

***Unit Owners Association of Trailhead Condominium Board of Directors
Minutes of the Regular Meeting
April 23rd, 2024 – 4:00 pm
141 Firehouse Road and Remote
via Teams***

Call to Order: The meeting was called to order at 4:02 pm

Quorum: Directors present: Craig Dawson- President, Chris Inverso – Vice President, Stacy Townes – Treasurer, Lance Olsen- 2nd Vice President - A quorum was present via Teams.

Suncadia Management Company: Edward Simpkins– Director of Community Associations, Jennifer Kramer – Director of Design Review, Mark Rhoton – Director of Operations, Katie Daniels – Administrative Assistant, Annalisa Johnson-CFO, Vanessa Reust – Senior Accounting Manager, Megan Huddleston - Senior Accountant

Owners: Bruce Sternberg

Approval of Minutes: The Board approved the following Minutes:

1. Regular Board Meeting 1/23/2024

Financial Report: The Q1 financial review was presented by Annalisa Johnson.

- a. The Board agreed to move the A/R for Trailhead Townhomes allowance of \$10,700 to \$12,278.44.
- b. Annalisa Johnson reviewed the tax liability amount of \$12,000 for lease payments received.
- c. Megan Huddleston presented the A/R report.
- d. Vanessa Reust updated the Board on the 2021 and 2022 audits.

Management Report – Edward Simpkins presented the Management Report.

1. The HVAC heaters in the parking garage are working.
2. The Board was updated on a preventative maintenance program for all systems in the building.
3. The Elevator category 5 testing has passed. No additional cost or repairs are necessary.
4. The Board was informed the damaged garage door was an Insurance Claim on the Resort policy.
5. The Board was informed the garage cleanout is scheduled annually.
6. The trash compactor was removed, and three new dumpsters have been installed.

Committee Reports:

Legal: Lance updated the Board of no further communications from Trailhead Townhomes regarding access to the pool.

Communications: Board Members have contacted the Insurance Commissioner.

Insurance: Stacy noted that the Insurance Renewal is May 18th, 2024.

Maintenance: N/A

Unfinished Business:

1. The Board requests a weekly property walk.
2. The Board requests a seasonal list of Winterization, Spring, and Summer.
3. The Board requests a list of specific duties assigned to Edward, Jennifer, and Mark.
4. The Board requests a quote for doors and windows to prevent vestibule freezing.
5. The Board requests a pre-pool opening check before Memorial Day.
6. The Board requests the garage doors be repaired by May 15th, 2024.
7. The Board requests management to address the Furniture and Mattresses in the garage.
8. The Board noted the lights are out on the 3rd floor out of the Elevator.
9. The Board requests a preventative maintenance tool with visibility of completed tasks.
10. The Board requests progress on front and side door secured entries.
11. The Board requests the replacement of wall sconce bulbs as needed.
12. The Board requests management follow up with the contractor to repair wall paint.

New Business

1. The Board Ratified the approval of the US Bank Reserve Account.
2. The Board Ratified the approval of pool and hot tub acid washing for \$3,250
 - a. The Board carefully considered the approval, and Emily may provide a vendor write-up.
3. The Board approved the \$1,500 Hughes reserve quote for the reserve study.
4. The Board approved the Newman 2023 Tax and Audit Service quote for \$3,000.
 - a. The Board requests Management to negotiate \$2,500.
5. The Board approved the \$5,016 HVAC preventative maintenance contract.
 - a. The Board noted confidence in MacDonald Miller and agreed they the preferred provider and partner.
 - b. The \$5,016 approved amount will be billed Quarterly for \$1,254.

The meeting adjourned at 5:28 pm

Submitted:

Emily Ainley
Emily Ainley (Jul 12, 2024 16:35 PDT)
Secretary – Emily Ainley

07/12/2024
Date






UOAT Meeting Minutes 4.24.24

Final Audit Report

2024-07-12

Created:	2024-07-08
By:	KATIE DANIELS (kdaniels@suncadia.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjTjwj_wTSQI2Da5DaL4jD86DoQxgEKjj

"UOAT Meeting Minutes 4.24.24" History

-  Document created by KATIE DANIELS (kdaniels@suncadia.com)
2024-07-08 - 11:11:29 PM GMT
-  Document emailed to Emily Ainley (ainley.emily@gmail.com) for signature
2024-07-08 - 11:11:32 PM GMT
-  Email viewed by Emily Ainley (ainley.emily@gmail.com)
2024-07-12 - 11:33:54 PM GMT
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Signature Date: 2024-07-12 - 11:35:55 PM GMT - Time Source: server
-  Agreement completed.
2024-07-12 - 11:35:55 PM GMT