

**Suncadia Community Council
Board of Directors Regular Meeting
January 26, 2024 – 9:00 am
Suncadia Real Estate and Remote via Teams**

Minutes

Call to Order: The meeting was called to order at 9:00 a.m. by President Noni Hughes

Verification of Quorum and Meeting Attendance:

A quorum was present with the following directors in attendance: Noni Hughes- President, Gary Kittleston-Secretary/Treasurer, Tucker Stevens-Vice President

Other attendees: Management: Edward Simpkins-Community Association Director, Lonny Butler-Community Manager, Derek Coffinger- Account Manager, Allied Universal Patrol Services, Katie Daniels- Administrative Assistant, Tony Craven- Natural Resources Manager, Jennifer Kramer- Director of DRC & Residential Construction, Annalisa Johnson- CFO, Mark Thorne – Managing Director, Megan Huddleston – Senior Accountant, Mark Rhoton – Director of Operations

Owners present via Teams: Jamie Fate and Gordon Miller

Approval of Minutes: The minutes of the regular meeting on 10/20/23 were unanimously approved.

Treasurer’s Report: The Q4 2023 treasurer's report was presented by Annalisa Johnson.

Management Report: The management report was presented by Edward Simpkins.

A copy of the Management Report will be filed with these minutes.

Unfinished Business:

- a) The Board unanimously approved to fund the reserve contribution quarterly.
- b) The Board Approved the WDFW Law Enforcement Services Contract for a 3-Year period of 1/1/2024 to 12/31/2026. Price to not exceed \$15,000.

New Business:

- a) The Board was presented ‘Bocce Builders of America’ and will further discuss a budget.
- b) The Board discussed Bocce Ball locations by the Tumble Creek Greathouse or the Inn.
- c) The Board discussed leasing land next to the Inn and installing minimum 2 Bocce Ball Courts
- d) The board discussed partnering with the Uplands contractor for a total of 4 Courts.
- e) Noni will tour locations with Gary and Tucker. Tucker suggests budget of \$10-12k per court.

Owner Comments

There were no owner comments.

Adjournment

Noni Hughes adjourned the meeting at 9:40 a.m.

Attest:

Gary Kittleson – Secretary / Treasurer

Date

DRAFT



To: Suncadia Community Council Board of Directors
From: Edward Simpkins – Director of Community Associations
Cc: Suncadia Management Company
Date: January 26, 2024
Re: Community Associations Staff Report

Suncadia Management Company

Edward Simpkins, Director of Community Associations

1. We are pleased to announce the selection and promotion of several team members to Community Associations Management.
2. Megan Huddleston has joined us as a Senior Accountant. Her focus will be on general ledger management, financial reporting, and complex transactions within the associations.
3. Christina Pinnell is joining us as an AP Specialist. Her focus will be on processing accounts payable, vendor management and overall process improvement in this area.
4. Additionally, Tonie Heath has taking on a new role as an AR Specialists which will allow her to focus on billings, collections, cash receipt management and owner file management.
5. Lastly, we have selected Mark Rhoton as our new Director of Operations. Mark previously served as our Construction and Compliance Inspector. In his new role, Mark will oversee the operations team and manage projects such as snow plowing, roadway paving, landscaping, and parks.

Design Review and Compliance

Jennifer Kramer, Director of Design Review and Residential Construction

Kelsey Greene, Design Review and Communications Administrative Assistant

1. The DRC is pleased to announce the appointment of Anuja Mohare, owner of VIOM A+ID, to the Design Review Committee. Anuja has a Bachelor of Architecture from the University of Texas at Arlington and has worked in the Seattle area since 2005. Anuja has received her first three submissions for review and will be completing those within three weeks. We are excited to have her join the DRC Team!



