SUNLAND OWNERS ASSOCIATION

Minutes of Board of Directors Regular Meeting

Thursday, August 13, 2026 Sunland Golf Club Ballroom, 109 Hilton Dr.

Board Members Present: Jeanie Faulkner - Vice President/Presiding Officer, Carey Goeth - Treasurer, Mike Mullikin - Architecture Chair**,** Jim Scherer – RV & Amenities, Mike Gawley - Greenbelts & Landscape, Diane Kahookele, Finance, Becky Penrose, Member-at-Large.

Guest: Sargeant at Arms, Chris Kapetan

A. Opening Activities

1 & 2: Welcome Board Members and Guests and Call to Order: Vice President and Presiding Officer Jeanie Faulkner called the meeting to order at 6:03pm, welcoming all Board and Association members.

3. Agenda Approval: Jeanie called for the acceptance of the Agenda. The Board voted unanimously to accept the Agenda.

4. Meeting Rules and Procedures: Jeanie reviewed the meeting Rules of Conduct for the benefit of everyone present.

5. Owners Comment Session on Agenda Items:

Kim Coons discussed pool improvements and budget considerations. She also recommended considering a switch to a saltwater system, with potential to lower maintenance costs.

Jana Elliott presented findings from her volunteer research in a forensic title investigation of the Sunland pool. She had identified the transfer of title thread for the specific property encompassing the pool from the original dairy farm owners through the 1985 Quit Claim Deed to Sunland Owners Association, a Washington Nonprofit Corporation. Jana's written report was provided to the Board members.

6. Approval of June 30th and July 9th 2026 Board Minutes. Due to late distribution for Board review, it was proposed that action on both sets of minutes be deferred to September. Mike Gawley proposed including a commitment that the Board packet and draft Minutes be delivered to the Board no later than 5 days before the meeting. Mike Mullikin moved that action on the two sets of draft minutes be deferred to the September meeting and that standard practice will be established to distribute the draft minutes and Board packet no later than 5 days before each Board meeting. The motion was approved unanimously.

B. Officer and Committee Reports

The.Committee.Reports.submitted.in.writing.are.included.in.Exhibit.A¡

7. Vice President's Report: Jeanie announced that Hanis, Irvine Prothero Law firm confirmed that they have no conflict of interest in representing SLOA, completing the final due diligence required for the Board's approval voted at the July 9th Board meeting. They are now our HOA specialist law firm. Jeanie reported her current focus is preparing for the September 10th Board meeting and September 30th Annual Meeting of the Members. The Board has three seats open for election.

8. Treasurer's Report and Budget Update – Carey Goeth

Carey reported on 2026 spending to date and said the Association is projected to finish the year significantly under budget because of the pool closure. She noted that the law is changing regarding handling of delinquent Member accounts and procedural updates are being reviewed. Currently 15 Members still owe their 2026 Dues and Annual Assessment payments; two of the 15 Members are in arrears for 2025 as well.

Carey reviewed the latest draft of the 2027 Operating Budget and the proposed Reserves Annual Assessment. Updated based on feedback in July, the revised assumptions maintain both the Dues and the Annual Assessment at the 2026 levels, for a total annual charge of $450 per household. Key budget assumptions in this version include:

- the pool will not be open in 2027
- SLOA will continue to be self-managed, and
- the Board will actively pursue updates in administrative procedures and infrastructure: 1) to resolve concerns identified by the Operational Assessment Committee and 2) to smoothly implement the many changes required with full adoption of RCW 64.90.

Carey noted two of the 2027 budget items that address the compliance requirements under RCW 64.90, including 1) licensing new software to automate entering, tracking, and communicating with Members on their accounts, complaints, violations, etc. to align with the updated legal requirements (average software market price estimated at $3.50/unit per month) and 2) one-time HOA specialist legal support to prepare updates to the CC&Rs, the Bylaws and the Rules & Regulations. Carey asked Board members to review all the line items and provide comments before the September 10th meeting so that a final budget can be approved, allowing a Membership ratification meeting in October.

