

Suncadia Community Council
Regular Board Meeting – April 25, 2025 – 9:00-10:00 a.m.
Minutes

- 1) **Meeting Call to Order** – Verification of Quorum: The meeting was called to order at 9:03 AM, and quorum was verified.
 - a. Noni Hughes, President; Mark Thorne, Vice President; Gary Kittleson, Secretary/Treasurer;
 - b. Others in attendance; Edward Simpkins, Director of Community Associations; Jennifer Kramer, Deputy Director of Community Associations; Vanessa Reust, Senior Manager Accounting Shared Services; Annalisa Johnson, Financial Consultant; Kerie Swepston, Senior Director of Finance; JP Perugini, Owner; Brandi Darnall, Owner Relations Manager; Derek Coffinger, Account Manager Allied; Megan Huddleston, Senior Accountant; Christine Kipp, Owner; Steve Dowd, Owner
- 2) **Approval of Agenda** – Approved at 9:03AM
- 3) **Approval of Minutes** – No comments, voted and approved unanimously 9:04AM.
 - a. Regular Board Meeting January 27, 2025
- 4) **Owners Forum** – No questions
- 5) **Consent Calendar** –
 - a. Ratify the Email Vote Regarding a Board Resolution for Investment Account Access
 - b. Ratify the Email Vote Regarding Approval of the 2025 Road Seal Coat Projects
 - c. Ratify the Email Vote Regarding the Approval of Stream C Open Space Vegetation Management Contract
 - d. Ratify the Email Vote Regarding the Purchase of Two Work Trucks with Reserve Funds. Motion was made to ratify all 4 email votes and voted unanimously at 9:05 AM.
- 6) **Treasurer's Report** –
 - a. Vanessa Reust presented the Financial Reports Q1, 2025
 - b. Vanessa Reust requested that the Board approve moving forward with the Reserve Fund Contributions
- 7) **Management Report** –
 - a. Edward Simpkins presented the Staff Report. A copy is included with these minutes.
 - b. Mark Rhoton presented the Reserve Fund Project Update
- 8) **Unfinished Business** – none

9) **New Business** –

- a. Discuss and Direct Management to Start the RFP Process or Begin Negotiations for a Controlled Access and Patrol Services Provider. The board recommended getting at least 3 RFP's.
- b. Discuss, Deliberate, and Act Upon Re-establishing Speed Limits. The recommendation is to increase Suncadia Trail from 15MPH to 20MPH. The average speed is 20MPH. The neighborhood streets should remain at 15MPH. The board agreed that the main thoroughfare at 20MPH is reasonable and will decrease confusion. The 19MPH signs will be removed. Moved and approved unanimously at 9:45 AM. Communication will be sent to the affected homeowners.

10) **Owner's Forum**

- a. Steve Dowd asked what the plan is to fix up Swiftwater Drive between Bullfrog and the main roundabout.
- b. JP Perugini raised concerns regarding playground location and bike parking at Nelson Preserve, suggesting increased patrols and boulders for deterrence. JP and Mark praised the board and staff for their efforts.

11) **Adjournment** – The meeting was adjourned at 9:57 AM.

Attest:

Gary A Kittleson

Gary A Kittleson (Aug 21, 2025 16:26:09 PDT)

