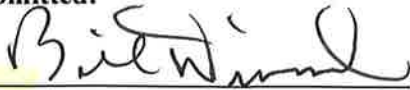
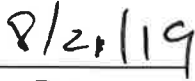


Submitted:



Secretary-Pro Tem



Date

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**Management Report – Pat Simpson, Michael Bennett**

Complete YTD

- 3<sup>rd</sup> floor hallway repairs and painting of walls, ceiling and alcoves complete.
- Parking Lot swept of winter sand in preparation for Landscaping Maintenance startup.
- Hot tub prepared for weekend use (Fri-Sun) pending full pool and hot tub daily opening.
- Missing 2<sup>nd</sup> floor sitting room lamp replaced with matching fixture and matching shades.
- 2<sup>nd</sup> floor lamp cord lengthened to eliminate extension cord violation per Fire Marshal inspection.
- Completed cleanup of pool equipment room and installed replacement hot tub blower.
- Collection efforts have been very successful.
- The auditors have completed their field work for the FY 2018 Financial Review and we will have the Reviewed Financial Statements for the Board on or before the April 17 Board meeting.

Ongoing tasks:

- A property inspection is performed weekly and any deficiencies are noted and work orders created.
- Recycling being handled by Community Services. This is at no additional fee.
- A/R Review monthly.
- Custodial /maintenance performance and tasks being monitored.
- Weekly report to Board.
- Weekly Trailhead email update to all owners.
- Landscape maintenance startup commenced April 8, 2019.

In Process:

- Obtaining costs to remove and relocate all flammable construction materials currently stored in the garage areas near the trash compactor room. A recent Fire Marshall Inspection report requires the materials to be removed.
- Management is researching possible alternatives to current vendor Johnson Controls (Simplex-Grinnell) fire system service, monitoring and annual certifications. Current annual agreement is effective through August, 2019.
- Obtaining cost estimates to replace all hallway fire extinguishers due to end of useful life.

Planned:

- Residential unit door lock replacement proposal pending Board review, approval and

selection of door lock make, model, type and desired installation timeframe. The Lodge at Suncadia will be installing upgraded Saflok RFID – Bluetooth enabled locksets. The Trailhead Board can choose to “piggy back” on the Lodge order and install schedule (September 15 to October 30, 2019 timeframe) and probably realize cost savings.

- See recommended system information here for the 33 locksets (plus one garage access reader) locks required for TH: <https://www.dormakaba.com/us-en/solutions/products/lodging-systems/electronic-hotel-locks/saflok-mt-rfid-293036>
- Resnor units service
- ADA pool lift chairs remote control repairs

**Unit Owners Association of Trailhead Condominium**  
**Board of Directors Regular Meeting**  
**April 17, 2019**  
**141 Firehouse Road, Suncadia Community Management Building**

**Call to Order**

The meeting was called to order at 10:00 am

**Quorum**

Directors present: Bill Diamond- President, John Tedeschi – Secretary

Thomas Goar – Vice President (by telephone)

A quorum was present.

Suncadia Management Company – Michael Bennett– Association Director, Brian Horstman – Director of Finance, Lonny Butler – Assistant to Michael Bennett; Neal Tackett – Operations Manager. Pat Simpson – Association Consultant

**Owners:** Suzie Norris

**Approval of Minutes**

*The minutes of the Regular Meeting 1/3/19 were approved as distributed.*

**Financial Report**

The Q1 financial report was given by Brian Horstman Reserves have been funded through the 3<sup>rd</sup> quarter.

The A/R report was discussed. Currently there is only \$16.64 owed greater than 90 days.

The Independent review was presented and will be approved outside of a regular Board Meeting. Brian is making some corrections and will distribute the corrected review to the Board. The approval will be ratified at the next Board Meeting.

**Management Report**

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

**Unfinished Business**

Door lock (Saflok) Management updated the Board on the installation plan for the door locks. Installation will be coordinated with the Lodge and is scheduled for after Labor Day. The hardware has been ordered.

**New Business**

Construction materials storage discussion (Ref: County Fire Marshal Inspection) The Board postponed a decision until further research is conducted to include inventory and determination of needed building materials, alternate storage of smaller items such as light fixtures, internal storage of some items in existing garage storerooms and perhaps limited storage of long trim in garage. Lonny will coordinate with fire marshal and Burt.

Johnson Controls Contract The Board postponed making a decision until more information is gathered concerning the contract terms, payments and obligations. A decision will be made outside of a regular meeting and ratified at the next Board meeting.

The meeting was adjourned at 11:05 am. The next meeting is July 31, 2019

Johnson Controls  
10010 Knox Ave Spokane WA 99206  
www.JohnsonControls.com



## Inspection Contract Addendum

April 15, 2019

Trail Head Condominiums  
3770 Suncadia Trail  
CLE ELUM

Contract Number: 31923621

As per your request, this document shall amend the above referenced agreement by and between **Johnson Controls Fire Protection LP** and **Trail Head Condominiums** to include the additional services/products listed herein.

All terms and conditions, in their entirety, within original signed agreement shall be adopted for the following: Change contract terms to start MAY 1 2019 and end APR 30 2020

change required annual Fire alarm month due to MAY starting 2019 \$1005  
Add Required annual inspections to be done on (2) wet systems in MAY \$965

**Total annual cost \$ 1970**

Should you have any questions, please feel free to contact me at 509-842-1270.

Sincerely,

Tami Wais  
Customer Care Representative  
509-309-5260 Cell  
509-926-3164 Fax

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**Please complete the bottom portion and return this to my attention as soon as possible.**

### *Agreement Authorization*

Contract Coverage Period: 01-MAY-2019 through 30-APR-2020

Purchase Order No. (if required): \_\_\_\_\_

Authorized By: B. W. Wais 2/21/19