

Trailhead Townhome Community Association
Regular Board Meeting
Real Estate Sales Center, Discovery Conference Room, or via MS Teams
August 04, 2025 – 2-3:00 p.m.
Minutes

- 1) Meeting Call to Order - Verification of Quorum – Meeting called to order at 2:04 PM and quorum verified. Those in attendance: John Hanna, President; Lindsay Gore, Director; Edward Simpkins, Director of Community Associations; Jennifer Kramer, Deputy Director of HOA Associations; Brandi Darnall, HOA Owner Relations Manager; Mark Rhoton, Director of Operations, HOA; Megan Huddleston, Senior Accountant; Deb Dibb, Executive Assistant; Approval of Agenda – 2:04 PM, no comments, so the agenda is moved and approved
- 2) Approval of Minutes – No comments, so the minutes were moved and approved unanimously at 2:05 PM.
 - a. Regular Board Meeting – April 23, 2025
- 3) Correspondence
 - a. WUCIOA Update - Engrossed Substitute Senate Bill 5129: Key points and effective dates - This bill will change HOA operations effectively in 2028. We're working on compliance now, with Jennifer confirming we're already compliant with changes effective 1/1/28. A comprehensive update of our governing documents will occur in 2028.
- 4) Owners Forum – None
- 5) Consent Calendar - None
- 6) Treasurer's Report
 - a. Financial Reports Q2 – 2025: Megan presented a report showing reduced operating cash, while reserves increased due to an issue with Umpqua. Accounting suggests opening a money market account at US Bank for better returns. Megan will compare money market accounts with CDs. A/P and accrued A/P rose due to payment timing, while A/P to Party Trailhead stayed the same. Prepaid owners increased due to early payments.
 - b. Financial Reports Q2 – 2025: Megan presented a report showing reduced operating cash, while reserves increased due to an issue with Umpqua. Accounting suggests opening a money market account at US Bank for better returns. Megan will compare money market accounts with CDs. A/P and accrued A/P rose due to payment timing, while A/P to Party Trailhead stayed the same. Prepaid owners increased due to early payments.
- 7) Management Report
 - a. Staff Report Jennifer updated the board on the 7/23/25 report, prompting discussion on various items. John asked about item 4, the damaged lid and drain from the snowplow; Mark plans to meet with him for further discussion. Jennifer shared a landscape rendering for the gravel area between buildings, which Mark noted is used for snow piling, suggesting careful plant placement. The board will collaborate with TH2 on this plan. Lindsay inquired about next steps, and Jennifer recommended contacting Kelsey and Mark. Megan emphasized the need for proposals for the upcoming budget season.

8) Unfinished Business

- a. Landscape Recommendations from DRC (this was discussed at the end of the management report, documented above).

9) New Business – There was no new business.

10) Adjournment – Meeting adjourned at 2:22 PM.

Lindsey Gore, Director

Date

DRAFT