

*Unit Owners Association of Trailhead Condominium Board of Directors
Minutes of the Regular Meeting
November 10, 2023 – 11:00 am
Remote via Teams*

Call to Order: The meeting was called to order at 11:00 am

Quorum: Directors present: Craig Dawson- President, Chris Inverso – Vice President, Emily Ainley – Secretary, Stacy Townes – Treasurer, Lance Olsen- 2nd 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

Owners: N/A

Approval of Minutes: N/A

Financial Report: N/A

Management Report: N/A

Committee Reports:

Legal:

Communications:

Insurance:

Maintenance:

Unfinished Business: N/A

New Business:

1. The Board unanimously approved a modification to the 2024 budget to not exceed \$1,900.00 in monthly assessments.

The meeting adjourned at 11:30 a.m.

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

Submitted:

Emily Ainley

Emily Ainley (Feb 26, 2024 20:39 PST)

Secretary – Emily Ainley

02/26/2024

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*






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Final Audit Report

2024-02-27

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