

**Minutes of the Lodge at Suncadia Master Condominium  
Association Board of Directors Regular Meeting  
February 1<sup>st</sup>, 2024 – 2:00 p.m.  
RE Conference Room and Remote Meeting via Teams**

**Call to Order**

The meeting was called to order at 2:00 pm

A quorum was present with the following directors in attendance: Mark Thorne– Secretary/Treasurer, and Jason Fay – Vice President. President Tucker Stevens was not in attendance.

Other attendees: Management: Edward Simpkins - Community Association Director, Lonny Butler – Community Manager, Noni Hughes – Suncadia Resort General Manager, Kirsten Brunner – Assistant General Manager, Sarah Stills-Lodge Property Manager, Gary Kittleson-VP Development, Luiz Arvizu-Director of Engineering, Katie Daniels- Administrative Assistant, Megan Huddleston – Accounting

Owners: Donna McCaslin, Jamie Fate, Amy Baisch, Christine Kipp, Dan and Kerry Radley

**Approval of Minutes** - The Minutes of the Regular Meetings 10/30/2023 were approved as distributed.

**Treasurer's Report** – Gary Kittleson presented the Q4 financial reports.

1. Megan Huddleston – Senior Accountant was introduced.
2. Gary confirmed the Umpqua Reserves are in a Money Market account explaining higher yields are for new funds and CDs are not recommended as funds are not accessible.

**Management Report** - Lonny Butler presented the management report, a copy of which is attached to these minutes.

1. Luis and Tucker to consult with PSE regarding energy options.

**Unfinished Business** – N/A

**New Business**

1. The Board unanimously approved to contribute to reserves quarterly.
2. Luis Arvizu updated the Board on the frozen pipes advising the issues were detected and addressed. All systems are fully restored and operational.
3. The Board Approved ThyssenKrupp Category 5 Testing on P1/P2 Elevators for \$24,128.04 with exception of Luis verifying the cost is correct and subject to negotiation.
4. The Board Approved via email the sprinkler head replacement/Firewatch per Fire Marshal's Compliance Letter and Ratified.
5. The Board Approved via email the Thyssen Krupp Controller Upgrade for \$14,878.59 and ratified.
6. Noni Hughes updates the Board the carpets need water extraction clean-up due to the fire system leak. Board to approve via email.

**Executive Session** – N/A

**Owners Forum** –

1. Amy Baisch comments concern of icy pathways at the Lodge temporary entrance and signage is not visible during dark hours. *Noni Hughes: The pathways will be improved and cleared. Currently there are Bellmen escorting guests from the entrance.*
2. Marie questions if the Lodge will be maintaining a uniformed look for window coverings on exterior units. *The Board: This is related to the Lodge Residential and can be addressed in the LRCA meeting.*

The Board meeting was adjourned at 2:42 pm

**Submitted:**

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**Secretary – Mark Thorne**

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**Date**

DRAFT



**To:** Lodge Residential Condominium Association

**From:** Edward Simpkins – Director of Community Associations

**Cc:** Suncadia Management Company

**Date:** February 1, 2024

**Re:** Community Associations Staff Report

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Community Manager  
Lonny Butler – CMCA, AMS

1. New Maintenance and Custodial contracts have been signed for 2024.
2. Association Management will begin to plan and work with the Lodge Engineering team on 2024 Reserve Expenditures.
3. Continued investigation into pricing and quotes for the balcony railings continues. The Lodge Engineering Director is meeting with vendors on this topic.
4. Work has been completed on guest elevators with scheduled upgrades.
5. The Lodge Engineering Team has worked through fire system broken pipe issues and reported the system is still fully functional.



**Dear LMCA board of directors**

**Important Updates at the Lodge**

I hope this report finds you well. The purpose of this communication is to provide you with an update on the extreme weather issues we recently experienced and the actions taken to address them.

**Frozen Standpipes during Sub-Zero Temperatures:** During the recent extreme cold temperatures, the standpipes faced freezing issues due to the heating systems in the stairwell exits functioning at only 50% or not working at all. In response to this, individual heaters were promptly installed for each standpipe (A, B, and C). Fortunately, the ice melted without causing any apparent damage to the system. I am currently working on the repair and replacement of the affected equipment to prevent such issues in the future.

**Damaged Sprinklers:** We identified two damaged sprinklers, one in the trash compactor section and the other inside the Rialto C/back hallway entrance. Immediate action was taken to replace the damaged sprinkler in the compactor section, and efforts are underway to replace the second damaged sprinkler. Despite the frozen pipes, we successfully contained the situation to prevent further damage.

**Burst Dry System Pipe in Porte Cochere:** Yesterday (Jan 19<sup>th</sup>), a dry system pipe burst in the porte cochere, resulting in the flooding of the area and activation of building alarms, necessitating the evacuation of guests and owners. Swift action was taken to control the water leak, and once it was confirmed that the alarm was related only to the broken pipe in the porte cochere, guests were safely returned to their rooms. The protection system was then reinstated for the safety of individuals and the building.

**Damage Assessment and Mitigation:** The leak caused significant damage to the offices behind the front desk, with water flooding the entire area. Clean Image was contacted to manage and mitigate the damage, while Fire System West was engaged to repair both the alarm system and the dry system.

Considering these events, I am proactive in addressing necessary repairs and replacements to prevent similar incidents in the future. If any additional information is required for insurance claims or any other purposes, please feel free to let me know, and I will promptly provide the necessary details.

Thank you for your understanding and support.

Sincerely,

**Luis Arvizu -**

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