

# **Minutes of the Lodge at Suncadia Residential Condominium Association**

## **Board of Directors Regular Meeting**

**May 11, 2020 – 9:30 am**

**141 Firehouse Road**

**Remote Meeting via Zoom due to COVID-19 Restrictions**

### **Call to Order**

The meeting was called to order at 9:32 am

A quorum was present with the following directors in attendance: Gary Kittleson – President; Jason Fay-Secretary; Brian Jacobson – Treasurer; Shanna Tomko – 2nd Vice-President. Absent Jim O'Donnell – 1st Vice President.

Other attendees: Management: Michael Bennett - Community Association Director; Brian Horstman – Director of Finance; Neal Tackett – Operations Manager, Noni Hughes – Resort General Manager; Brian Lee – Lodge Maintenance Manager.

**Owners:** Donna McCaslin, Robert McCaslin, Ian Miller, Steven Gall, Joel Brown, Lindsay Fay.

**Owners Forum:** *Owner Donna McCaslin inquired as to the status and policy concerning owner bicycle storage and the storage of other items in the Lodge garage areas.*

*Joel Brown, Steven Gall and Lindsay Fay expressed significant concerns that the hot tub continues to be out of service, reflecting poorly upon the 4 Diamond / image and expected amenities of the Lodge.*

*Joel Brown inquired whether Lodge or SROA assessments might be adjusted in light of the COVID-19 issues and reduced rental unit revenues.*

*Joel Brown reported area lighting is out in the Spa parking area, asked about the non-functional pond near the Spa which contains some stagnant water and also inquired about the Lodge patio unit landscaping and cleaning of gutters and downspouts to remove debris.*

*Lindsay Fay inquired about the status of Memorial Day Lodge reservations and whether the Lodge would be open for transient / vacation occupancy.*

### **Approval of Minutes**

The Minutes of the February 10, 2019 Regular open board meeting were approved as distributed.

The minutes of the April 23, 2020 Executive session were approved as distributed.

### **Treasurer's Report**

Brian Horstman presented the 2020 Q1 Treasurer's report, which are filed with these minutes. Brian also gave a summary of Association related expenditures, balance sheet, income statements and reserve statement.

Brian presented an overview of the accounts receivable aging and reported that the delinquency rate for LRCA assessments is significantly higher as of today. Brian also reported that the Reserves are funded.

The collection report was given and it was reported that all owners delinquent 60 to 90 days will have "Intent to Lien" notices sent via US Mail, and owners delinquent 30-60 days would have first notice of delinquency being sent via email and US Mail. Staff recommended the Board consider waiving late fees and interest for assessment delinquencies due to financial hardships directly related to the COVID-19 pandemic. The Board directed staff to follow the Association collection policy otherwise where delinquent accounts are processed for collection after 90 days and that "intent to lien" notices are mailed, before assessment liens are filed. The Board confirmed that delinquent owners are still obligated to pay assessments; however, the Board will hear and consider all owner payment plan requests in confidential executive sessions convened for that purpose.

### **Management Report**

Michael Bennett, Neal Tackett, Noni Hughes and Brian Lee gave the Management report. A copy will be filed with these minutes.

### **Unfinished Business – Discussions**

- a. Brian Lee and Michael Bennett briefed the Board reviewed the status of unit door lock (SafeLok) replacement project and reported the project is complete, except we are awaiting one more lockset for the pet area stairwell exit door, which will be installed and programmed as soon as it is received.
- b. Brian Lee update the Board on the Lodge Chiller project, which is planned to be completed before the hot summer months. The installation contractor met last week onsite with Brian Lee to review the crane company requirements for the project.
- c. Michael Bennett and Brian Horstman reported that the supplier of the replacement doors has not responded to the latest legal letter from counsel to address the counter offer of \$7K to resume the manufacturing of the replacement doors, which will replace the doors received in October 2019, which were not a match for the existing doors.
- d. The Lodge Hot Tub issue was discussed in detail with further board discussion and action on the Executive session agenda.

