

***Unit Owners Association of Trailhead Condominium Board of Directors***  
***Minutes of the Regular Meeting***  
***October 27, 2023 – 2:00 pm***  
***Remote via Teams***

**Call to Order:** The meeting was called to order at 2:05 pm

**Quorum:** Directors present: Craig Dawson- President, Chris Inverso – 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 –Edward Simpkins-Director of Community Associations, Lonny Butler – Community Manager, Annalisa Johnson-CFO, Gary Kittleson VP- Finance Director, Katie Daniels- Administrative Assistant, Vanessa Reust- Senior Manager- Accounting Shared Services, Stephanie Butorac- Property Management

**Owners:** John Hamer, Joan Dawson

**Approval of Minutes:** The minutes of the 07/25/2023 regular open meeting were approved as distributed.

**Financial Report:** The Q3 financial review was presented by Annalisa Johnson. The A/R report is to be discussed during an executive session to be scheduled at a later date. The Board has directed Management to automatically move reserve funds on a quarterly basis and notify the Board when this is completed. The Board requests to have the prior quarter listed on the balance sheet for comparison.

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

**Committee Reports:**

**Legal:** Lance 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 begin working on communication to the Insurance Commissioner.

**Insurance:** No update.

**Maintenance:** Emily presented that in cooperation with SMC management, multiple projects had been completed during Q3.

**Unfinished Business:**

1. Lonny advised the painting vendor has paused due to the water leak from the 3<sup>rd</sup> floor.
2. Management advised we have run into issues with the reactivation of the security system, however, management hopes to have it active in the next 30 days.

**New Business**

1. The Board ratified the approval of the 2024 Lodge Engineering maintenance contract (\$2,800.00/month).
2. The Board ratified the approval of the 2024/2025 Heritage Landscaping contract (\$1,485.00/month)
3. The Board ratified the approval of the Heritage Landscaping quote (\$850.00).
4. The Board ratified the 2024 Maid for You custodial contract (\$2,700.00/month).
5. The Board gave Director Inverso authorization to begin drafting a letter for signature by Trailhead residents to send to the Washington State Insurance Commissioner.

The meeting adjourned at 3:10 p.m.

The next Regular Meeting will be the Annual Meeting on December 2, 2023.

**Submitted:**

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

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**Secretary – Emily Ainley**

**02/26/2024**

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**Date**

*Unit Owners Association of Trailhead Condominium  
Board of Directors Regular Meeting  
October 24, 2023 – 4:00 pm  
141 Fire House Road, Cle Elum, WA*

**October 2023 Management Report – 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.
- Carpet cleaning has been completed.
- Window Cleaning has been completed.
- Thyssen-Krupp contract and warranty review have been completed.
- Crack Fill/Seal Coat has been completed.
- The 2024 Maintenance Contract has been executed.
- The 2024 Custodial Contract has been voted upon.
- Johnson Control annual and 5 year inspections completed.

Ongoing tasks:

- A property inspection is being performed weekly and any deficiencies are noted.
- Custodial /maintenance performance and tasks are being monitored.
- A/R Review monthly.
- Rear Entry Vestibule.

In Process:

- The stairwell remediation project is on hold.
- Exterior shingle buckling investigation on hold.

Planned:

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






# UOATH.Minutes.10.27.2023

Final Audit Report

2024-02-27

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