9. Nominating Committee Report - Diane Kahookele – Chair and Board representative

Diane reported there are five candidates for the three board positions open for election. Discussion addressed screening of candidates by the Nominating Committee. Diane affirmed that the only screening of the individuals submitting candidate statements was "membership in good standing". All Members who submitted candidate statements by the August 11th deadline will be on the Ballot.

Becky noted that two owners who had submitted applications to fill vacant board positions in March had not been voted in then and made a motion that their prior submissions be applied to the Annual Election Call for Candidates. Jim seconded the motion, and the Board discussed the topic at length, noting that the Call for Candidates for the Annual Election was sent to all owners by either mail or email, depending on their stated preferences, and the informational forum also was advertised. The Board voted: 1 in favor, 5 opposed, and 1 abstention. The motion failed.

10. Pool Committee Report - Carey Goeth

Carey reported that the Committee issued an RFQ to 9 firms earlier in August and received preliminary inquiries from two firms. Proposals are due by September 10th. A survey will be sent to all Members this Fall regarding pool rehabilitation and funding options.

C. Old Business

11. Establishment of the Document Retention and Access Task Force with Charter

The Board unanimously approved the establishment of the Document Retention and Access Task Force with Charter with advisory capacity only (Exhibit B, Item 1).

Members are Judy Watson, Patti Dawes, and Susan Hamman. Jeanie is the Board Liaison.

12. Preliminary Document Retention and Access Policy

The Board unanimously accepted the Preliminary Document Retention and Access Policy to serve as a guide for the Retention Task Force activities.

13. Establishment of the Community Committee with Charter.

Jeanie introduced the action item to establish the Community Committee with Charter, which was presented to the Board in May with no action taken.

Carey moved to establish the Committee with its Charter; Jim seconded. Discussion confirmed that the pre-existing Welcoming Committee is a component of the Community Committee's Charter and that the current Board Liaison responsibility is shared by the Executive Committee. The Board voted 6 in favor and 1 opposed. The motion carried. (Exhibit B, Item 2).

14. Adjustment of Meeting time for 2026 Annual Members Meeting.

The Board approved a revised start time of 5:00pm for the Sunland Annual Members Meeting on September 30, 2026 (changed from 6:00pm).

15. Assignment of 2025 Budget Surplus to the Association Reserve Account.

Carey presented the action item and provided some history on the Board's assignment of Budget Surplus funds, including establishing the SLOA Contingency Fund, setting up a new CD, and most often bolstering the Reserves. Diane moved and Mike Gawley seconded the transfer of the 2025 operating budget surplus of $28,000 to the Association's Reserve fund in recognition of the anticipated funding needs for the pool rehabilitation. Diane and Carey confirmed that the motion did not restrict the funds to only the pool, if other priorities arose. The Board approved the motion unanimously.

D. Old Business - For Discussion

16. Commercial Vehicle Rules and Regulations

Mike Gawley reported ongoing concerns on commercial vehicle parking in the community. He proposed that the current parking rule be updated and volunteered to draft a revision to the Rules & Regulations section for discussion at the September Board meeting.

E. New Business – For Action

17. Appointment of 2027 Nominating Committee Chair – Jeanie Faulkner

Carey Goeth volunteered to serve as Board Representative and Chair of the Nominating Committee for 2027. The Board approved her appointment unanimously. Appointment of the additional committee members is scheduled for the September 10th Board meeting.

18. Establishment of Technology Committee with Charter – John Cressey

John was unable to attend, and Diane provided a brief background on the Technology Committee establishment proposal that was provided in the Board packet. Diane made a motion to establish the Technology Committee and approve the draft Charter; Jim Sharer seconded. Discussion affirmed that this is an advisory committee, and all recommendations require Board review and approval, as provided in the Charter. The Board voted unanimously to approve the draft Charter and establish the Technology Committee, effective August 13, 2026. (Exhibit B, Item 3).

F. New Business- For Board Review and Discussion

19. Establishment of Governance Committee – Jeanie Faulkner, Chair

In consideration of available time - Jeanie deferred this item to after the Comment Period. She explained the topic – to discuss the importance of continuity in the oversight of Board and SLOA operations – is a core area of concern identified by the Operating Assessment Committee. Many organizations overcome this problem by establishing small, standing committee(s) to monitor compliance and performance of targeted functions. Such small, targeted committees develop shared expertise enabling them to transfer core knowledge as individual members rotate.

