor onto Fairway. She requested additional white reflectors — similar to those on other parts of Taylor — be installed near the 9th tee box in time for next winter. The single small reflector currently in place is insufficient.

Comment 2 — Annual Picnic Cancellation

Speaker: Randy Skoglund, 163 Horizon View Drive

Mr. Skoglund inquired about the status of the annual picnic, which was included in the 2026 budget. The board confirmed it will not be held in its traditional format. Based on community feedback, the picnic budget will be redistributed across multiple smaller events throughout the year. A full event calendar will be presented at the next board meeting.

V. Approval of Previous Meeting Minutes

The Presiding Officer called for a motion to approve the minutes from the previous board meeting.

Motion: Mike Mullikin moved to approve the previous meeting minutes. Carey Goeth seconded.

Discussion: None.

Vote: Ayes — unanimous. Nays — none.

Result: MOTION CARRIED. Minutes approved.

Note: Later in the meeting, a community member raised a concern that current board minutes do not meet Robert's Rules standards and urged the board to adopt AI transcription tools (e.g., via Zoom) to produce compliant minutes going forward.

VI. Treasurer's Report

Presenter: Carey Goeth, Treasurer

- Finances are on track for this time of year.
- Most 2026 dues have been collected. Two accounts from 2025 remain outstanding; the board is developing an enforcement process ensuring compliance with RCW requirements.
- Past-due reporting format updated to show aging brackets: 1-30, 31-60, 61-90, and 91+ days. Negative figures in early brackets reflect prepaid amounts.
- Preparation for the 2027 budget cycle is underway (see Section VII.D).

A community member asked about the \$4,500 pool income line in the 2026 report. The Treasurer clarified this reflects income approved before the pool closure decision and remains on the report as originally approved. Another community member confirmed no 2027 budget figures have been entered — only historical comparison data has been assembled.

VII. Old Business

A. Swimming Pool Update

Presenter: Greg Downing

- The pool will not open in 2026 and is being mothballed.
- The small spa has been fully drained. The main pool will be partially drained to the shallow end for cleaning. The Greenbelt group will manage the facility this summer.
- Bid proposals for pool rehabilitation were due April 10, 2026 at 4:00 PM. At least one bid had been received at the time of the meeting.
- Becky Penrose relayed concerns brought to her attention by KrisCo Pools in response to SLOA's request for a bid. Vendor states bids will be based on assumptions due to absent engineering plans; each sub-project needs a separate bid; much work would need to be subcontracted; filling the spa may be extremely expensive. Becky agreed to forward the full email to the board.

Motion: Becky moved to form a pool committee of experienced community members (including herself) to improve assessment and transparency of pool decisions.

Second: None received.

Result: MOTION FAILED for lack of a second.

The Presiding Officer noted pool committee formation would be addressed through the Operational Assessment workshop.

B. RCW 64.90 — State Law Update

- RCW 64.90 is a new Washington State law consolidating all HOA statutes (expanded from 32 to 132 pages). Portions are already in effect; full enforcement begins January 1, 2028.
- This will be a standing agenda item at all future meetings through 2028.
- The board is committed to keeping members fully informed so they can participate in the required membership vote.

C. RFP for Legal Services

- Two full proposals and one partial proposal have been received from HOA-specialized Washington State attorneys.
- The Presiding Officer will form a committee to evaluate proposals objectively. The remaining proposal is expected before the next meeting.
- Update will be provided at the May board meeting.

D. 2027 Budget Planning

Presenter: Carey Goeth, Treasurer

- Budget guidelines and five years of historical comparison data (organized by section: RV lot, green spaces, etc.) have been distributed to each board member electronically and in hard copy.
- The Treasurer offered to meet individually with board members to discuss their areas of input.

Key Dates:

- Board input due: May 2026
- Budget Workshop (open meeting): June 11, 2026
- Board vote on budget: July 9, 2026
- Owner ratification date: To be determined

The Presiding Officer noted that the ratification process will be communicated early and clearly to avoid prior-year confusion.

