

**THE UPLANDS ASSOCIATION  
141 FIREHOUSE ROAD  
CLE ELUM, WASHINGTON**

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
HELD AT THE UPLANDS CLUBHOUSE, 221 PLATEAU LOOP  
JANUARY 26, 2026, 11:00 A.M.**

**MEMBERS:**

Brian Gentry	President
Kendra Decker	Secretary
Sandra Sager	Treasurer (via teleconference)
Mark Thorne	Director
Diane Summer	Director

**MANAGEMENT:**

Edward Simpkins	Director of Community Associations
Jennifer Kramer	Deputy Director of Community Associations
Brandi Darnall	Owner Relations Manager
Courtney Kephart	Assistant Director of Operations
Graysen Cook	Design Review Administrative Assistant
Megan Huddleston	Senior Accountant
Vanessa Reust	Senior Manager Accounting
Annalisa Johnson	CFO
Tonie Heath	HOA Accountant
Tucker Stevens	Chief Development Officer
Deb Dibb	Executive Assistant
Derek Coffinger	Account Manager, Suncadia
Jordyn Evanger	Property Manager
Kelly Town	Compliance Specialist
Kerie Swepton	Senior Director of Finance
Nicole Madison	Director of Property Management
Sarah Stills	Property Management
Kelsey Snyder	Director of Design Review and Residential Construction

**GUESTS:**

Scott Sumner	Owner
Bethany Young	Recording Secretary, Minutes Solutions Inc.(via teleconference)

**1. CALL TO ORDER**

There being a quorum present, and adequate and proper notice of the meeting having been given, the meeting was called to order at 11:01 a.m.

**2. APPROVAL OF AGENDA**

The agenda for the January 26, 2026, Board meeting was approved, with the addition of new business items, at 11:02 a.m.

3. **APPROVAL OF MINUTES**

On a motion made by Mark Thorne, seconded by Kendra Decker, it was resolved to approve the minutes of the Board of Directors meeting held on October 27, 2025, as presented. Motion carried at 11:03 a.m.

4. **OWNERS FORUM**

A request by **Scott Schultz** for an update on Platinum shoveling access to the garbage room was shared by Diane Summer. Waste Management would not bring the garbage cans up to the garbage room if they did not have clear access.

**Management** indicated the issue had been resolved and Platinum is shoveling up to the garbage room.

5. **CORRESPONDENCE**

There were no items to discuss.

6. **CONSENT CALENDAR**

There were no items to ratify.

7. **TREASURER'S REPORT**

7.1 **Financial Reports Q4 – 2025**

*ACTION – Sandra Sager will secure an additional declarant contribution to ensure sufficient cash flow for Q1 2026 by mid-February 2026.*

Megan Huddleston presented the Q4 2025 financial report, including income, expenses, and reserves as of December 31, 2025. She explained line-item variances and compared the actual amounts to the budget forecast. An additional declarant contribution has been requested to ensure sufficient cash flow for Q1 2026. She reported the cash position is similar to that assumed in the budget, which is good for the first year of a build-out phase.

7.2 **A/R – Collections Status Report**

There were no arrears to discuss.

7.3 **Uplands 2026 Reserves Schedule**

On a motion duly made, it was resolved to approve the division of the \$5,000 reserves contribution for 2026 into four quarterly contributions of \$1,250 each. Motion carried at 11:13 a.m.

8. **MANAGEMENT REPORT**

8.1 **Staff Report**

*ACTION – Management will send mock-ups of hours' signs for the pool and pickleball facilities to the Board for review.*

*ACTION – Management will prepare a proposal for the purchase of an AED unit for consideration at the April 2026 Board meeting.*

Jennifer Kramer reported that weekly inspections are being conducted on the property and the fireplace is now working. Allied patrol opens and secures the clubhouse and conducts walkthrough inspections, reporting any issues in the clubhouse to Management. Courtney Kephart is working to have the final inspection completed. The fallen tree on Lot 21 has been removed. Hours' signs for the pool and pickleball facilities have been ordered. Jason Emsley is the new Consulting Forester. Courtney Kephart and the Management team are fulfilling the duties of the Director of Operations position. The hiring process for a replacement has begun. New WUCIOA laws no longer allow Board email approval of reserve fund spending.

The Board discussed Mark Rhoton's suggested purchase of an AED unit and first aid kits. They asked for clarification on responsibility for common area trees falling on individual lots.

## **9. PRESIDENTS REPORT**

The President did not give a report.

## **10. UNFINISHED BUSINESS**

There was no unfinished business to discuss.

## **11. NEW BUSINESS**

### **11.1 Clubhouse Access**

*ACTION – Management will instruct Allied to continue clubhouse walkthrough checks but to leave the building locked at all times until further notice.*

*ACTION – Management will install a lockbox on the clubhouse building to hold a key to the building and share the code with owners.*

Diane Sumner reported recent incidents of unauthorized visitors entering the clubhouse and consuming stored food, and bike riders using the clubhouse facilities. Owners have a safety concern as open house and other prospective buyer traffic increases. The Board discussed options for limiting clubhouse access and decided that leaving the building locked and providing owners with key access during the build out phase would be the most cost-effective option. A lockbox with a building key will be added to the clubhouse to provide access to owners in case they forget their key. Sales staff is on site during normal business hours to arrange access for real estate agent showings.

### **11.2 Gate Access**

Diane Sumner requested clarification on the length of time the gates remain open during snow season to allow Platinum access for snow removal. Management explained that the gates are left opened only during a snow event, not the entire season.

### **11.3 Scheduled Walkthrough with Art Shaw and Kevin Pierce**

*ACTION – Diane Sumner will contact Kevin Pierce, Cascade Builder Services, to determine if the walkthrough can be rescheduled from February 3, 2026, to February 10, 2026, to allow Scott Schultz to attend.*

Diane Sumner asked where responsibility lies for the scheduled walkthrough inspection with Art Shaw, Director of Construction, and Kevin Pierce, Cascade Builder Services. Brian Gentry explained the goal of the walkthrough is to identify cosmetic or other minor issues that were

not seen during a previous inspection. The developer will address items on the owners' punch list of issues created during the inspection.

12. **EXECUTIVE SESSION**

There was no executive session.

13. **NEXT MEETING**

The date of the next Board of Directors meeting is April 27, 2026.

14. **ADJOURNMENT**

The meeting closed at 11:39 a.m.

**DISCLAIMER**

The above document should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

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Director

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Director

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Date

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Date