

**Minutes of the Lodge at Suncadia Master Condominium
Association Board of Directors Regular Meeting
May 11, 2020 – 8:00 a.m.
141 Firehouse Road
Remote meeting via Zoom due to COVID-19 restrictions**

Call to Order

The meeting was called to order at 8:02 am

The Board recognized and ratified the Declarant / Developer appointment of Roger Beck to fill the vacant Vice-President position.

A quorum was present with the following directors in attendance: *Gary Kittleson –President, Roger Beck - Vice-President. Absent - Jim O’Donnell - Secretary/Treasurer.*

Other attendees: Management: Michael Bennett - Community Association Director, Brain Horstman – Director of Finance, Neal Tackett – Operations Manager, Noni Hughes – Resort General Manager, Brian Lee –Lodge Maintenance Manager.

Owners: None

Approval of Minutes

The Minutes of the February 10, 2020 Regular Meeting were approved as distributed.

Treasurer’s Report

Brian Horstman presented the 2020 Q1 Treasurer’s report, which are filed with these minutes. Brian presented Association related expenditures, balance sheet, income statements and reserve statement.

Brian presented and overview of the accounts receivable aging and reported that the delinquency rate for LRCA assessments is significantly higher as of today. Brian also reported that the Reserves are funded.

Management Report

Michael Bennett, Neal Tackett, Noni Hughes and Brian Lee gave the Management report. A copy will be filed with these minutes.

Unfinished Business – Discussions

- a. Brian Lee and Michael Bennett briefed the Board reviewed the status of unit door lock (SafeLok) replacement project and reported the project is complete, except we are awaiting one more lockset for the pet area stairwell exit door, which will be installed and programmed as soon as it is received.
- b. Brian Lee update the Board on the Lodge Chiller project, which is planned to be completed before the hot summer months. The installation contractor met last week onsite with Brian Lee to review the crane company requirements for the project.

- c. Michael Bennett and Brian Horstman reported that the supplier of the replacement doors has not responded to the latest legal letter from counsel to address the counter offer of \$7K to resume the manufacturing of the replacement doors, which will replace the doors received in October 2019, which were not a match for the existing doors.
- d. The Lodge Hot Tub issue on the agenda will be discussed and addressed in the LRCA meeting later today.

New Business

Discussion of the Financial Impact of COVID-19 – *The Board reviewed a survey of over 600 community association professionals and Board members who responded to a comprehensive survey on assessment collections, service interruptions and issues related to the virus pandemic.*

The meeting adjourned at 9:07 am.

The next regular board meeting is August 10, 2020.

Submitted:

Jim O'Donnell

Secretary

6/4/2020

Date

The Lodge at Suncadia Residential / Master Condominium Association

February 2020 - Management Report

Master and Residential

1. Ongoing tasks (Both Master and Residential)
 - a. Regular communications and unscheduled inspections of the Lodge, along with the monthly inspections.
 - b. Custodial and maintenance contracts are being monitored.
2. Projects / Major Repairs Completed
 - a. Lodge Chiller replacement Board approval on Lodge Master Agenda
 - b. Lodge Hot water boiler system pending install (see below)
3. In Process
 - a. The Lodge Hot Water / “On Demand – Intellihot” boiler system was approved in November and installation is scheduled to begin February 24th with an estimated 2-week duration. This updated system is necessary to update the ageing heat exchangers and to insure hot water safety and eliminate possible Legionella bacteria from domestic water sources within the Lodge.
 - b. SafeLok unit door lock replacement originally scheduled for November 2019 was rescheduled to avoid busy holiday occupancy levels at the Lodge. Installation is now planned for February 28 thru March 8, pending final confirmation. The door locks (hardware) were received on January 31, 2020 and are awaiting the installation “window”. Management and Lodge Engineering will coordinate with owners and Property Management / Rental Management to communicate with unit owners and to minimize disruption to guests and minimize loss of potential rental income for owners.
 - c. Awaiting final delivery of replacement Unit doors, damaged in the October 2018 Lodge Kitchen fire incident. Dispute resolution with the door supplier is currently underway due to the first replacement doors that were delivered being incorrect.
 - d. Lodge Property Management / Rental Management is sourcing balcony furniture samples that closely match existing furniture for final Board review and owner purchase / replacements. Property Management / Rental Management will present final choices and costs to owners at the February 10, 2020 Board meeting, and then communicate with owners to coordinate the furniture replacement
4. Planning

- a. The Lodge Hospitality Management group has approved architectural and engineering expenditures as the next step in the process of relocating the Lodge Pool and Hot Tub equipment room, in order to bring the Hot Tub back online by early summer 2020. The utility locate service has been out to determine location of gas lines. We have been working with development to determine the location of power, water and sewer services at the selected site. Ron and Brian met with the architect and pool designers in Sumner, WA on January 24 to be sure all CODE requirements will be addressed in the building plans. It is anticipated we will receive the initial architectural drawings by mid-February. We have been in contact with a contractor capable of handling the work both in expertise and availability. They will proceed with bidding the work and securing trades as soon as we have working drawings. At the same time this process starts, the drawings will be submitted to the county for review and permitting.
- b. Requests for proposal and bids for replacement of the Lodge Chiller system (air conditioning – HVAC) system is in progress and replacement planned for early 2020, before the hot summer months. This is necessary to address issues where Lodge Units and hallways become uncomfortably hot on summer days and to address noise issues created by the current rooftop location of the existing chiller system. The reinforced concrete base pad for the chiller system pad was constructed prior to winter weather to insure the installation and equipment transition will go smoothly.
- c. Lodge balcony railing refurbishment is being planned for March-April. Railings will be removed and refurbished by powder coating the rails and painting the posts. The timing of the refurbishment of each Railing will be according to their current condition and appearance. This project and the Reserve funding for the railings are in three phases and the refurbishment does not apply to ALL units.

Signature:  Jim O'Donnell (Jun 4, 2020 15:17 PDT)

Email: jimo@white-star.net



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Final Audit Report

2020-06-04

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