

Suncadia Residential Owners Association
Board of Directors Regular Meeting
October 20, 2023 – 11:00 am
Remote via Teams or 770 Suncadia Trail

MINUTES

- 1) Meeting Call to Order at 11:00 am by President Noni Hughes
 - a. Verification of Quorum: A quorum was present: Noni Hughes-President, Bruce Chattin-Secretary, Mark Thorne-Vice President
 - b. Others in attendance: Management: Edward Simpkins - Community Association Director, Jennifer Kramer – Director of Design Review & Residential Construction, Kelly Town – Compliance Specialist, Kelsey Greene – DRC / Communications Assistant, Lonny Butler-Community Manager, Katie Daniels- Administrative Assistant, Gary Kittleson- VP/Director of Construction Finance, Annalisa Johnson- CFO, Vanessa Reust- Senior Manager Accounting Shared Services, Sarah Stills- Property Manager, Derek Coffinger-Allied Universal, Devon Winters- Property Manager, Tony Craven- Forestry Manager, Kristin Brunner, Assistant General Manager, Katie Litras, Property Manager. Owners: Travis Fulton (OEC), Bill Campbell(OEC), Val OLeary(OEC), Kimberly Brown (OEC).
 - c. Owners in attendance via Teams: Tom Miller, Steve Dowd, Mike Bell, Suzie Norris, Debbie L, Gordon Miller, Randal Kim, Charlie Griffes, Kellene G, Chris Collins.
- 2) Owners Forum- No owner questions were submitted.
- 3) The Board approved the Minutes of the following as submitted.
 - a. Regular open board meeting July 21, 2023
 - b. Executive session meeting July 21, 2023
- 4) The Board passed over the Treasurer's Report due to time constraints.
- 5) Unfinished Business
 - a. The Board ratified the lockbox expense for 2023.
- 6) New Business
 - a. The Board ratified the previous amendment to snow removal hourly rates established in the 2022-2024 SROA snow removal service agreement with Gibson & Son Road Building. The 20% increase was down from the initial proposed 30%.
 - b. Annalisa Johnson presented the 2024 SROA operating budget, assessment levels, and the reserve study. The Board adopted the 2024 SROA operating budget with a modified increase of \$7,500.00. This increase is for improved quarterly meetings. Annalisa presented a Management Company update and introduced Edward Simpkins as the new Director of Community Associations. Annalisa was thanked for her excellent budget presentation.
 - c. The Board adopted the revised voting procedure Resolution 107D and Board Memo to Owners concerning election procedures.

- d. The Board appointed the 2023 Election Nomination Committee. Mark Thorne, a self-appointed member, will act as Chair; Paula Kurtz, Suzie Norris, and Katie Rossmeissl are the other appointed members.
 - e. The Board approved an increase to the DRC Damage and Compliance deposit from \$10,000 to \$20,000. In addition, Contractors will be required to retain a bond for \$10,000. This is to ensure that Owners and Builders comply with the Guideline requirements.
 - f. As a result of required contract negotiations, the Board approved the 2023-2025 Prospector's Reach Snow Removal Agreement. This is a 12% increase reduced from the originally requested 20% increase.
 - g. The Board approved a change in interest/late fee dates to the 25th of the month from the 30th of the month to align with other associations.
 - h. The SROA Board differed action on the 2024-2026 Snow Removal Agreement with Gibson & Sons to extend a 3 year contract subject to submitting the expense details incurred as requested by the SROA Board.
- 7) The management report (a copy accompanies these minutes) was not presented due to time constraints; however, the Board has reviewed and approved the report as submitted with no questions.
- 8) Design Review Committee Reports
- a. The report was not presented due to time constraints; however, the Board has reviewed and approved the report as submitted with no questions.
- 9) Owner Engagement Committee
- a. Mike Bell presented the OEC's Q3 Report with highlighted areas where their efforts have been concentrated over the most recent quarter. (A copy accompanies these minutes).
 - b. The Board and the OEC agreed to table the Sub-Committee Parking Memo until a separate meeting can be scheduled to discuss it in greater detail.

Mike Bell has sold his home in Suncadia and is stepping down from his position as Chair of the OEC. Travis Fulton and Bill Campbell will Co-Chair the OEC until Edward Simpkins appoints a new Chair. Mike thanked the OEC Committee and the Sub-Committees for their hard work. He also expressed appreciation to Noni for her executive sponsorship and Mark Thorne for his leadership.

Noni and Mark thanked Mike for leading the committee and for his vision, and wished him and Laurel the best in their new adventure.

10) Owner's Forum (3-minute limit)

Tom Miller Statement:

- Need to have improved compliance and enforcement for safety and to maintain the property values of our community. When issues are reported and acknowledged, it often takes months to get corrective action.
- After the fire of the home under construction, the new construction site across from his home did not have the required fire extinguisher and shovel for over 60 days of active construction and was only added after contacting community services.

- The community has a no-mow rule for summer months, and many homes mow weekly with no enforcement or consequences.
- Threatening letters were sent prior to the no-mow deadline in June, with no enforcement
- Natural landscape called out in the design division should be enforced
- On-road parking is being enforced for homeowners but not contractors. Design Review states that every home must have a parking plan for construction
- Side streets have been reduced to single lanes by one construction site with 3 vehicles and two trailers parked on site daily; if this continues through the winter, we will have no street
- Some cul-de-sacs do not have any parking signs in place
- “Unenforced rules are not rules; they are suggestions.”
- If we enforce rules and collect appropriate fines, there would be compliance and a budget to hire more compliance staff
- Lack of enforcement is threatening safety and undermining the design vision

Adjournment

- a. The open board meeting ended at 12:32, and an Executive session started at 12:34 pm. The Board ended the Executive session at 1:48 pm.

