

Trailhead Townhome Community Association

Regular Board Meeting 1/22/25

Real Estate Sales Center, Discovery Board Room or via MS Teams

January 22, 2025 – 10:00 – 11:00 AM

MINUTES:

1) **Meeting Call to Order** - Verify Quorum 10:06 AM

Board members present: John Hanna, President; Lindsay Gore, Director

Others in attendance: 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, Sr. Accountant; Vanessa Reust, Sr. Accounting Manager; Deb

Dibb, Executive Assistant

2) **Approval of Agenda:**

The agenda was moved and approved unanimously at 10:09 AM. One item was added regarding a potentially fraudulent email

3) **Approval of Minutes from 12/23/24:**

The agenda was approved unanimously at 10:09 AM.

4) **Owners Forum:**

The Board received an email from Veery Rodriguez regarding missing info for a BOI report. This is related to the Corporate Transparency Act, which is currently voluntary. Edward advised it can be disregarded for now.

Consent Calendar:

No items this month

6) **Treasurer's Report**

Megan Huddleston presented the Q4 2024 Financial Reports. Operating cash increased by \$9K, the reserve has been increased and zero balance on A/R. A/P increased by \$1K for tax fees and annual meeting costs. - John asked for clarification on the cost for the annual meeting costs. All other liabilities are in line with the previous quarter.

Megan Huddleston presented the Income Statement. Income is tracked to the budget with a small variance. Revenue and expenses look great, but over \$1.3K due to audit and tax services for the 2024 reserve study. The association is well under budget for landscape maintenance and snow removal. The 2023 audit is being finalized and will be sent out for signatures.

7) **Management Report:**

Jennifer Kramer presented the Management Report- Weekly staff tours are ongoing, and - 16 callouts for snow removal in 2024; the new provider is performing well. – We are addressing garbage issues at Trailhead 2 and working on crosswalks and paths for pedestrian traffic. Mark Rhoton will meet with Heritage Landscaping in spring to discuss a landscaping refresh.

8) **New Business:**

Board member Sandy Perlmutter is resigning to enjoy retirement. John recommended Jenny Daily as her replacement, to serve the rest of Sandy's term until 2026. - John or Lindsay will sign the meeting minutes.

Adjournment:

The meeting adjourned at 10:42 AM

Lindsey Gore, Director

Date

DRAFT