

The Suncadia Residential Owners Association
Board of Directors Regular Meeting
July 22, 2022 – 11:00 am
Remote via Zoom or
141 Firehouse Road

MINUTES

- 1) Meeting Call to Order at 11:01 by President Mark Thorne
 - a. Verification of Quorum: A quorum was present: Mark Thorne-President, Gary Kittleson-Vice President, Bruce Chattin-Secretary/Treasurer
 - 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, Noni Hughes - Suncadia Resort General Manager, Paul Kingham – Community Services Manager, Brian Horstman -Community Associations Director of Finance, Lonny Butler-Community Manager, Jamey Mays – Executive Assistant
 - c. Owners in attendance via Zoom: Kellene Gilbrough, “Cyndi,” Debbie Landrie, Cay Crowley, Steve Dowd, Bill Campbell, Chris Collins, Bill Harrison, Fred Mattison, “George,” Jim Becker, Donna McCaslin, “Aaron_H,” Kirsten Bruncker, “McGrath,” Gordon Miller, Mike Storino.
- 2) Owner’s Forum-No owner questions were submitted.
- 3) The Board approved the Minutes of the following as submitted.
 - a. Regular open board meeting April 22, 2022
 - b. Executive session board meeting April 22, 2022
 - c. Special Open Budget Meeting June 1, 2022
 - d. Special Open Budget Ratification Meeting June 22, 20022
 - e. Executive Session (Compliance hearing) May 4, 2022
- 4) Brian Horstman presented the Treasurer’s Report, which included:
 - a. Q2 – 2022 Balance Sheet, Income Statement and Reserve Balances
 - b. Collections Status Report
- 5) The Management Report was presented by Jennifer Kramer, Michael Bennett, Neal Tackett, Tony Craven and Kelly Town and is attached to these minutes
- 6) Committee Reports
 - a. Jennifer Kramer and Kelsey Greene presented the Design Review Committee status report
 - b. Kelly Town presented the Q2 Compliance Report
- 7) Unfinished Business

- a. Mark Thorne presented his recommendation to sunset the current owner advisory committees (Finance and SROAAC) to re-evaluate and re-establish the committees later. The board voted unanimously as follows:
 - i. Effective July 31, 2022, the term of both Committees will be Sunset and the existing charters for both committees will no longer be in effect.
 - ii. Over the course of August and September, the Board with input and direction from Suncadia Management will re-evaluate the appropriateness and need for Advisory Committees. This will include which committees to establish, the scope and charter for each committee, the number of members on each committee, and how members are chosen.
 - iii. By October 1, 2022, the Board (with input from Suncadia Management) will determine (a) What Advisory Committees it wishes to establish, (b) Produce a brief Charter for each Advisory Committee deemed appropriate to establish and (c) Appoint the initial members for each new Advisory Committee.

8) New Business

- a. The Board approved distribution of the Community Patrol and Security Services outsource Request for Proposal (RFP) documents to qualified bidders for subsequent Board review and consideration at the SROA October 28, 2022, Open Board Meeting.

9) Owner's Forum (3-minute limit)

- a. Sarah H. asked if documents were available to owners, Michael Bennett addressed by directing her to the Homeowner' Association website:
www.suncadiacommunityassociations.org
- b. Cay Crowley recommended the committee investigate solar panels for charging electric vehicles for patrol to get to zero emissions in the chat.
- c. Mike Storino asked a compliance question regarding a specific property in the chat. Kelly Town advised that this issue was resolved.
- d. Cay Crowley urged the developer and management to prepare for compliance with zero emission standards.
- e. Chris Collins asked about what was happening regarding the general improvement of Suncadia. Mark Thorne asked for some time as he prepares his recommendations to the Ownership Group for capital projects.
- f. Mark addressed a general question about the status of the postal center.

