

The Lodge at Suncadia Master Association
Regular Board Meeting Real Estate Sales Center
August 7, 2025 – 2-3:00 p.m.
Minutes

1. **Meeting Call to Order** – Verification of Quorum – meeting called to order at 2:01PM and the quorum was verified (Tucker).
 - a. Tucker Stevens, Board President; Kirsten Brunner, Secretary- Treasurer, Suncadia Jamie Fate, Vice President; Noni Hughes, GM Suncadia; Vanessa Reust, Senior Manager Accounting Shared Services; Kerie Swepston, Senior Director of Finance; Edward Simpkins, Director of Community Association; Jennifer Kramer, Deputy Director of Community Association; Mark Rhoton, Director of Operations' Brandi Darnall, HOA Owner Relations Manager; Annalisa Johnson, CFO; Luis Arvizu, Director of Engineering; Megan Huddleston, Senior Accountant; Debbie Dibb, Executive Assistant.
 - b. Owners – Brian Jacobson (in-person). Amy Baisch unit 4023, Shannon units 2066, 3065, 3056, Kristin Phelps 4014 and 4020, Martin 5063, Mason, Sandra Blackmore, Paul Goates, Kim Goates, Christine Kipp, Katrina Sather, Michael Hughes, Steve Meyer
2. **Approval of Agenda**: 2:04 PM motion passed to approve edited agenda (Tucker proposed moving new business up in front of the President's Report, and Kirsten and Jamie both agreed).
3. **Approval of previous minutes**:
 - a. Regular Board Meeting May 1, 2025
 - i. Discussion on correcting the elevator cab work minutes, including refinishing the metal areas, will continue at a future board meeting. The minutes from 5/1/25 were unanimously approved at 2:07 PM.
4. **Correspondence**:
 - a. WUCIOA update - Engrossed Substitute Senate Bill 5129: Key Updates and Effective Dates – The board and owners should know that this bill will change how HOA's operate but will not be effective until 2028. We will be working now until then to ensure that we are compliant. Jennifer reported that we are already compliant with the items going into effect on 1/1/28. Management will be doing a comprehensive reinstatement of our association's governing documents in 2028 when the full effect of WUCIOA is realized.
5. **Consent Calendar**: None
6. **Owner's Forum**: Shannon Eyford, who owns 3 units in Lodge, raised concerns about the front desk delaying key issuance to vendors like cleaners until after 11:00 AM, often taking over an hour. Tucker mentioned this issue isn't governed by LMCA. Other owners echoed similar concerns. Noni Hughes provided an email for questions regarding shared services. Aaron Johnson inquired if LMCA communicated with shared services about operational issues, to which Tucker knew of no existing communication. Kristin Phelps also reported her vendors faced rejection. Another owner asked about new pool restrictions for private events, which falls under shared services as well.

7. Treasurer's Report for Q2 2025:

- a. Vanessa Reust gave the financial reports, which included Balance Sheet, operating cash is up due to earnings, reserve cash is up from last quarter for the Q1 reserve contribution, A/R reserves for operating expenses that should have been paid through reserves, insurance premium A/R represents the amount of refund due to the cancellation of our policy. Prepaid insurance is lower due to Q2 amortization, due to lower expense. A/P and accrued is up due to utility bills, A/R reserves is for a June invoice paid in July, B&O tax and prepaid owner assessments from early payments. From the income statement, income is tracking to budget, expenses below budget due to savings in insurance, but our renewal in July will change that. The new insurance premium total is less than the budgeted amount, but the association will need to pre-pay a large unplanned down payment for the new policy. M&R was over budget due to boiler repair, under budget for the year. Utilities are over budget due to the rate increases. Electric usage is down, but the rate increase was 9%. Natural gas usage went up by 3% and our rate increase was 15%. Water – we've been informed that there will be NO water increase but there will be increased sewer costs coming up. The water savings will lower our utility overage for the year. Management is suggesting that the board wait until the insurance refund arrives before making Q2 and Q3 reserve contribution. For now, the reserve contributions are on hold. Tucker asked how we are paying the utility shortfall? Vanessa responded that this needs to be discussed with the board.

