

***The Suncadia Residential Owners Association***  
**Board of Directors Regular Meeting**  
**April 22, 2022 – 11:00 am**  
**Remote via Zoom**

**MINUTES**

- 1) Meeting Call to Order at 11:01 by President Gary Kittleson
  - a. Verification of Quorum: A quorum was present: Gary Kittleson-President, Bruce Chattin-Secretary, Marne Schwartz – absent
  - b. The Board ratified Director appointments by Developer.
    - i. Mark Thorne was appointed to SROA Board to replace Marne Schwartz.
    - ii. New Officers: Mark Thorne – President, Bruce Chattin – Secretary/Treasurer, Gary Kittleson – Vice President
  - c. Others in attendance: Management: Michael Bennett - Community Association Director, Neal Tackett – Operations Manager, Jennifer Kramer – Director of Design Review & Compliance, Kelly Town – Compliance Specialist, Kelsey Greene – DRC / Communications Assistant, Noni Hughes - Suncadia Resort General Manager, Paul Kingham – Community Services Manager, Allied Universal Services executives: Brian Dusza, Jim Francis, Michelle Konrad
  - d. Owners in attendance via Zoom: Kellene Gilbrough, “Don”, Mike Mahoney, Carol Sandmark, Diane McGhee, Jenny Daley, Debbie Landrie, Mark Grace, Cay Crowley, “Scott”, Lindsay Gore, Kathy Perkins, Mike Butine, Mike Bell, Laurel Bell, Steve Dowd, Bill Campbell, Chris Collins, Bill Harrison, Fred Mattison, Doug Beck, Donna McCaslin.
- 2) The Board approved the Minutes of the following as submitted.
  - a. Regular open board meeting February 4, 2022
  - b. Executive session board meeting March 3, 2022
- 3) Gary Kittleson presented the Treasurer’s Report, which included:
  - a. Q1 – 2022 Balance Sheet, Income Statement and Reserve Balances
  - b. Collections Status Report
- 4) The Management Report was presented by Jennifer Kramer, Michael Bennett, Neal Tackett, Tony Craven and Kelly Town and is attached to these minutes
- 5) Committee Reports
  - a. Jennifer Kramer presented the Design Review Committee status report
  - b. Kelly Town presented the Q1 Compliance Report
  - c. Fred Mattison presented the Suncadia Residential Owners Advisory Committee (SROAAC) Report and SROAAC Minutes
    - i. The Board appointed owners Phil and Sue Isle to the SROAAC based upon committee recommendation.

- ii. Fred Mattison announced the 2022 Owner's picnic will be held on Saturday July 23 from 11:00 am until 2:30 pm at Dawson Park.

6) Unfinished Business

- a. Allied Universal Services representatives Jim Francis and Brian Dusza presented the "Community Needs" Safety Security onsite research and report work product. The Board will be reviewing the recommendations for possible actions and / or modifications to safety, security and Community Services Patrol functions.
  - i. The Board also asked staff to post the Executive Summary of the work product in the Weekly Update mail blast to all owners for several weeks, as well as to provide a website link to the entire document.
- b. The Board ratified the previously approved 2022-23 Grounds Maintenance agreement with ZBK Contracting Co. LLC.
- c. The Board ratified the previously approved Prospector's Reach neighborhood Grounds Maintenance agreement with Heritage Professional Landscaping.
- d. The Board ratified the previously approved Osprey Ridge neighborhood Grounds Maintenance agreement with Heritage Professional Landscaping.

7) New Business

- a. The Board reviewed and discussed the Finance Committee and Management recommendations and findings concerning snow removal expense cost overruns due to weather emergencies in December 2021 and 2022 year to date.
  - i. The Board asked staff, the Finance Committee, and the SCC Board to collaborate in a work session ASAP to finalize budget adjustment and special assessment actions to address snow removal cost over runs and depletion of operating cash reserves.
- b. The Board discussed the acquisition of a LaRue D60 Snow Blower by Gibson & Son and the possible extension of the remaining 2-year snow removal agreement term to spread the fixed costs for this equipment over a longer period.
  - i. The Board asked Operations to provide additional information concerning the cost-benefit and cash flow scenarios involving this equipment/
- c. The Board approved the 2022 Asphalt Seal Coat project: Coalmine Way - Central Paving = \$36,072 (2022 Reserve Budget = \$41,547)
- d. The Board approved the 2022 Asphalt Seal Coat project: Powder Cap Ct, Jellabel Ct, Lily Ct - Central Paving = \$11,124 (2022 Reserve Budget = \$8,598)
- e. The Board reviewed a verbal presentation from owner Doug Ford concerning the proposed water rate increases.
- f. The Board approved the Pinegrass Gate keypad pedestal replacement and bollard upgrade (Automated Gate & Equipment = \$3,673.08 – Includes WSST) – Gate replacement in 2028 = \$15,058) Staff recommends repair – refurbishment funding from operating budget.

