SUNLAND OWNERS ASSOCIATION
Minutes of Regular Board Meeting
Thursday, May 14, 2026

**Date:** May 14, 2026
**Location:** Sunland Golf Club Ballroom, 109 Hilltop Dr.
**Presiding Officer:** Nick, President

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## I. Call to Order

**Presiding Officer:** Nik Skogsberg, Vice-president
**Time:** 6:00 pm
**Location:** Sunland Golf Club Ballroom, 109 Hilltop Dr.

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## II. Roll Call and Establishment of Quorum

**Board Members Present:**

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

**Board Members Absent**

- Deb Wallace – excused
- Carey Goeth - excused

**Quorom:** 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 (15 Minutes)

The Presiding Officer opened the floor for owner comments.

**Comment 1 – Visibility diminished at Taylor Blvd entrance.**

**Speaker:** Kim Koons **-** concern regarding trees obstructing visibility at the Taylor/Sequim Dungeness entrance. Requested that the responsible entity be contacted regarding trimming. The Board determined the trees are not located on Green Space property. Greg agreed to investigate ownership and pursue follow-up action.

## V. Approval of Previous Meeting Minutes

**MOTION**: Greg Downing moved to approve the April 2026 Board Meeting Minutes. Mike Mullikin seconded.

**Discussion**: None

**Vote:** Ayes – unanimous. Nays - none

**Result:** Motion carried unanimously. April meeting minutes approved.

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## VI. Reports of Officers

## Treasurer's Report

The Treasurer's Report was received as submitted in the Board packet. Budget preparation for 2027 is underway. No Board action was required.

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## VII. Old Business

## A. Operational Analysis Report

Consideration of the report was deferred to the next meeting to allow presentation by committee leadership.

## B. Nominating Committee

The three person Nominating Committee reported on their outreach plans and preparation for recruiting candidates for the September election. Questions regarding board vacancies and term expirations remain under review. The Presiding Officer will provide clarification at a future meeting.

## C. Community Committee

- The Community Committee reported on the April 17th New Resident Welcome Event at Fire and Stein. Approximately 30 residents attended. Plans for future welcoming activities are underway and the Board has requested that all directors be notified of future welcoming events.
- The Committee presented a proposed 2026 community events calendar. Discussion occurred regarding the possible return of the annual picnic. New, more frequent events are being offered as a trial with the hope of encouraging wider opportunities for participation. No action was taken

## D. Legal Services Review

The four-person task force reported that three HOA specific law firms are being evaluated and a recommendation will be presented to the Board following interviews and reference checks.

### E. Governance / RCW 64.90 Compliance

A detailed report was shared in the meeting packet regarding ongoing review of governing documents and formation of a Governance Task Force to prepare for future statutory compliance requirements related, but not limited to, RCW64.90. Requesting two more members to join the current three volunteers.

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## VIII. Unfinished Business

## Board Communication Policy

Consideration was deferred to a future meeting due to the absence of the presenter.

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## IX. Swimming Pool Committee Report

The Pool Rehabilitation Committee was formed to review the RFP and resulting contractor proposals for pool rehabilitation and related project recommendations and provide findings to the Board. Bid status: Ken's Pools, Tacoma, bid at just under $334,000.00, WMS, Ellensburg, bid under $663,000.00. Due to the age of the pool, the committee proposes to put a 30% contingency on bid price. Any money left over from any special assessment would be refunded to the residents as the money cannot be used for any other purpose than as assessed. Committee proposes that an above ground hot tub with ADA deck be installed as the current spa will be eliminated. Committee and Treasurer will finalize the numbers, determine the assessment amount and provide the findings at the June meeting. Board Member at Large, Becky Penrose, proposed that a document identifying the pool as belonging to Sunland should be obtained prior to further action.

## X. New Business

### A. Appointments to Board Chair Positions

- Operational Assessment Implementation Lead – Deb Wallace
  - Operational Assessment Implementation
  - Project Facilitation and Tracking
  - Cross Committee Coordination
  - Reporting and Transparency
- Finance Committee Chair – Diane Kahookele
  - Support Treasurer
  - Financial Management Implementation
  - Financial Controls and Audit Readiness
  - Financial Systems and Process Improvement
  - Reserve and Long-Term Planning Support
- Governance Chair – Jeanie Faulkner
  - Governing Documents Oversight
  - Policy Development and Implementation
  - Board Governance & Best Practices
  - Committee Structure & Charters
  - Compliance & Risk Awareness
- Amenities Chair – Jim Sharer
  - Amenities Oversight
  - Planning & Improvement
  - Coordination and Operations
  - Communication and Reporting
- Communications and Future Planning Chair – Erik Skogsberg
  - Community Communications
  - Communications Structure Implementation
  - Resident Engagement
  - Strategic & Future Planning
  - Assessment Alignment

**MOTION:** Erik Skogsberg moved to approve the proposed Board leadership and committee chair assignments and associated position descriptions. Greg Downing seconded the motion.

