

**LODGE MASTER COMMUNITY ASSOCIATION  
141 FIREHOUSE ROAD  
CLE ELUM, WASHINGTON**

**MINUTES OF THE BOARD OF DIRECTORS MEETING  
HELD AT THE REAL ESTATE SALES CENTER, DISCOVERY CONFERENCE ROOM  
JANUARY 28, 2026, 2:00 P.M.**

**MEMBERS:**

Tucker Stevens	President (via teleconference)
Christine Kipp	Vice President
Kirsten Brunker	Secretary-Treasurer

**GUESTS:**

Edward Simpkins	Director of Community Associations
Jennifer Kramer	Deputy Director of Community Associations
Megan Huddleston	Senior Accountant
Luis Arvizu	Director of Engineering
Brandi Darnall	Owner Relations Manager
Courtney Kephart	Assistant Director of Operations
Kelsey Snyder	Director of Design Review and Residential Construction
Vanessa Reust	Senior Manager Accounting Shared Services

**GUESTS:**

Lindsey Fay	Owner
Jason Fay	Owner
Todd Lozier	Owner
Kirsten Lozier	Owner
Lisa Gott	Owner
Brian Jacobson	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 2:00 p.m.

**2. APPROVAL OF AGENDA**

**On a motion made by Kirsten Brunker, seconded by Christine Kipp, it was resolved to approve the agenda for the January 28, 2026, Board meeting, as presented. Motion carried at 2:01 p.m.**

**3. APPROVAL OF MINUTES**

**On a motion made by Kirsten Brunker, seconded by Christine Kipp, it was resolved to approve the minutes of the Board of Directors meeting held on October 23, 2025, as presented. Motion carried at 2:02 p.m.**

#### **4. OWNERS FORUM**

There were no owner comments.

#### **5. CORRESPONDENCE**

##### **5.1 SmartCare Support Plan Contract**

The previously approved SmartCare Support Plan contract is included in the Board packet for informational purposes. The goal of the service is to save energy costs.

#### **6. CONSENT CALENDAR**

##### **6.1 2024 Newman Audit**

**On a motion made by Christine Kipp, seconded by Kirsten Brunker, it was resolved to ratify the email approval of the 2024 draft audit completed by Newman CPA. Motion carried at 2:07 p.m.**

#### **7. TREASURER'S REPORT**

##### **7.1 Financial Reports Q4 – 2025**

**On a motion made by Christine Kipp, seconded by Kirsten Brunker, it was resolved to approve the division of the 2026 budgeted reserves contribution of \$449,400 into quarterly contributions of \$112,350 to be made at the beginning of each quarter. Motion carried at 2:22 p.m.**

Megan Huddleston presented the Q4 2025 financial report, including balance sheet, income, expenses, and reserves as of December 31, 2025. She explained line-item variances and compared the actual amounts to the budget forecast. General expenses were over budget for 2025 due to an insurance overage. The LMCA will not be receiving a direct payment from the insurance company since a credit was applied to the short-term policy, decreasing the cash needed to pay for the policy. Savings on the short-term policy were less than expected. Megan Huddleston explained that though insurance costs were higher for the year, when the cost of the new July 2025 to July 2026 policy is amortized, it saves the Association \$21,185 per month and \$254,000 for the year. Brandi Darnall will go to market for the July 2026 insurance renewal but anticipates renewing with IMA. Maintenance and repairs were under budget by \$104,206 for the year. Luiz Arvizu explained they are catching up on overdue repairs and reserve funds are better allocated to cover repair and replacement instead of utilizing operating funds. Utilities were over budget for the year due to Q1 rate increases for electricity, sewer, and natural gas that were not included in the 2025 budget. Management is closely monitoring utilities usage and rates to provide increased budget accuracy. Reserves spending was \$106,326 under budget for the year due to engineering staff replacing only what was needed. The LMCA ended the year at the forecasted operating cash level. The 2025 reserves contributions for Q2 to Q4 were made in Q4 due to cash flow concerns. Management is comfortable with the anticipated 2026 cash flow and requested to make the reserve contributions quarterly.

##### **7.2 2026 Lodge Master Reserves Schedule**

The 2026 reserves schedule allocates \$174,531 for suggested repair and replacement of property elements. Luis Arvizu outlined specific trash room repairs that may be included in the \$25,558 allotment.