E. Board Vacancies and Nominating Committee

- Five new board members were welcomed: Jim Sharer, Diane Kahookele, Erik Skogsberg, Deb Wallace (absent), and Jeanie Faulkner (absent). The board now has ten members, exceeding the minimum of three (CCR) and five (bylaws).
- The resignation of Howard Harrow as RV Committee Chair was acknowledged. He will assist with transition and training.
- Official roles for new board members will be assigned at the May meeting, following review of the Operational Assessment recommendations.
- A Nominating Committee (one board member + at least two community members) is being formed to recruit candidates for the September election. Interested parties should email comments@sunlandhoa.com.

VIII. New Business — Operational Assessment Workshop

Presenter: Bob Daniell (Operations Analysis Team Lead), on behalf of an eight-member volunteer committee

The Presiding Officer introduced the Operational Assessment Report, initiated at the recommendation of community member and newly seated board member, Deb Wallace. A committee of eight community members and board representatives met weekly for eight weeks to evaluate association operations and produce recommendations.

A. Purpose of the Assessment

- Operational Excellence — evaluating time, staff, cost, and information flows against best practices and RCW 64.90 requirements.

- Membership Intimacy — assessing the board's reliability, responsiveness, and transparency in building community trust.
- Process Lifecycle Management — reviewing how the board plans, sources, maintains, delivers, and enables core functions.

B. Governing Document Context

The 1971 CCRs are the only legally controlling governing documents. All subsequent documents (1993 consolidated CCRs, 2017 bylaw amendments, 2024 bylaws) may be null and void due to insufficient member approval votes. The association's legal starting point is effectively the 1971 CCRs, and it must reach full compliance with RCW 64.90 by January 1, 2028.

Complying with RCW 64.90 — or formally opting in early — requires a vote of 66.7% of the entire membership (not just meeting attendees). A completed gap analysis comparing current documents to RCW 64.90 will be shared with the full board.

C. Findings Across Eight Functional Areas

- Governance & Decision-Making: Active but relies too heavily on informal channels and person-dependent onboarding. Sequential email communications used to build pre-meeting consensus may raise open-meeting transparency concerns.
- Administration & Operations: Day-to-day functions are working and many resident requests are handled successfully. Documented procedures, a request tracking system, compliance tracker, records log, and governance calendar are lacking.
- Financial Management & Controls: Operations are functioning but reserve accounting, accrual reporting, chart of accounts structure, and payroll posting need top-tier attention. The 2024 audit resulted in a disclaimer of opinion due to insufficient documentation (a structural issue, not fraud). RCW 64.90 requires a transition to accrual-based accounting.
- Maintenance, Facilities & Capital Projects: Maintenance is reactive rather than preventative. The annual reserve study is a valuable input, but a broader Asset Management Plan is needed — including physical inspections, fair appraisals, and analysis of asset tax status.
- Communications & Community Engagement: Communications have improved in consistency and clarity. Opportunities remain to formalize outreach schedules and simplify messaging. Electronic opt-in adoption is a priority.
- Risk, Safety & Compliance: Underdeveloped and fragmented. A centralized project management database and comprehensive insurance and board indemnification review are needed.
- Technology & Information Systems: Functioning as an enabler. Greatest risks are in records access, control, and continuity. Some original 1971 governing documents may be unrecoverable digitally.
- Cross-Cutting Themes: Institutional knowledge carries too much of the operating load. Processes must be documented to survive board turnover. Major projects — especially pool rehabilitation — are managed more informally than their scale warrants.

D. Top 10 Recommended Actions

- Adopt a board decision and meeting policy — deliberations occur only in properly noticed meetings.
- Establish a board communication policy governing email and electronic communications, including member opt-in for electronic delivery.
- Correct reserve accounting practices using residual useful life methodology; ensure transparent reserve reporting.
- Implement consistent accrual-based financial reporting in QuickBooks.
- Redesign the chart of accounts to align with RCW 64.90.
- Adopt a procurement and vendor contracting policy.
- Establish a capital project governance framework, beginning with the pool rehabilitation project.
- Create a centralized digital records repository and retention structure.
- Conduct a comprehensive insurance coverage review; ensure all board members are properly indemnified.
- Address single-point dependency and staffing capacity through expanded committee formation.

