

Suncadia Residential Owners Association
Board of Directors Regular Meeting
July 24, 2023 – 11:00 am
Remote via Teams or 141 Firehouse Road

MINUTES

- 1) Meeting Call to Order at 11:01 by President Noni Hughes
 - a. Verification of Quorum: A quorum was present: Noni Hughes-President, Bruce Chattin-Secretary, Mark Thorne-Vice President- not present
 - b. Others in attendance: Management: Michael Bennett - Community Association Director, Neal Tackett – Operations Manager, Jennifer Kramer – Director of Design Review & Compliance, Kelly Town – Compliance Specialist, Kelsey Greene – DRC / Communications Assistant, Lonny Butler-Community Manager, Tony Craven-Natural Resources Manager, Luis Arvizu-Director of Engineering, Derek Coffinger-Director Allied Security Services, Paul Kingham-Manager Allied Security Services
 - c. Owners in attendance via Teams: Fred Mattison, Chris Wheeler, Chris Collins, Marie Haydock, Mike Bell & Travis Fulton (Owner Engagement Committee)
- 2) The Board approved the Minutes of the following as submitted.
 - a. Regular open board meeting May 5, 2023
 - b. Executive session meeting May 5, 2023
- 3) Annalisa Johnson presented the Treasurer's Report, which included:
 - a. Quarter 2, 2023 Balance Sheet, Income Statement and Reserve Balances
 - b. Annalisa and Gary Kittleson presented the Neighborhood profitability report showing the deficit issues involving Talisman, Prospector's Reach and Miner's Camp- Details below:

			Budgeted	Projected	3X's	Additional
	Accumulated	2023 Net	Net Income	Accumulated	Average	Revenue
	Earnings (Losses)	Income (Loss)	(Loss)	Earnings (Loss)	Monthly	
	Through 12/31/2022 *	As of 6/30/2023	July 2023 - December 2023	12/31/2023	Cost	Needed
		Unaudited				
LCA	205,829	122,940	-	328,769	283,509	-
Cascade Reach	-6,322	5,246	-	(1,076)	17,352	18,428
Miners Camp	-27,467	1,507	6,717	(19,243)	23,043	42,286
Nelson Creek	10,971	9,261	-	20,232	2,700	-
Nelson Ridge	819	2,722	-	3,541	2,625	-
Osprey Ridge	5,999	2,680	-	8,679	3,855	-
Prospector's Reach	-75,058	22,523	4,982	(47,553)	40,473	88,026
River Ridge	34,177	7,779	-	41,956	6,696	-
Talisman	5,091	(12,798)	-	(7,707)	17,475	25,182

- c. Michael Bennett gave a brief overview of the Collection Status Report
- 4) The management report (a copy accompanies these minutes) was not presented due to time constraints; however, the Board has reviewed and approved the report as submitted with no questions.
 - a. Jennifer Kramer DRC Report
 - b. Kelly Town Community Compliance Report
 - c. Tony Craven Firewise Report
 - d. Derrek Coffinger Community Patrol Report
 - e. Neal Tackett Operations Report
- 5) Design Review Committee Reports
 - a. The status of compliance actions were included in the management report. The report was not presented due to time constraints; however, the Board has reviewed and approved the report as submitted with no questions.
- 6) Owner Advisory Committee
 - a. Mike Bell reviewed the OEC priorities and 2023 tasks, which he also presented on Thursday July 20 at the Tumble Creek and Suncadia Mid-Year Owners Update Meeting
- 7) Unfinished Business
 - a. The Board directed management to fund the remaining three (3) quarters LCA Reserve Contributions ($\$52,000 \times 3 = \$156,000$) unless unforeseen circumstances before December 2023 require those funds to be “loaned” back to the operating fund.
 - b. The Board tabled discussion of changes to the DRC Damage & Compliance Deposit / Fees to the October Board meeting
- 8) New Business
 - a. Annalisa Johnson presented the budget process planning calendar to the Board, showing the budget process work session dates, deliverables due dates, approval dates and involvement of the OEC, alongside periodic summary reports to the owners throughout the process. The Board asked that the summary budget calendar be posted to the Community Associations website and weekly newsletter email links to inform owners of the process.
 - b. The Board directed management to schedule a work session within the next 2-weeks with Corporate Counsel, Allison Peryea, the Board, the Owners Engagement Committee, and Management to discuss and finalize the following:
 - i. Board legal memo and delivery of memo to owners concerning annual budget owner input and budget disapproval vote / proxy submission
 - ii. Election, nomination and ballot tabulation processes and Board appointment of election Nominating Committee per Resolution 107c.
 - c. The Board approved the following 2024 snow removal agreement renewals/contract term extensions
 - i. Michele’s Landscape Services
 - 1. Miner’s Camp
 - 2. Talisman

3. Cascade Reach

- d. The Board tabled the 2024 snow removal agreement renewals/contract term extension for Prospector's Reach with Heritage Professional Landscape pending final negotiation of the significant cost increases first proposed.

9) Owner's Forum (3-minute limit)

- a. Fred Mattison expressed the need to follow the neighborhood operating cash reserve requirements previously approved by the SROA Board in October 2022 (Resolution 105 c):
 - i. Suncadia Community Council - 3 months of operating cash
 - ii. Suncadia Residential Owners Association General Account - 5 months of
 - iii. operating cash
 - iv. SROA Limited Common Area - 3 months' worth of operating cash
 - v. Prospectors Reach - 3 months' worth of operating cash
 - vi. Miner's Camp - 3 months' worth of operating cash
 - vii. Talisman - 3 months' worth of operating cash
 - viii. River Ridge - 3 months' worth of operating cash
 - ix. Osprey Ridge - 3 months' worth of operating cash
 - x. Cascade Reach - 3 months' worth of operating cash
 - xi. Any New Villages or Neighborhoods - 3 months' worth of operating cash within 12 months of the first assessment being due per the CC&R's

- 10) The Open meeting recessed into Executive session at 12:58 pm. The Board reconvened from Executive session at 2:25 pm and ratified the decisions taken in Executive session. The Open meeting was adjourned at 2:26 pm.

