

**Tumble Creek Village Association**  
**Regular Board Meeting, April 28, 2025, 9-10:30AM**  
**Minutes**

1. **Meeting Call to Order** – Verification of Quorum – Called to order at 9:00AM, all 5 board members in attendance
  - a. Mark Thorne, President; Ryan Hanks, Vice President; Bruce Morrison, Secretary/Treasurer; Tucker Stevens, Director of Development; Mark Chitwood, Vice President of Clubs;
  - b. Other Attendees -Edward Simpkins, Director of Community Associations; Jennifer Kramer, Deputy Director of Community Associations; Mark Rhoton, Director of Operations; Megan Huddleston, Senior Accountant for HOA's; Kerie Swepston, Senior Director of Finance; Dave Anderson, Owner; Brandi Darnall, Owner Relations Manager; Kelsey Greene-Snyder, Director of Design Review; Mike Zahajko, Owner; Annalisa Johnson, CFO; Derek Coffinger, Account Manager Allied Security; Tonie Heath, A/R Specialist for HOA; Michael Espitia, Owner; Brad Gray, Owner
2. **Approval of Agenda** – The agenda was moved and approved unanimously at 9:00AM
3. **Approval of Minutes** – A motion was made to approve the January 27, 2025, minutes, and it was unanimously approved at 9:01AM.
  - a. Regular Board Meeting January 27, 2025
4. **Owners Forum** – Mark Thorne opened the floor for questions. Rod Fonda asked about E-Bike usage in Tumble Creek, and Bruce suggested forwarding the issue to the advisory committee. He will follow up with Rod. Brad Gray, a committee member, noted the concern. Jennifer will send the existing Suncadia E-Bike resolution to the board and committee. No further questions were raised.
5. **Consent Calendar**- It was moved to ratify and was passed unanimously at 9:04 AM
  - a. Ratify the Email Vote Regarding the Approval of the 2025 Road Seal Coat Project
6. **Treasurer's Report**
  - a. Vanessa Reust presented the Financial Reports Q1, 2025
  - b. Vanessa Reust presented the A/R Collection Status Report
  - c. Vannessa Reust requested Approval for Moving the Reserve Fund Contributions
7. **Management Report**
  - a. Edward Simpkins presented the Staff Report, which is included with these minutes.
  - b. 2025 Reserve Fund Projects Update – Mark Rhoton provided an update on current projects, including upcoming asphalt patching and seal coating. A bridge inspection for Tumble Creek is underway to assess weight limits, and an engineering study of the roads will assist in budget adjustments and repairs. Additional projects, such as hydro-seeding at Paintbrush Lakes, are also planned. Bruce noted that annual road maintenance should not be included in the long-term reserve budget, a matter Annalisa and Vanessa will discuss in the next board meeting. The emphasis is on minimizing ten-year expenditures.
  - c. Efforts are underway to sell the John Deere Tractor 4066R Cab with a Loader 440R, plus a Frontier Hydraulic Carrier Loader Mount Snowblower. The dealership did not want the unit back. The board said that if it is sold for \$70K or higher, the Market has a blanket approval. Mark Rhoton will begin advertising in the private sector.

## 8. Committee Reports

- a. Brad Gray presented the Tumble Creek Advisory Committee Report in Suzanne Craigin's absence.
  - i. Management is looking at the permanent guest list and is seeking updates from owners
  - ii. Mailbox parking lot – additional improvements to the egress will be made. There is a light fixture in place, just need to get it powered and metered. The boxes will also be permanently marked with reflective lettering.
  - iii. Annual HOA meeting - suggested date was 6/8 at 11AM- 1:00PM and TAC will own meeting agenda. Open items are carried forward until they are completed. This board will meet again prior to the annual meeting.
  - iv. There are some areas by the gate near Bullfrog Road, management will improve that area to make it more accessible and in the 2026 budget they will pave it. The cabin on Jenkins will be demolished this year.
  - v. Real estate – there is movement in Domerie Park with 3 lots selling, which is good news. There is a lot of clearing up on Jenkins, which is phase one of custom home sites.
  - vi. Wildfire readiness has been a huge concern, and there is a committee made up of management and professionals, and they have doubled the annual spend on fire readiness. More of this will be imparted at the homeowners' meeting. There will be a future meeting to let homeowners know how to be more fire-ready sometime this summer.
  - vii. Updates to transponders to main gates – ongoing
  - viii. Golf cart usage and safety – ongoing efforts with communications and reminders
  - ix. Updates regarding landscaping are being made to the DRC and should be completed within the next month. The allowable plant list has been updated and expanded quite a bit.
  - x. Homeowner survey coming in September of this year

