

**Unit Owners Association of Trailhead Condominium**  
**Regular Board Meeting**  
**February 13, 2025 – 4:00-5:00 p.m.**

**MINUTES**

1. **Meeting Call to Order** President Craig Dawson called the meeting to order at 4:00 PM
  1. **Verification of Quorum:** A quorum was present with the following Directors in Attendance: Craig Dawson, President; Chris Inverso, Vice President; Lance Olsen, 2<sup>nd</sup> Vice President; Emily Ainley; Secretary: Stacy Townes; Treasurer;
  2. **Others in attendance:** Edward Simpkins, Director of Community Associations; Jennifer Kramer, Deputy Director of Community Associations; Mark Rhoton, Director of Operations; Megan Huddleston, Senior Accountant; Annalisa Johnson, Financial Consultant; Vanessa Reust, Senior Manager Accounting Shared Services; Neil Thibert (unit 306), Owner; Brandi Darnall, Owner Relations Manager; John Hamer, (unit 205 & 206) Owner; Mariana P, Owner; David Praga (unit 303), Owner; Joan Dawson (unit 305), Owner;
2. **Approval of Agenda** The Board moved and approved the agenda unanimously.
3. **Approval of Minutes** (Note that Lance Olsen's name is spelled wrong, please correct) The Minutes were moved and unanimously approved.
  - a. Regular Board Meeting - October 22, 2024
4. **Owners Forum** The floor was opened for questions or comments from owners.
  - a. Mariana P. had questions about the letter sent to LRCA owners. Due to legal conversations between the board and hospitality attorneys, Edward could not comment but did state that this is not applicable to TH1, 2, or 3. Edward can provide an update after the legal teams come to an agreement.
  - b. David asked about attempting to limit pool access to only TH1 owners and guests. Jennifer said they are actively working on fobs to manage the door locks and access to the space.
  - c. Update from Annalisa – there have been significant improvements with dedicated staff for HOA positions, so she will back down from financial reports, and Megan will deliver.
5. **Consent Calendar** – No items on the calendar
6. **Treasurer's Report**
  - a. Megan Huddleston presented the Financial Reports Q4, 2024
  - b. Megan Huddleston presented the A/R Collections status report. All balances are within the 30-day bucket, thanks to Tonie Heath's hard work on collecting.
  - c. Megan Huddleston explained: Income tax expense has decreased, expenses, maintenance and repair, utilities (usage and consumption), and utility prices have increased. Reserves, interest income, and Reserve spending.
  - d. Edward Simpkins asked the Board about 2025 Reserve spend projects (potential \$188.5K). He would like to have the Board review the list of projects and provide input to help plan the execution of the projects for the year. Some projects are in partnership with other associations.
  - e. Megan Huddleston asked the Board to approve the quarterly bank transfers for reserve early in the quarter to earn the most interest. For now Q1, the motion was made and approved unanimously.

7. **Management Report** – Jennifer Kramer presented the report. A copy is included with these minutes.

8. **Committee Reports**

- a. Insurance Committee – Stacy has reached out to our broker to see where we are this year. There are only a few carriers who are providing coverage. All prior claims have fallen off. She also reached out locally and there are none because they require a three-year history of no claims. Brandi has worked locally for several years and can be an insurance-related resource.
- b. Legal Committee – No report unless there are questions
- c. Maintenance Committee – They are looking for someone to join and run the committee; Emily’s family has decided to purchase a home in Suncadia and may not keep their condo. There may be a board position available, and Craig praises Emily’s hard work.
- d. Communications Committee – Chris has nothing new from this committee

