

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

**MINUTES OF THE BOARD OF DIRECTORS MEETING
HELD AT THE UPLANDS CLUBHOUSE, 221 PLATEAU LOOP
IN PERSON AND VIA TELECONFERENCE
APRIL 27, 2026, 11:00 A.M.**

MEMBERS:

Brian Gentry	President
Kendra Decker	Secretary
Sandra Sager	Treasurer (via teleconference)
Diane Sumner	Director

MANAGEMENT:

Edward Simpkins	Director of Community Associations
Jennifer Kramer	Deputy Director of Community Associations
Brandi Darnall	Owner Relations Manager
Cody Martz	Director of Operations
Courtney Kephart	Assistant Director of Operations (via teleconference)
Megan Huddleston	Senior Accountant (via teleconference)
Vanessa Reust	Senior Manager Accounting (via teleconference)

GUESTS:

Dale Swindler	Owner (via teleconference)
Glenda Swindler	Owner (via teleconference)
Scott Sumner	Owner
Jocelyn Levine	Recording Secretary, Minutes Solutions Inc.(via teleconference)

ABSENT:

Mark Thorne	Director
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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 11:00 a.m.

2. APPROVAL OF AGENDA

On a motion made by Kendra Decker, seconded by Sandra Sager, it was resolved to approve the agenda for the April 27, 2026, Board meeting as presented. Motion carried at 11:02 a.m.

3. APPROVAL OF MINUTES

On a motion made by Kendra Decker, seconded by Sandra Sager, it was resolved to approve the minutes of the Board of Directors meeting held on January 27, 2026, as presented. Motion carried at 11:03 a.m.

4. **OWNERS FORUM**

ACTION – Management is to follow up with the clubhouse sliding door provider to address difficulty opening and closing the door.

Scott Sumner:

Reported that the clubhouse sliding doors are difficult to open without force and may require adjustment.

Management:

Responded that it will follow up with the contractor to explore solutions.

Edward Simpkins:

Reported that the ping pong table is folded up for the winter and asked whether it should be placed back out for the season.

Scott Sumner:

Responded that the ping pong table is broken and being stored to the side.

5. **CORRESPONDENCE**

There were no items to discuss.

6. **CONSENT CALENDAR**

There were no items to ratify.

7. **TREASURER'S REPORT**

7.1 **Financial Report Q1 – 2026**

Megan Huddleston presented the Q1 2026 financial report, including the balance sheet, income, expenses, reserves, and quarter-over-quarter comparisons, as of March 31, 2026.

She reported that both operating cash and reserves cash increased quarter-over-quarter, and there was a \$1,500 bounce in accounts receivable because the payer issued the check to the wrong association.

Assessment fees performed on target in Q1 with \$17,000 in declarant contributions requested and received as of March 31, 2026, representing 13% of the budgeted amount for 2026. General expenses were \$800 under budget, reflecting permanent savings from prepaid annual reserves access subscription fee, reduced Q1 demand cleaning supplies, and lower-than-anticipated increases in umbrella and D&O insurance premiums. Snow removal, pool and spa maintenance, and repair and maintenance expenses all tracked under budget, as well, partially due to both permanent savings and budget spread.

Utility expenses tracked \$2,300 over budget for Q1, primarily due to a lack of data and time to determine accurate run rates. Megan Huddleston reported that Finance expects continued overages throughout 2026, as PSE notified Management of a 12% rate increase in electricity and a 7% rate increase in natural gas, effective January 1, 2026. Additionally, Suncadia Water Company notified Management of a 15% rate increase for sewer and 3% rate increase for potable water irrigation. However, Megan Huddleston noted that PSE had provided projected rate increases through 2029, which Finance will prepare future budgets. Management added that, to help limit rising utility costs, it had lowered the clubhouse thermostat to 65 F.

Overall, the Association reported a net loss for quarter, only because it did not require as much of the declarant contribution funds as anticipated to cover Q1 expenses.

7.2 AR Collections Status Report

There was one AR balance of \$1,500 because the check was issued to the wrong association. Management is working with the title company to correct the check and collect the funds.

8. MANAGEMENT REPORT

8.1 Staff Report

ACTION – Diane Sumner will follow up with community members to gauge demand for year-round access to the hot tub.

ACTION – Management is to estimate the costs associated with year-round hot tub access and report back to the Board.

Jennifer Kramer introduced Cody Martz, Management's new Director of Operations, and welcomed new owners in attendance, Dale and Glenda Swindler, noting their previous committee engagement as Trailhead Condominium owners.

Management noted that it and Suncadia Operations staff review maintenance issues daily at a 9:00 a.m. standup meeting, and Management additionally conducts weekly inspections of maintenance issues.

Management reported improvements completed in Q1, including a new lockbox installed on the clubhouse front door and bathrooms to control access. In addition, a new Automated External Defibrillator (AED) was donated to The Uplands, and the company has offered to provide free training classes to residents. Management also reported that the path to the trash room is complete and Management will begin emptying the room weekly.

Management noted that the spa may require additional floor repairs and requested feedback on this year's snow removal efforts near the spa. Brian Gentry commented the contractor did not remove the snow around the spa as expected and, instead, he and Scott Sumner personally shoveled the area repeatedly. He noted that it was difficult to maintain without heat or salt. Management stated that it would explore purchasing one long heated mat strip and fully stack chairs to the side, to help facilitate snow removal in the future.

Management reported that it has arranged a cleaning service for the clubhouse following the speaker series. Diane Sumner noted that she had initially instructed the cleaning personnel to avoid using any moist products on the new floor due to observed bubbling. Brian Gentry clarified that use is permitted moving forward, due to the floor's composition.