G. Comments and Announcements

20. Open Comment Session for Members to address matters affecting the community

Mike Leftwich – Expressed concern that the pool wasn't included as a line-item in the 2027 budget. He expressed his opinion that the Board has to maintain all assets of the community common areas and can't take away an amenity that was part of an owners' purchase documents.

Judy Watson – Asked for clarification that hiring the pool engineer is in the 2027 budget. Carey said this expense is in the 2026 budget.

Diane Young – Thanked Carey for her efforts to build a budget that doesn't raise the payments for Owner Dues or the Annual Reserves Assessment, but cautioned that the current rising rate of inflation should be seriously considered in the 2027 budget calculations.

Cassie Turner – Recommended recording committee member names in the Board minutes to ensure they all are covered by SLOA insurance policies.

Kim Koons – Stated that she was part of the Nominating Committee and expressed concern over the suggestion that the Committee filtered the candidates who submitted their candidate statements. She affirmed that the Committee did not filter out anyone.

21. Board Comments and Announcements and meeting wrap up.

Jeanie congratulated and thanked everyone who made Dumpster Day an amazing success, offering special thanks to Lisa who coordinated everything and brought the volunteers breakfast. Mike Harris commented that the team included 5 Board Members and Lisa, and encouraged community members to become more active as volunteers.

She reminded everyone that Second Friday Happy Hour for September was the next day, and the next Regular Board Meeting is September 10th.

At 8:00pm the Board voted to recess the open meeting to convene in Executive Session for approximately 10 minutes.

22. Report/Action on Executive Committee session

The Board reconvened its Open Meeting session at 8:11 pm.

<u>Violations Review:</u>

Carey presented 3 recommendations for actions on landscape and tree related complaints. The Board approved each unanimously.

- A motion to implement the fine process for a delayed response to notice of violation
- A motion to send a letter requiring submission in 30 days of a schedule for identified repairs

- A motion to send a letter stating a deadline of April 30, 2027 to show life in the subject trees and recommending that the owners consult an arborist to see if the trees are infected

There was a request for clarification on procedure for handling a barking dog complaint.

Pool Ownership Research: Becky requested that research be continued to:

- Obtain Clear Title to the pool, because the Tax Assessor's record shows that piece of property as owned by SUNLAND OWNERS ASSOC TRUSTEES. We need to determine who the "Trustees" are.

Becky reported that Ms. Tomi Elliott in the Clallam County Tax Assessor's Office had stated earlier this year that a Quit Claim is not a Title of ownership and said Sunland does not have a Title. Becky also cited Jana Elliot's report that the Olympic Peninsula Title Company search on pool ownership found no record linking the described land to Sunland Owners Association, a Washington non-profit Corporation. Jana's report also noted that the Title Company disclosed that their analysis was completed "without examination of Company records maintained and indexed by name".

Jeanie affirmed that research is continuing on proof of ownership and identification of Sunland Owners Assoc Trustees.

I. Adjourn Meeting

A motion to adjourn the meeting was made, seconded and approved unanimously at 8:19 pm.

Respectfully submitted,

____

Carey Goeth, Secretary

Sunland Owners Association

Date: _________________

Exhibit.A¡..Committee.Reports.submitted.in.writing.to.the.Regular.Board. Meeting.❹ 79 8❷

Architecture, Mike Mullikin

1. Key Activities This Month

- New home construction approved – 176 Hurricane Ridge
- 29 architectural requests approved, 6 others modified before approval, 2 rejected, 1 withdrawn
- 6 dead tree removal requests by committee

2. Open Items / In Progress

- All current requests complete
- 1 March request still pending contractor availability

3. Issues Requiring Board Attention None this month

4. Next Month Priorities • Continue to be proactive with dead tree removals

5. Compliance / Governance • 3 violations resulting in fines

RV/Amenities, Jim Sharer

1. **Key Activities This Month**
   - Normal weed/grass maintenance
   - Multiple new renters installed
   - 1 theft reported. A boat battery and small fuel can.
2. **Open Items / In Progress**
   - Current yard capacity is at 89%
3. **Issues Requiring Board Attention --** None
4. **Next Month Priorities --** None
5. **Compliance / Governance --** None

