

***Suncadia Residential Owners Association***  
**Board of Directors Regular Meeting January**  
**26<sup>th</sup> – 11:00 am**  
**Remote via Teams or**  
**770 Suncadia Trail – RE Sales Center and via Teams**

**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, Mark Thorne-Vice President, Bruce Chattin-Secretary
  - b. Others in attendance: Management: Edward Simpkins - Community Association Director, Mark Rhoton – Director of Operations, Jennifer Kramer – Director of Design Review & Residential Construction, Kelly Town – Compliance Specialist, Kelsey Greene – DRC Communications Assistant, Lonny Butler-Community Manager, Tony Craven-Natural Resources Manager, Luis Arvizu-Director of Engineering, Megan Huddleston – Senior Accountant, Annalisa Johnson- CFO, Gary Kittleson – VP Finance, Sarah Stills – Lodge Property Manager, Katie Litras – Homes Property Manager, Stephanie Butorac – Property Manager, Derek Coffinger – Allied Universal, Bill Campbell (OEC), Travis Fulton (OEC)
  - c. Owners in attendance via Teams: Aurora Morgan, Amy Baisch, Colin Mooney, John Crowley, Corey Koninieć, Carol Sandsmark
- 2) Owners Forum
  - a. No owner questions were submitted.
- 3) The Board approved the Minutes of the following as submitted.
  - a. Regular open board meeting October 20th, 2023
  - b. Executive session meeting October 20th, 2023
- 4) Annalisa Johnson presented the Treasurer’s Report, which included:
  - a. Quarter 4, 2023 Balance Sheet, Income Statement and Reserve Balances
  - b. Annalisa updated the board on the year-end efforts of management.
  - c. Annalisa introduced new members to the accounting team, Megan Huddleston – Senior Accountant, and Christina Pinnell – Accounts Payable
- 5) The Management Report (copy filed with these minutes)  
Edward Simpkins introduced the new Director of Operations, Mark Rhoton.
  - a. Jennifer Kramer - DRC Report
  - b. Kelly Town - Community Compliance Report
  - c. Tony Craven - Firewise Report
  - d. Derrek Coffinger - Community Patrol Report
  - e. Mark Rhoton - Operation Report and Construction Compliance
  - f. Kelsey Greene – Owner Communications
- 6) Committee Reports
  - a. Design Review
    - i. Jennifer Kramer presented the Design Review update.
  - b. Compliance
    - i. The Board had no questions for Compliance and reviewed the Management Report provided by Kelly Town

- c. Owner Engagement Committee
  - i. Travis Fulton reviewed the OEC report and initiatives. The scope of Sub-Committees includes the Owners Picnic, Speed Monitoring and Patrol, Allied Security, and SROA Operations with IT reporting, Traffic Flow and Safety, Communications, and STR Engagement.
  - ii. The Board discussed OEC Sub-Committees and requested the OEC draft a one-page charter for each sub-committee with scope.
- 7) Unfinished Business
  - a. The Board discussed the off-street parking enforcement process relative to Contractors, Short Term Rental guests, and Owners. Jennifer Kramer reviewed 'Resolution 111e'
    - i. The Board requests the document be revised and updated and provide compliant visual pictures of what is permitted.
    - ii. The Board requests a separate working session meeting to dialogue with participation from the OEC, Owners, and Legal team (Allison)
- 8) New Business
  - a. The Board approved to fund the 2024 reserves quarterly excluding the Villages (due to snow removal budget/costs). Reserve funding for Villages to be revisited in the July 2024 Board Meeting.
  - b. The Board discussed the Owner Engagement Committee (OEC) and continued with Bill Campbell and Travis Fulton as committee Co-Leads. The Board approved and appointed the OEC Member list as provided.
  - c. The Board Approved shifting SROA and TCVA assessment due dates to Semi-Annually instead of Quarterly beginning in the year 2025
- 9) Owner's Forum (3-minute limit)
  - a. Travis Fulton would like to see report findings of Allied Universal included in the quarterly meeting that includes transparency.
  - b. Bruce Chattin requests a follow-up from Kelly Town on the reported open fire pit witnessed.
- 10) The Open meeting recessed into the Executive session at 12:24 pm. The Board reconvened from the Executive session at 1:25 pm and ratified the decisions taken in the Executive session. The Open meeting was adjourned at 1:26 pm.