10) The Open meeting adjourned at 12:33 pm

The next Open Board meeting will be held on October 28, 2022, at 11:00 am

Attest:

Bruce Chattin

Bruce Chattin (Jun 6, 2023 10:43 PDT)

Bruce Chattin – Secretary

Date: 10-28-2022

JULY 2022 MANAGEMENT REPORT

Design Review & Jennifer K Projects	<ul style="list-style-type: none"> • 9- Pre-Design Meetings – Zoom Meetings • 31- Pre-Construction Meetings • 43- New designs submitted since last board meeting • 80-New construction starts so far 2022 most activity in Nelson Preserve and TC • Training with new Construction Compliance Inspector – Dave Lewis • Tours of the community for building progress • Ongoing owner/ builder/ architect communication
Design Review & Kelsey Projects	<ul style="list-style-type: none"> • Color Board new reviews of all materials selected during final design phase • Onsite Mockups to finalize approval of materials during framing stage • Preparing for the company picnic • Collaborating with owners on material changes (garage doors, siding material, stone, entry doors) due to supply chain issues and timelines • Onsite meetings with owners regarding landscaping and projects • Conducting final home inspections • Ongoing work with Cabins at the Farm. 18 closed properties. • Heritage started work on Cascade Reach and Talisman landscaping projects.
Community Operations & Projects Grounds Maintenance & Parks Neal	<ul style="list-style-type: none"> • Centerline on Swiftwater Drive extended from Nelson Farm to Rinky Dink Lane. MPH signs being added to Swiftwater Drive as well. • Crosswalk and signage added to Big Hill Drive • Replaced ornamental grasses with fine lawn on portions of Bullfrog Road median for safety • Entry monument cleaned and waxed, proposal for refurbishment in the works • Several painting projects being scheduled for August: streetlights, park amenities, etc. • Repairs made to Dawson and Battista playhouses • Emphasis on staining signposts in July and August • Dawson Park Recreation Cabin open daily • NW Environmental will replace turf in sewage spill area of Dawson Park
Community Compliance and Standards – Kelly	<p>Courtesy Notifications and Fines sent 5/19/2022 - 7/13/2022</p> <ul style="list-style-type: none"> • 8 CCR 7.3 - Noise Disturbance - Courtesy notifications • 3 CCR 7.3 - Offensive or Unlawful Activities \$250 fine notifications • 1 CCR 7.3 - Speeding and/ or reckless driving - Courtesy Notifications • 6 CCR 7.6 - Prohibited Vehicles parked in driveway Courtesy Notifications • 1 CCR 7.6 - Operating Prohibited Vehicles - Courtesy Notification • 9 CCR 7.7 - Parking - Vegetation, Street, overnight 9 Courtesy notifications, 1 \$100 fine • 2 CCR 7.12 - Visible Trash Container - Non-collection Day- Courtesy Notifications sent • 2 CCR 7.13 - Unapproved Landscaping Courtesy Notifications • 1 DRC 2.12 - Portable Sports Structures 1 - pending hearing, 1 new courtesy notification sent • 2 DRC 2.12 - Outdoor Art • 8 DRC 2.13 - Unscreened Hot tub Courtesy notifications sent - 55 pending DRC approval to send as of 7/13/2022 <p>43 Total courtesy notifications sent - 55 pending DRC approval to send</p>

<p>Construction Compliance</p> <p>Dave Lewis</p>	<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
<p>Forest Health and Firewise</p> <p>Tony</p>	<ul style="list-style-type: none"> • Tony and Lance are advising individual owners on Firewise issues on their properties. • Signage of Kittitas Conservation Trust adjacent to owners property continues to be installed and will continue through the summer . • Mastication and thinning beginning along or near Jenkins and Tumble Creek drive and along the Cle Elum River in Suncadia. • The Forestry team is collaborating with partners to implement fuel treatments to the west of Suncadia.
<p>Owner Communications</p> <p>Kelsey Greene, M Bennett</p>	<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 over 450 owners have registered as of 07.13.22
<p>Community Services</p> <p>Paul</p>	<ul style="list-style-type: none"> • Community Services patrol are assisting Compliance and DRC with reports of violations observed. • New ongoing training for crew. • ASIS training and certification. • Uniforms for patrol – maintaining professional appearance. • Vehicles – equipment carried and functionality. • First Aid/CPR/AED classes planned for crew and then available to other departments. •
<p>Financial</p> <p>B Horstman, M Bennett – G Kittleson</p>	<ul style="list-style-type: none"> • Processing Q2 payments, SROA collection actions and notices. • Processing snow removal special assessments • Preparing for 2021 Audit work with CLA

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Final Audit Report

2023-06-06

Created:	2023-06-05
By:	Michael Bennett (mbennett@suncadia.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAxAxMmIVry37PvzmbkNaor-fbfg3Xc-BzAR

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