Exhibit.A.continued¡.Committee.Reports.submitted.in.writing.to.the.Regular.Board.Meeting.❹~~79-8~~❷

Landscaping/Greenbelts, Mike Gawley

1. Key Activities This Month

- Inspected Greenbelts with Tim Mannor
- Reviewed several Landscape complaints
- Coordinated Greenbelt access for tree trimming
- Supported San Juan Condo President to organize a Sunland-wide meeting to discuss brush clearing by goat herd

2. Open Items/In Progress

- Creating a letter to encourage home landscaping
- Inspecting/reviewing properties of concern
- Determining responsibility for tree removal
- Coordinating tree removals

3. Issues Requiring Board Attention

- Commercial vehicles in driveway overnight

4. Next Month Priorities

- Review other properties of concern
- Monitor Greenbelt areas
- Continue to coordinate efforts with T. Mannor

5. Compliance / Governance Notes

- Issued 5 notices of landscape violations
- Monitor violation compliance

Finance Chair & Nominating Committee Chair, Diane Kahookele

1. Key Activities This Month

- Prepared 2027 budget comparisons incorporating 2026 forecasts to 2027 baseline (full year 2026 recurring expenses and expected 2027 inflation but no new initiatives) to 2027 budget scenario with targeted investments.
- Provided input on presentation format to help focus discussions.
- Kicked off Nominating Committee to recruit candidates for 2027 Board. Emailed multiple community-wide communications calling for candidates and also held a Q&A Forum to engage membership. Although we did not have a large turnout, 4 community members (including 2 committee members) and 3 Board members, there was good dialogue among the

attendees. Currently have 3 committed Board candidates and 1-3 possible additional candidates. August 11th is cutoff date for candidate submissions.

2. Open Items / In Progress

- Developing roadmap for implementation of Chart of Accounts (COA) modifications.
- Investigate prior years' audit disclaimer.

3. Issues Requiring Board Attention – None

4. Next Month Priorities

- Reserve funding reporting – need to look at yearly reserve target calculation. With the addition/ updating of reserve cost estimates, the target number should also be changing.
- Continue COA roadmap under development.

5. Compliance / Governance – None

Firewise, John Anzalotti

1. Key Activities This Month

- Meeting of the committee was on July 8th
- Identification of two areas to begin cleanup efforts:
  - west end of the greenbelt between Leslie Lane and Sunland Dr.
  - the San Juan Condo greenspace
- Committee performed a limited training for Assessing Structure Ignition Potential activity on July 21.

2. Open Items / In Progress

- Development of standard narrative framework for use in communicating with residents whose properties border on greenbelt areas to be cleaned up. Working to promote balance of fire prevention and maintaining privacy.

3. Issues Requiring Board Attention

- Seeking permission to use the SLOA parking area for a Firewise educational reach out and cleanup demonstration (note Part 4, item 2)

4. Next Month Priorities

- Hands-on training on newly acquired Firewise trailer and its contents of tools and equipment.
- Perform Firewise educational reach out and cleanup demonstration, Aug 22nd.

5. Compliance / Governance Notes – None

Exhibit.B¡

New.Committee–Task.Force.Approvals.at.the.Regular.Board.Meeting.❹79–8❷

Item 1 – Document Retention & Access Task Force

SUNLAND OWNERS ASSOCIATION

BOARD OF DIRECTORS

Resolution Number: __________

Date Adopted: __________

Establishment of Document Retention & Access Task Force

(as recommended by the Operational Assessment Committee)

WHEREAS, the Association Board of Directors recognizes the urgent need to implement best practices for a consistent, lawful, and workable system for retaining and providing access to Association records and essential documents;

WHEREAS, RCW 64.90 and other Washington State and federal laws establish requirements related to Association document retention;

WHEREAS, the Operational Assessment Committee (OAC) determined that the Association currently relies heavily on institutional knowledge, rather than documented systems and standardized processes and identified specific areas needing redesign and modernization; and

