

*Unit Owners Association of Trailhead Condominium Board of Directors*  
*Minutes of the Regular Meeting*  
*October 25, 2022 – 4:00 pm*  
*Remote via Zoom*

**Call to Order**

The meeting was called to order at 4:03 pm

**Quorum**

Directors present: Craig Dawson- President, Larry Norton – Vice President, Emily Ainley – Secretary, Stacy Townes – Treasurer - A quorum was present via Zoom.

Directors Absent – Chun Ng

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

**Owners:** John Hamer, Natalie LaChapelle, Lance Olsen, Sue Donaldson

**Approval of Minutes** - The minutes of 07/26/2022, 09/06/2022, and 09/13/2022 meetings were approved as distributed.

**Financial Report** - The Q3 financial review was presented by Brian Horstman.

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

**Committee Reports**

Legal – Larry presented to the board the lease between Trailhead and Trailhead 2 has been signed.

Communications – Larry updated the board about communications with the insurance commissioner and congressional representative regarding the increase in insurance premium.

Insurance – Stacy had no significant updates at this time.

Maintenance – Emily presented with no major updates. The board has requested community manager to look for door opener.

**Unfinished Business**

- a. The Board ratified 09/06/2022 Executive Meeting Discussions.
- b. Lonny discussed the painting vendor being back on site to correct punch list items as needed when 2 units are available and fix common area spills.

**New Business**

1. The Board discussed, and unanimously approved the budget and assessments for 2023.
2. The Board discussed, and unanimously approved Pointe Pest Control as the new pest control vendor.
3. The Board discussed, and unanimously approved Platinum Hot Tubs and Yard Worx as new snow removal vendor.
4. The Board discussed and tabled the maintenance contract pending more information from the vendor. Lonny is to report back. Board approved the 509 Facility Services maintenance contract with added subcontractor language for 32 hours in the amount of \$2400.00 per month.

Meeting adjourned at 5:35pm

The next Regular Meeting is January 24<sup>th</sup>, 2022, at 4:00 pm. The annual meeting is scheduled for December 3<sup>rd</sup>.

**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.








# UOATH.Meeting.Minutes.10.25.22.R3

Final Audit Report

2023-03-13

Created:	2023-03-01
By:	Lonny Butler (llbutler@suncadia.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAgZWSKPWHuAxd_uzq7JIRnzpOOBqpID4r

## "UOATH.Meeting.Minutes.10.25.22.R3" History

-  Document created by Lonny Butler (llbutler@suncadia.com)  
2023-03-01 - 9:23:07 PM GMT- IP address: 199.231.241.163
-  Document emailed to ainley.emily@gmail.com for signature  
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-  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 - 5:34:06 PM GMT - Time Source: server- IP address: 73.225.197.54
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