

Trailhead II Condominium Association
Board of Directors Meeting
July 24th, 2024 – 9:00 am
Remote via Teams
MINUTES

1. **Meeting Call to Order** - Verification of Quorum
 - a. Meeting called to order at 9:01 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, Brandi Darnall – Owner Relations Manager, Megan Huddleston – Senior Accountant, Vanessa Reust – Senior Accounting Manager, Annalisa Johnson – CFO.
 - c. Owners Present: Noah Pieper
2. **Approval of Minutes** –
 - a. The minutes of the Regular Board Meeting 4/30/24 were approved.
3. **Treasurer’s Report** –
 - a. Megan Huddleston presented the financial reports.
 - i. The fire sprinkler damage in January has been paid by insurance.
 - b. Vanessa Reust presented the A/R collections status report.
4. **Management Report** – Edward Simpkins presented the Management Report.
 - a. Management met with Dave and Cedar and Sage for a final re-inspection of the building and landscaping. A letter outlining specific items to be addressed was sent out and anticipated completion date of 30-60 days.
 - b. Shared access, fencing extension, landscape improvements, and snow plowing was discussed.
 - c. The fire pit has been repaired and is now fully functional.
 - d. Jennifer met with Maid for You Janitorial to evaluate their scope of work.
 - e. Lockable covers were ordered for thermostats to prevent owners/guests adjusting.
 - f. The fireplace in the lobby has been turned off to save energy usage.
 - g. Doormats were installed at the front and rear doors.
5. **Unfinished Business** –
 - a. The Board requests the Clean Image fire sprinkler damage expense to match the Insurance payout amount (including deductible).
 - i. Brandi Darnall is working with Clean Image and State Farm.
 - b. Management will contact Wes regarding the transfer switch for the generator.
 - c. Management will follow-up with Wes the sump-pump with irrigation controls.
 - d. The Board requests the underground garage doors stay closed for enter/exit only.

- e. The Board requests emptied/exchanged garbage bins returned to the garage and not left out at the entrance area.
 - f. Management will arrange garage floor needs to be washed out by Platinum.
6. **New Business** – N/A
7. **Developer Report** –
- a. Swiftwater Construction should have the damaged units complete in three weeks.
 - b. The developer completed the one-year walk through with Wes.
 - c. The Generator parts should be in to finish the system.
 - d. Swiftwater Construction has been contracted to stain the fence, remove the panel, add the pathway for the Townhomes.
 - e. Obtaining a bid to put a light at the intersection and extend the rockery/fence.
8. **Owner Forum** – N/A.
9. **Adjournment** – The meeting was adjourned at 9:24 a.m.

Attest:

Dave Allegre – President

Date