WHEREAS, the identified objectives will require a combination of research, planning, organizing, and evaluating varied solutions for processes and technology;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby establishes the Document Retention & Access Task Force and adopts its Charter (attached), authorizing the Task Force to operate in coordination with the Board, staff, and other Association committees and in accordance with approved budgets and direction;

BE IT FURTHER RESOLVED that the Task Force is charged with implementing a 4-phase plan of action leading to proposed solutions for Board consideration;

BE IT FURTHER RESOLVED that the Committee shall operate according to the principles set forth in its Charter and with the goal to align its project completion with the January 1, 2028 full implementation of Washington State RCW 64.90;

BE IT FURTHER RESOLVED that the Task Force serves an advisory function at the pleasure of the Board and shall remain in effect until modified or dissolved by future Board action.

Certification:

I, the undersigned, certify that the foregoing resolution was duly adopted by the Board of Directors of Sunland Owners Association at a meeting held on August 13, 2026, with a quorum present and voting.

Signatures:

Secretary: ___________________________________ Date: _______________

Vice President: ______________________________ Date: _______________

Attachment(s): Document Retention and Access Task Force Charter

Document Retention & Access Task Force Charter

Purpose

Established by the SLOA Board of Directors on ___________, 2026, the Document Retention Task Force is charged with evaluating the Association's current document management practices and developing a comprehensive Document Retention and Access Program that promotes RCW 64.90 and all other legal compliance, operational efficiency, transparency, and protection of Association records and other essential documents.

The Task Force will be guided by the "Preliminary Document Retention and Access Policy" developed by the 2026 Operations Assessment Committee and accepted by the SLOA Board on ____________, 2026.

The Task Force is advisory in nature and will make recommendations to the Board for consideration and approval.

Mission Statement

The Task Force will identify existing documents, define retention requirements, develop policies and procedures, and design a sustainable document management system for the Association.

Objectives

The Task Force will accomplish its work through four project phases:

Phase 1 – IDENTIFY

- Identify what are, and are not, regarded as retainable documents, including "records".
- Identify all Association documents, both paper and electronic.
- Identify where documents are currently stored.
- Identify documents required by law, governance, or business necessity.
- Identify documents that are duplicated or obsolete.
- Identify current risks related to storage, security, and accessibility.
- Identify responsible custodians for each category of documents.

Deliverable:
- Complete Documents Inventory

Phase 2 – DEFINE

- Define categories of Association documents.
- Define retention periods for each category.
- Define ownership and responsibility for maintaining documents.
- Define standards for confidentiality and security.
- Define procedures for homeowner access to documents.
- Define criteria for documents eligible for destruction.

Deliverables:
- Document Classification System
- Draft Document Retention Schedule
- Definitions and Standards Manual

Phase 3 – DEVELOP

- A formal Document Retention and Access Policy to succeed the "Preliminary" policy
- Document Management Procedures
- Electronic Document Guidelines
- Backup and Recovery Procedures
- Document Destruction Procedures
- Annual Document Review Process
- Training for Board, Committee members, and staff who generate records

The Task Force may recommend software or electronic storage solutions where appropriate.

Deliverables:
- Draft Document Retention and Access Policy
- Operating Procedures
- Document Destruction Policy

Phase 4 – DESIGN

- Standard filing structure
- Electronic folder organization
- Naming conventions for documents
- Document indexing system
- Document request process
- Archive procedures
- Annual review schedule
- Secure destruction process
- Transition plan for future Boards

The system should be designed for ease of use, continuity between Boards, and long-term sustainability.

Deliverables:

- Document Management Manual
- Electronic Filing Framework
- Implementation Plan
- Training Guide

Authority

The Task Force serves solely in an advisory capacity. The Task Force may:

- Review Association documents.
- Interview Board members and committee chairs.
- Present recommendations to the Board.

The Task Force will work collaboratively with the SLOA Office Manager to arrange reasonable access to materials onsite and understand current processes and procedures.

Task Force members shall not remove any materials from the SLOA office premises.

Membership

The Task Force shall consist of three to seven members, including the Task Force Chair.

The SLOA Governance Chair, or successor to those duties, will serve as the Board Liaison.