2. The committee has reviewed 9 Preliminary Designs and 8 Final Designs and has conducted 5 Pre-Design meetings this past quarter. Construction has started on 12 new homes.
3. The DRC finished 2023 with 42 new construction starts, with 18 homes in TC and 24 in Suncadia and Nelson Preserve. Although the starts are down from 2022, it was a steady season, with most of the activity happening in Nelson Preserve and Tumble Creek. Committee members have been working closely with portfolio builders Landed Gentry (Domerie Park and the Uplands at Nelson Lakes), AR (Nelson Lakes), and Sager Family Homes (Nelson Lakes) on their neighborhoods. The DRC is completing final inspections on Trailhead II, Trailhead Townhomes, and The Cabins at the Farm.
4. Current projects include planning for the 2024 builders' meeting to be held in February at the Lodge, updating design review packets, preparing guideline revisions, and improving DRC processes to ensure a positive DRC experience for our owners and their design team.
5. Kelsey has been meeting with owners regarding their color boards and on-site mock-ups. During the onsite mock-up, the color board is compared to the current proposed color, and if any discrepancy appears further review is taken. Additional meetings have been held with Landed Gentry to review both of their projects and we will continue to do this throughout their build to ensure the material and colors meet guideline requirements.
6. Kelsey has been meeting with the DRC on ongoing projects and upcoming changes for owners. Plans have been submitted for review for landscape projects including additions of hot tubs, firepits, and refreshes to the owner's space. Larger projects include pool additions and patio additions. All items are sent to the committee for review, and we respond to the owners.

Community Operations, Grounds Maintenance and Parks

Mark Rhoton, Director of Operations

1. Snow Removal – With a dozen key people linked to one communications app, we are daily monitoring the weather and predicting it as the best we can with the forecasted weather information, to coordinate in scheduling out the snow removal companies for all roads in Suncadia.
2. Snow poles – Over 4000 snow poles were installed in the entire resort, including special marker poles at all fire hydrants, utilities, cross walk areas and speed bumps to help in identifying them for the snow removal crews.
3. Streets – We have made a few pothole repairs as needed on the Suncadia Trail and will monitor all the road conditions when viewable and make any other necessary repairs to make the roads safe for travel.



4. Fire Hydrants – The snow removal has begun in the resort around all the fire hydrants, which total up to about 400+ and we will continue to maintain the clearances around them once the initial snowpack has been removed.
5. Snow Throwers - The added snow throwers have been crucial in being able to widen and create a clean edge to ensure safer driving throughout the resort and will also allow for future snow plowing land farther off the road and will not affect road travel.

Community Compliance and Standards

Kelly Town, Compliance Specialist

1. Compliance violations addressed between October 4th, 2023, and January 15th, 2024. During this period, we sent out 186 notifications, 17 of which resulted in fines.
2. Of the notifications sent, 52 were courtesy notices for parking, of which 1 resulted in a \$250 fine and 11 were \$100 parking fines. We also sent 10 noise disturbance courtesy notices of which one resulted in a \$250 fine. We also had 4 fines of \$500 each for fireworks and open-burning fire violations.
3. Additionally, we issued 5 courtesy notifications for prohibited vehicles in driveways, 41 courtesy notifications for short-term rental registration, and 48 courtesy notifications for exterior lighting violations.
4. We also sent out an additional 15 courtesy notifications for unscreened AC equipment and generators, making a total of 108 owners who have gone through the compliance process for this violation in the past 2 years. Out of these, 88 are now compliant, and 20 are pending completion due to weather conditions.
5. Lastly, there were 4 additional unscreened hot tub notifications sent this quarter, bringing the total number of owners who have gone through the compliance process for this violation in the past 2 years to 126. Out of these, 113 are now compliant, and 13 are pending completion due to weather conditions.

Construction & Compliance

Mark Rhoton, Director of Operations

1. Final Observations - Daily Final Observations and Re-Inspections have been steadily coming in and we have been closing out a good number of homes, with many more on the reinspect list to complete when the conditions allow.
2. Job site - Sent out weekly reminders to all the builders to get all construction boxes, Sani-cans, and materials off the road right of way – to set them back off the road to help keep the main roads cleared for snow plowing.