Gary Kittleson – Secretary / Treasurer

08/21/2025

Date



To: Suncadia Community Council Board of Directors

From: Edward Simpkins – Director of Community Associations

Cc: Suncadia Management Company

Date: April 25, 2025

Re: Community Associations Staff Report

Suncadia Management Company

Edward Simpkins, Director of Community Associations

Jennifer Kramer, Deputy Director of Community Associations

1. On behalf of the staff and management of SMC and the SROA Board we are pleased to announce the members of our newly chartered Suncadia Owners Advisory Committee (SOAC). At their April 2nd organizational meeting “JP” Perugini was appointed Chairman (1 year term as Chairman/3-year term on committee); Scott Connell, Vice Chairman (2-year term on committee); Beth Mead, Secretary; (3-year term on committee) Val O’Leary; (2-year term on committee) and Alex Berezchnoy (3-year term on committee). Liaisons from the SROA Board are Mark Thorne and Bruce Chattin. SMC management will also provide logistical resources to assist the committee.
2. Traffic calming and speed awareness exercises have been activated in Tumble Creek and Suncadia. With the installation of speed detection radar units in our patrol vehicles and the training of our patrol officers in the proper use of this equipment, we have deployed the system in active training mode. Although we have notified a few drivers of their speeding violations, we have not cited anyone with a Notice of Violation (NOV) nor imposed a fine. With recent discussions regarding possible changes in the range of speed limits within Suncadia, we will be a little more tolerant of issuing NOVs for speeding in 15 mph. and 19 mph. speed limit zones.
3. In addition to the radar units, we will be installing speed cushions in Suncadia or Tumble Creek. These speed cushions along with our mobile and stationary digital speed awareness signs, traffic cameras and patrol staff should be an effective deterrent for traffic calming purposes.



4. With our last community wide survey conducted in 2021, we have recently engaged Zogby Analytics to assist with developing Suncadia's 2025 owner satisfaction survey. Although they will also be conducting a survey for Tumble Creek in late summer/early fall, the Suncadia survey will be sooner i.e. late spring/early summer. Along with our SROA Board and their newly chartered Suncadia Owner Advisory Committee (SOAC) we will be utilizing their owner/governance perspectives in focus groups to help Zogby develop the questions that will be asked. With Zogby's many decades of conducting and analyzing community association surveys, we are confident that they will be a valuable resource for Suncadia. With a high owner participation rate expected, we will glean granular insight into our owner's level of satisfaction with their community.
5. With the recent additions of Brent Cole, Construction and Compliance Inspector and Kyle Curtis, Assistant Director of Operations to the SMC Team, we finally have a full roster of staff and management. Considering that we have over \$2.5M in reserve projects scheduled this year and two significant initiatives i.e. traffic calming and speed awareness, and parking policy compliance, we will be ramping up quickly with the help of our new Team members. With 2025 being our year to be more proactive and less reactive, we are off to a good start.
6. The U.S. Department of Treasury officially suspended enforcement of the Corporate Transparency Act (CTA) against U.S. citizens and domestic reporting companies. This final interim rule released by the Financial Crimes Enforcement Network (FinCEN) on March 21 confirms community associations are no longer required to report beneficial ownership information under the act.

Design Review and Compliance

Kelsey Snyder, Director of Design Review and Residential Construction

1. The committee has reviewed 6 Preliminary Designs and 9 Final Designs for Suncadia (6 Preliminary designs and 8 Final Designs for Tumble Creek) and has conducted 10 Pre-Design Meetings this past quarter. Construction has commenced on 5 new homes, 1 of which took place in Tumble Creek.
2. Currently my major focus has been on the release of the updated design review guidelines. This has been done through meetings with our architect consultant and onsite reviews. We have set a goal to release part of the guidelines in April with other addendums to follow in the next coming months.
3. In the early part of March, we hosted the annual builders meeting that included updates from numerous guest speakers and the sneak preview of the guideline changes.



4. We hired Brent Cole in March to take the position of the construction and compliance inspector. Brent has hit the ground running and has been working on job site clean-up and final inspections. As we continue to train and work with Brent, he will be conducting more on-site inspections as well as work on the upcoming speed calming for the contractors specifically.
5. I have also been working on the Wildfire Ready program with the owner group as well as getting a new process started for how to request a site visit for tree/vegetation removal. Currently the form is live online and has been sent out through Frontsteps.

Graysen Cook, Design Review Administrative Assistant

1. Graysen has been actively working with the committee to review color boards and onsite mock-ups while ensuring she stays up to date with the relevant guidelines. She conducts independent site visits and collaborates with the committee to address homeowners' change requests. Additionally, Graysen has organized monthly site visits to review color boards and discuss any necessary revisions onsite.
2. Alongside Brent Cole, the newly hired Construction and Compliance Inspector, Graysen is responsible for scheduling and conducting final inspections for homes that have completed both construction and landscaping. During these inspections, they assess the building, landscaping, colors, lighting, and any revisions made. Graysen also coordinates with homeowners, builders, and the accounting team to ensure everything is completed smoothly.
3. She is overseeing several ongoing projects that involve minor landscape updates, all of which require committee review. Graysen carefully logs and circulates all submitted projects for review and works closely with homeowners to address any required revisions. In addition, Graysen has been managing various tree-related requests from homeowners. She conducts site visits with the committee to assess the trees and then issues a formal letter outlining the committee's findings.
4. Graysen has recently assumed the role of Certified Sediment and Erosion Control Lead (CESCL) for residential construction. She is partnering with the development team to conduct water sampling and ensure accurate reporting to Ecology while also coordinating with contractors to ensure onsite compliance.

