

**MINUTES OF THE ANNUAL MEMBERS MEETING  
THE UPLANDS COMMUNITY ASSOCIATION**

DATE: SATURDAY, DECEMBER 6, 2025

PLACE: SUNCADIA LODGE BALLROOM AND REMOTE VIA TEAMS

President Brian Gentry called the meeting to order at 12:00PM

**Proof of Quorum:**

Since there is no election or a ballot measure to vote on, a quorum of the owners is not required. There is a quorum of the Board of Directors attested by Edward Simpkins.

**Approval of Prior Meeting Minutes:**

This is the first annual meeting, so there are no prior minutes to review.

**Introductions and Management Company Org Chart:**

According to the bylaws, any item brought up at this meeting that is not on the published agenda unless it is a legitimate emergency we are not allowed to take action on it today. Management will take note of the issue and the board will take it under consideration at the next quarterly meeting.

**Board Members / Officers**

- Brian Gentry – President
- Sandra Sager – Treasurer
- Kendra Decker – Secretary
- Mark Thorne – Director
- Diane Sumner – Director

**Management Staff/Suncadia Management Company**

- Edward Simpkins, Director of Community Associations
- Jennifer Kramer, Deputy Director of Community Associations
- Kelsey Greene-Snyder, Director of Design Review
- Brandi Darnall, Owner Relations Manager
- THB, Director of Operations
- Courtney Kephart, Assistant Director of Operations
- Annalisa Johnson, CFO

**HOA Additional Team Members**

- Graysen Cook, Design Review Assistant
- Kelly Town, Compliance Specialist
- Vanessa Reust, Senior Manager
- Megan Huddleston, Senior Accountant
- Tonie Heath, AR Specialist
- Katie Daniels, AP Specialist

**2026 Budget Presentation:**

Megan Huddleston explained the budget process including major assumptions then the kickoff reserve study in July, discussions in August, preparation in September, approvals in October and distribution to owners in November. Assessments are not changing, and operating expenses are increasing. She also went over the reserve fund status. She explained the budget variances were due to only a partial year in operation. The summary was adopted by the Board and is considered ratified unless a majority or larger percentage of the Members vote to disapprove the budget in accordance with governing documents. There was a majority represented at this meeting, but hearing no comments the 2026 budget is considered to be ratified at 12:14PM.

**Excess Membership Income Rollover Statement:**

There were no objections, so any current year excess assessment income as determined by an independent audit will be rolled over and applied to the next fiscal year. This is provided by the IRS Revenue ruling 70-604. This was approved unanimously at 12:14PM.

**Owner's Forum:**

There was a question about the documents in Front Steps, she mentioned that it was a spreadsheet and difficult to interpret the data. Vanessa commented that it was based on the current number of owners and will increase as the community is built out. She said that it is helpful to show upcoming expenses. Edward reported that the reserve schedule will be updated annually and that the studies are conducted every three years.

**Adjournment:**

Hearing no questions, Brian adjourned the meeting at 12:19 PM.