

*Unit Owners Association of Trailhead Condominium Board of Directors
Minutes of the Regular Meeting
January 24, 2023 – 4:00 pm
Remote via Teams*

Call to Order

The meeting was called to order at 4:01 pm

Quorum

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

Suncadia Management Company – Lonny Butler – Community Manager, Michael Bennett-Director of Community Associations, Brian Horstman – Director of Finance, Jamey Mays- Administrative Assistant, Annalisa Johnson-CFO

Owners: John Hamer, Natalie LaChapelle, Sue Donaldson, Shalon Kersahaw, Neil Thibert, Linda Lightfeldt

Approval of Minutes

The minutes of 10/25/2022, 12/03/2022, and 01/16/2023 meetings were approved as distributed.

Financial Report

The Q4 financial review was presented by Brian Horstman and questions also answered by Annalisa Johnson.

Management Report

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

Committee Reports

Legal – Lance Olsen presented to the board.

Communications – Larry requested assistance with a current email list of all owners from the Management Company.

Insurance – Stacy had no significant updates at this time.

Maintenance – Emily presented and updated via unfinished business.

Unfinished Business

- a. The Board instructed management to put cones and work with TH2 on more of a permanent solution to divide the parking lots.
- b. The Board has asked for a tiered response and communication protocol. Lonny will complete a document and get to the Board for approval.
- c. The Board has instructed management to schedule Dryer Vent Cleanout with forced cleanout for 2 units.
- d. The Board discussed bids for the back entry and asked management to follow up on a licensing issue for one of the bidders.
- e. The Board instructed management to put water inspections out for bid.
- f. The Board discussed and unanimously approved sending a letter and invoice to SCC for Retention Pond Flood.
- g. The Board instructed management to get a bid on wrapping pipes with expert recommendation for which pipes are at the highest risk of freezing.
- h. The board instructed management to investigate the contract for the previous maintenance vendor to have them correct faulty work.

New Business

1. The Board discussed, motioned, seconded, and unanimously approved the Ground Maintenance Agreement for 2023.
2. The Board discussed and tabled the blind upgrade pending further research.
3. The Board discussed its relationship with Suncadia Management. The Board has requested better preparation for the annual owners meeting.

Meeting adjourned at 5:30 pm.

The Board entered Executive session at 5:30 pm, adjourned Executive session and returned to Open session at 5:57 pm. The Board then ratified the discussion and action items from the Executive session and then adjourned the open meeting at 5:58 pm.

The next Regular Meeting is April 25, 2023.

Submitted:

Emily Ainley
Emily Ainley (Mar 13, 2023 10:34 PDT)

Secretary – Emily Ainley

Mar 13, 2023

Date

*Unit Owners Association of Trailhead Condominium
Board of Directors Regular Meeting
July 26, 2022 – 4:00 pm
141 Fire House Road, Cle Elum, WA*

January 2022 Management Report – Michael Bennett / Lonny Butler

Complete YTD

- Pool/Spa operating permits have been renewed for 2022.
- All vendor contracts have been renewed for 2022.
- Fire Extinguisher Annual Renewal.
- Compactor dumpster fixed by Copper Crest.
- Window washing completed.
- Wiring upgrade in the Pool Mechanical Room.

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:

- Stairwell Repair and Remediation continues.
- Exterior Painting in process.

Planned:

- Enhancement of landscaping areas in the front of the building.








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Final Audit Report

2023-03-13

Created:	2023-03-01
By:	Lonny Butler (llbutler@suncadia.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAANhri_bu9TKVa0k_Odh50chnYls2YD1iX

"UOATH.Meeting.Minutes.1.24.23" History

-  Document created by Lonny Butler (llbutler@suncadia.com)
2023-03-01 - 9:25:37 PM GMT- IP address: 199.231.241.163
-  Document emailed to ainley.emily@gmail.com for signature
2023-03-01 - 9:25:53 PM GMT
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2023-03-13 - 5:33:09 PM GMT- IP address: 73.225.197.54
-  New document URL requested by ainley.emily@gmail.com
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-  Signer ainley.emily@gmail.com entered name at signing as Emily Ainley
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-  Document e-signed by Emily Ainley (ainley.emily@gmail.com)
Signature Date: 2023-03-13 - 5:34:43 PM GMT - Time Source: server- IP address: 73.225.197.54
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