Project Timeline

The Task Force is expected to complete its assignment by January 1, 2028.

Phase	Deliverable
Identify	Document Inventory
Define	Document Classification & Retention Schedule
Develop	Policies and Procedures
Design	Complete Document Management Program

Final Deliverables

Upon completion, the Task Force will present:

- Document Inventory
- Document Classification System

- Document Retention Schedule
- Document Retention Policy
- Document Management Procedures
- Electronic Filing Standards
- Document Destruction Procedures
- Recommendations for Board adoption

Completion

The Task Force will conclude its work upon acceptance of its final report by the Board of Directors, unless the Board extends its Charter.

Certification:

I, the undersigned, certify that the foregoing Committee Charter was duly adopted by the Board of Directors of Sunland Owners Association at a meeting held on August 13, 2026, with a quorum present and voting.

Signatures:

Secretary: ________________________________ Date: ______________

Vice President: ____________________________ Date: ______________

Exhibit.B¡

New.Committee–Task.Force.Approvals.at.the.Regular.Board.Meeting.❹79–8❷

Item 2 – Community Committee

SUNLAND OWNERS ASSOCIATION

BOARD OF DIRECTORS

Resolution Number: __________

Date Adopted: __________

Establishment of the Sunland Community Committee

WHEREAS, the Board of Directors recognizes the value of fostering connection, communication, and friendship among Sunland residents;

WHEREAS, a consistent and welcoming experience for new residents strengthens the community and reflects the Association members' commitment to making Sunland a great place to live;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby establishes the Sunland Community Committee and adopts its Charter (attached), authorizing the Committee to operate in coordination with the Board and within approved budgets and direction;

BE IT FURTHER RESOLVED that the Committee is charged with developing a consistent process for welcoming new residents, creating and maintaining welcoming materials, planning community-building events throughout the year, and recommending event-related budget needs to the Board;

BE IT FURTHER RESOLVED that the Committee shall operate according to the principles set forth in its Charter and shall remain in effect until modified or dissolved by future Board action.

Certification:

I, the undersigned, certify that the foregoing resolution was duly adopted by the Board of Directors of Sunland Owners Association at a meeting held on _____________ 2026, with a quorum present and voting.

Signatures:

Secretary: ___________________________________ Date: _______________

Vice President: _______________________________ Date: _______________

Attachment(s): Sunland Community Committee Charter

Sunland Community Committee Charter

Purpose

To strengthen Sunland as a great place to live by fostering connection, communication, and friendship among members — beginning with a thoughtful and consistent welcome for new residents.

Scope

The Committee supports the community by:

- Developing and maintaining a simple, consistent process for welcoming new residents
- Creating and updating welcoming materials
- Planning and coordinating community-building events throughout the year
- Recommending event-related budget needs to the Board

Oversight

The Committee operates in coordination with the Board and within approved budgets and direction.

How We'll Work

- Start simple and build as we learn
- Gather feedback and make improvements over time
- Keep things clear so future volunteers can easily step in

Exhibit.B¡.New.Committee–Task.Force.Approvals.at.the.Regular.Board. Meeting.❹79–8❷

Item 3 – Technology Committee

SUNLAND OWNERS ASSOCIATION

BOARD OF DIRECTORS

Establishment of the Sunland Technology Committee

Technology Committee Charter

1. Purpose

The Technology Committee advises the Board on the selection, implementation, governance, security, and long-term planning of technology systems used by SLOA. Technology is essential to managing records, finances, ARC and violation workflows, communications, and operational continuity.

The Committee is advisory only and holds no decision-making authority.

Operating under the direction of the Board, it may research options, develop recommendations, assist with documentation, and provide implementation guidance when requested, but it may not approve expenditures, enter into contracts, direct staff, access systems outside approved roles, or make policy decisions on behalf of SLOA.

