

**Unit Owners Association of Trailhead Condominium Board of Directors**  
**Minutes of the Regular Meeting**  
**April 25, 2023 – 4:00 pm**  
**Remote via Teams**

**Call to Order**

The meeting was called to order at 4:04 pm

**Quorum**

Directors present: Craig Dawson- President, N/A – Vice President, Emily Ainley – Secretary, Stacy Townes – Treasurer, Lance Olsen-2<sup>nd</sup> Vice President - A quorum was present via Teams.

Suncadia Management Company – Lonny Butler – Community Manager, Michael Bennett-Director of Community Associations, Shannon Anderson Blume – Owner Relations Manager, Annalisa Johnson-CFO, Gary Kittleson VP, Finance Director, Stephanie Butorac – Operations Property Manager

**Owners:** John Hamer, Joan Dawson, Leah Connachan, Marianna Parks, Chris Inverso

**Approval of Minutes** - The minutes of the 01/24/2023 and 04/03/2023 meetings were approved as distributed.

**Financial Report** - The Q1 financial review was presented by Annalisa Johnson. Craig requested to have management charge TH2 for legal fees per contractual obligations.

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

**Committee Reports**

**Legal** – Lance Olsen presented to the board. Referral to collections of TH2 funds, Received inquiry from Trailhead Townhomes council on pool usage.

**Communications** – Lonny Butler introduced Shannon Anderson Blume.

**Insurance** – Stacy advised she is in daily contact with TPG who is the new insurance broker. CPA audit for 2021 and 2022 will be completed with a new CPA audit firm.

**Maintenance** – Emily presented and reaffirmed Craig’s message.

**Unfinished Business**

- a. The Board instructed management to write a letter to Copper Crest at their direction to fix the painting issues on the 1<sup>st</sup> and 3<sup>rd</sup> floors of Trailhead.

**New Business**

1. The Board discussed, motioned, seconded, and unanimously approved the 509 Facility Services Carpet Cleaning quote for \$1400.00.
2. The Board tabled discussion on the Fire Systems West quote.
3. The Board ratified its email approval of the PNW Window cleaning quote of \$1950.00.
4. The Board ratified its email approval of the heater installation by L&S Electrical for \$810.75.
5. The Board ratified its email approval of adding Chris Inverso to the Board of Directors, replacing Larry Norton. The term ends in December 2024.
6. The Board discussed, motioned, seconded, and unanimously approved the 2023 Platinum Hot Tub and Yard Worx contract.
7. The Board instructed management to send communication to owners about the installation of CO2 monitors and to have work completed before 05/31/2023.

The meeting adjourned at 5:20 pm.

The Board entered the Executive session at 5:20 pm, adjourned the Executive session, and returned to the Open session at 5:43 pm. The Board then ratified the discussion and action items from the Executive session and then adjourned the open meeting at 5:44 pm.

The next Regular Meeting is July 25, 2023, at 4:00 pm.

**Submitted:**

  
Emily Ainley (May 18, 2023 12:16 PDT)

**Secretary – Emily Ainley**

May 18, 2023

**Date**

*Unit Owners Association of Trailhead Condominium  
Board of Directors Regular Meeting  
April 25, 2023 – 4:00 pm  
141 Fire House Road, Cle Elum, WA*

**April 2023 Management Report – Michael Bennett / Lonny Butler**

Complete YTD

- Pool/Spa operating permits have been renewed for 2023.
- LNI Elevator Inspection completed for 2023.
- Fire Extinguisher Inspection completed for 2023.
- New Chlorinator system purchased and installed.
- New Spa Jet blower purchased and installed.
- New Pool filter purchased and installed.
- Heater installed in rear entry vestibule.

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.
- Rear Entry Vestibule.

In Process:

- Stairwell remediation project is on hold until Spring.
- Exterior shingle buckling investigation on hold until Spring.
- Wood trim to be replaced on the 3<sup>rd</sup> floor.
- Thyssen-Krupp contract and warranty review.

Planned:

- Pool Building R&R *(\$1,518.00)*
- Pavement *(\$8,973.00)*
- Garage Concrete *(\$10,123.00)*
- Exhaust Ventilation System *(\$2,531.00)*
- Pool Heater *(\$2,500.00)*
- Trash compactor *(\$20,246.00)*
- Garage Entrance System *(\$4,555.00)*







# UOATH.Meeting.Minutes.04.25.2023

Final Audit Report

2023-05-18

Created:	2023-05-18
By:	Lonny Butler (llbutler@suncadia.com)
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