

Suncadia Residential Owners Association
Board of Directors Regular Meeting
May 5, 2023 – 11:00 am
Remote via Teams or
141 Firehouse Road

MINUTES

- 1) Meeting Call to Order at 11:01 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: 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, Lonny Butler-Community Manager, Tony Craven-Natural Resources Manager, Luis Arvizu-Director of Engineering, Derek Coffinger-Director Allied Security Services, Paul Kingham-Manager Allied Security Services, Eric McDougall-Operations Specialist, Ross Huffman Washington Department of Fish & Wildlife
 - c. Owners in attendance via Teams: Bill Campbell, Liz Thomas, Paul Danis, JP Perugini, Chris Collins, Marie Haydock, Peter Wong, Gordon Miller, Dan Radley, Mike Bell (Owner Engagement Committee)
- 2) The Board approved the Minutes of the following as submitted.
 - a. Regular open board meeting January 20, 2023
 - b. Executive session meeting January 13, 2023
- 3) Annalisa Johnson presented the Treasurer’s Report, which included:
 - a. Quarter 1, 2023 Balance Sheet, Income Statement and Reserve Balances
 - b. Michael Bennett gave a brief overview of the Collection Status Report.
- 4) The management report (a copy accompanies these minutes) was presented by several members of the management team.
 - a. Jennifer Kramer DRC Report
 - b. Kelly Town Community Compliance Report
 - c. Tony Craven Firewise Report
 - d. Derrek Coffinger Community Patrol Report
 - e. Neal Tackett Operation Report
- 5) Committee Reports were included in the management report and Mike Bell advised that the Owner’s Engagement Committee is not ready to hold open meetings until Quarter 3 or 4 of 2023 to allow them to finalize a good structure and make some progress on existing topics before opening to new input and opportunities. Mike also advised on how to apply to join the formal committee or a subcommittee by using the “E-form” in the FrontSteps Owner Portal.
- 6) Unfinished Business
 - a. The Board directed management to fund the Q1 LCA Reserve Contribution (\$52,000).

- b. The Board ratified the previously approved 2021 and 2022 annual audit engagement fee increases (Clifton Larsen Allen) following reductions in fees negotiated by Annalisa Johnson:
 - i. 2021 Audit = \$12,500, Tax Returns \$996
 - ii. 2022 Audit = \$12,500, Tax Returns \$1,000
- c. The Board ratified Resolution 109A (Amended Design Review fee schedule- previously adopted with the 2022 budget).

7) New Business

- a. The board discussed and approved the 2023 – 2025 SROA Grounds Maintenance Agreement Extension – Amendment (ZBK Contracting Co., LLC)
 - i. 2023 season = \$6,390.00 plus WSST per month; (anticipated 7-month season)
 - ii. 2024 & 2025 = \$6,870.00 plus WSST. These sums will be prorated for any partial months.
- b. The Board discussed Board memo and communication methods for annual budget owner input and disapproval vote / proxy submission and approved distribution via email and mailing to all owners in advance of the December 2, 2023, annual owners meeting. The board agreed to send the memo on to the owner engagement committee for comment.
- c. The Board approved two additional “Little Library” locations (to commemorate Cyndi Correnti), pending Fred Correnti providing the HOA Management team with the proposed locations, for final approval by Noni Hughes. Mark Thorne advised that Suncadia would pay for the commemorative plaques to honor Cyndi.
- d. The Board approved acceptance of 2020 SROA audit work product (Clifton Larsen Allen, CPA’s).

8) Owner’s Forum (3-minute limit)

- a. Marie Haydock asked if Suncadia Parks were open to the public (Yes).
- b. Chris Collins asked if Suncadia can be annexed into Cle Elum (Mark Thorne responded that is very unlikely given the terms and conditions contained within the Master Planned Resort (MPR) development agreement).
- c. Marie Haydock asked if Suncadia Resort utilizes bear resistant trash receptacles (Yes).
- d. Paul Danis asked is there anything being done by the Suncadia Residential Owners Association with regards to the Bullfrog Flats development? (Mark Thorne responded that this is a complex community and political issue, and it is not clear that there is a basis for SROA to be involved in this issue and/or, since the SROA is Declarant controlled, whether the Declarant would want to be involved; we will be discussing this with our ownership group and seeking other advice as appropriate, regarding any SROA position. However, regardless of whether the SROA takes a position, Suncadia owners should

continue to seek information about the development and participate in the public hearing process that the City of Cle Elum will be conducting.)

- e. JP Perugini asked if additional speed limit signs were planned for Swiftwater Drive from Nelson Farm out to Divisions 7 and 8? (Neal Tackett advised that additional signs were added last year and that more are planned as the new divisions are completed.)
- 9) The Open meeting recessed into Executive session at 12:58 pm. The Board reconvened from Executive session at 1:25 pm and ratified the decisions taken in Executive session. The Open meeting was adjourned at 1:26 pm.