Brandi Darnall reported that the HOA currently uses two community portals, FRONTSTEPS and ComWeb, and she is working to migrate the community fully to ComWeb as the sole portal and leverage its native engagement platform, which would provide centralized access to communications and a more user-friendly experience. The portal will also contain folders and a restricted workspace for Board members to communicate and share documents confidentially.

Brian Gentry inquired about community demand for the hot tub during winter months. Diane Sumner noted that the Board had received some requests from owners to keep it on but will follow up with community members to gauge interest. The Board further requested an approximation of costs associated with year-round access and the process required to enable residents to turn the tub on ad hoc. It speculated that the greatest cost may be related to heat loss, especially given the insufficient cover, and requested that Management research mechanical, insulated pool cover options. Megan Huddleston added that the Association is

currently charged a gas connection fee, but invoices do not indicate any natural gas delivery on-site.

9. PRESIDENTS REPORT

There was no president's report.

10. UNFINISHED BUSINESS

10.1 Clubhouse Guest Use Policy

ACTION – Management is to create a pool sign that includes the updated pool hours, and a shortlist of pool safety rules provided by Diane Sumner.

The Board reviewed the draft policy and weighed language options to differentiate between user authorization levels, noting that “member” and “non-member” terminology was used in the initial policy draft to match governance documents but may result in mixed interpretation. The Board favored using “owners and authorized guests” or similar terminology, meant to include owners and live-in guests or long-term renters, and exclude non-resident neighbors and visitors. The Board noted that owners would lose privileges to amenities upon leasing their unit to renters.

The Board agreed to establish pool hours as 7:00 a.m. to 10:00 p.m. daily, with adult hours from 7:00 a.m. to 10:00 a.m. and 2:00 p.m. to 6:00 p.m., and family hours from 10:00 a.m. to 2:00 p.m. and 6:00 p.m. to 10:00 p.m. It added that pool signage must indicate that hours are subject to change.

Management confirmed that the pool is set to approximately 81 F, consistent with the fitness center pool settings. The Board noted that the pool lights are required to be set at a certain lumen brightness, per safety standards.

The Board agreed to establish pickle ball court hours as 8:00 a.m. to 8:00 p.m. daily, subject to change.

The Board was satisfied with the current clubhouse reservations policy. Diane Sumner noted the owners currently follow a manual reservation process, reserving the space by writing their name on the door calendar. Management noted that amenity reservations will move from FRONTSTEPS to ComWeb once the community migrates systems.

The Board advised Management and Operations to advise the Board if they discover an unattended room in disarray, and the Board will schedule a cleaning and charge the previous user.

11. NEW BUSINESS

11.1 Hot Tub Repairs

Diane Sumner noted that the hot tub has remained out of service since April 6, 2026, though the anticipated repair date was April 21, 2026, and there has been no update since. Brian Gentry responded that the issue is due to a pinhole leak in one of the hot tub pumps, which is still under warranty with Platinum Hot Tubs and YardWorx. He added that Courtney Kephart has been in communication with the vendor and expects to provide an update by April 28, 2026.

The Board noted that many owners were unaware of the outage and requested that Management ensure that such significant matters are communicated in writing to all owners. Diane Sumner volunteered to help send communications manually when Management encounters issues sending through the community portal, as it had in this instance.

11.2 Pool Inspection and Grand Opening

ACTION – Management is to schedule DOH inspection of the pool, aiming to complete inspection during DOH's upcoming visit for Trailhead I pool inspection.

Diane Sumner stated that the pool inspection needs to be scheduled soon to ensure that the pool opens on time and advised Management to coordinate.

11.3 Hot Tub Cover Replacement

ACTION – Management is to research mechanical, insulated hot tub covers to replace the current tarp.

Diane Sumner reported that the hot tub cover, which is a bubble-like tarp, is insufficient, as it tends to blow away. Cody Martz agreed, noting that it poses greater safety risks than leaving the hot tub uncovered, as someone could become trapped beneath it. The Board advised Management to obtain a more substantial hot tub cover or explore alternative solutions.

11.4 Clubhouse Keys

ACTION – Management is to rekey the clubhouse's outside bathrooms and match to the front door, if possible.

Diane Sumner noted concerns regarding the flimsiness of the outside bathroom keys, which she had located in the storage room black box, noting that they seem likely to break. Brian Gentry clarified that the referenced keys are occupancy keys that should only be used to access the bathrooms if someone is inside. The Board recommended that Management issue a new standard key for the outside bathrooms and further requested that they be keyed to match the front doors. It added that owners would assume responsibility for locking the front door and the bathrooms upon departure.

11.5 Owner Access Requests Regarding Pool Maintenance

Diane Sumner shared requests for owner access to a pool skimmer so that owners can clear debris ad hoc, and limited access to the pump room for Scott Schutlz and Scott Sumner only, to monitor maintenance levels without requiring the contractor on-site or use of pool sticks. The Board agreed to grant the requested access.

11.6 Sign Requests

ACTION – Diane Sumner will provide Management with a list of sign requests and required language.

Diane Sumner presented multiple sign requests to Management, including a pool sign that includes both pool hours and safety rules, a "no overnight parking" sign, and a "for owner use only" sign to be posted on the clubhouse refrigerator. Management requested that Diane Sumner submit the requested list of signs in writing for reference.

12. **EXECUTIVE SESSION**

There was no executive session.

13. **NEXT MEETING**

ACTION – Management is to send the Board the 2026 calendar of scheduled Board meetings.

The next regular Board of Directors meeting was scheduled for July 27, 2026.

14. **ADJOURNMENT**

The meeting closed at 11:58 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.

Kendra Decker

Kendra Decker (Aug 13, 2026 11:14:37 PDT)

Director

08/13/26

Date

Director

Date

April 27 2026 The Uplands Association BOD Amended 2

Final Audit Report

2026-08-13

Created:	2026-08-13
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