3. Job tracking - Modified a construction home build data sheet for easier tracking of each homes progress and anticipated observation schedule for easier tracking and a “at a glance status.”
4. Construction Signage - Checking that the builders construction signs, required tools and emergency contact information is on each jobsite at the beginning of construction, so that anyone can identify the builders and have access to emergency contact in case of an emergency.
5. Construction and Compliance Inspector - Creating a data sheet with homes, builders and information for future observations and all other communications for the new Construction and Compliance Inspector.

Owner Communications

Kelsey Greene, Design Review and Communications Administrative Assistant
Stacy Houle, Owner Relations Manager

1. Kelsey has continued to refresh the website and newsletters with the assistance of Stacy Houle. They are working towards a website that is easier to navigate for all owners and will have the most up-to-date information. Over the next several months you will see changes throughout the website. You will also see new tabs that have not been on the website before that help the navigation. The weekly update has been changed and refreshed with new branding.
2. Stacy is working on systems to make the transition from Buyer to Owner a much more seamless one. Welcoming new owners when they close with a phone call, introducing herself and answering any questions they may have. Stacy is the liaison between our owners and the rest of the resort if there are concerns or problems that may arise and show them how to register for payment on the ComWeb portal, get set up on the ID123 and Frontsteps, if they haven't already.
3. Stacy is working with Shannon in Memberships to set up a monthly Q&A for our owners. This will be a power point presentation on Teams and will focus on the common issues or questions our owners have. This is for both new and old owners and we will set it up for a specific time & date and posted on the owner community events calendar.
4. Quarterly events for our owners that include Clubs, Real Estate, Property Management and DRC so the new owners can get to put faces to names in departments throughout the community and to get to know other owners/neighbors. We will have small bites and wine/beer. (For Tumble Creek we will do these without the property management team but include the TC Memberships team)



5. Stacy is working with the OEC committee and other members of the management team to prepare and plan the Owner Picnic on July 20, 2024. Wanting to improve, not change the picnic for this year. We have new volunteers and team members and so this is a chance to use their fresh ideas to only add to the amazing event that Fred & Fred have already created. Have had one meeting and will be meeting again on the 20th of January.

Forestry and Firewise Operations

Tony Craven, Forestry and Firewise Operations Manager

1. Forestry completed approximately 100 mastication acres resort wide reducing fire intensity and improving forest health. All projects were designed to improve wildlife habitat, forest resilience, and reduce expected fire behavior.
2. Forestry applied for a Community Wildfire Defense Grant in conjunction with The Nature Conservancy to do projects in the Domerie Creek area and Easton Ridge slopes. Collaborating with The Nature Conservancy and US Forest Service and other KFAC members allowed us to apply for this funding and potentially extend our shaded fuel breaks beyond Suncadia as previously discussed. Total grant request was 4.5 million with 1.2 million for Suncadia and the rest for the TNC.
3. Noxious weeds were treated along roadsides and golf course fairways and trails throughout from May to November. Since 2008 Weed Whackerz our contractor has worked with the Kittitas County weed board to ensure the Resort is in compliance. Approximately thirty owners signed up for treatments on their properties.

Controlled Access and Patrol Services

Derek Coffinger, Account Manager-Suncadia

1. There were a total of 1019 total events reported at Suncadia. For this quarter we will be reporting on speeding and reckless driving, parking violations, and noise complaints. Allied Universal Security Services reporting system has the capability to report on any events the HOA would like reported on.
2. 20 reckless driving and speeding events were reported. We recommend that the board consider placing a radar speed sign, placed 100 yards from the entrance to Suncadia and one on Pinegrass Loop close Batista bathrooms, to reduce speeding in the Suncadia community. This method has been effective at other Allied Universal Properties.
3. 475 parking violation events were reported. Patrol will be making a more conscious effort to contact construction teams about moving their vehicles to either the driveways of the homes they are working on if possible, or to park on one side of the street, to ensure a safe path of travel for vehicles driving on the roads.
4. 11 noise complaints were reported. The patrol team has been doing a great job of being proactive of knocking on residents and renter doors when noise complaints are made. If we are unable to reach anyone at the residences where the noise complaints are made, we follow with the respective property management company.