Bruce Chattin

[Bruce Chattin \(May 12, 2023 09:55 PDT\)](#)

Bruce Chattin – Secretary

May 12, 2023

Date

May 2023 SROA MANAGEMENT REPORT

Design Review & Jennifer K Projects	<ul style="list-style-type: none"> • 14- New Preliminary Designs • 13- Pre-Design meetings • 5- New construction starts • Weekly community tour to review construction, landscaping, and compliance. • Onsite meetings with owners • Ongoing owner/ builder/ architect communication • Misc. projects – Resolving compliance and construction issues. • Yearly Builders Meeting • Participated in meetings on Building Code Changes
Design Review & Kelsey Projects	<ul style="list-style-type: none"> • Color Board recent reviews of all materials selected during final design phase. • 9 Onsite Mockups to finalize approval of materials during framing stage. • Collaborating with owners on material changes (garage doors, siding material, stone, entry doors) due to supply chain issues and timelines • Conducted annual builders meeting. • Onsite meetings with owners regarding landscaping and projects starting this spring. • Ongoing work with Cabins at the Farm. The open space park has been started.
Community Operations & Projects Grounds Maintenance & Parks - Neal	<ul style="list-style-type: none"> • Street Sweeping completed April 25 • Repairs and staining of trim at Talisman carports. • Sealcoating scheduled for weeks of June 5th and June 12th and notices sent out to affected owners on 4/25
Community Compliance and Standards – Kelly	<p>Courtesy Notifications sent 1/13/2023 - 4/20/2023.</p> <ul style="list-style-type: none"> • 5 Noise Disturbance • 5 Prohibited Vehicle in Driveway • 1 Operating Prohibited Vehicles on property • 9 Parking on street/vegetation/overnight blocking snow removal • 5 Trash Container Visible-non collection day • 1 Landscaping – Safety Issue-owners to repair concrete sidewalk- Update: Sidewalk repaired; issue closed. • 1 Exterior Lighting – Non dark sky • 12 Holiday Lighting – beyond dates allowed. • 4 Portable Hoop/Sports structure visible • 4 additional Unscreened Hot Tubs (this report) 54 pending warning notifications (now that snow is gone) after courtesy notifications sent out last fall, 37 now Compliant. (Total of 95 unscreened HT notifications sent (fall of ‘22 through today). • 12 additional Short-Term Rental Registration notifications sent. • 68 more Short-Term Rentals registered this quarter in response to previous courtesy notifications sent. • 28 additional Unscreened AC units receiving first courtesy notifications, currently following up on 43 Unscreened AC units reported last board meeting. • 2 Owner speeding/reckless driving • 11 Prospectors Reach Address Markers-Remove or replace.

Construction Compliance	<ul style="list-style-type: none"> • Meeting individually with builders to review our jobsite compliance expectations. • Enforcing job site cleanliness and Construction Guidelines • Ensuring that silt fencing is erected around all homes under construction. • Requiring builders to export excess dirt piles from their jobsites. • Checking that construction signs and emergency contact information is on each jobsite. • Verifying that fire safety equipment is onsite
Forest Health and Firewise Tony	<ul style="list-style-type: none"> • Participating in the Wildfire Ready Neighbor program • Participating with Partners in Elemental “Re-imagining” fire event at Roslyn Theatre • The Forestry team is collaborating with partners to implement fuel treatments to the west of Suncadia. • Planning fuel reduction projects for this summer, fall and winter. • Completed update of Stormwater prevention plan.
Owner Communications Kelsey Greene, M Bennett	<ul style="list-style-type: none"> • Weekly update and website updates continue with the assistance of Kelsey Greene. New TOPS One advanced owner portal and ComWeb system was implemented on January 20, 2022, and 1,190 total registered users as of April 28, 2023, up from 500 as of 12.31.22
Community Patrol Services Derek - Paul	<ul style="list-style-type: none"> • Allied Universal Security awarded the Suncadia site the Gold Star Award for the transition from Suncadia Community Services to Allied Universal . • As soon as two new hires complete orientation next week, we will be fully staffed. • All officers have been through Allied Universal EDGE training, on the job training, and all officers are certified in First Aid/CPR/AED • Temporary patrol vehicles with Allied Universal livery are now patrolling Suncadia and Tumble Creek, ahead of the new permanent patrol vehicles. • One permanent vehicle has been purchased and should be in service in the next 30-60 days. • Heliaus system is fully operational and has replaced the Shift Summary Reports .
Financial B Horstman, M Bennett – A Johnson	<ul style="list-style-type: none"> • Processing Q1 payments and collections • Preparing for 2021 and 2022 Audit work with CLA







SROA.Minutes.05.05.2023

Final Audit Report

2023-05-12

Created:	2023-05-12
By:	Michael Bennett (mbennett@suncadia.com)
Status:	Signed
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-  Document created by Michael Bennett (mbennett@suncadia.com)
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-  Signer bchattin427@icloud.com entered name at signing as Bruce Chattin
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