### **New Business**

*Discussion of the Financial Impact of COVID-19 – The Board reviewed a survey of over 600 community association professionals and Board members who responded to a comprehensive survey on assessment collections, service interruptions and issues related to the virus pandemic.*

The Board then convened an Executive session at 11:16 am to discuss an active legal matter.

Following the Executive session the Board resumed open session at 11:27 am and then adjourned the meeting at 11:28 am

The next regular board meeting is August 10, 2020.

**Submitted:**

**Jason Fay**

**Jason Fay, Secretary**

**06/5/20**

**Date**

# *The Lodge at Suncadia Residential / Master Condominium Association*

## **February 2020 - Management Report**

### **Master and Residential**

1. Ongoing tasks (Both Master and Residential)
  - a. Regular communications and unscheduled inspections of the Lodge, along with the monthly inspections.
  - b. Custodial and maintenance contracts are being monitored.
2. Projects / Major Repairs Completed
  - a. Lodge Chiller replacement Board approval on Lodge Master Agenda
  - b. Lodge Hot water boiler system pending install (see below)
3. In Process
  - a. The Lodge Hot Water / “On Demand – Intellihot” boiler system was approved in November and installation is scheduled to begin February 24<sup>th</sup> with an estimated 2-week duration. This updated system is necessary to update the ageing heat exchangers and to insure hot water safety and eliminate possible Legionella bacteria from domestic water sources within the Lodge.
  - b. SafeLok unit door lock replacement originally scheduled for November 2019 was rescheduled to avoid busy holiday occupancy levels at the Lodge. Installation is now planned for February 28 thru March 8, pending final confirmation. The door locks (hardware) were received on January 31, 2020 and are awaiting the installation “window”. Management and Lodge Engineering will coordinate with owners and Property Management / Rental Management to communicate with unit owners and to minimize disruption to guests and minimize loss of potential rental income for owners.
  - c. Awaiting final delivery of replacement Unit doors, damaged in the October 2018 Lodge Kitchen fire incident. Dispute resolution with the door supplier is currently underway due to the first replacement doors that were delivered being incorrect.
  - d. Lodge Property Management / Rental Management is sourcing balcony furniture samples that closely match existing furniture for final Board review and owner purchase / replacements. Property

Management / Rental Management will present final choices and costs to owners at the February 10, 2020 Board meeting, and then communicate with owners to coordinate the furniture replacement

#### 4. Planning

- a. The Lodge Hospitality Management group has approved architectural and engineering expenditures as the next step in the process of relocating the Lodge Pool and Hot Tub equipment room, in order to bring the Hot Tub back online by early summer 2020. The utility locate service has been out to determine location of gas lines. We have been working with development to determine the location of power, water and sewer services at the selected site. Ron and Brian met with the architect and pool designers in Sumner, WA on January 24 to be sure all CODE requirements will be addressed in the building plans. It is anticipated we will receive the initial architectural drawings by mid-February. We have been in contact with a contractor capable of handling the work both in expertise and availability. They will proceed with bidding the work and securing trades as soon as we have working drawings. At the same time this process starts, the drawings will be submitted to the county for review and permitting.
- b. Requests for proposal and bids for replacement of the Lodge Chiller system (air conditioning – HVAC) system is in progress and replacement planned for early 2020, before the hot summer months. This is necessary to address issues where Lodge Units and hallways become uncomfortably hot on summer days and to address noise issues created by the current rooftop location of the existing chiller system. The reinforced concrete base pad for the chiller system pad was constructed prior to winter weather to insure the installation and equipment transition will go smoothly.
- c. Lodge balcony railing refurbishment is being planned for March-April. Railings will be removed and refurbished by powder coating the rails and painting the posts. The timing of the refurbishment of each Railing will be according to their current condition and appearance. This project and the Reserve funding for the railings are in three phases and the refurbishment does not apply to ALL units.

Signature:   
Jason Fay (Jun 5, 2020 07:04 PDT)

Email: [jason.j.fay@gmail.com](mailto:jason.j.fay@gmail.com)

# LRCA.Minutes.05.11.2020R1

Final Audit Report

2020-06-05

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