Community Operations, Grounds Maintenance and Parks

Mark Rhoton, Director of Operations

Kyle Curtis, Assistant Director of Operations

1. Road Work: We will continue the scheduling of pothole repairs throughout the area and throughout the season as needed, please watch for work crews that will be blocking lanes while they complete the road repairs.



2. Snow: The snow season is finally winding down - Thanks to all our snow contractors and crews, they have kept our streets clear and safe for travel. It was good to see lots of pavement after an 8-10" snow fall - please continue to stay the speed limit and slow in areas that may look icy, still a few cold mornings ahead as the weather can change very quick around here.
3. Streets: We will be conducting the street sweeping in the next few weeks throughout the resort, please watch for slow moving vehicles and signage – a notice will be sent out prior to work starting. We have also accepted a bid for the 2025 street seal coating. This has been awarded to Central Paving. Once we have the schedules of dates and routes, we will be sending out notices. Expect this to be near the nicer days in July. We are also in the process of receiving bids for street repaving in larger areas and finally street re-striping.
4. Landscaping: It is with sadness that after many years of outstanding service and taking care of our parks, roadways, Suncadia entrance and the Bullfrog round-a-bout, that ZBK is stepping down. But we are excited to announce that we have accepted contracts with Heritage Professional Landscaping to take over the task of upkeep and maintenance of Suncadia. - Welcome Jesus and the Heritage team! We also have made plans to spruce up the Suncadia Greeters cottage this spring, so stay tuned! 😊
5. Signage: Wildlife and animal crossing signs are being installed, the deer, elk and turkeys are active and wandering the resort - please drive slowly in these areas and watch for the little ones out there. The wildlife is back! Let's help to keep them safe.
6. Roads: Speed readers signs have been installed at 2 locations in the Suncadia resort, as well as other portable readers, focused in speeding areas to help keep the speed down as the traffic flow is increasing. Please watch your speed out there as our guests are out enjoying the trails, paths and parks. The new speed equipment has been activated and is now tracking and collecting data for the speed in these areas.
7. Parks: The Nelson Farm Park Bathrooms have been re-opened, as of April 1st - we have gotten into the warmer weather temps and have settled above freezing
8. Yard waste: Please set your waste out at the near end of your driveway and cut down your trees/branches to a maximum of 3ft lengths, please remember that this service will officially start April 7th. Please follow the guidelines that have been sent out.
9. WM: Waste management and the county have completed the process and have activated the household recycle program - If you have questions about your recycle or garbage pickup, please contact WM directly at <https://www.wm.com/us/en/support>
10. WM: Yard debris recycle picked up by Waste management is still an ongoing process and no start time has been given for this service. We will continue the service as noted above.



Community Compliance and Standards

Kelly Town, Compliance Specialist

1. Between January 7, 2025, and March 27, 2025, 103 new compliance violations were addressed. These numbers do not include the multiple follow-up notifications required in most cases. 27 Owner/STR parking, 11 noise disturbances, 18 exterior lighting, 4 holiday lighting violations (Holiday lighting violations paused during this timeframe, pending review), 13 unscreened AC units, 6 unscreened hot tubs, 3 prohibited vehicles in driveway, 1 operating a prohibited vehicle, 2 portable sports structures, 3 missing address markers, 1 unapproved landscape construction, 2 prohibited signage & solicitation, 1 unapproved privacy screen, 1 garbage, trash or litter & trash container out outside allowed timeframe, 3 unapproved or broken address marker posts, 2 Short Term rental registration, and 5 Snow removal reminder notifications.
2. Current priorities include enforcing parking and noise regulations and ensuring compliance with dark-sky standards. This process requires owners to remove or make compliant bistro lights, outdoor chandeliers, and other exterior lighting that does not meet our guidelines.
3. Moving forward, we will prioritize stricter enforcement of speeding and parking violations.

