

Unit Owners Association of Trailhead Condominium
Board of Directors Regular Meeting
October 22, 2024 – 4:00 pm
Remote via Teams
Minutes

1. **Call to Order** – Meeting was called to order at 4:02 pm.
 - a) Quorum: Directors present: Craig Dawson – President, Emily Ainley – Secretary, Stacy Townes – Treasurer, Lance Olsen – 2nd Vice President.
 - b) Others present: Edward Simpkins – Director of Community Associations, Jennifer Kramer – Deputy Director of Community Associations, Mark Rhoton – Director of Operations, Brandi Darnall – Owner Relations Manager, Megan Huddleston – Senior Accountant, Vanessa Reust – Senior Accounting Manager, Annalisa Johnson – CFO
 - c) Owners Present: Burley McIntyre, Matt and Joanne Gonzales, Bruce Sternberg, Joan Dawson, KC Erickson, Kyung Min Lee, John Hamer, Mike Connachan Real Estate
2. **Approval of Minutes-**
 - a) The minutes of the Regular Board Meeting of 7/23/2024 were approved.
3. **Consent Calendar-**
 - a) Motion approved to ratify the decision regarding the firepit repair.
 - b) Motion approved to ratify the decision regarding Trailhead I address sandwich board sign.
4. **Treasurer’s Report-**
 - a) Megan Huddleston presented the Financial Reports Q3, 2024.
 - b) Vanessa Reust presented the 2025 Budget
 - i Assessments are increasing 6.5% from 2024 to 2025.
 - ii 2025 Budget was adopted as proposed.
 - c) Megan Huddleston presented the A/R - Collections Status Report
5. **Management Report-**
 - a) Jennifer Kramer presented the SMC Staff Report.
 - i The Board of Directors requests the side door to be always unlocked.
 - ii The Board would like to thank Vanessa Smith, owner, for all her help in the transition and preparation for the door lock upgrade.
6. **Committee Reports –**
 - a) The Board reported on the following committees: Legal, Insurance, Communications, Maintenance.
7. **New Business-**
 - a) Mark Rhoton presented the proposal for Evolution building envelope.
 - i Board requested to table this topic until further discussion.
 - b) Edward Simpkins and Mark Rhoton presented the door repair/replacement proposals.

- i Motion approved to move forward with Reynolds Construction for sealing of the doors.
 - ii The Board is requesting additional bids for replacement of the doors.
- c) Vanessa Reust presented the Newman Engagement proposal.
 - i Motion approved to move forward with Newman Engagement proposal.
- d) Mark Rhoton presented the Heritage Landscaping Contract.
 - i Motion approved to move forward with a 2yr. contract with the Heritage Landscaping Contract.
- e) Edward Simpkins and Mark Rhoton presented the street side address marker.
 - i This was brought to the attention of the Board by the Insurance company.
 - ii Motion approved to move forward with the placement of street side address marker.

8. **Adjournment-** Meeting adjourned at 5:41pm.

Attest:

Secretary- Emily Ainley

Date