

*Unit Owners Association of Trailhead Condominium Board of Directors
Minutes of the Regular Meeting
January 23rd, 2024 – 4:00 pm
Remote via Teams*

Call to Order: The meeting was called to order at 4:05 pm

Quorum: Directors present: Craig Dawson- President, Chris Inverso – Vice President, Emily Ainley – Secretary, Stacy Townes – Treasurer, Lance Olsen- 2nd Vice President - A quorum was present via Teams.

Suncadia Management Company –Edward Simpkins-Director of Community Associations, Lonny Butler – Community Manager, Annalisa Johnson-CFO, Gary Kittleson VP- Finance Director, Katie Daniels- Administrative Assistant, Megan Huddleston - Senior Accountant, Luis Arvizu – Director of Engineering

Owners: No additional owners attended.

Approval of Minutes: The minutes of the 07/25/2023 regular open meeting, 11/10/23 regular open board meeting and 12/02/23 annual meeting were approved as distributed.

Financial Report: The Q4 financial review was presented by Annalisa Johnson. The prior quarter balance sheet was provided for comparison as requested by the board.

Annalisa introduced new accounting member, Megan Huddleston – Senior Accountant

- a. The Board discussed interest rates for the reserve. Gary comments the funds are in Umpqua bank in a money market account. The Board requested a percentage of the funds be placed in a account with higher interest. Annalisa suggests \$50,000 - \$75,000 and the board will discuss.
- b. The Board suggests Umpqua is advertising 4.8% interest and Gary/Annalisa will look into.
- c. Board discussed interest in CD account with laddering. Board to further discuss via email.
- d. The Board discussed the Income Statement and Reserve contribution. The Board would like to make Reserve contributions Monthly vs. Quarterly.
- e. The Board reviewed aged owner balances. Chris Inverso requested the boards approval to contact residents regarding balance due and assist in communicating payment platform ComWeb.

Management Report - Lonny Butler presented the management report, which will be filed with these minutes.

Committee Reports:

Legal: Lance confirmed the position is clear, Townhomes do not have access to the pool.

Communications: Chris advised he will communicate to the Insurance Commissioner. The template will be sent out this week.

Insurance: No insurance update. Stacy has contacted Ryan to discuss mitigation strategies noting updated reports from the director of Forestry, Tony Craven are helpful for insurance purposes.

Maintenance: Emily presented that multiple quotes will be gathered for big ticket items such as interior HVAC. Interest in fixing vs buying new. The board is updated on new elevator legislation. Fire system tests in the next 30 days.

Unfinished Business:

1. The Board requests the vestibule/sprinkler repair be tracked for budgeting.
2. The Board discussed a long-term solution for the vestibule and suggests an architect evaluate the area including the front entry and doors.
3. The Board discussed winterization for the windows and possibly install insulated shutters.
4. The Board discussed the ADA doors will be tagged onto the vestibule project with reserve budget.
5. The Board discussed Waste Management bins. This item can be added to the reserve for 2024.
6. The Board discussed prevention of frozen pipes in the future. Lonny and Luis will discuss. The board has interest in insulating or wrapping pipes, specifically corner units.
7. The Board discussed being proactive with below freezing temperatures forecasted. Luis suggests increasing thermostat temperatures and visiting onsite to open cabinet doors.
8. The Board discussed HVAC options with interest in smart technology with alarms.
9. The Board discussed the security system. Lonny and Luis will be activating.
10. The Board discussed the management weekly update and requests a checklist with current activities. The board would like to see tasks completed weekly and topics of the day.
11. Management updated the board that Luis uses technology 'HOTSOS' for maintenance updates.
12. The Board discussed the damaged garage door. The board requests the door to be repaired to the proper state with no long-term issue moving forward.
13. The Board would like an update on the extent of the contract with TK Elevators.

New Business

1. The Board approved to make reserve contributions at the end of each month.
2. The Board ratified and approved the Elevator testing for \$4,265.42.

The meeting adjourned at 5:07 pm

Submitted:

Secretary – Emily Ainley

Date

Unit Owners Association of Trailhead Condominium
Board of Directors Regular Meeting
January 23, 2024 – 4:00 pm
141 Fire House Road, Cle Elum, WA

January 2024 Management Report – Edward Simpkins / Lonny Butler

Complete YTD

- Pool/Spa operating permits have been renewed for 2024.
- The Fire Marshal report has been submitted.
- 4 corner units had frozen sink pipes – Lonny took heaters and thawed lines.
- Repair of the sprinkler line has been completed in the rear vestibule.
- Lonny inspected the roof for possible ice dams, there are no issues.

Ongoing tasks:

- A property inspection is being performed weekly. Work orders are then created and monitored for completion.
- A/R Review monthly.
- Contractor performance is being monitored.

In Process:

- The Stairwell remediation project is on hold until Spring. Management's recommendation is to hire a 3rd party consultant for advisement.
- Exterior shingle buckling investigation on hold until Spring. Management's recommendation is to hire a 3rd party consultant for advisement.
- Johnson Controls fire system work parts are on order and awaiting arrival to get on schedule.
- HVAC Technicians have been on-site. We are waiting for parts for parking garage heaters, once those arrive all 6 heaters will be working.
- Management met with a garage door company to get quotes for repairs to the garage door to turn in to the vendor's insurance who damaged it. We will have 2 quotes by 01/26/2024.
- Management and Engineering are working with Waste Management to get the 4-yard dumpsters to remedy the compactor and trash chute issue.

Planned:

- ADA Entry Doors (\$30,309.87) -
- Exhaust Ventilation System (\$3,030.99) -
- REZNOR System - attic (\$20,206.58) -
- Fire Pit (\$5,051.64) -
- Garage Entry System (\$6,061.67) -
- Pool Building Paint (\$10,103.29) -
- Spa Plaster/Coping/Tile (\$5,051.64) -
- Pool Building R&R (\$2,020.66) -
- Deck Railings (\$10,103.29) -
- Luggage Cart (\$7,577.47) -
- Garage Concrete R&R (\$15,154.93) -
- Waterproofing R&R (\$5,051.64) -
- Chaise Lounge - Pool (\$2,020.66) - *deferred*
- Side Table – Pool (\$404.13) - *deferred*
- Umbrella – Pool (\$707.23) - *deferred*

- Outdoor Chair *(\$5,051.64) - deferred*
- Round Table – Outdoor *(\$1,010.33) - deferred*
- Game Table *(\$6,061.97) - deferred*
- Occasional Chairs *(\$4,760.67) - deferred*
- Upholstered Bench *(\$252.58) - deferred*
- Upholstered Chairs *(\$3,233.05) – deferred*
- Misc. Landscape Lighting *(\$3,030.99) – deferred*
- Concrete Walkways *(\$5,051.64) - deferred*

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