2. Scope of Oversight

The Committee's advisory scope includes, but is not limited to, the following areas:

- Association website, owner portal, and digital communication platforms
- ARC, violation, and record-management systems
- Financial and operational systems, including QuickBooks integrations
- Office hardware, networking, Wi-Fi, cameras, and access-control systems
- Cybersecurity practices, backups, data retention, and access controls
- Technology vendor evaluation, contract review, and performance monitoring
- Long-term technology planning, replacement cycles, and continuity planning

3. Governance Structure

3.1 Board of Directors

The Board retains full authority over all technology decisions. Responsibilities include:

- Approving system selection, contracts, and technology-related expenditures

- Adopting policies governing technology use, data protection, and cybersecurity
- Reviewing the Committee's Annual Report and recommendations regarding technology performance, risks and compliance, and determining any actions needed.

3.2 Staffing Resources

The Staffing Resources shall:

- Implement and administer Board-approved systems
- Enforce access controls, cybersecurity standards, and data-handling procedures
- Maintain backups, system integrity, and compliance with adopted policies
- Report risks, failures, outages, or breaches promptly to the Board

3.3 Technology Committee

The Committee provides analysis, recommendations, and documentation to support Board decision-making. It does not execute operational tasks unless specifically requested by the Board or Manager.

4. Committee Responsibilities

To bring the Association forward into fully utilizing the tools and technologies available today, with the resulting improvements in both quality and productivity, will require an initial, intensive ramp-up phase, followed by a long-term phase focused on maintaining smooth operations, ensuring quality control and responding to new needs/environment.

1. **Short-term Requirements**

- Provide technical guidance and assistance with the anticipated major redefinition and redesign of operating processes and the technology solutions needed.
- Establish training and guidelines to enhance the effectiveness of tools and resources as well as to ensure continuity and the smooth transition of board, staff, and committee resources.
- Collaborate, as required, with the functional heads of Finance, Governance, Community/Communications, and Operations to evaluate technology-based solutions for streamlining current HOA activities such as security and resource management, effective community communications, architectural review processes, and violation workflows.
- Provide technical guidance to the Document Retention and Access Task Force in their efforts to define requirements, design process solutions, craft policies for ongoing operations, and help coordinate process implementation.

Long-term (steady-state)

- Evaluate technology needs and recommend solutions that improve efficiency, transparency, and security
- Review system performance, outages, risks, and cybersecurity concerns
- Maintain documentation of systems, processes, and vendor relationships

- Assist committees and staff with technology guidance when requested
- Develop a multi-year technology roadmap aligned with SLOA's capital plan
- Provide annual technology budget recommendations
- Recommend standards for digital communication, document storage, and data governance
- Review and advise on technology-related policies, procedures, and contracts

5. Data Governance Responsibilities

The Committee shall advise the Board on policies and practices related to:

- Protection of owner information and sensitive Association data
- Role-based access control and account management
- Data retention, archival, and secure deletion
- Backup schedules, disaster-recovery readiness, and continuity planning
- Cybersecurity risk identification and mitigation

6. Vendor Management Responsibilities

The Committee shall support the Board and Manager by:

- Participating in RFP development and vendor evaluations
- Reviewing technology contracts, service levels, and security provisions
- Monitoring vendor performance and compliance with contractual obligations
- Recommending changes, renewals, or terminations as appropriate

7. Composition and Meetings

- The Committee shall consist of 3–7 members affirmed by the Board, including one designated Board Liaison.
- Members should possess experience in IT, cybersecurity, communications, project management, or related fields when possible.
- The Committee shall elect a Chair annually or as directed by the Board.
- Meetings shall occur at least quarterly, or more frequently as needed.
- The Committee shall provide written reports or recommendations to the Board following each meeting.

8. Deliverables

The Committee shall produce the following:

- Annual Technology Report summarizing system performance, risks, and recommendations
- Annual Budget Recommendations for technology needs and replacement planning
- Written summaries of activities for inclusion in Board Regular Meeting packets

- System Documentation Updates as needed
- Incident and Risk Reports submitted promptly when issues arise

9. Amendments

This Charter may be amended by majority vote of the Board of Directors. The Committee may recommend amendments but may not enact them.

Certification:

I, the undersigned, certify that the foregoing Committee Charter was duly adopted by the Board of Directors of Sunland Owners Association at a meeting held on August 13, 2026, with a quorum present and voting.

Signatures:

Secretary: ________________________________ Date: ______________

Vice President: ____________________________ Date: ______________