

The Tumble Creek Village Association
Board of Directors Regular Meeting
Monday, April 24, 2023, 9:00 am
141 Firehouse Road – Conference Room
And Remote via Teams
Minutes

Call to Order

The meeting was called to order by President Mark Thorne at 9:02am

Verification of Quorum and Meeting Attendance

A quorum was present with the following directors in attendance: Mark Thorne – President, Bruce Morrison – Secretary/Treasurer, Jared Jeffries - Vice-President

Other attendees: Management: Michael Bennett – Director of Community Associations, Neal Tackett – Director of Operations, Brian Horstman - Director of Finance, Shannon Anderson-Blume – Owner Relations Manager, Kelly Town – Compliance Specialist, Jennifer Kramer - Director of Design Review & Compliance, Lonny Butler – Community Manager, Kelsey Greene-Design Review Assistant, Gary Kittleson-VP, Finance Director, Annalisa Johnson-CFO, Derek Coffinger-Account Manager

Owners – David Murphy, Dave and Carol Anderson, Brian Fredricks, Jeff Wolf, Suzanne Cragin, Mike Butine, Sean Neilson, Chuck & Shelly Lynch, Sean Nielson, Jeff Wolf, Michelle Martin, Jeff Mendenhall, 'Mike & Lelani', Karen Gray

Owner's Forum

Suzanne Cragin asked to discuss the proposed \$50 fee to charge TC golf members to play Suncadia golf. *President Thorne advised this was a TC Club issue and the Club and Suncadia would delay implementation until communication could be made to owners providing advance notice and additional information.*

Michael & Leilani: Wouldn't it be better to break up the budget and report it based on quarterly expectations? *VP of Finance Kittleson and CFO Annalisa Johnson advised the 2024 budget would include more seasonal line-item allocations where appropriate.*

Jeff Mendenhall: Can you explain the role of the owner representative you just introduced? *Shannon Anderson-Blume joined the HOA Management team this month as Owner Relations Manager (new position). Duties, objectives, and goals include:*

- *Develop and maintain positive relationships with owners.*
- *Function as the primary point of contact for owners, responding to their queries, concerns, and complaints in a timely and professional manner.*
- *Work with the operations team to ensure that owners receive excellent customer service.*
- *Conduct regular reviews with owners to ensure that their needs and expectations are being met.*
- *Identify opportunities to improve the owner experience and make recommendations for changes to processes and procedures.*
- *Prepare reports on owner satisfaction and use this data to identify trends and areas for improvement.*
- *Work with the marketing team to develop and implement owner communications and engagement strategies.*
- *Supports all aspects of the Owner Engagement Committee and Tumble Creek Advisory Committee.*
- *Help organize and execute owner events alongside Owner Committee(s) and other team members.*
- *Assists in the maintenance and updating of the Community Associations Owner web portal and Community Associations websites.*

Chuck and Shelly Lynch asked for an updated Org chart of the Suncadia organization and HOA. *Development and HOA Management will forward the latest org charts to owners.*

Chuck and Shelly Lynch inquired as to the impact to the budget/30-year plan for the proposed road repair. *The ongoing asphalt rehabilitation projects for all roads are included in the 30-year Reserve Study cash flow – funding plan according to estimated remaining useful life of the assets (roads) and planned maintenance and resurfacing projects. In any year where a planned expenditure is delayed or “pushed out” by adding more useful life, the cash flow needs are reduced, and percent funded reserve fund levels increase.*

Michael & Leilani asked about pet waste issues as well.

Approval of Minutes

The Minutes of the Regular Meeting of 01/23/2022 were approved unanimously.

Treasurer’s Report

Annalisa Johnson (CFO) presented the Treasurer’s Report covering the 2023 Q1 financials, which are filed with these minutes.

Management Report

Michael Bennett, Kelly Town, Neal Tackett, Jennifer Kramer, Tony Craven, and Derek Coffinger presented the Management Report. A copy will be filed with these minutes.

Committee Reports

Design Review Committee – Report was included in the DRC section of the Management Report.

