

**Trailhead II Condominium Association**  
**Board of Directors Regular Meeting**  
**October 22, 2024 – 9:00 am**  
**Remote via Teams**

## **Minutes**

1. **Meeting Call to Order** – Verification of Quorum
  - a. Meeting called to order 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, Brandi Darnall – Owner Relations Manager, Megan Huddleston – Senior Accountant, Vanessa Reust – Senior Accounting Manager, Annalisa Johnson – CFO
  - c. Other Owners present: Philip Tilker, Noah Pieper
  
2. **Approval of Minutes-**
  - a. The minutes of the Regular Board Meeting of 7/24/2024 were approved.
  
3. **Treasurer’s Report-**
  - a. Megan Huddleston presented the financial reports.
    - i. Another check has been received from the Insurance company for the fire sprinkler damage occurring in January 2024.
    - ii. A check will be issued to Dave Allegre for reimbursement of the amount received from the insurance claim damage repairs.
  - b. Vanessa Ruest presented the 2025 Budget.
    - i. Assessments are staying the same in 2025.
    - ii. Reserve contributions are increasing by \$11,000 based on the Reserve Study.
    - iii. 2025 Budget was adopted as proposed.
  - c. Megan Huddleston presented the A/R - Collections Status Report.
  
4. **Management Report-**
  - a. Jennifer Kramer presented the SMC Staff Report
    - i. It was identified that numerous doors had noncompliance locks; staff will be reaching out to the owners to get that switched to the standard locks.
    - ii. The Homeowners Association owns the doors and locks as the funds are allocated in the reserves. With the responsibility of the HOA, all doors and locks should be standard for access.
    - iii. Dave Allegre gave Swiftwater construction approval to move forward with installation of the streetlight.
    - iv. We have a contested election as two owners who have submitted their interest in the open Board of Directors position.
  
5. **New Business-**
  - a. Approved as presented to move forward with Newman Engagement Letter.
  - b. Approved as presented to move forward with the Maid for You Contract for one more year. Fees increased by 3%.
  - c. Approved as presented for a 2-year Heritage Landscaping Proposal
    - i. Dave Allegre noted standing water from sprinkler runoff, heads will be adjusted down as it was turned up to let the grass grow.
  
6. **Owner Forum-**
  - a. Questions from Philip Tilker: The barbeque that is broken, do we have a timeframe of when that will be prepared? The other barbeque is located below the roof eaves and is damages from falling snow and ice. Answer: Dave Allegre will follow up with Cedar and Sage (Wes) on repairs to the broken barbeque and

location of the barbeques to ensure the falling of snow and ice does not damage the barbeques moving forward.

- b. Questions from Noah Pieper: Repair of the golf putting area, the inserts do not fit, and this needs someone to maintain/fix as the damage occurs. The doors in the first entry way and the exiting back door continue to scrape on the bottom of the door which makes it not close firmly- causing drafting to occur. Doors need to be adjusted to fit properly. Cleaning of garbage rooms/areas should be addressed with our contractor as he has noticed an increase of left waste. Answer: Dave Allegre has already contacted Wes at Cedar and Sage to contact his subcontractor for repairs on the putting green. Homeowners Association will address the concern of left garbage with custodial and engineering.

7. **Adjournment-** The meeting was adjourned at 9:37 a.m.

**Submitted:**

Dave Allegre  
Dave Allegre (Feb 6, 2025 15:06 MST)

Dave Allegre – President

06/02/2025

Date






# TH2 Minutes 10.22.2024

Final Audit Report

2025-02-06

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