

*Trailhead II Condominium Association*  
*Board of Directors Meeting*  
*February 12<sup>th</sup>, 2024 – 10:00 am*  
*Remote via Teams*  
**MINUTES**

1. **Meeting Call to Order** - Verification of Quorum
  - a. Meeting called to order at 10:22 a.m. by President Dave Allegre
  - b. Others present: Edward Simpkins - Director of Community Associations, Lonny Butler – Community Manager, Gary Kittleson- Finance/ Development VP, Katie Daniels -Administrative Assistant, Megan Huddleston – Senior Accountant, Annalisa Johnson – CFO, Luis Arvizu – Director of Engineering
  - c. Owner Present: Noah Pieper
2. **Approval of Minutes** –
  - a. The minutes of the Regular Board Meeting 11/01/23 were approved.
  - b. The minutes of the Annual Meeting 12/02/23 were approved.
3. **Treasurer’s Report** – Annalisa Johnson presented the financial report.
  - a. Annalisa noted the Reserve Study is targeted for 2024.
4. **Management Report** – N/A
5. **Unfinished Business** – Luis updated the board on the water issue.
  - a. The contractor and insurance adjuster will be contacted regarding the issue.
  - b. Lonny updates the board regarding the water damage to two units and will be obtaining three quotes to rebuild the units. Drywall testing is in progress.
6. **New Business**
  - a. The Board approved to automatically fund the reserves quarterly (\$6,250) for an annual contribution of (\$25,000).
  - b. Luis requests new business item of fixing the condensation drain for the first-floor furnace. Issue to be discussed with developer.
7. **Developer Report** – Lonny updated the board on the backup generator.
  - a. The gas shut offs for the firepit and BBQ are being worked on.
  - b. Lonny updates the Board that two garbage cans have been placed in the front and back of building with plans for a dog station installed in the back area.
8. **Owner Forum** –
  - a. Noah Pieper comments concern of HVAC dripping noises. Luis to investigate.
9. **Adjournment** – The meeting was adjourned at 10:45 a.m.

**Attest:**

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Dave Allegre – President

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Date

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