Bruce Chattin  
Bruce Chattin (Mar 4, 2024 20:29 PST)

03/04/2024

Bruce Chattin – Secretary

Date



**SUNCADIA**  
COMMUNITY ASSOCIATIONS

**To:** Suncadia Residential Owners Association Board of Directors  
**From:** Edward Simpkins – Director of Community Associations  
**Cc:** Suncadia Management Company  
**Date:** January 26, 2024  
**Re:** Community Associations Staff Report

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**Suncadia Management Company**

Edward Simpkins, Director of Community Associations

1. We are pleased to announce the selection and promotion of several team members to Community Associations Management.
2. Megan Huddleston has joined us as a Senior Accountant. Her focus will be on general ledger management, financial reporting, and complex transactions within the associations.
3. Christina Pinnell is joining us as an AP Specialist. Her focus will be on processing accounts payable, vendor management and overall process improvement in this area.
4. Additionally, Tonie Heath has taking on a new role as an AR Specialists which will allow her to focus on billings, collections, cash receipt management and owner file management.
5. Lastly, we have selected Mark Rhoton as our new Director of Operations. Mark previously served as our Construction and Compliance Inspector. In his new role, Mark will oversee the operations team and manage projects such as snow plowing, roadway paving, landscaping, and parks.

**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!



## SUNCADIA COMMUNITY ASSOCIATIONS

2. The committee has reviewed 9 Preliminary Designs and 8 Final Designs and has conducted 5 Pre-Design meetings this past quarter. Construction has started on 12 new homes.
3. The DRC finished 2023 with 42 new construction starts, with 18 homes in TC and 24 in Suncadia and Nelson Preserve. Although the starts are down from 2022, it was a steady season, with most of the activity happening in Nelson Preserve and Tumble Creek. Committee members have been working closely with portfolio builders Landed Gentry (Domerie Park and the Uplands at Nelson Lakes), AR (Nelson Lakes), and Sager Family Homes (Nelson Lakes) on their neighborhoods. The DRC is completing final inspections on Trailhead II, Trailhead Townhomes, and The Cabins at the Farm.
4. 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.
5. 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.
6. 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. 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 Suncadia.
2. Snow poles – Over 4000 snow poles were installed in the entire resort, 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.
3. Streets – We have made a few pothole repairs as needed on the Suncadia Trail and will monitor all the road conditions when viewable and make any other necessary repairs to make the roads safe for travel.



## SUNCADIA COMMUNITY ASSOCIATIONS

4. Fire Hydrants – The snow removal has begun in the resort 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.
5. 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.

### **Community Compliance and Standards**

Kelly Town, Compliance Specialist

1. Compliance violations addressed between October 4th, 2023, and January 15th, 2024. During this period, we sent out 186 notifications, 17 of which resulted in fines.
2. Of the notifications sent, 52 were courtesy notices for parking, of which 1 resulted in a \$250 fine and 11 were \$100 parking fines. We also sent 10 noise disturbance courtesy notices of which one resulted in a \$250 fine. We also had 4 fines of \$500 each for fireworks and open-burning fire violations.
3. Additionally, we issued 5 courtesy notifications for prohibited vehicles in driveways, 41 courtesy notifications for short-term rental registration, and 48 courtesy notifications for exterior lighting violations.
4. We also sent out an additional 15 courtesy notifications for unscreened AC equipment and generators, making a total of 108 owners who have gone through the compliance process for this violation in the past 2 years. Out of these, 88 are now compliant, and 20 are pending completion due to weather conditions.
5. Lastly, there were 4 additional unscreened hot tub notifications sent this quarter, bringing the total number of owners who have gone through the compliance process for this violation in the past 2 years to 126. Out of these, 113 are now compliant, and 13 are pending completion due to weather conditions.

### **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, Sani-cans, 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.





## SUNCADIA COMMUNITY ASSOCIATIONS

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 a “at a glance status.”
4. Construction Signage - Checking that the builders construction signs, required tools and emergency contact information is on each jobsite at the beginning of construction, so that anyone can identify the builders and have access to emergency contact in case of an emergency.
5. Construction and Compliance Inspector - Creating 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)



## SUNCADIA COMMUNITY ASSOCIATIONS

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, 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 and 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. 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 and 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 in compliance. Approximately thirty owners signed up for treatments on their properties.

### **Controlled Access and Patrol Services**

Derek Coffinger, Account Manager-Suncadia

1. There were a total of 1019 total events reported at Suncadia. For this quarter we will be reporting on speeding and reckless driving, parking violations, and noise complaints. Allied Universal Security Services reporting system has the capability to report on any events the HOA would like reported on.
2. 20 reckless driving and speeding events were reported. We recommend that the board consider placing a radar speed sign, placed 100 yards from the entrance to Suncadia and one on Pinegrass Loop close Batista bathrooms, to reduce speeding in the Suncadia community. This method has been effective at other Allied Universal Properties.
3. 475 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. 11 noise complaints were reported. The patrol team has been doing a great job of being proactive of knocking on residents and renter doors when noise complaints are made. If we are unable to reach anyone at the residences where the noise complaints are made, we follow with the respective property management company.


# SROA Meeting Miutes 1.26.24-1

Final Audit Report

2024-03-05

Created:	2024-02-26
By:	KATIE DANIELS (kdaniels@suncadia.com)
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