

*Trailhead Townhomes Community Association*  
*Open Board Meeting*  
*October 23, 2024- 10:00 am*  
*Remote via Teams*  
*Minutes*

- 1) **Meeting Call to Order** - The meeting was called to order at 10:03 a.m. by President John Hanna.
  - a. Quorum: Directors present: President – John Hanna, Vice-President - Lindsay Gore. A quorum is present.
  - b. Others present: Edward Simpkins – Director of Community Associations, Jennifer Kramer – Deputy Director of Community Associations, Annalisa Johnson – CFO, Megan Huddleston – Senior Accountant, Vanessa Ruest – Senior Accounting Manager, Mark Rhoton – Director of Operations, Brandi Darnall – Owner Relations Manager.
  - c. Owners present: Jenny Daley
- 2) **Approval of Minutes-**
  - a. The Minutes of the 07/26/2024 Regular Board Meeting were approved as distributed.
- 3) **Treasurer’s Report-**
  - a. Megan Huddleston presented the Financial Reports Q3 – 2024.
    - i. Megan Huddleston confirmed we have paid all three of the invoices from Ryan Swanson and Cleveland.
  - b. Megan Huddleston presented the A/R-Collections Status Report.
  - c. Vanessa Ruest presented the 2025 Budget.
    - i. Assessments are decreasing by 17% for 2025.
    - ii. Increasing the Reserve contribution by \$15,000.00 for 2025.
    - iii. Mark Rhoton surveyed the land between Trailhead II and Townhomes, based on the results each snow removal call-out, Trailhead II will pay an additional \$25, Townhomes will see a \$25 decrease per call-out.
    - iv. The Board adopted the 2025 budget as presented.
- 4) **Management Report –**
  - a. Jennifer Kramer and Mark Rhoton presented the management report.
- 5) **Unfinished Business N/A-**
  - a. The Board discussed and raised concern on the easement access road between the Townhomes and Trailhead II – the opening in the fence. An easement was given but that is the only access road for contractors to access the back side of Trailhead II. The easement was granted for Trailhead Townhomes, but Trailhead II has not given easement access. Management referred the Board to discuss this with legal and table the cost sharing of this space.
  - b. The Board discussed the type of rock that was placed, it was their understanding larger rock would be used on the side of a smaller graveled pathway. The Board expressed the want to keep and/or increase foot traffic but limit the vehicle traffic through the easement. DRC will be contacted to investigate this.
  - c. The Board would like to revisit the removal of blacktop and put in some landscaping.
  - d. The Board would like to add Crosswalks, Signage and Speed Bumps to the January agenda.
- 6) **New Business-**
  - a. Vanessa Ruest presented the Newton Engagement Letter.
    - i. The Board approved to move forward with Newton Engagement Letter.

- b. Mark Rhoton presented the 2-year term for Heritage Landscaping proposal.
  - i. The Board approved to move forward with Heritage Landscaping proposal.
- 7) **Adjournment-** The meeting was adjourned at 11:08am.

**Submitted:**

24/01/2025

  
John Hanna (Jan 24, 2025 13:16 PST)

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**Secretary - John Hanna**

**Date**






# Townhomes-10.23.2024-Minutes-Draft

Final Audit Report

2025-01-24

|                 |  |
|-----------------|--|
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