

Unit Owners Association of Trailhead Condominium
Board of Directors Regular Meeting
January 27 2021
141 Firehouse Road, Suncadia Community Management Building
Remote meeting via Zoom due to COVID-19 restrictions

Call to Order

The meeting was called to order at 10:01 am

Quorum

Directors present: Bill Diamond- President, John Hamer – Vice President, Linda Lightfeldt – Secretary
A quorum was present via Zoom.

Suncadia Management Company – Michael Bennett– Association Director, Lonny Butler – Assistant Property Manager

Owners: None

Approval of Minutes

The minutes of the October 28, 2020 meeting were approved as distributed.

The minutes of the December 5, 2020 Annual Owners Meeting were approved as distributed.

Financial Report

The Q4 financial review was given by Michael Bennett.

Management Report

Lonny Butler and Michael Bennett gave the management report, which will be filed with these minutes.

Unfinished Business – None

New Business

The Board reviewed and approved the following 2021 service contracts and vendors:

- | | |
|--------------------------------|--|
| 1. Custodial: | <i>Maid For You \$1,650/ mo. (56 hrs. base)</i> |
| 2. Maintenance: | <i>New Suncadia Hospitality / Engineering \$2,773.34/mo. (32 hrs. base)</i> |
| 3. Pool Maintenance: | <i>The Hot Tub Fixer \$1,750/mo. May thru September</i> |
| 4. Grounds Maintenance: | <i>Heritage Professional Landscaping \$1,345/mo. April thru October</i> |

The Board discussed a possible By Laws amendment to increase the number of director positions from three to five. The question was not acted upon at this time.

Adjournment at 11:25 am - The next meeting is April 28, 2021.

Submitted:

Linda Lightfeldt
Linda Lightfeldt (Jan 28, 2021 10:45 PST)

Jan 28, 2021

Secretary – Linda Lightfeldt

Date

*Unit Owners Association of Trailhead Condominium
Board of Directors Regular Meeting
January 27, 2021 – 10:00 am
141 Fire House Road, Cle Elem, WA*

January 2021 Management Report – Michael Bennett / Lonny Butler

Complete YTD

- Pool/Spa operating permits have been renewed for 2021.
- Fire Marshal inspection has been completed (inspection passed for 2021).

Ongoing tasks:

- A property inspection is being performed weekly and any deficiencies are noted. Work orders are then created and monitored for completion.
- A/R Review monthly.
- Custodial /maintenance performance and tasks are being monitored.
- Weekly report to Board.
- Weekly email update to all owners.

In Process:

- Landscaping contract scheduled for renewal.
- Maintenance contract scheduled for competitive bidding or renewal.
- Pool contract scheduled for renewal.
- Custodial contract scheduled for competitive bidding or renewal.
- Elevator LNI inspection has been scheduled for recertification.

Planned:

- The Saflok project is 95% complete. Remaining items on order:
 - Exterior exit door lock (south stairwell).
 - Garage door reader for RFID card to replace numeric keypad.

UOATH.Meeting.Minutes.01.21.21

Final Audit Report

2021-01-28

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-  Document created by Michael Bennett (mbennett@suncadia.com)
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