

Trailhead Townhomes Community Association
Open Board Meeting
January 24th, 2024 – 10:00 am
Remote via Teams

MINUTES

Call to Order: The meeting was called to order at 10:05 a.m. by Vice President Lindsay Gore

Quorum: Directors present: President – John Hanna, Secretary/Treasurer - Sandy Perlmutter Vice-President - Lindsay Gore. A quorum is present.

Others present: Lonny Butler – Community Manager, Edward Simpkins – Director of Community Associations, Annalisa Johnson-CFO, Katie Daniels- Administrative Assistant, Gary Kittleson- VP, Finance Director, Megan Huddleston – Senior Accountant

Approval of Minutes:

- a. The minutes of the 10/25/2023 regular board meeting were approved as distributed.
- b. The minutes of the 12/02/2023 annual meeting were approved as distributed.

Treasurer's Report:

- a. Annalisa Johnson presented the Treasurer's Report.

Comments

- i) Annalisa notes resident 5 is 90 days behind on assessment dues. The board agrees resident 5 should receive a courtesy call regarding amount due.
- ii) The Board has interest in opting out of the association audit. Income for 2023 was \$50,400 and annual audit is required above \$50,000. Opting out would require a quorum present and 67% of owners vote to waive the audit.
- iii) Annalisa notes the owners may be provided financial statements if preferred over audit.
- iv) SMC to arrange voting by proxy process to waive the 2023 audit.

Management Report: N/A

Unfinished Business:

- A) John Hanna updated the board on Trailhead Condos and the legal engagement they are pursuing regarding pool access.
- B) John Hanna updated the board of Trailhead Condos II and are waiting on the Suncadia DRC process.
- C) Jennifer Kramer presented the DRC update on approval process for Townhomes and TH2. She has been in contact with Jeff Hansell and he agrees to cut down the existing pipes and paint them. The meters will also be completed. These are the last two items for his final inspection.
- D) There is a resident with non-compliant light fixtures. DRC is working with the owner to exchange the fixtures and complete her landscaping.
- E) DRC is reviewing agreement regarding the fence and will provide an update. Jennifer notes this will be looked at for the final inspection.
- F) Board discussed long-term maintenance schedule and budgeting recommendations. Requests suggestions on CC&R's and community expenses such as painting buildings and roof. The board would like estimate on timing for long-term expenses to budget for.
- G) Annalisa comments the reserve study is in 2024.

Board Comments

- i) The fence does not run on other parties' property line. Concerns over responsibility of finishing/maintain landscaping. Mention of rocks previously suggested instead of fence.
- ii) Concern the Fire Marshal is unable to access due to fence location.
- iii) Easement access is no longer accessible due to the fence location. Document shows shared driveway 60 feet in from Suncadia Trail. This suggests thru traffic.
- iv) Agreement to share cost of snow removal, maintenance with other party. Cost of removing snow in the shared driveway has not been shared and suggest a reimbursement. Lindsay to provide document to Lonny and Edward for review of agreement.

New Business

- a. The Board approved to fund the reserves semi-annually. June and December will be funded the amount of \$1,250 for a total amount of \$2,500 annually.
- b. Board requests future agendas to have marker for Reserve Study Update.

The meeting was adjourned at 10:35 a.m.

Submitted:

Sandy Perlmutter
Secretary

Date