Cabins Neighborhood Committee- *The Cabins Neighborhood Committee met with TC staff this week to discuss the anticipated shortfall in the Cabins 2023 budget. Pertinent financial information was reviewed and discussed, and a decision was made by all to recommend the TCVA Board levy a one-time special assessment of \$565 to balance the budget variances. This will be payable by the third quarter, following mailing of notice of the special assessment and notice of a special open meeting to ratify the special assessment within 30 days following to Cabins Owners*

Tumble Creek Owner Advisory Committee

- a. The minutes of the January 19, 2023, TAC meeting were submitted by the Committee and are attached to these minutes for reference.
- b. The minutes of the April 20, 2023, TAC meeting are pending and will be included in the July meeting minutes,

Unfinished Business

- A) None

New Business

- A) Tumble Creek Drive asphalt rehabilitation project (phase B)
 - a. The Board approved the lowest responsible bidder, Central Paving (Ellensburg, WA) at a project cost not to exceed \$216,000.
- B) The Board approved contractor M2 Industrial to complete the Tumble Creek Bride and Jenkins Road guardrail repairs at a project cost not to exceed \$5,300.
- C) The Board approved Resolution 213a to ratify 2022 and 2023 budget changes to the Design Review Committee (DRC) fee schedule.

D) The Board directed Management to fund the TCVA and TC Cabins Reserve Contributions according to their respective budgets, before fiscal Year End (12-31-2023)

Executive Session – None

Adjournment at 10:26 am.

Submitted:

Bruce Morrison

Bruce Morrison (Apr 28, 2023 12:32 PDT)

Secretary – Bruce Morrison

Apr 28, 2023

Date

TCVA - April 2023 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
DRC- Kelsey Greene	<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 round table 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, Lakes, Streams & Parks - Neal	<ul style="list-style-type: none"> • Street sweeping of Tumble Creek Drive and a few adjacent streets was done April 12-13. Further sweeping will occur when conditions and availability allow. • Replacement Jenkins Drive street sign has been installed. Further sign repairs will be done in April/May. • New Bridge signs with revised clearance height have been installed. • Repair of Porte Cochere beam is still awaiting warmer conditions. Expected in the next few weeks. • New equipment box purchased for Weekley Park. New ladder rungs for playhouse ordered. Park inspections done weekly. • Landscape Maintenance work began a week late due to snowy conditions. Will be made up at end of season.
Community Compliance and Standards Kelly	<p>TCVA Courtesy Notices Sent 1/14/2023 - 4/14/2023.</p> <p>1 Pets/Nuisance off leash 1 Portable basketball hoop in driveway 1 Holiday Lights</p>
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 & Firewise - Tony	<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 has been completed. . • Mastication and thinning beginning along or near Jenkins and Tumble Creek drive and along the Cle Elum River in Suncadia. 30-acre project adjacent to Dommerie Flat has been completed. • The Forestry team is collaborating with partners to implement fuel treatments to the west of Suncadia. • The Forestry Team will be helping to evaluate Community Wildfire Defense Grants for the Western states in addition to helping to develop spending priorities for 30 million dollars from House Bill 1168.
Owner Communication - MB	<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 1,100 owners have registered as of 04.17.23, up from 500 in January, 2023

<p>Community Services Derek – Paul, Allied Universal Services</p>	<p><u>General:</u></p> <ul style="list-style-type: none"> • Allied Universal Security awarded the Suncadia site the <u>Gold Star Award</u> for the transition from Suncadia Community Services to Allied Universal. This is an award that is rarely ever achieved and a credit to all those involved in the transition. • Allied Universal Recruiting has done an outstanding job and we are fully staffed for all three shifts. • All officers have been through Allied Universals EDGE training, onsite training, and are all 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. A standard equipment list for each vehicle is currently being finalized ahead of the new patrol vehicles. • At Greeters Cottage, the new requested gate policy has been implemented. • Heliaus system has been up and running for a while and has replaced the previous Shift summary as the preferred method of reporting. The beacon for the base requirements for the system form the backbone of each shift tour, and now, the seasonal summer check points are being programmed and added to the tour. These seasonal beacons will be activated and disabled as the seasons change. • 797 goes in to the Abra Auto Body on May 10th to get the front-end damage repaired ahead of getting Allied livery installed. <p><u>Staffing:</u></p> <ul style="list-style-type: none"> • Master schedule has been completely hired for with all shifts covered; Greeter, Caretaker, two patrols and floating supervisor.
<p>Financial B Horstman, A Johnson, M Bennett</p>	<ul style="list-style-type: none"> • Processing Q1 payments • Beginning 2021 Audit work with Clifton Larsen Allen (Onsite and remote field work May 15-May 22).






TCVA.Minutes.04.24.2023

Final Audit Report

2023-04-28

Created:	2023-04-28
By:	Michael Bennett (mbennett@suncadia.com)
Status:	Signed
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