

**Lodge Suncadia Residential Condominium Association**  
**Board of Directors Open Meeting**  
**October 30, 2023 – 10:00 am**  
**141 Firehouse Road and remote meetings via Teams**  
**MINUTES**

**Call to Order:** The meeting was called to order at 10:03 by President Gary Kittleson

A quorum was present with the following directors in attendance: Gary Kittleson- President, Jerry Heinz-Vice President, Brian Jacobson- Secretary, Donna McCaslin- Treasurer, and Jason Fay- 2<sup>nd</sup> Vice President.

**Other attendees:** Management: Edward Simpkins - Community Association Director, Lonny Butler – Community Manager, Kirsten Brunker – Asst. Suncadia, General Manager of Hospitality, Sarah Stills – Lodge Property Manager, Luis Arvizu- Lodge Director of Engineering, Vanessa Reust - Senior Manager Accounting Shared Services, Suzane Boyd, Senior Director of Finance, Tucker Stevens – VP Planning and Development, Katie Daniels- Administrative Assistant, Annalisa Johnson- CFO, Noni Hughes- General Manager of Hospitality,

**Owner attendees:** Amy Baisch, Marie Haydock,

**Approval of Minutes:**

1. The minutes of the Regular open meeting on 07/31/2023, were approved as distributed.
2. The minutes of the interim meeting on 09/11/2023, were approved as distributed.

**Owner Comment Forum:** No comments currently.

**Treasurer's Report:**

1. Annalisa Johnson presented the Financial Reports for the period ending September 30, 2023.
2. The board discussed the A/R report presented by Vanessa and updated Accounting concerning recent collection efforts. Request to have an updated A/R report sent to the Board.
3. The Board has asked the accounting department to investigate the money market and high-yield investments to ensure the return is above 4% or above. Options discussed were short-term CD's.
4. The Board discussed the 2021/2022 audit process and requested accounting to get a completion date for this process.
5. The Board requests that a re-iteration of the collection policy is added to the minutes: Intent to collect letters are sent after 90 days and sent via first class mail, owners are given 30 days to pay. If they do not pay, they are then sent to collections for a lien on the property.

**Management Report:** Lonny Butler presented the management report.

**Hospitality Update:** N/A

**Unfinished Business**

1. Tucker Stevens presented an update on the capital project advising the next step would not begin until 2025. This will allow the Board to plan for 2024.
2. The Board requested management to provide the non-compliant list for window treatments at the next meeting.
3. The LRCA Board has requested they communicate with the LMCA Board on balcony railings. The Board would like to have an invoice for phase 1 completion at the next meeting.

**New Business**

1. The Board has not approved the Lock-Box functionality system until further discussion by the Board has taken place.
2. The Board discussed the Lodge Maintenance and Custodial contracts and confirmed that there was 1 designated person working for each contract.

- a. The Board is requesting Resort Operations amend the reporting process and work with Management on this process.
  - b. The Board is requesting that Resort Operations pay for the damage that comes from their operations, i.e. housekeeping carts, bell carts, etc.
  - c. The Board has requested that the Management Company approve the invoices and verify work has been completed before payment is made.
3. Director Jacobson presented a place of business in Bellevue, the Residence Inn to do the Annual Meeting. The cost will be \$1000.00 for a full-day rental. This was discussed and proposed to be looked at again for the 2024 Annual Meeting.

The Board adjourned the meeting at 12:00 p.m.

The Board reconvened the meeting following the Executive Session and adjourned the meeting at 12:36 pm.

**Submitted:**

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**Secretary – Brian Jacobson**

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**Date**