

**The Tumble Creek Village Association
Board of Directors Regular Meeting
Monday, January 22, 2024, 9:00 am
141 Firehouse Road – Conference Room
And Remote via Teams
Minutes**

Call to Order

The meeting was called to order at 9:00 am

Verification of Quorum and Meeting Attendance

A quorum was present with the following directors in attendance: Mark Thorne – President, Bruce Morrison – Secretary/Treasurer, Ryan Hanks - Vice-President, Tucker Stevens, Mark Chitwood

Other attendees: Management: Edward Simpkins – Director of Community Associations, Katie Daniels – Administrative Assistant, Kelly Town – Compliance Specialist, Jennifer Kramer - Director of Design Review & Compliance, Lonny Butler – Community Manager, Kelsey Greene – Design Review Assistant, Tony Craven – Director of Forestry, Gary Kittleson – VP, Finance Director, Annalisa Johnson – CFO, Derek Coffinger – Allied Universal

Owners – Rod Fonda, Suzanne Cragin,

Owner’s Forum

No questions were submitted at this time.

Approval of Minutes

The Minutes of the Regular Meeting of 10/23/2023 and the Annual Owners Meeting 12/02/2023 were approved unanimously.

Treasurer’s Report

Annalisa Johnson presented the Treasurer’s Report covering the 2023 Q4 financials, which are filed with these minutes.

Comments:

1. Gary Kittleson explains Timber Trespass Funds to the Board noting past settlements have been put into the reserves and used mainly for Forestry. Those funds are noted on the income statement and tracked. If spending involves the conservation easement, KCT is involved.
2. Annalisa Johnson recommends the board approve automatic contributions to the General Reserve quarterly as it has been arranged in the budget. The board has the right to revisit events such as excess snow removal. Annalisa notes reserves are \$339,000 for the year.
3. Annalisa Johnson recommends the board determine snow removal expenses for the Tumble Creek Cabins in Q1 and assess reserve contributions in the Q2 April board meeting. Annalisa notes reserves are \$22,000 for the year.
4. Annalisa to follow up with the board regarding current A/R collection efforts and recommendations.

Management Report

Edward Simpkins, Kelly Town, Jennifer Kramer, and Kelsey Greene presented the Management Report. A copy will be filed with these minutes.

Committee Reports

Design Review Committee – The report was included in the DRC section of the Management Report.

Cabins Neighborhood Committee- No report currently.

Tumble Creek Owner Advisory Committee – Bruce Morrison-Secretary presented the Advisory Committee report.

- a. Suzanne Cragin shared meeting minutes from 1/18/24 with the board and Bruce recommends that the list be adopted.
- b. Suzanne notes the Director of Operations, Mark Rhoton will be the point of contact for homeowners reporting leaning or dead trees along roads or pathways.

Unfinished Business

- A) Jennifer Kramer reviewed the off-street parking enforcement process relative to contractors, short-term rentals, and owners. The Board recommends communicating with owners to obtain parking stickers for events. The board suggests offering overnight parking with a sticker. No action was taken at this meeting and the board to add to a future agenda to re-visit parking rules and regulations in TC.
- B) TC advisory committee to advise on parking rules and regulations.
- C) Tucker Stevens suggests adding to parking regulations document details on what is permitted.
- D) The board agrees to revisit and reconcile the 2023 account for the John Deere 944 tractor based on the document of agreement and \$70.00 hourly. The board agrees hours paid in 2023 ‘washed’ the seasonal use of turf care based on \$834.00/month times six (6) months.

New Business

- A) The Board approved funding the General Reserve quarterly as Annalisa recommends.
- B) The Board approved to fund the TC Cabins Reserves in April Q2 after costs Q1 costs determined.
- C) The Board approved shifting SROA and TCVA Assessment Due Dates to Semi-Annually instead of Quarterly beginning in 2025 with Annalisa Johnsons recommendation.
- D) The Board reaffirmed the agreement/leaseback between TCVA and Tumble Creek Club for the John Deere 944 tractor. Agreed ‘Lease Fee’ at \$834.00/Month and \$70.00 Hourly Rate. The board intends to execute the document and sign it.