## **8. MANAGEMENT REPORT**

### **8.1 Staff Report**

Jennifer Kramer reported that with the assistance of Luis Arvizu there have been noticeable improvements in the overall building conditions. Courtney Kephart and the Management team are fulfilling the duties of the Director of Operations since Mark Rhoton left. Recruitment has begun with the intent to fill the vacant position before spring. Jason Emsley is the new Consulting Forester, working with Phil Hess as he approaches retirement. There is over \$850,000 budgeted in 2026 for fire health and fire resiliency work with a goal to treat 350 acres of land.

### **8.2 Engineer's Update**

Luis Arvizu reviewed the 2025 completed projects involving gutters, elevators, fire systems, the domestic hot water system, railing powder coating, the Telkonet system, and the annual Fire Marshall inspection. He reported that the gutter work is only 70% complete. Continuous Gutter stated that labor shortages caused the work stoppage and they intend to complete the project in the spring of 2026. Only 50% of the payment was given as a downpayment, with the remainder to be paid upon completion. Legal has been consulted on the matter and will act if necessary. Elevator repairs will be scheduled once parts are received. The elevators will be out of service for one week; this will be scheduled around spring break weeks. Proposals will be shared for elevator railing powder coating and elevator music projects in 2026. The lack of city Fire Marshall inspections in the past and findings of detailed items not obvious to non-fire personnel contributed to the significant number of deficiencies. The majority of the work has been completed, and the Fire Marshall will continue monthly inspections until all issues are resolved. Luis Arvizu and the Board emphasized that fire doors should remain closed at all times. By November 2025, the delay in hot water reaching units was resolved through a TMV correction and loop redesign. Current hot water complaints are not related to a system issue. Railing work was completed in all but one unit and is guaranteed for five years. Luis Arvizu thanked Courtney Kephart for her scheduling assistance and noted the remaining work will be completed as logistics allow. Trash room projects included a mechanical fix to create negative air pressure in the rooms to prevent trash odors in the hallway. The trash rooms were thoroughly disinfected, painted, and better door closures and seals were installed. The Board discussed the issue of in-room dining tray storage in the trash rooms. The engineering team will continue their proactive efforts in 2026.

## **9. LRCA REPORT**

Christine Kipp introduced Todd Lozier, who will join the newly formed Design Committee. She requested the moss on the roof be treated with granule moss deterrent. The LRCA has a proposal for a new TV service contract through Sonifi that will reduce monthly service fees. There is a \$15,900 upfront equipment cost that they are asking to cost share with LMCA. LRCA owners appreciated notice of disruptions in the building but requested better notification of planned fire drills. The complete LRCA report is included in the Board packet.

## **10. PRESIDENT'S REPORT**

There was no new information to report.

## **11. UNFINISHED BUSINESS**

There was no unfinished business to discuss.

12. **NEW BUSINESS**

12.1 **Maintenance and Custodial Service Agreements**

**On a motion made by Tucker Stevens, seconded by Kirsten Brunker, it was resolved to approve the 2026-2027 maintenance and custodial service agreements with New Suncadia Hospitality, LCC. Motion carried at 3:00 p.m.**

Christine Kipp requested the agreement wording be changed to indicate that maintenance and custodial services of elevator lobby areas are for those specifically under the management of LMCA. She raised an issue with a discrepancy between LRCA and LMCA responsibilities for residential elevator lobbies. She requested a future discussion to determine governance of the elevator lobbies on floors two through six. The Board decided the agreements clearly identify that services would be rendered on LMCA areas only and could be approved as written.

13. **LODGE COURTYARD IMPROVEMENTS FOR UNIT 2010**

*ACTION – Kelsey Snyder will verify that there will be adequate power to accommodate the hot tub, sauna, and plunge pool in the courtyard of Unit 2010.*

The owners of Unit 2010 have requested to update their courtyard with a new hot tub, pavers, and the addition of a small sauna and cold plunge. Kelsey Snyder indicated both LMCA and LRCA will need to approve the changes. There are no Design Review guidelines or stipulations in current documents regarding installation of a sauna or cold plunge. Tucker Stevens was in favor of the renovations which would add value to the property as a whole. The Board decided to approve the request, contingent on Kelsey Snyder verifying that there is adequate power to accommodate the hot tub, sauna, and plunge pool.

14. **EXECUTIVE SESSION**

There was no executive session.

15. **NEXT MEETING**

The date of the next Board of Directors meeting is April 22, 2026.

16. **ADJOURNMENT**

The meeting closed at 3:07 p.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