Brent Cole, Construction and Compliance Inspector

1. Brent, the newest addition to the DRC team as the Construction and Compliance Inspector, has been working diligently to familiarize himself with the property and the relevant construction guidelines. He's been proactive in scheduling meetings with each of the builders to establish working relationships and review expectations around job site cleanliness, safety, and parking. This approach will help foster better communication and ensure smoother operations throughout the construction process. Additionally, he is assisting Mark Rhoton in compiling builder and subcontractor information, a task that aims to reduce violations at Suncadia's waste disposal site and streamline compliance efforts.
2. Brent has also been collaborating with Graysen on final inspections for homes that have completed both construction and landscaping. Together, they evaluate various aspects such as the building, landscaping, colors, lighting, and any revisions that may have been made during the project. Following these inspections, a letter is sent to the homeowner outlining whether the home meets the approved plan or if further work is required.



3. In addition to these responsibilities, Brent is re-implementing a program designed to help Allied security easily identify contractors who may be violating rules related to speeding and other site violations. This initiative reflects his commitment to enhancing safety and compliance on the job site, ensuring that construction practices adhere to the established guidelines. Through these combined efforts, Brent is contributing significantly to the smooth functioning of the construction process and to the overall success of the DRC team.

Controlled Access and Patrol Services

Derek Coffinger, Account Manager-Suncadia

1. We reported a total of 138 events related to parking, noise complaints, and speeding and reckless driving during the first quarter in Suncadia.
2. There was a total of 86 parking violations. We expect these numbers to rise tremendously once the new parking policy is put in place.
3. A total of 7 noise complaints were reported for the second quarter. Graveyard was able to make contact with all renters or homeowners, to ensure noise levels were at an acceptable level during quiet hours.
4. We reported a total of 45 careless and reckless driving, and speeding violations. Since we started speed monitoring with radar units in March, Patrol has reported 35 speeding violations.
5. As mentioned, speed monitoring began in March. All patrol officers have been trained on how to properly use the radar units.
6. All Patrol staff have been First Aid & CPR/AED certified.
7. For the safety of homeowners, Allied management staff highly recommends homeowners do not attempt to confront other homeowners or renters, regarding compliance related issues. Homeowners should call Greeters Cottage or the Lead Patrol phone to report all compliance related issues.

Communications and Owner Relations

Brandi Darnall, Owner Relations Manager

1. Insurance: As renewal dates for several associations approach, I am working with different representatives to gather quotes in hopes to find the best coverage for the lowest cost for our owners.
2. Communications: The snow is melting and the weather is getting warmer meaning our weekly newsletter and bulletins will begin to include different articles for spring clean-up procedures and the correct DRC guidelines for owners who are looking to clean up their property.



3. New Owner Packets/Events: Our goal for 2025 remains to update the new owner packet and find a way to streamline the process between buyer and owner. I've been in contact with Deb Armstrong, as we are looking at starting semi-annual new owner events hosted and held at the Real Estate Center where all the new owners can come together with their Real Estate Agent, meeting staff members for a warm handoff. This event will serve to give the new owners of the community a way of meeting the HOA department and ask questions they may have about the resort.







SCC-Minutes-04.25.25-Final

Final Audit Report

2025-08-21

Created:	2025-08-21
By:	Jennifer Kramer (jkramer@suncadia.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAcLD3f-rJMpOBL3_PhEUQNYDp9pJVgdtX

"SCC-Minutes-04.25.25-Final" History

-  Document created by Jennifer Kramer (jkramer@suncadia.com)
2025-08-21 - 10:14:15 PM GMT
-  Document emailed to gkittleson@suncadia.com for signature
2025-08-21 - 10:15:51 PM GMT
-  Email viewed by gkittleson@suncadia.com
2025-08-21 - 11:25:30 PM GMT
-  Signer gkittleson@suncadia.com entered name at signing as Gary A Kittleson
2025-08-21 - 11:26:07 PM GMT
-  Document e-signed by Gary A Kittleson (gkittleson@suncadia.com)
Signature Date: 2025-08-21 - 11:26:09 PM GMT - Time Source: server
-  Agreement completed.
2025-08-21 - 11:26:09 PM GMT