Bruce Chattin

[Bruce Chattin \(Nov 1, 2023 19:21 PDT\)](#)

Bruce Chattin – Secretary

Nov 1, 2023

Date

BTC

October 2023 – SROA Mgt. Report

<p>Design Review & Jennifer K Projects</p>	<ul style="list-style-type: none"> • 19-New Preliminary Designs • 3-Pre-Design meetings • 12- Pre-Construction Meetings • 36-New construction starts • Weekly community tour to review construction, landscaping, and compliance. • Onsite meetings with owners • Ongoing owner/ builder/ architect communication • Misc. projects – compliance and construction issues. • Have retained 2 New Design Review Committee Members • 1st 4 construction starts at Nelson Lakes •
<p>Design Review & Kelsey Projects</p>	<ul style="list-style-type: none"> • 25 recent reviews of the Color Board and all materials selected during the final design phase. • 10 Onsite Mockups to finalize approval of materials during the framing stage. • Onsite meetings with owners regarding landscaping and projects starting this spring. • Finishing the Cabins at the Farm. They are starting to sign off on homes and streets. Had our onsite walk with the committee. • Committee walked the landscape of Trailhead 2
<p>Community Operations & Projects Grounds Maintenance & Parks -</p>	<ul style="list-style-type: none"> • Noxious Weeds Sprayed along rights-of-way. • Sight distance cleared on all intersections. • Streetlights all repaired. • Street sweeping completed. • Street signs replaced – more planned. • Seal coating completed at Prospectors Reach, Birch Court, Spirea Court, and Goldenrod Court.
<p>Community Compliance and Standards – Kelly</p>	<p>Total Violation Notifications 7/12/2023 – 10/4/2023 – 201 Courtesy Notifications, 35 Fines</p> <ul style="list-style-type: none"> • 77 Parking courtesy notifications, 27 parking fines. • 11 Noise Disturbance, 4 noise disturbance fines • 12 Portable Sports Structure, 8 weekly fines • 13 Visible trash containers (non-collection day) • 9 Mowing • 6 Outside storage • 5 Speeding and/or reckless driving • 2 Address Marker, 1 Fine • 1 Offensive or unlawful activities, 2 Fines • 3 Exterior Lighting • 2 Satellite • 2 Signage & Solicitation • 1 Landscaping – Failure to maintain grounds. • 1 Unapproved construction or Landscaping • 14 Unscreened hot tubs (This quarter) 126 Total: (99 compliant, 27 pending) • 26 Unscreened AC equipment & generators (This quarter) 95 Total: (58 compliant, 37 pending)

October 2023 – SROA Mgt. Report

Construction & Compliance Mark	<ul style="list-style-type: none"> • Daily Final Observations and Re-Inspections to close out builds. • Enforcing job site cleanliness - parking - • Enforcing that silt fencing is erected around all homes under construction after backfilling, • Working on a new Volunteer Builder Safety Program. • Checking that construction signs and emergency contact information is on each jobsite. • Word out to prepare job sites for the rain season – grade lots – slopes, run offs. • Implementing a new Construction Violation process
Owner Communications Kelsey Greene, M Bennett	<ul style="list-style-type: none"> • Weekly updates and owner bulletins are emailed each week • Updates to the Community Associations website are completed weekly to refresh official announcements (Board meetings and agendas)
Community Patrol Services Derek - Paul	<ul style="list-style-type: none"> • Both patrol vehicles delivered and are in service • All employees are completely up to date with Allied Universal training • All 704 hours per week are fully hired for • Officers reported 6,221 events & 50 incidents for the 3rd QTR

2023 Q3 Report - Owners Engagement Committee

Suncadia Residential Owners Association

OUTLINE

- I. **Introduction and Background**
 - A. Budget Committee and Advisory Committee dissolved, OEC chartered
 - B. Owners Engagement Committee Charter (membership, mission, required activities)
- II. **2023 Work Plan ("6 Pillars")**
 1. Speed Monitoring and Control
 - a. Overview (private property limitations, options for traffic calming)
 - b. Technology Request in 2023 – 2024 Budgets
 - c. Implementation in 2024
 2. Integration of Allied Security Services with SROA Operations
 - a. Program Review and Analysis
 - b. Data Requirements of Executive, Owner, Operations (DRC) Stakeholders
 - c. Mock-up Reports
 - d. Continue into 2024 OEC Agenda
 3. Traffic Flow and Safety
 - a. Changes in Suncadia Traffic Patterns
 - b. Routing/Re-routing Considerations
 - c. Continue into 2024 OEC Agenda
 4. 2024 Budgets
 - a. Established Budget Subcommittee
 - b. Advisory Discussions with CFO & Board
 - c. Advocated for Change to Contract Management Fee
 5. Greeter Cottage
 - a. Analysis and Proposed Modifications
 - b. Initial Corrections Implemented 2023
 - c. Assessing Design & Development Modifications
 - d. Exploring Advanced Security Measures
 6. Voting and Parking Policy Review and Revision
 - a. Voting Policy Revised and Adopted
 - b. Established Voting/Nomination Subcommittee
 - c. Parking Policy Revised and Submitted to BOD

Final SROA Minutes Oct 20 2023jk

Final Audit Report

2023-11-02

Created:	2023-11-01
By:	Jennifer Kramer (jkramer@suncadia.com)
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"Final SROA Minutes Oct 20 2023jk" History

-  Document created by Jennifer Kramer (jkramer@suncadia.com)
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-  Signer bchattin@washingtonconcrete.org entered name at signing as Bruce Chattin
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-  Document e-signed by Bruce Chattin (bchattin@washingtonconcrete.org)
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