

**Suncadia Community Council  
Board of Directors Regular Meeting  
October 20, 2023 – 9:00 am  
Suncadia Real Estate and Remote via Teams**

## **Minutes**

**Call to Order:** The meeting was called to order at 9:01 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 Kittleson- 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- HOA Administrative Assistant, Suzanne Boyd- Senior Director of Finance, Development, Tony Craven- Natural Resources Manager, Jennifer Kramer- Director of DRC & Residential Construction, Annalisa Johnson- CFO, Katie Litras- Suncadia Property Management, Vanessa Reust- Senior Manager of Accounting Shared Services

Owners present via Teams: Steve Dowd, Kellene, Gordon Miller, and Kimbro3

**Approval of Minutes:** The minutes of the regular meeting on July 21, 2023, and the executive meeting on September 25, 2023, were unanimously approved.

**Treasurer's Report:** The treasurer's report was postponed due to the presentation of the 2024 budget.

**Management Report:** The management report was postponed due to the presentation of the 2024 budget.

**Unfinished Business:**

- A) The Board unanimously approved increasing solid waste fees from 0.80 cents/square foot to \$1.30/square foot.
- B) The Board tabled the Suncadia Greeter's Cottage entry lane signage changes to complete the project as a holistic approach with other changes that will occur in 2024.

**New Business:**

- a) The Board likes the idea of a bocce ball court and directed Suncadia Management Company to move forward with getting pricing and possible locations.
- b) The Board unanimously ratified the amendment to the Gibson & Sons snow removal contract for 2023/2024.
- c) The Board unanimously ratified the amendment to Michele's Landscaping contracts for 2023.
- d) The Board unanimously approved the 2024 Budget with a modification of adding \$100,000.00 into reserves for work on the SR903 gate in 2024.

**Owner Comments**

- a) Suncadia Management Company was asked to walk Dawson Park and look at the grass where the sewage issue occurred.
- b) Suncadia Management Company was asked to walk with Travis Fulton for recommendations on fixing the disc golf park in Dawson Park.
- c) Val thanked the Board and Annalisa for their hard work during the budget process.

Noni Hughes adjourned the meeting at 9:58 a.m.

Attest:

Gary A Kittleson  
[Gary A Kittleson \(Feb 26, 2024 15:19 PST\)](#)  
Gary Kittleson – Secretary / Treasurer

02/26/2024

Date

## July 2023 – SCC Mgt. Report

<p><b>Community Operations &amp; Projects</b></p> <p><b>Grounds Maintenance &amp; Parks - Neal</b></p>	<ul style="list-style-type: none"> <li>• Completed asphalt repairs at 24 locations – Suncadia Trail and Rope Rider Drive</li> <li>• Went live with CourtReserve App – Over 250 registered users in first three weeks</li> <li>• Installed 70 new plantings in Suncadia Trail median near Inn – trees, shrubs, grasses, ground cover</li> <li>• Installed pathway and directional sign to connect both sides of Battista Park</li> <li>• Entry signs and Legacy sculptures cleaned and waxed; brush removed to make them more visible</li> </ul>
<p><b>Design Review, Jennifer K Projects</b></p>	<ul style="list-style-type: none"> <li>• 14- New Preliminary Designs</li> <li>• 5- Pre-Design meetings</li> <li>• 10- Pre-Construction Meetings</li> <li>• 4- New construction starts</li> <li>• Weekly community tour to review construction, landscaping, and compliance.</li> <li>• Onsite meetings with owners</li> <li>• Ongoing owner/ builder/ architect communication</li> <li>• Misc. projects – compliance and construction issues.</li> <li>• Working on retaining a New Design Review Committee Member</li> <li>• 1<sup>st</sup> two construction starts at Nelson Lakes</li> <li>• Designs being submitted for The Uplands 55 and Better Community by Landed Gentry</li> </ul>
<p><b>Community Patrol Services</b></p> <p><b>Derek - Paul</b></p>	<ul style="list-style-type: none"> <li>• Allied patrol vehicle shipped on 7/20 – Delivery date TBD</li> <li>• All Allied staff have completed Allied University training CPR</li> <li>• Currently hiring for 16-hour PT position</li> <li>• All seasonal Heliaus beacons have been updated and are in full service</li> <li>• Potential opportunity to increase Security presence at Rope Rider and Prospector golf courses due to continued complaints</li> </ul>
<p><b>Financial</b></p> <p><b>B Horstman, V. Reust – A Johnson</b></p>	<ul style="list-style-type: none"> <li>• Processing Q3 payments</li> <li>• Preparing for 2023 Budget processes</li> </ul>







# SCC.minutes.10.20.2023

Final Audit Report

2024-02-26

Created:	2024-02-26
By:	KATIE DANIELS (kdaniels@suncadia.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAB0HYMfHlppqDQr5hX1FI_nldLCD-tvyt

## "SCC.minutes.10.20.2023" History

-  Document created by KATIE DANIELS (kdaniels@suncadia.com)  
2024-02-26 - 11:16:58 PM GMT
-  Document emailed to Gary Kittleson (gkittleson@suncadia.com) for signature  
2024-02-26 - 11:17:01 PM GMT
-  Email viewed by Gary Kittleson (gkittleson@suncadia.com)  
2024-02-26 - 11:18:58 PM GMT
-  Signer Gary Kittleson (gkittleson@suncadia.com) entered name at signing as Gary A Kittleson  
2024-02-26 - 11:19:53 PM GMT
-  Document e-signed by Gary A Kittleson (gkittleson@suncadia.com)  
Signature Date: 2024-02-26 - 11:19:55 PM GMT - Time Source: server
-  Agreement completed.  
2024-02-26 - 11:19:55 PM GMT