

Unit Owners Association of Trailhead Condominium
Board of Directors Regular Meeting
July 31, 2019
141 Firehouse Road, Suncadia Community Management Building

Call to Order

The meeting was called to order at 9:56 am

Quorum

Directors present: Bill Diamond- President (by telephone), Thomas Goar – Vice President (by telephone),

Directors(s) absent: John Tedeschi – Secretary. 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.

Owners: Marianna Parks, John Hamer

Approval of Minutes

The minutes of the Regular Meeting 4/17/19 were approved as distributed with one addition / correction to omitted sentence.

Financial Report

The Q2 financial report was given by Brian Horstman.

The A/R report and 2019-2020 Cash Flow forecast was discussed. Currently there is only one owner account owed greater than 90 days.

Management Report

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

Discussion concerning snow removal in the Pool / Spa area and BBQ / Fire pit area. The Board asked staff to determine costs for snow removal in Pool / BBQ areas on weekends / special winter holidays, using a casual snow removal person with a snow blower to be purchased by Trailhead, or using existing contractor to additionally clear those areas, which were closed following significant snowfall last season due to the costs to maintain an ice free path to the Spa / Pool area. In addition, salt and sand to control ice has a detrimental effect on the pool deck concrete surface.

Unfinished Business

Management gave an update on the Saflok door lock installation project, which will be coordinated with the Lodge and is scheduled for a timeframe from November 5 to November 20, 2019 in concert with the Lodge installation.

The Board ratified the FY 2018 Independent Audit Review Report previously approved.

New Business

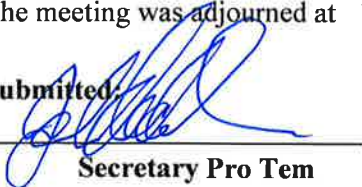
Management discussed the addition of hallway fire extinguisher cabinets with the Board and the Board approved the purchase and installation of the CATO "Chief" wall mount cabinets (9 each)

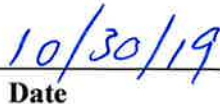
Management discussed the golf driving range mitigation measures to date with the Board

Management discussed the Bar B Que area wind wall bid proposal and asked staff to provide a site plan, sketch and sample photos of the proposed Lexan wind wall structure proposed near the Bar B Ques.

The meeting was adjourned at 10:55 am. The next meeting is October 30, 2019

Submitted:


Secretary Pro Tem


Date

July 2019 Management Report – Michael Bennett

Complete YTD

- Pool and Hot tub opened for summer season and operational.
- Removal and cleanup completed of garage storage of construction materials and attic supplies.
- Planted additional shrubbery between driving range and TH rear lawn area to stop errant golf balls – No Charge.
- Fire Marshal annual inspection signoff completed.
- Broken reading room wall sconce light lens sourced and replaced. Ordered a second lens as a future spare.
- Collection efforts have been very successful.

Ongoing tasks:

- A property inspection is being performed weekly and any deficiencies are noted. Work orders are then created and monitored for completion.
- Recycling materials pickup is being performed by Community Services, with resumption of Waste Management “single stream” recycling program.
- A/R Review monthly.
- Custodial /maintenance performance and tasks are being monitored.
- Weekly report to Board.
- Weekly Trailhead email update to all owners.

In Process:

- Current fire system inspection, certification and monitoring vendor Johnson Controls (Simplex-Grinnell) will be replaced with new vendor being used by the Lodge at Suncadia. Current Trailhead agreement effective through August 2019.
- Cost estimates to replace all hallway fire extinguishers due to end of useful life.
- Cost estimates to add hallway fire extinguisher cabinets to mitigate hallway wall damage from bell carts.

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 (November 1 to November 20, 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>
- Pool & BBQ area snow removal estimates for winter.
- Bar B Que are wind wall bid proposal for Board to consider.
- Swimming Pool water autofill bid proposal for Board to consider.
- Swimming pool “auto-sweep” bid proposal for Board to consider.