

Trailhead II Condominium Association
Regular Board Meeting
February 5, 2025 – 9-10:00 a.m.

MINUTES

1. **Meeting Call to Order** – Verification of Quorum – meeting called to order at 9:10 AM
 - a. Board members present: Dave Allegre, President; Noah Pieper, Secretary-Treasurer
 - b. Other attendees: Edward Simpkins, Director of Community Associations; Jennifer Kramer, Deputy Director of Community Associations; Mark Rhoton, Director of Operations; Brandi Darnall, Owners Relation Manager; Megan Huddleston, Senior Accountant; Vanessa Reust, Sr. Accounting Manager; Deb Dibb, Executive Assistant

2. **Approval of Agenda** – approved at 9:15 AM

3. **Approval of Minutes** – Minutes were reviewed without questions. Moved and voted to approve unanimously at 9:16 AM.
 - a. Regular Board Meeting October 22, 2024

4. **Owners Forum** – None for this meeting

5. **Consent Calendar** – None for this meeting

6. **Treasurer’s Report** – Megan delivered the financial reports, which included the balance sheet, assets, operating cash, reserves cash, A/R (all 2024 assessments collected), other A/R balance, prepaid expenses, A/P and A/P accrued, A/P other, and prepaid owner assessments.

Income statement which included assessments (tracking to budget), insurance proceeds from burst pipe issue (doesn’t equal expense because of insurance assessment), and other income. Expenses included maintenance, plus 2023 annual inspection, repair and maintenance over on spend caused by burst pipe, offset by insurance proceeds, under budget for snow removal, utilities were off due to budget data, over budget on expenses, but starting 2025 in good cash position.

Reserve statement – small amount of income and no spend. Megan requested permission from the board to automatically make reserve contributions quarterly and early in the quarter to earn as much interest as possible, and the board approved.

 - a. Financial Reports Q4, 2024
 - b. A/R - Collections Status Report

7. **Management Report** – Jennifer Kramer presented the staff report based on the results from her inspection on 1/31/25.

Mark Rhoton provided an update on the cellular backup for fire alarm panels and are adding the same backup to the elevators. He has been working on the building issues, which are almost finalized.

Jennifer – The gazebo and fire pits are still pending inspection. The entry and back door adjustments (feedback said much improved) will have contractors back to make final adjustments.

Jennifer – The thermostat in the lobby and hallways are now remote. Also, there is a minor water leak, no insurance claim, and the owner is handling repairs.

Doors and locks – seven are not compliant with the current system, so those will need to be upgraded. Owners who are self-managing their properties have non-compliant locks.

The second BBQ has been repaired. Feedback and additional requests – there is still an opportunity to provide better signage for the property, garage, and parking spaces. Beyond that, we need a plan to finalize permanent signage. It would be nice to have a uniform branded look. There was also a proposal to purchase nicer outdoor seating.

The mini golf course needs some maintenance, possible repair, and appropriate signage. Guests have caused extensive damage. Edward will ask the turf care team to help reset cups, and Mark will work with the vendor to get this handled.

8.Unfinished Business - None

9.New Business – Typically done after the annual meeting. Dave will remain in his position and has nominated Noah for Secretary/Treasurer motion, which was approved unanimously at 9:52 AM.

a. Appointment of Board Officers

10. Adjournment – The meeting adjourned at 9:53 AM.

Noah Pieper, Secretary-Treasurer

Date