

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

**MINUTES**

1. **Meeting Call to Order** – Verification of Quorum, meeting called to order at 4:01PM and quorum is verified
  - a. Craig Dawson, President; Chris Inverso, Vice President; Lance Olsen, 2<sup>nd</sup> Vice President; Emily Ainley, Secretary; Stacy Townes, Treasurer
  - b. 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 for HOA's; Brandi Darnall, Owner Relations Manager; Annalisa Johnson, CFO; Vanessa Reust, Senior Manager Accounting Shared Services; Stephanie Randleman, Property Manager; John Hamer, (unit 205 & 206) Owner; Mariana Parks, Unit 205; Owner; David Praga (unit 303), Owner; Joan Dawson (unit 305), Owner; Burley McIntyre, Unit 309 Owner; Neil Thibert, Unit 306 Owner; Stephanie Su, Owner Unit 310
2. **Approval of Agenda**, moved and approved unanimously at 4:04 PM
3. **Approval of Minutes**, they were moved and unanimously approved at 4:05 PM
  - a. Regular Board Meeting – February 13, 2025 (Chris Inverso abstained from approving the minutes because he did not attend).
4. **Owners Forum** –
  - a. Mariana P expressed interest in hearing about the lawsuit. There were no other questions, and the board recommended that owners ask questions during the various agenda items as needed
5. **Consent Calendar** – A motion was made to ratify and was approved unanimously at 4:11 PM
  - a. Ratify the Newman Draft Financials ending in 2023
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 approved to make the Q2 reserve contribution
7. **Management Report** – Jennifer Kramer presented the Staff Report, which is included with these minutes.
8. **Committee Reports**
  - a. Insurance Committee – We're under a month from renewal. Our broker is working hard to secure a good rate, and we're expecting another quote from TPG. They recommend exploring other viable options. The market remains challenging due to CA wildfires, with our wildfire score rising from 73 to 90 this week, which will impact on costs.
  - b. The Legal Committee informed owners about an ongoing lawsuit regarding access to the fire pit and swimming pool for Townhome residents.
  - c. Maintenance Committee – There were no other issues for Mark at this time aside from talking to the pool service vendor at some point. Mark reported that we have a reliable person to take over. Lance asked what the smoking policy was like outside of the building. Jennifer took an action item to find out what that is.
  - d. Communications Committee- Nothing to discuss

9. **Reserve study items** – Mark Rhoton presented the Reserves study and asked if there are any items that the board would like to implement. Stacy mentioned that they can triage the list and reconvene as a board. Mark also suggested that they meet with him to go through the items that he suggested and identify them.
10. **Unfinished Business** – Email from Jennifer asking the board to create a plan to recruit new members, and the question was asked whose responsibility that is.
11. **New Business** Discuss the Pool and Spa Service Providers Contract: Two bids were received for pool services, with NW Luxury Spas' cost being double. Jennifer noted that we usually don't negotiate rates, just share the bids with the board. It was suggested that both providers be contacted to see if they can offer lower rates.
12. **Executive Session** – N/A
13. **Adjournment** – The meeting was adjourned at 5:00 PM

**Submitted:**

*Emily Ainley*  
Emily Ainley (Aug 21, 2025 16:18:33 PDT)  
**Secretary – Emily Ainley**

8/21/2025  
**Date**



**To:** Unit Owners Association of Trailhead Condominiums

**From:** Jennifer Kramer - Deputy Director of Community Associations

**Date:** April 22, 2025

**Re:** Management Report

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1. At the Board's request, Management met with three pool service providers to obtain bids for a future contract. We are exploring the possibility of implementing a safer and more efficient automated system.
2. Dino's Custom Quality Painting has touched up the walls in the south wing of the first floor and in the rear vestibule.
3. A bulletin went out to all Trailhead 1 owners seeking a new Board Member to replace Emily. The board hopes that the candidate will be interested in taking over the maintenance Committee.
4. Management held a meeting with Engineering and Suncadia Property Management to address the issues regarding dumpsters and garbage. Engineering will make sure that dumpsters are placed out and brought in on the designated days. Property Management will have their cleaning team take the garbage bags to the garage dumpster instead of using the garbage chute, which frequently gets clogged.
5. The Generator is now operational and will be inspected regularly.
6. The side door is now permanently unlocked, providing owners with easier access to their units.
7. The Board has approved the contract with Maid For You. Management communicates with them and inspects their work weekly.
8. A new sign. "PRIVATE POOL Access is limited to owners and guests of this building only Thank you" will be installed on the pool gate at the beginning of the season.
9. Moon Security has inspected the fire panels and has silenced the beeping.
10. Stacy Townes and Brandi Darnall have been working on securing a new insurance policy.
11. Free Nature Conservancy brochures are available for you and your guests in the lobby.
12. Management is awaiting the rollout of the door lock upgrade from Engineering. The Board and Owners will receive information as the installation approaches.
13. The firepit is still under a work order, waiting for the part to come in.

14. The garage has been professionally swept.
15. Heritage Landscaping is scheduled to spruce up the landscaping.

#### Owners Relation Report - Brandi Darnall

Insurance: As renewal dates for several associations approach, I am working with different representatives to gather quotes in hopes to find the best coverage for the lowest cost for our owners.

Communications: The snow is melting and the weather is getting warmer meaning our weekly newsletter and bulletins will begin to include different articles for spring clean-up procedures and the correct DRC guidelines for owners who are looking to clean up their property.

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.







# UOATH.Minutes.04.28.2025-Final

Final Audit Report

2025-08-21

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