

*Trailhead II Condominium Association*  
*Board of Directors Meeting*  
*April 30<sup>th</sup>, 2024 – 9:00 am*  
*Remote via Teams*  
**MINUTES**

1. **Meeting Call to Order** - Verification of Quorum
  - a. Meeting called to order at 9.03 a.m. by President Dave Allegre
  - b. Others present: Edward Simpkins - Director of Community Associations, Jennifer Kramer – Deputy Director of Community Associations, Mark Rhoton – Director of Operations, Katie Daniels -Administrative Assistant, Megan Huddleston – Senior Accountant, Vanessa Reust – Senior Accounting Manager
2. **Approval of Minutes** –
  - a. The minutes of the Regular Board Meeting 02/12/24 were approved.
3. **Treasurer’s Report** – Megan Huddleston presented the financial reports.
  - a. 30% Insurance increase is budgeted for the May 2024 renewal.
4. Annalisa Johnson presented the 2023 Audit requirements for the association.
  - a. Annalisa will request Audit proposal from Newman.
    - i. Audit Budget is \$5,000. Board discussed \$3,000 - \$4,000.
5. **Management Report** – Edward Simpkins presented the Management Report.
  - a. The Fire Marshal re-inspection has been completed and signed off.
  - b. Insurance claim update for units 209 and 109 repair work.
6. **Unfinished Business** –
  - a. The Board requests mats for both entry doors.
7. **New Business** –
  - a. The Board Ratified the \$3,360 MacMiller preventative maintenance contract.
    - i. Amount billed quarterly for \$840
  - b. The Board Approved the \$1,500 Hughes Reserves & Assets Management Reserve Study proposal for Trailhead Condominium II.
8. **Developer Report** –
  - a. The Firepit and Barbeque – Developer will repair under warranty.
9. **Owner Forum** – N/A.
10. **Adjournment** – The meeting was adjourned at 9:27 a.m.

**Attest:**

---

Dave Allegre – President

---

Date

DRAFT