

The Uplands
Regular Board Meeting 10/27/2025
Discovery Conference Room and Teams
Minutes

- 1) Meeting Call to Order – Verification of Quorum
 - a. Brian Gentry, President; Kendra Decker, Secretary, Sandra Sager, Treasurer; Mark Thorne, Director;
 - b. Others in attendance: Edward Simpkins, Director of Community Associations; Jennifer Kramer, Deputy Director of Community Associations; Mark Rhoton, Director of Operations; Courtney Kephart, Assistant Director of Operations; Megan Huddleston, Senior Accountant for HOA's; Toni Heath, HOA Accounting; Brandi Darnall, Owner Relations Manager; Vanessa Reust, Senior Accountant, Kelsey Greene-Snyder, Director of Design Review and Residential Construction, Anna Nelson, Landed Gentry, Owners Diane Sumner, Scott Shultz

A quorum was verified, and the meeting was called to order at 10:42 AM.
- 2) Approval of Agenda
 - a. No additions or changes, moved and approved unanimously at 10:43 AM.
- 3) Approval of Minutes, no additions or changes, so moved and approved unanimously at 10:44 AM
 - a. Regular Board Meeting July 28, 2025
- 4) Correspondence
 - a. Heritage Landscape Maintenance Agreement – The final contract has been previously approved and was just included with the packet for information.
- 5) Consent Calendar – Moved and approved unanimously at 10:46 AM.
 - a. Ratify Email Vote Regarding Platinum's Proposal for Pool & Spa Service
 - b. Ratify Email Vote Regarding Platinum's Proposal for driveway and clubhouse snow removal
 - c. Ratify Email Vote Regarding State Farm's Proposal for Insurance
 - d. Ratify Email Vote Regarding Hughes Reserve Study Proposal
- 6) Treasurer's Report for Q3 2025 – Megan Huddleston presented the financial report, including updates to the balance sheet, income statement, and reserves. She noted subscription, tax return, and general expense items, with no A/R concerns. Custodial services began in August, fire monitoring in July, and pool and spa maintenance in September. A gate maintenance expense was determined to be developer-related and will be invoiced.
- 7) Utility billing has been transitioned to the association, with September accruals now posted. The board acknowledged that the first year involves estimating utility costs. Reserves earned minor interest income, and one month's bank fee was paid before the balance reached the required threshold. A \$3,500 reserve contribution was approved unanimously at 10:54 AM.

Megan reviewed highlights of the 2026 operating budget. The board discussed conservative estimates for new lots, and Megan requested an additional \$26,000 to cover the remaining 2025 expenses. Questions were raised about declarant contributions, FrontSteps (the owner portal), R&M contract details, and possible cleaning fee adjustments. Clarifications were also provided on the pool and snow removal contracts. The board requested more detailed descriptions in future documents. The 2026 operating budget was approved unanimously at 11:35 AM.

8) Management Report

- a. Staff Report- Jennifer introduced our new Assistant Director of Operations, Courtney, who will work with Mark Rhoton. Management is conducting regular inspections and has engaged several vendors. The gate is fully operational with cameras, and operations have been smooth aside from operator error. The reserve study is complete, and Jennifer received the draft for the new clubhouse rules. Brian recommended having at least one resident on the board for transparency. Diane Sumner was appointed as a new owner board member.

9) New Business

- a. Discuss, Deliberate, and Act Upon the reserve contribution of \$3500 (moved and approved during budget discussion).

- 10) Owners Forum- Brian highlighted developer contributions, including a chain link fence for the pickleball court, heated mats for the hot tub, and a winter pool cover that can now be installed. The board is also considering a floating cover for the hot tub and will conduct a final walkthrough once these items are complete. Discussions are ongoing regarding clubhouse usage and monetization. Diane will refine a document on guest policies based on feedback. Edward noted that governing documents require a vote for changes and mentioned upcoming civil code changes in 2027 and 2028. Mark proposed acquiring a first aid and AED kit, suggesting further discussion at a future meeting.

- 11) Adjournment - Hearing no other discussion or questions, the meeting was adjourned at 12:15 PM.

Submitted:

Kendra Decker
[Kendra Decker \(Feb 19, 2026 12:11:47 PST\)](#)
Secretary – Kendra Decker

Feb 19, 2026
Date

3.a Uplands Minutes 10272025finaljpk

Final Audit Report

2026-02-19

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