

Unit Owners Association of Trailhead Condominium
Regular Board Meeting
July 22, 2025 – 4-5:00 p.m.

MINUTES

- 1.Meeting Call to Order – Verification of Quorum, meeting called to order at 4:02 PM and quorum is verified
 - a. Craig Dawson, President; Chris Inverso, Vice President; Lance Olsen, 2nd Vice President; Emily Ainley, Secretary; Stacy Townes, Treasurer; Edward Simpkins, Director of Community Associations; Jennifer Kramer, Deputy Director of Community Associations; Mark Rhoton, Director of Operations; Megan Huddleston, Senior Accountant for HOA's; Brandi Darnall, HOA Owner Relations Manager; Vanessa Reust, Senior Manager Accounting Shared Services; Owners: Burley McIntyre, Unit 309; Neil Thibert, Unit 306; Stephanie Su; John Hamer, Unit 205 & 206; Mariana P, David Praga Unit 303; Joan Dawson Unit 305
- 2.Approval of Agenda, moved and approved unanimously at 4:03 PM
- 3.Approval of Minutes, they were moved and unanimously approved at 4:04 PM
 - a. Regular Board Meeting – April 22, 2025
4. Correspondence Update: Jennifer updated that WUCIOA passed the Senate on April 22, 2025. Management is currently in compliance. Changes in 2026 won't significantly impact us, but by 2028, Governing Documents will need to be revised.
- 5.Consent Calendar – all items were previously approved over email and ratified by the Board at 4:08 PM.
- 6.Treasurer's Report
 - a. Financial Reports Q2, 2025
Megan presented the financial report, covering the income statement, balance sheet, operating cash, and reserves. Prepaid Insurance and other expenses were discussed, with attention to reflecting 2021 balance sheet information. Vanessa sought approval for Q3 & Q4 contributions and discussed liabilities and various expense categories. Legal costs exceeded the budget due to ongoing litigation, while insurance premiums were under budget. Overall, maintenance and utility expenses were over budget due to unexpected increases. The board generally agreed to retain Newman's services pending their performance.
 - b. A/R - Collections Status Report – A/R balances have increased for late fees and assessments.
 - c. Discuss, deliberate and act upon the Q3 and Q4 budgeted reserve contributions and the additional \$55K contribution. A motion was made to approve the Q3 and Q4 contributions plus the additional \$55K was moved and approved unanimously at 4:35PM. The board requested a simple cash flow assessment at the time of approving the contributions.

7.Management Report – Jennifer delivered the report. A copy is attached to these minutes.

8.Committee Reports

- a. Insurance Committee- We are celebrating Stacy’s success in securing significant savings for the association. A letter will be sent to the property owners outlining that our deductible is \$50,000. Owners should review their individual insurance policies to ensure they are covered for the first \$50,000.
- b. Legal Committee – N/A
- c. Maintenance Committee – They are trying to balance the upkeep and ensure that the property remains a desired destination
- d. Communications Committee – Chris had a few things including the new proposed sign for the pool and he plans to summarize the special board meeting as well as a few other items and will deliver it to owners. He asked the owners present at the meeting if they were receiving the email notifications for meetings.

9.President’s Report – There were a lot of issues when the board took over. The goal has been to ensure that this is a premier destination.

10. Reserve Spend Recommendations – Jennifer provided a report with recommendations for reserve spending. Emily asked whether \$30,000 should be allocated toward updating furniture or if the funds should be saved. The consensus was to prioritize higher-profile projects, like addressing water intrusion, and postpone furniture replacement. Jennifer will document the current furniture condition with photographs for the board's review and also share the reserves budget.

11. Unfinished Business – None

12. New Business – Jennifer presented the Kittitas County law on smoking in condominium decks. The board needs to create a policy, update the bylaws, and vote on it. Chris was asked to draft a proposal and email it to the board. It was also recommended to align the policy with the Lodge's regulations and address littering within it.

13. Executive Session – Deferred to email.

14. Adjournment – 5:03 PM meeting was adjourned.

Attest:

Secretary, Emily Ainley

Date