9. **Unfinished Business** – No unfinished business

10. **New Business** - none

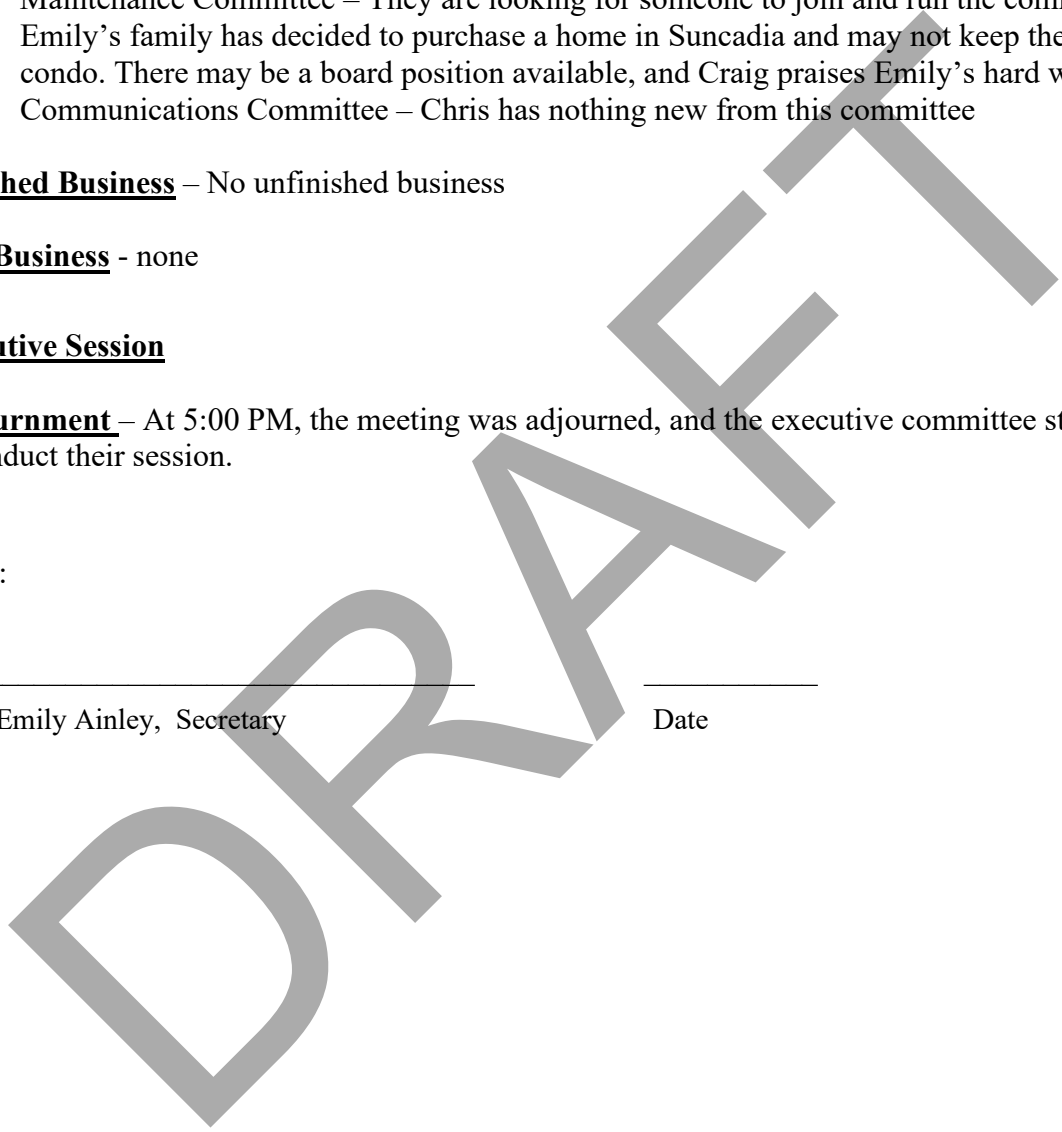
11. **Executive Session**

12. **Adjournment** – At 5:00 PM, the meeting was adjourned, and the executive committee stayed to conduct their session.

Attest:

\_\_\_\_\_  
Emily Ainley, Secretary

\_\_\_\_\_  
Date





**To:** Unit Owners Association of Trailhead Condominiums  
**From:** Jennifer Kramer - Deputy Director of Community Associations  
**Date:** January 29, 2025  
**Re:** Management Report

---

1. Jennifer conducts a full walkthrough of the entire building. She also inspects to ensure that our custodial service provider is maintaining the building to our standards, picking up garbage, and spot-cleaning carpets.
2. Weather stripping has been installed on both the entry and back doors. Additionally, heaters have been installed in the vestibule, and the temperature is now comfortable.
3. The two items that needed to be addressed for the insurance company are now complete. They requested the address marker be installed and the crack in the back ramp be repaired.
4. The garage parking ramp heating system is melting snow properly.
5. A block heater for the generator has been received. Mark Rhoton has been working with the contractor to install and activate it. However, it was determined that additional parts needed to be ordered.
6. With the resort operating at full capacity during the holiday season, there has been issues with garbage disposal and dumpster usage. Waste Management's pickup schedule was also delayed. Management is working with the Engineering Team to ensure dumpsters are returned to the garage after being emptied.
7. Engineering has received the HOTSOS request to try and program the side door so that all owners can access it with their fob. Engineering has confirmed that the system is outdated, and a new one must be purchased to work. The cost would be approximately \$700.00, including the system installation and fob reprogramming costs.
8. Mark Rhoton, Director of Operations, has been working with Moon Security to install the necessary cell phone system upgrade for fire monitoring. This upgrade will ensure connectivity in case of an emergency. Additionally, Mark is scheduling the annual inspection.