8. Management Report

- a. Staff Report – Jennifer reported on all of the items on the management report as presented in the board packet. The inspections have resulted in fixes being made as necessary. There is also a pavement study coming up, and Tucker questioned the necessity for the small amount of pavement that LMCA covers. Edward reported that the study is covering the entire property and the resulting management plan will cover the whole property. Prior to approving the study, Tucker requested to review the LMCA scope and see a breakdown of the costs. He also wants to see the justification for why there is a pavement study and management plan. Jamie asked for a copy of the inspection and maintenance reports from SMC. Jennifer has agreed to send these out monthly.
- b. Insurance Brandi reported that the new policy started on 7/20/25 with a premium of around \$825K, which is under budget but higher than expected due to Liberty Mutual requiring a higher replacement cost of \$155M instead of \$135M. SMC is finalizing the policy, and Brandi is still seeking a resolution for the refund from March without a set date..
- c. Tucker asked about how the association is going to cover the utility shortfall for the year and cover the down payment due on the insurance premium. Vanessa reported that the savings on insurance will cover some of the down payment; however she recommended borrowing from the reserves for the balance. We do have enough in operating cash to make the payment but it would strain us going into Q3 or Q4. The association has \$300K in reserve cash to cover 2025 and future year reserve projects. Because the insurance renewal is \$451K and the payment is due now, Vanessa recommends borrowing \$100K-\$150K from the \$300K now in reserves. The exact amount needs to be balanced against the total planned reserve spend for the remainder of the year. Vanessa also clarified that if we borrow from the reserves we have a year to pay back. Tucker requested that Vanessa provide the details of this financial analysis to the board for review and a final decision via email. As part of this report, Vanessa needs a report on exactly what we plan to spend from reserves for the rest of this year. Tucker also asked for this report to include how this will affect the 2026 budget relative to reserves and reserve payments. Jamie asked, if we borrow from reserves would we make the Q2 and Q3 contribution and Vanessa replied likely not? Jamie also asked if we need to budget for a large insurance down payment again in July of 2026? Brandi

reported that this was a requirement from our carrier, Liberty Mutual, and so the answer is yes, we should budget for the same down payment this time next year.

9. **New Business:** (EDITED Agenda) – Luis reviewed the recommendations that he made for 2025 capital planning. The roofing needs some maintenance and investment in the next few years. He feels that we should set aside some money for future repairs. There was \$12K approved and finished this year. For elevators, there have been a lot of issues. The vendor fixed them under the maintenance agreement. They are requesting \$50K to go toward cosmetic improvements. We would replace the door operator in one elevator and saving the one from the other elevator as a spare. This would extend the life of both elevators. Tucker asked if the door operator repair included new buttons. Luis commented that the buttons were replaced last year and that they should be fixed as part of the maintenance agreement. Jamie asked about the metal around the buttons being replaced. Luis sent pictures to the vendor requesting to powder coat the railings and add music. Luis noted there is no more money budgeted for elevators for eight years, which is a major concern. Luis provided an update on the necessary fire system repairs needed to make us compliant with the fire marshal, this would be \$40K (going into the urgent column 1 for 2025). Luis feels that everything reserved for the domestic hot water repair could be spent on the fire system items. He also provided an update on trash rooms and said that the money is planned to be spent in 2028. Tucker requested an updated reserve list identifying the 2025 needed priorities in one column and items that can be deferred to a future year in a second column. Tucker asked that this updated reserve list be reviewed concurrently with our cash flow assessment.

Note, the items highlighted in yellow were not discussed during the meeting. They will either be taken offline to resolve in email or they will be moved to next quarter.

- a. Discuss, Deliberate and Act Upon Lodge Capital Needs
 - b. Discuss, Deliberate and Act Upon the Powder Coating Project
 - c. Discuss, Deliberate and Act Upon Proposed Window Coverings
 - d. Discuss, Deliberate and Act Upon The Newman Audit and Taxes – Vanessa asked if the board wanted to use Newman again for the 2025 audit and tax returns. Kirsten requested this to be handled over email.
 - e. Discuss, Deliberate and Act Upon the 2022/2023 Draft Audits – This was moved and approved unanimously at 3:01 PM. Vanessa will send to Tucker to sign.
 - f. Discuss Clean Building Performance Standards
 - g. Discuss Fire Inspection –
10. **President's Report** – N/A
11. **Unfinished Business**
- a. Discussion on Telkonet Energy Management System – moved to next quarter
12. **Owner's Forum #2** – None
13. Adjournment – Adjourned at 3:02 PM

Attest:

Kirsten Brunker, Secretary-Treasurer

Date