Developer Update Mark Thorne updated the board on the 35 acres outside TC boundaries and plans for sub-dividing into seven lots. Discussion with the owner and possible agreements continue.

Executive Session – None

Adjournment at 10:26 am.

Submitted:

Secretary – Bruce Morrison

Date



SUNCADIA

To: Tumble Creek Village Association Board of Directors
From: Edward Simpkins - Director of Community Associations
Cc: Suncadia Management Company
Date: January 22, 2024
Re: Community Associations Staff Report

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 8 Preliminary Designs this quarter and has conducted 2 Pre-Design meetings.
3. The DRC finished 2023 with 42 new construction starts, with 18 homes in Tumble Creek. Although the starts are down from 2022, it was a steady season, with most of the activity happening in Tumble Creek and Nelson Preserve. Committee members have been working with portfolio builder Landed Gentry on their 7 new homes currently under construction.
4. Jennifer attended the Tumble Creek Advisory Committee meeting held on January 18th and was there to answer the committee's questions regarding DRC.
5. 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.
6. 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.

7. 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. Tumble Creek Drive: Asphalt removal, prep, and Resurfacing have been completed on Tumble Creek Drive from the Bridge to Ruby King Loop, and the road has received its new center line and edge clearing of excess sand, dirt, etc.
2. 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 Tumble Creek.
3. Snow poles - Over 1000 snow poles were installed in Tumble Creek, 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.
4. Streets - We are monitoring the roads for repairs as needed on Tumble Creek Drive and will monitor all the road conditions when viewable and make any other necessary repairs to make the roads safe for travel.
5. Fire Hydrants - The snow removal has begun in Tumble Creek 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.
6. 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.
7. We are working on a street sign (Caution - Golf carts on streets) to be added at or near the intersection of Ruby King and Tumble Creek Drive. We will obtain a post and sign and have it installed in the spring when snow, roads, and the weather have cleared up.

Community Compliance and Standards

Kelly Town, Compliance Specialist

1. From October 13, 2023, to January 12, 2024, Tumble Creek community owners received a total of 38 courtesy notifications. These notifications were sent to ensure that the community members were complying with various regulations such as noise disturbance, prohibited vehicles in driveways, parking violations, exterior lighting, unscreened hot tubs, and unscreened AC equipment. It's good to know that most of the issues have been resolved.
2. This quarter, 12 owners have received letters of compliance. However, there are still a few pending compliance violations related to unscreened AC equipment and hot tubs, which are delayed due to weather conditions. I will follow up on those in the spring.

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, Sanicans, 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 an "at a glance status."
4. Construction Signage - Checking that the builder's construction signs, required tools, and emergency contact information are on each job site at the beginning of construction, so that anyone can identify the builders and have access to an emergency contact in case of an emergency.
5. Construction and Compliance Inspector - Create 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, and 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 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. The 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 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 complying. Approximately thirty owners signed up for treatments on their properties.

Controlled Access and Patrol Services

Derek Coffinger, Account Manager-Suncadia

1. There was a total of 366 events reported at Tumble Creek. For this quarter we will be reporting on speeding and reckless driving, and parking violations. Allied Universal Security Services reporting system has the capability to report on any events the HOA would like reported on.
2. 17 reckless driving and speeding events were reported. We recommend that the board consider placing a radar speed sign, placed between Jenkins Drive & Ruby King Loop, to reduce speeding in the Tumble Creek community. This method has been effective at other Allied Universal Properties.
3. 94 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. At the end of September, we were asked by Design Review & Residential Construction leadership to not report on Design & Review compliance, such as screening, solid waste, and exterior lighting, to name a few. It is my understanding that leadership from Design Review & Residential Construction would like their team to be out in the field reporting these type of compliance violations, on their end.
5. During the 3rd quarter Tumble Creek HOA meeting we were asked to follow up with HOA to ensure Tumble Creek was not being charged for overtime. There were only two hours of overtime charged to Tumble Creek during the first day of the Safeway Classic. All overtime hours were sent to HOA leadership.