

Unit Owners Association of Trailhead Condominium
Board of Directors Regular Meeting
October 28 2020
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, John Tedeschi – Secretary
A quorum was present via Zoom.

Suncadia Management Company – Michael Bennett– Association Director, Brian Horstman – Director of Finance

Owners: Joan Dawson, Lindsay Gore

Approval of Minutes

The minutes of the July 29, 2020 meeting were approved as distributed.

Financial Report

The Q3 financial review was given by Brian Horstman.

The A/R report and 2020-2021 Cash Flow forecast was discussed. There are currently four (4) owners with unpaid assessment balances over 90-days late and one with a significant balance.

Management Report

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

Unfinished Business

Management gave an update on the SafeLok Bluetooth Low Energy (BLE) mobile access solution, which will require an additional \$4,000 in hardware and install fees / training due to the Lodge not installing the system at this time. The Board did not approve the additional \$4K at this time, deferring consideration until such time that the Lodge upgrades their reservation and property management system to include the Bluetooth hardware needed for Trailhead locks to use the hand held, Bluetooth lock app.

New Business

The Board reviewed and approved the 2021 Trailhead operating budgets, assessment levels and reserve fund updates / owner reserve fund contributions, with a 3% increase in assessment levels for FY 2021. This includes increasing the contribution to Capital Reserves from \$82,000 annually to \$90,000. It is anticipated that there will not be increases in the 2021 SROA assessments paid by Trailhead Condominium Owners.

The Board discussed the December 5, 2020 Annual Owner meeting logistics and attendance limitations due to Covid-19 restrictions limiting in-person attendance to 200 persons. The meeting will also be conducted via Zoom remote meeting software and large screen presentations, available to all members remotely.

Adjournment at 10:57 am - The next meeting is January 27, 2021.

Submitted:

John Tedeschi

John Tedeschi (Oct 28, 2020 14:02 PDT)

Secretary – John Tedeschi

Oct 28, 2020

Date

July – October 2020 Management Report – Michael Bennett / Lonny Butler

Complete YTD

- New carpets installed in hallways and stairwells.
- Hallways have been repainted.
- Pool maintenance room has been cleaned out and chemical lines have been rerouted to keep rust from ruining equipment.
- Acid washing of the pool has been completed.
- Emergency / Safety Access computer motherboard replaced in Elevator.
- Fire Extinguishers were hydro-tested and annual certification renewal completed.
- Pool/Spa operating permits have been renewed 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:

- Sprinkler system being scheduled for annual inspection.
- Fire alarm system being scheduled for annual inspection.
- Reznor heating system will be scheduled after approval of quote for cleanout.
- Carpet cleaning will be scheduled after approval of quote when presented.
- Dumpster quote will be presented for approval when received.

Planned:

- The Saflok door lock project is 98% completed. We have one exterior door lockset and the garage door reader to be installed. The Bluetooth capability to enable smart phone access is on hold pending future Board approval after the Lodge approves installation hopefully in 2021 in all Lodge units.

UOATH.Meeting.Minutes.10.28.20

Final Audit Report

2020-10-28

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