**Discussion:** Inquiry regarding why more board members were added without established job descriptions in place. Explanation that positions are in support of current board members and the projects underway, many in accordance with the Operational Assessment Committee's findings.

**Votes:** Ayes – 8, One abstention was recorded. Motion carried.

### B. Discontinuance of Board Per Diem

**MOTION:** Becky Penrose moved to discontinue the $75 quarterly Board per diem, effective immediately. Board Members will instead be reimbursed only when needed, for reasonable board member expenses incurred in support of Association business. Jim Sharer seconded the motion.

**Result:** Ayes – unanimous. Motion Carried.

**C. Committee and Task Force Charter Policy**

Purpose to establish framework for creating, managing and dissolving committees and task forces, ensuring alignment with Washington Law and consistent transparency and accountability across all Association duties.

**MOTION:** Jeanie Faulkner moved to adopt the Committee / Task Force Structure and Charter Policy. Seconded by Diane Kahookele.

**Discussion:** A question was raised whether the policy is presumptuous in seeming to assume that the Association is automatically agreeing to align with RCW 64.90, rather than acknowledging that the membership has not voted to opt in ahead of the January 1, 2028, enforcement date. It was noted that the current policy development activities are focusing heavily on RCW 64.90 requirements in order to be prepared, but also that one can adopt policies and procedures not currently addressed by public law, as long as there is no law prohibiting them. The discussion resulted in the following Motion to Amend.

**Motion to Amend:** Jeanie Faulkner moved to amend the Motion to change the name of the policy to *Interim Committee / Task Force Structure & Charter Policy* to indicate its provisions may be reconsidered in the future as the Association works through the review of RCW 64.90 changes. Becky Penrose seconded motion.

**Result**: Ayes – unanimous. Motion to Amend carried.

**MOTION:** Jeanie Faulkner moved to adopt the Interim Committee / Task Force Structure and Charter Policy. Seconded by Diane Kahookele.

**Result**: Ayes – unanimous. Motion to Amend carried.

**D. Firewise Community Committee**

John Anzalottie, Sunland CERT 4 Captain, presented a proposal to establish a Firewise Community Committee in cooperation with Clallam County Fire District 3 to identify and reduce fire risk in Sunland.

**MOTION:** Becky Penrose moved to approve the development, oversight and implementation of education outreach and activities with the goal of mitigating wildfire and fire risk in Sunland. Seconded by Jeanie Faulkner.

**Discussion**: The Board needs to approve establishment of the committee and approval of its proposed Charter, including its stated Purpose .

**Amended Motion:** Jeanie Faulkner moved to approve the establishment of a Sunland Firewise Committee and its proposed Charter, including its stated Purpose to educate and assist residents in reducing the community's risk of wildfire through risk identification and mitigation efforts

**Discussion**: It was confirmed that the Firewise Committee does not have a budget line, the program is at no cost to SLOA.

**Motion**: Motion restated by Nik Skogsberg as presented by Jeanie Faulkner. Becky Penrose seconded.

**Result:** Ayes – unanimous. Motion carried.

**E. Records Retention & Access Policy**

Consideration was deferred to a future meeting.

**F. WSCAI Membership**

The Board confirmed membership in the Washington State Community Association Institute (WSCAI). 15 members allowed under one subscription. $350.00/annually.

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**XI. Member Comments**

Members provided comments regarding Board communications, community events, and opportunities for resident feedback. The Board reminded members that comments and questions may be submitted through the Association's established communication channels.

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**7:49 pm** The Board entered Executive Session following adjournment of the open meeting.

**X. Executive Session**

- Architecture Committee topic

**8:01 pm**

The Board reconvened from Executive Session. No further business.

**XI. Adjournment**

Motion: Greg Downing moved to adjourn the meeting. Jim Sharer seconded.

Result – Ayes – unanimous. Motion carried.

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## Action Items

1. Clarify number of open Board seats and term expirations for the September election.
2. Investigate pool ownership and deed documentation.
3. Finalize pool assessment figures and contract recommendation for June meeting.
4. Notify all Board members of future welcoming events.
5. Determine responsibility for tree trimming at the Taylor Road/Highway entrance.
6. Return Operational Analysis Report for consideration at the next meeting.
7. Return deferred policy items for consideration at a future meeting.

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**Respectfully submitted,**

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Recording Secretary

Date: ___________________

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President

Date: ___________________