

The Tumble Creek Village Association
Board of Directors Regular Meeting
Monday, January 23, 2023, 9:00 am
141 Firehouse Road – Conference Room
And Remote via Teams

Minutes

Call to Order

The meeting was called to order at 9:01am

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, Jamey Mays-Executive Assistant, 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 – Ryan Stewart, Dave and Carol Anderson, Brian Fredricks, David Murphy, Suzanne Crain, Brad Gray, “VFjeQ,” Hadda Fonda, “George,” Mike Butine, Sean Neilson, ‘Charleslynch3@comcast.net,’ Kristen Neilson, Jeff Wolfe, Tom Kilroy, Jeff Mendenhall, Deb Corder, JME, Roxanne Gray, Ryan Stewart

Owner’s Forum

No questions were submitted at this time.

Approval of Minutes

The Minutes of the Regular Meeting of 10/31/2022 and Annual Owners Meeting 12/03/2022 were approved unanimously.

Treasurer’s Report

Brian Horstman presented the Treasurer’s Report covering the 2022 Q4 financials, which are filed with these minutes.

Management Report

Michael Bennett, Kelly Town, Neal Tackett, Jennifer Kramer, Kelsey Greene, 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- No report currently.

Tumble Creek Owner Advisory Committee – Bruce Morrison-Secretary presented Advisory Committee report.

- a. Request name tags for employees working at the Caretakers Cottage.
- b. Request meeting with Jamee Smith to assist with TC Advisory Committee communications to property owners.
- c. Request organization chart for Suncadia Management.

- d. Request that the real estate sign east of Bullfrog road directing people to the Caretaker Cottage be removed or covered.
- e. Request management provide guidance on Open Houses that covers policies and procedures, specifically addressing security.
- f. Request Management Agreement that defines the 15% markup on management costs.
- g. Owners would like mail delivered to a central facility located adjacent to the Caretakers Cottage and not neighborhood clusters nor to the curb. Snow accumulation was not taken into consideration when considering options.
- h. Request that snow and ice be removed around the current central mailboxes. It currently poses a safety risk.

Unfinished Business

- A) The Board approved the Weekley Park Maintenance and Joint Use Agreement between TCVA and Tumble Creek Golf, LLC.
- B) The Board tabled the adoption of Weekley Park Rules.
- C) The board unanimously approved for the management team to secure an alternate collection attorney to avoid SROA collections conflict of interest.

New Business

- A) The Board unanimously approved the 2023-24 TC Cabins Grounds Maintenance Agreement (Heritage Professional Landscaping, Inc.).
- B) The Board unanimously approved the 2023-24 TCVA Grounds Maintenance Agreement (Heritage Professional Landscaping, Inc) pending the addition of Time and Materials added for litter removal along Tumble Creek Drive. Vice President Jared Jeffries asked there be communication sent to contractors about the expense to the association caused by their lack of attention to regulations (i.e.. Speed and not covering loads).
- C) Neil Tackett informed the board of the need to treat the Lake at the Cabins for high phosphorus levels. No action needed from the board at this time.
- D) Board discussion items from Directors
 - a. The board requested a process to communicate to builders ongoing trash issues from their vendor vehicles, subcontractor vehicles and worker vehicles driving on Tumble Creek Drive with trash blowing from the vehicles due to winds or higher than allowable speeds.
 - b. Jenkins gate automation project status update from Suncadia/Tumble Creek Development.
 - c. Communication to non-Suncadia real estate brokers concerning Tumble Creek Open House signage and entry/access.
 - d. Director Morrison reported some TC owners do not support “cluster box units” or curbside delivery in Tumble Creek, preferring a postal facility near the entry gate. President Thorne reported that the July 2022 TC Owner Q&A attended by 80+ owners showed support at that time for cluster box units.
 - e. Director Morrison requested Suncadia Resort LLC organizational chart.
 - f. Board requested a September-early October start to the 2024 budget process to allow additional time for budget development, review and amendments prior to the October 23, 2023, board budget approval meeting.

Executive Session – None

Adjournment at 10:26 am.

Submitted:

Bruce Morrison

[Bruce Morrison \(May 27, 2023 06:39 PDT\)](#)

Secretary – Bruce Morrison

04-24-2023

Date

January 2023 Management Report

Design Review, Jennifer K Projects	<ul style="list-style-type: none"> • 15- New Preliminary Designs 11- Pre-Design meetings • 11- 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
Design Review, Kelsey Greene	<ul style="list-style-type: none"> • 28 - Color Board recent reviews of all materials selected during final design phase • 18 Onsite Mockups to finalize approval of materials during framing stage • 62- Conducting final and final reinspection's of homes • 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 • Ongoing work with Cabins at the Farm. Looking at closing the last homes this winter. • Started working on 2023 builders meeting
Community Operations & Projects Grounds Maintenance, Lakes, Streams & Parks - Neal	<ul style="list-style-type: none"> • Catch Basin cleanouts done on TC Hill and drainage complex above TC pump station. • Damage to Caretaker Porte cochere from vehicle collision in November. Permanent repair is awaiting better weather conditions. • 3-Way Stop, and MPH signs installed on Tumble Creek Drive. Stop bars to be added when conditions permit. • Snowblowers having desired effect. D60 being alternated between Suncadia and Tumble Creek. D45 had some down time in December. • TC Bridge sign was damaged. Replacement sign under consideration.
Community Compliance and Standards Kelly	<p>TCVA Courtesy Notices Sent 10/20/2022 – 1/13/2023</p> <ul style="list-style-type: none"> 1 Operating Prohibited Vehicle 1 Outside Storage – wood stacked alongside of home 2 Trash Container visible – non collection day
Construction Compliance Dave Lewis	<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 500 owners have registered as of 12.31.22
Community Services	<p>Staffing;</p>

<p>Derek – Paul, Allied Universal Services</p>	<ul style="list-style-type: none"> • All incumbents have been through new hire orientation. External new hires will have new hire orientation completed by January 20th. Master schedule has been completely hired for with all shifts covered; Greeter, Caretaker, two patrols and floating supervisor. <p>Heliaus;</p> <ul style="list-style-type: none"> • Zone mapping has been completed, and all materials have been delivered. Challenges based on nature of location and size have been overcome. Suncadia is the largest outdoor Heliaus setup to date. <p>Vehicles;</p> <ul style="list-style-type: none"> • Vehicles will be delivered soon. New Vehicles will be wrapped in Allied livery prior to delivery. • 797 will remain on site, operated by Allied. <p>Training;</p> <ul style="list-style-type: none"> • All staff have WA state Unarmed Guard certification. More training to follow during next six months, including verbal de-escalation and First Aid/CPR/AED.
<p>Financial B Horstman, A Johnson, M Bennett</p>	<ul style="list-style-type: none"> • Processing Q4 payments • Preparing for 2021 Audit work with CLA







TCVA.Minutes.1.23.2023.R2

Final Audit Report

2023-05-27

Created:	2023-05-25
By:	Michael Bennett (mbennett@suncadia.com)
Status:	Signed
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-  Document created by Michael Bennett (mbennett@suncadia.com)
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2023-05-27 - 1:38:54 PM GMT- IP address: 66.170.191.36
-  Signer bmorrison360@gmail.com entered name at signing as Bruce Morrison
2023-05-27 - 1:39:19 PM GMT- IP address: 66.170.191.36
-  Document e-signed by Bruce Morrison (bmorrison360@gmail.com)
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