Bruce Chattin
Bruce Chattin (Aug 7, 2023 11:40 PDT)
Bruce Chattin – Secretary

Aug 7, 2023
Date

Management Report – July 2023

Design Review & Jennifer K Projects	<ul style="list-style-type: none"> • 14- New Preliminary Designs • 5- Pre-Design meetings • 10- Pre-Construction Meetings • 4- New construction starts • Weekly community tour to review construction, landscaping, and compliance. • Onsite meetings with owners • Ongoing owner/ builder/ architect communication • Misc. projects – compliance and construction issues. • Working on retaining a New Design Review Committee Member • 1st two construction starts at Nelson Lakes • Designs being submitted for The Uplands 55 and Better Community by Landed Gentry
Design Review & Kelsey Projects	<ul style="list-style-type: none"> • 25 recent reviews of Color Board and all materials selected during final design phase. • 15 Onsite Mockups to finalize approval of materials during framing stage. • Working on Owners Annual Picnic • Onsite meetings with owners regarding landscaping and projects starting this spring. • Finishing the Cabins at the Farm. They are starting to sign off on homes and streets. • Big push for dark sky compliance lighting
Community Operations & Projects Grounds Maintenance & Parks - Neal	<ul style="list-style-type: none"> • Sealcoat project on five SROA roads completed successfully • Centerline striping extended on Swiftwater Drive for road safety (SCC Expense) • Working with Owner Engagement Committee to research and identify appropriate traffic calming methods for Swiftwater Drive
Community Compliance and Standards – Kelly	<p>Courtesy Notifications sent 4/20/2023 – 7/12/2023.</p> <ul style="list-style-type: none"> • 15 Noise Disturbance courtesy notifications, and 2 fines • 2 Offensive or Unlawful Activities courtesy notifications, and 1 unlawful activity fine. • 3 Speeding/reckless driving courtesy notifications, 1 speeding fine. • 8 Prohibited Vehicles in driveway • 37 Mowing courtesy notifications, 3 mowing fines. • 12 Visible Trash container/non-collection day courtesy notifications, and 1 fine. • 2 Unapproved Landscaping • 1 Failure to maintain grounds/structure. • 1 Open Burning Fire fine. • 3 Exterior Lighting courtesy notifications. • 8 Portable Sports Structure/Hoops courtesy notifications. • 4 Outdoor Art courtesy notifications. • 13 Additional Unscreened hot tub courtesy notifications this quarter • Out of 113 Unscreened hot tub notifications that I've sent out, 76 are now compliant, 37 owners I am still following up with. • 4 Additional unscreened HVAC units. Out of 70 unscreened HVAC unit notifications I've sent out, 31 are now compliant. 39 owners that I am still following up with. • 79 Parking on vegetation courtesy notifications sent, 16 Parking fines.

Construction & Compliance Mark	<ul style="list-style-type: none"> • Meeting individually with builders to review our Construction Guidelines & Compliance expectations. • Enforcing job site cleanliness • Enforcing that silt fencing is erected around all homes under construction after backfilling, • Requiring builders to safety their jobsites – ladders down, openings blocked, fences up. • Checking that construction signs and emergency contact information is on each jobsite. • Verifying that fire safety equipment is onsite. • Implementing a new Construction Violation process
Forest Health and Firewise Tony	<ul style="list-style-type: none"> • Forest Field Day on July 29th at 9 am • Fire Watch in Service • 9 Wildfire Ready Neighbor Inspections • Four mastication projects will begin now and December • Starting a thinning project to help evaluate the use of biochar
Owner Communications Kelsey Greene, M Bennett	<ul style="list-style-type: none"> • Weekly updates and owner bulletins are emailed each week • Updates to the Community Associations website are completed weekly to refresh official announcements (Board meetings and agendas) • A mid-year survey for all owners has been prepared and is in final draft form concerning Suncadia Community Associations Management and the SROA / SCC / Tumble Creek Boards
Community Patrol Services Derek - Paul	<ul style="list-style-type: none"> • Allied patrol vehicle shipped on 7/20 – Delivery date TBD • All Allied staff have completed Allied University training CPR • Currently hiring for 16-hour PT position • All seasonal Heliaus beacons have been updated and are in full service • Potential opportunity to increase Security presence at Rope Rider and Prospector golf courses due to continued complaints
Financial B Horstman, V Reust, A Johnson	<ul style="list-style-type: none"> • Processing Q3 payments and collections • Preparing for 2022 Audit work with Clifton Larsen Allen (Onsite and remote field work scheduled for end of July) • Preparing for 2024 Budget processes






SROA.Minutes.07.21.2023.R2

Final Audit Report

2023-08-07

Created:	2023-08-07
By:	Michael Bennett (mbennett@suncadia.com)
Status:	Signed
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"SROA.Minutes.07.21.2023.R2" History

-  Document created by Michael Bennett (mbennett@suncadia.com)
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-  Signer bchattin@washingtonconcrete.org entered name at signing as Bruce Chattin
2023-08-07 - 6:40:06 PM GMT- IP address: 66.170.191.79
-  Document e-signed by Bruce Chattin (bchattin@washingtonconcrete.org)
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