## 9. Unfinished Business -None

## 10. New Business

- a. A question was asked about any winter damage from this past season. Road cleaning is scheduled and will happen soon.
- b. Mark Thorne asked the Board to give input on the upcoming Owners Meeting

## 11. Adjournment -Motion to close and adjourned the meeting at 9:43 AM

Submitted: Bruce Morrison  
Bruce Morrison (Aug 21, 2025 16:25:52 PDT)

Secretary – **Bruce Morrison**

8/21/2025

**Date**



**To:** Tumble Creek Village Association Board of Directors

**From:** Edward Simpkins – Director of Community Associations

**Cc:** Suncadia Management Company

**Date:** April 28, 2025

**Re:** Community Associations Staff Report

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**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 2<sup>nd</sup> 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. Lakes & Rivers: The lakes and rivers will be soon activated – we will do a spring clean-up and inspections before we restart bug creek – all the lake aerators have been activated.



2. Road Work: We 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.
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-stripping.
4. 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" snowfall - 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.
5. Landscaping: Heritage Landscaping had been out there cleaning up the TC roadways at least twice a month and they will continue to pick any accessible trash that has been left. We have plans to spruce up the TC Caretakers cottage this spring, so stay tuned.
6. Signage: Wildlife and animal crossing signs have been installed, the deer, elk and turkeys are still out there - please drive slowly in these areas and watch for the little ones. The wildlife is out and exploring the resort.
7. 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>
8. 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
9. Mailboxes: The new Mailbox location with the new area includes a paved Temporary parking area. (10-minute parking – mail pick and drop off only) The installation of a light pole has been completed, and temporary power has been installed to the overhead light.
10. Parks: The Domerie Park Bathrooms re-opened April 8th now that the weather temps have settled above freezing.
11. Roads: A portable speed reader sign has been installed near Domerie park, focused in reducing the speed in this area. Please watch your speed out there as our guests are out enjoying the trails, paths and parks
12. 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 follow the guidelines that have been sent out.



### **Community Compliance and Standards**

Kelly Town, Compliance Specialist

1. New compliance violations addressed include: 1 parking, 5 non-compliant exterior lighting, 1 prohibited vehicle parked in driveways, 1 unscreened hot tub, 1 unscreened generator, 1 unapproved landscaping.
2. Compliance with dark-sky regulations is a priority. Homeowners must remove or replace non-compliant bistro lights, outdoor fixtures, floodlights, and chandeliers. Compliance inspections are ongoing, and any issues will be addressed promptly.
3. Current issues in Tumble Creek include problems with exterior lighting, unscreened equipment, and unapproved landscaping. Now that winter has ended and the snow has melted, I will start following up on these issues again, as homeowners can now address them.

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. There was a total of 56 events reported in Tumble Creek during the first quarter. We will be reporting on parking violations, speeding, and reckless driving.
2. 25 reckless driving and speeding events were reported. Since we started speed monitoring in March with radar units, speeding and reckless driving violations doubled.
3. 26 parking violations were reported. We believe this number has reduced significantly due to the decrease in contractors and sub-contractors working in the community during the first quarter, and the fact that we did not have the amount of snow berms, due to the lack of snowfall this year, compared to last year. We expect this number to rise significantly once the new parking policy goes into effect.
4. As mentioned above, traffic calming has begun. We expect the speeding and reckless driving infractions to increase tremendously in Q2. All patrol staff have been trained in how to properly use the speed monitoring equipment.
5. Patrol staff have been First Aid & CPR/AED certified.

### **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.









# TCVA-Board-Meeting-Minutes-4.28.25-Final

Final Audit Report

2025-08-21

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