- 8) The Board recessed to Executive Session (Collections Actions) at 2:00 pm and returned from Executive session at 2:08 pm and ratified the Executive session business action items concerning assessment collections.
- 9) The Open meeting adjourned at 2:09 pm

The next Open Board meeting will be held on July 22, 2022, at 11:00 am

*Bruce Chattin*  
Bruce Chattin (Apr 29, 2022 23:39 PDT)  
Bruce Chattin – Secretary

Apr 29, 2022  
Date

## April 2022 – SCC & SROA Management Report

<p><b>Design Review &amp; Jennifer K Projects</b></p>	<ul style="list-style-type: none"> <li>• 21- Pre-Design Meetings – Zoom Meetings</li> <li>• 24- Pre-Construction Meetings</li> <li>• 27- New designs submitted since last board meeting</li> <li>• 28-New construction starts so far 2022 most activity in Nelson Preserve and TC</li> <li>• Weekly tours of the community for building progress and construction compliance.</li> <li>• Ongoing owner/ builder/ architect communication</li> <li>• Misc. projects – Resolving compliance and construction issues</li> <li>• Owner’s landscaping proposals/ requests for site visits</li> <li>• Successful Builders Roundtable</li> <li>• Working with owners on combining Homesites</li> </ul>
<p><b>Design Review &amp; Kelsey Projects</b></p>	<ul style="list-style-type: none"> <li>• Color Board new reviews of all materials selected during final design phase</li> <li>• Onsite Mockups to finalize approval of materials during framing stage</li> <li>• Working with owners on material changes (garage doors, siding material, stone, entry doors) due to supply chain issues and timelines</li> <li>• Ongoing work with Cabins at the Farm. Ten closed properties.</li> <li>• Working on updates for final landscaping work for Cascade Reach and Talisman.</li> </ul>
<p><b>Community Operations &amp; Projects</b></p> <p><b>Grounds Maintenance &amp; Parks</b></p> <p><b>Neal</b></p>	<ul style="list-style-type: none"> <li>• SCC ground maintenance and street sweeping began early due to favorable weather in late March.</li> <li>• SROA street sweeping and street sign repairs delayed due to poor weather in April</li> <li>• Suncadia Trail guardrail repaired (new and old damage)</li> <li>• Landscaping improvements made next to pickleball courts</li> <li>• SFCE funding some new live trees at Dawson as part of Holiday lighting scheme</li> <li>• Sewer pump masticator at Greeters Cottage failed and was replaced (not in reserves)</li> <li>• Area of Dawson Park remains closed as Suncadia Environmental assesses potential for contamination</li> <li>• Battista Park playhouse requires repairs, proposal in progress</li> <li>• 903 rail fence requires repairs in several areas, repairs scheduled</li> </ul>
<p><b>Community Compliance and Standards –</b></p> <p><b>Kelly</b></p>	<ul style="list-style-type: none"> <li>• Continued monitoring of over 200+ Construction sites and tracked activity</li> <li>• Suncadia &amp; Tumble Creek: 2/4-4/14 – total of 120 courtesy notices sent: 16 STR Parking, 5 STR noise disturbance, 7 Prohibited vehicles in driveway, 2 STR Open Fire \$500 fines, 5 non-dark-sky compliant lighting, 1 in TC. 26 Holiday Lighting, 17 bb hoop in driveway (9 in TC) currently 3-\$25/weekly fines for bb hoops in driveway, 4-yard art, 24 Unscreened Hot Tub, 1 in TC. 1 Contractor parking blocking fire hydrant.</li> <li>• 10- Contractor job site clean-ups, 4 in TC.</li> </ul>
<p><b>Forest Health and Firewise</b></p> <p><b>Tony</b></p>	<ul style="list-style-type: none"> <li>• Tony and Lance are advising individual owners on Firewise issues on their properties.</li> <li>• Open Space between Big Rock and Swiftwater is wrapping up.</li> <li>• Signage of Kittitas Conservation Trust adjacent to owners property will begin and continue through the summer</li> <li>• Cross country to regular trail conversion is completed. Log out and Brushing will commence once conditions are conducive.</li> <li>• Beginning planning and layout for thinning projects along or near Jenkins drive and along the Cle Elum River in Suncadia.</li> <li>• Lance is conducting a native plant sale.</li> <li>• Working with partners to implement fuel treatments to the west of Suncadia.</li> </ul>

<b>Owner Communications MB</b>	<ul style="list-style-type: none"> <li>• Weekly update Newsletters, Bulletins and Website work continues with assistance of Kelsey Greene</li> </ul>
<b>Community Services Paul</b>	<ul style="list-style-type: none"> <li>• Community Services patrol are assisting Compliance and DRC with reports of violations observed.</li> <li>• New ongoing training for crew.</li> <li>• ASIS training and certification.</li> <li>• Uniforms for patrol – maintaining professional appearance.</li> <li>• Vehicles – equipment carried and functionality.</li> <li>• First Aid/CPR/AED classes for crew and then available to other departments.</li> </ul>
<b>Financial M Bennett – G Kittleson</b>	<ul style="list-style-type: none"> <li>• Processing Q2 payments, SROA collection actions and notices.</li> </ul>






# SROA.Minutes.04.22.22

Final Audit Report

2022-04-30

Created:	2022-04-29
By:	Michael Bennett (mbennett@suncadia.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAHAH-ptsAjSU9Nel6kv6i9NGGjdgswTinhm

## "SROA.Minutes.04.22.22" History

-  Document created by Michael Bennett (mbennett@suncadia.com)  
2022-04-29 - 10:42:06 PM GMT- IP address: 199.231.241.163
-  Document emailed to Bruce Chattin (bchattin@washingtonconcrete.org) for signature  
2022-04-29 - 10:42:26 PM GMT
-  Email viewed by Bruce Chattin (bchattin@washingtonconcrete.org)  
2022-04-30 - 6:34:30 AM GMT- IP address: 66.170.191.79
-  Document e-signed by Bruce Chattin (bchattin@washingtonconcrete.org)  
Signature Date: 2022-04-30 - 6:39:05 AM GMT - Time Source: server- IP address: 66.170.191.79
-  Agreement completed.  
2022-04-30 - 6:39:05 AM GMT