E. Implementation Roadmap

Phase 1 (0-3 months): Foundational governance and financial controls — board decision/meeting policy, communication policy, code of conduct, financial controls policy, procurement policy, records retention policy, reserve fund policy.

Phase 2 (3-6 months): Operations, systems, and transparency — administrative procedures, enforcement/compliance policy, records request policy, work order and maintenance policy, incident reporting, committee charter templates.

Phase 3 (6-12 months): Risk, capital planning, and strategic maturity — capital project governance, asset management plan, risk management and insurance review, emergency operations plan, business continuity plan.

Phase 4 (Ongoing): Continuous enhancements and long-range planning.

F. Board Response and Next Steps

The Presiding Officer thanked the committee for their extensive work and acknowledged the significance of the report. Given the volume of material, the absence of two new board members, and the importance of developing a solid plan, the board elected to defer a formal vote on adopting the recommendations until the May meeting when the full board will be present.

Board members and community members were encouraged to read the full report and consider how they might contribute through committee participation. Members wishing to volunteer may email comments@sunlandhoa.com, speak with board members after meetings, or use the physical dropbox at The Gathering Place (marked 'Let's Communicate').

Key points raised during community discussion: the need for door-to-door outreach to mobilize the membership vote; the importance of plain-language summaries of complex materials; the value of documented procedures in protecting the association from litigation; and confirmation that engaging a professional management firm, while an option, would not eliminate the board and is not an inevitable outcome.

IX. Summary of Motions

Motion 1 — Approval of Previous Minutes

Moved by: Mike Mullikin **Seconded by:** Carey Goeth

Vote: Ayes — unanimous. Nays — none.

Result: CARRIED

Motion 2 — Formation of Pool Committee

Moved by: Becky Penrose **Seconded by:** None

Vote: N/A — no second received.

Result: FAILED for lack of a second

Motion 3 — Adjournment

Moved by: Carey Goeth **Seconded by:** Greg Downing

Vote: Ayes — unanimous. Nays — none.

Result: CARRIED

X. Action Items

- Forward KrisCo vendor email (8 points re: pool bid) to full board. — Member at Large | Due: April 10, 2026
- Present 2026 community event calendar at next meeting. — Board | Due: May Meeting
- Form committee to evaluate three RFP proposals for legal services. — Presiding Officer | Due: May Meeting
- All board members to review 2027 budget materials and submit input to Treasurer. — All Board | Due: May 31, 2026
- Assign official roles and responsibilities to new board members. — Board | Due: May Meeting
- Finalize Nominating Committee formation. — Presiding Officer | Due: May Meeting
- Consider additional reflectors on east side of Fairway Drive near 9th tee box. — Relevant Committee | Due: Before Winter 2026
- All board members to fully review the Operations Analysis Report. — All Board | Due: May Meeting
- Develop structured implementation plan for Operations Analysis recommendations. — Full Board | Due: May Meeting

- Share completed gap analysis (current docs vs. RCW 64.90) with full board. — Ex-Officio | Due: May Meeting
- Investigate AI/Zoom tools for producing Robert's Rules-compliant minutes. — Board/Secretary | Due: TBD
- Develop plain-language member communication plan for RCW 64.90 compliance vote. — Board | Due: TBD
- Prioritize encouraging members to opt in to electronic communications. — Board | Ongoing
- Begin neighbor outreach; encourage volunteer sign-up at comments@sunlandhoa.com. — All Members | Ongoing

XI. Adjournment

Motion: A motion to adjourn was made and seconded.

Vote: Ayes — unanimous. Nays — none.

Result: MOTION CARRIED. Meeting adjourned.

Next Regular Board Meeting: Second Thursday of May 2026 — same location.

Certification

These minutes are a true and accurate record of the proceedings of the Sunland Owners Association Regular Board Meeting held on April 9, 2026.



Recording Secretary

Date: 4/20/2026

Approved by Presiding Officer (at next meeting)

Date: _____