

**Trailhead Townhome Community Association**  
**Regular Board Meeting**  
**Real Estate Sales Center, Discovery Conference Room or via MS Teams**  
**April 23, 2025 – 10-11:00 a.m.**  
**Minutes**

- 1) **Meeting Call to Order** - Verification of Quorum – Meeting called to order at 10:05AM and quorum verified. Those in attendance: John Hanna, President; Lindsay Gore, Director; Edward Simpkins, Director of Community Associations; Jennifer Kramer, Deputy Director of Community Associations; Mark Rhoton, Director of Operations; Megan Huddleston, Senior Accountant; Vanessa Reust, Senior Accounting Manager; Brandi Darnall, Owner Relations Manager
- 2) **Approval of Agenda** – 10:06AM, no comments so the agenda is approved
- 3) **Approval of Minutes** – no comments, so the minutes were approved
  - a. Regular Board Meeting – January 22, 2025
- 4) **Owners Forum** – as of 10:09AM, no owners on the call
- 5) **Consent Calendar**
  - a. Ratify Newman’s recommendation to file tax returns for 2019-2022 –
  - b. Ratify the Newman Draft Financials ending 2023 – Hearing no questions, all in favor and passed unanimously at 10:10AM.
- 6) **Treasurer’s Report**
  - a. Megan Huddleston presented the Financial Reports Q1 – 2025
  - b. Megan Huddleston presented the A/R Collections Status Report
  - c. The Board was asked if they would like to make the Q2-Q4 reserve contributions all at once in Q2 to take advantage of Umpqua’s higher interest rate – passed unanimously at 10:16AM.
- 7) **Management Report**
  - a. Jennifer Kramer presented the Staff Report, which is included with these minutes.
  - b. Reserve Fund Projects Update – Mark delivered this report, which includes the result of the reserve study. The team will add landscaping and upkeep around the property, and owners should begin to see those changes appear soon.

Lindsay asked about other issues that may be part of the larger HOA responsibility. Everything is on the reserve study: asphalt, landscaping, and irrigation. Edward mentioned this is a 10-year period that may not encompass longer projects. Lindsay added the full component list to the chat. Additional requirements do need approval by a vote of the board. Any approved items will be funded by the Reserve. Add the components list to the meeting minutes.
- 8) **President's Report**
  - a. John feels like everything is rolling along smoothly and comments on the new naming of Chalets. He’s looking forward to the new construction and is happy with our progress.
- 9) **Unfinished Business** – There was no unfinished business.
- 10) **New Business** – There was no new business.
- 11) **Adjournment** – meeting adjourned at 10:32 AM.

**Submitted:**

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**John Hanna**  
**President/ Acting Secretary**

\_\_\_\_\_  
**Date**

DRAFT



**To:** Trailhead Townhomes Community Association  
**From:** Jennifer Kramer – Deputy Director of Community Associations  
**Cc:** Suncadia Management Company  
**Date:** April 23, 2024  
**Re:** Management Report

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Management conducts a weekly inspection to ensure the Townhomes are in good condition and to see if there are any items to be addressed.

Management held a meeting with the Engineering team to discuss the ongoing issues regarding dumpsters and garbage.

Heritage Landscaping is scheduled to refresh the landscaping with fresh bark, and will weed the bedding areas and do general clean-up.

#### Owners Relation Manager Brandi Darnall's Report

**Communications:** As the snow melts and the weather warms, our weekly newsletter and bulletins will begin to feature articles on spring clean-up procedures and the correct DRC guidelines for property owners seeking to maintain their properties.

**New Owner Packets/Events:** Our goal for 2025 remains to update the new owner packet and find a way to streamline the process between buyer and owner. I've been in contact with Deb Armstrong, as we are looking at starting semi-annual new owner events hosted and held at the Real Estate Center where all the new owners can come together with their Real Estate Agent, meeting staff members for a warm handoff. This event will serve to give the new owners of the community a way of meeting the HOA department and ask questions they may have about the resort.