

***Unit Owners Association of Trailhead Condominium Board of Directors***  
***Minutes of the Regular Meeting***  
***July 23<sup>rd</sup>, 2024 – 4:00 pm***  
***Remote via Teams***

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

**Quorum:** Directors present: Chris Inverso – Vice President, Emily Ainley – Secretary, Stacy Townes – Treasurer, Lance Olsen- 2<sup>nd</sup> Vice President - A quorum was present via Teams.

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

**Owners:** In person and via Teams: Matt Gonzales, Joanne Gonzales, John Wayfield, Marie Wayfield, Mark Orwiler, David Praga, Bruce Sternberg. Mann-Ling Thiebert.

**Approval of Minutes:** The minutes of the 4/23/2024 regular open meeting were approved.

**Financial Report:** The Q2 2024 financial review was presented by Annalisa Johnson.

1. The Board discussed insurance premium increases.
  - a. The Board suggested owners escalate concerns to the insurance commissioner.
    - i. Homeowners are encouraged to not call the insurance company and discuss the nature internally before contact is made.
  - b. The Board agreed it is essential to have zero claims against their policy.
2. Vanessa Reust Presented the A/R Collections Status Report
3. The 2021-2022 audit is complete. Final audit reports will be sent to The Board.

**Management Report:** - Edward Simpkins presented the Management Report.

1. Management received competitive bids for painting the pool house.
2. Jennifer Kramer met with Maid for You Janitorial Services to evaluate their scope of work.
3. PNW Window washing is scheduled to clean exterior windows on July 29<sup>th</sup>.
4. Quotes are being obtained for entry front and rear doors.
5. Jennifer and the Engineering department have assisted owners and guests with fob unit access.
6. Management discussed controlling access to the pool and option to switch the gate locking system to a key card or fob that could be used throughout the property including the garage.
7. The garage cleaning has been completed with Management and Engineering walk through.
8. Jennifer met with pest control to remove the wasp nest at the pool house.

**Committee Reports:** N/A

**Unfinished Business:**

1. The Board discussed the ability to engage in offering TH2/TH3 access to the pool for contribution to cost of maintenance. The association can revisit at their will.
2. The Board directed Management to repair the doors before winter freezing temperatures.

3. The Board discussed scheduling a special meeting work session.
4. Management will follow-up on the internal repair of the painting on floor 1. The prior vendor left patchwork and square on the wall.
5. The pool house has three vents missing.
6. There is a wasp nest between unit 303 and 304 on top of the dryer vent.
7. The Board discussed the garage cleaning as a shared expense. The leak and water came into the garage due to the door open from damage contributing to debris.

### **New Business:**

1. The Board Ratified the decision regarding replacing the spa water heater.
2. The Board Ratified the 2024-2025 insurance policies.
3. The Board approved the \$5,600 Round Up Painting Pool House proposal.
  - a. The Board requests management confirm doors are included in bid.

### **Owners Forum:**

1. Trailhead II is supposed to pay us a lease agreement. Are they currently paying?  
*Stacy Townes: Yes, they do. We have negotiated a lease agreement with monthly payments. Annalisa the CFO actively tracks this payment and reports out monthly. Approximately \$40,000 per year. Lance Olsen: The lease is essentially payment for the right to use the common area in the direct rear of the building – currently Trailhead II payment does not entitle use of other amenities such as the hot tub and pool. Under current agreements there is no right of access.*
2. Reaching through the pool gate and opening is easy. Have we looked at a different locking mechanism? *The Board: Yes, this will be included in the Management Report on today's meeting.*
3. I have a question about the key fobs. We have had issues with the key fobs not working. *The Board: Contact the Lodge front desk and they are great with providing the key cards to get immediate access to units. We also work with the Suncadia Management team getting the fobs reprogramed.*
4. I saw mention of limiting use of the garage? *The Board: Overall concern is security of the building and the garage door should be closed unless entering or exiting. Access should be for owners and guests only.*

The meeting adjourned at 5:04 pm

The Board recessed into Executive Session.

### **Submitted:**

  
Emily Ainley (Feb 18, 2025 11:41 PST)  
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**Secretary – Emily Ainley**

18/02/2025

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**Date**