

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

Call to Order: The meeting was called to order at 4:03 pm

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

Absent: Lance Olsen-2nd Vice President

Suncadia Management Company –Michael Bennett-Director of Community Associations, Lonny Butler – Community Manager, Annalisa Johnson-CFO, Gary Kittleson VP, Finance Director

Owners: John Hamer, Joan Dawson, Shalon Kershaw, David Praga, Bruce Sternberg, Jennifer Olsen

Approval of Minutes: The minutes of the Regular Open 04/25/2023, Executive 04/25/2023, 04/27/2023, 05/17/2023, and 06/14/2023 meetings were approved as distributed.

Financial Report: The Q2 financial review was presented by Annalisa Johnson. Craig requested to have legal counsel draft a letter to TH2 to request late payments and to include late fees and legal fees. There has been a request to have gas valves tested in the building for leaks due to high gas bills.

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

Committee Reports:

Legal: Craig advised that legal counsel has responded to the Townhomes demand letter for pool usage. There has been no response to date.

Communications: Chris advised that he is learning his new role.

Insurance: No update.

Maintenance: Emily presented and confirmed that TH1 will be working on signage and property line issues with TH2.

Unfinished Business: Lonny advised that the vendor had a severe family emergency and that he has contacted the vendor this week and will be continuing to get this work completed.

New Business

1. The Board discussed, motioned, seconded, and unanimously approved reactivating the building security system.
2. The Board ratified its email approval of the Patriot Paving Quote for the crack fill/seal coat of the parking lot in the amount of \$8,176.50.
3. The Board discussed and reviewed the Trailhead 2 property lines and asked management to refer this to legal counsel and have a letter sent to have compliance with the lease agreement.

The meeting adjourned at 5:32 pm.

The Board entered the Executive session at 5:33 pm, adjourned the Executive session, and returned to the Open session at 5:40 pm. The Board then ratified the discussion and action items from the Executive session and then adjourned the open meeting at 5:41 pm.

The next Regular Meeting is October 24, 2023, at 4:00 pm.

Submitted:

Emily Ainley
Emily Ainley (Feb 26, 2024 20:40 PST)

Secretary – Emily Ainley

02/26/2024

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 3rd 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)






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Final Audit Report

2024-02-27

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