

**MINUTES OF THE ANNUAL MEMBERS MEETING OF
UNIT OWNERS OF TRAILHEAD CONDOMINIUM ASSOCIATION**

DATE: DECEMBER 7, 2024

PLACE: SUNCADIA LODGE BALLROOM & REMOTE VIA TEAMS

President Craig Dawson called the meeting to order at 9:15 am.

Proof of Quorum:

Since there is no election or a ballot measure to vote on, a quorum of the owners is not required. There is a quorum of the Board of Directors attested by Secretary Emily Ainley.

Approval of December 2, 2023, Annual Meeting Minutes:

A motion was made to approve the minutes, and the motion was unanimously passed.

Introductions and Management Company Org Chart:

According to the bylaws, any item brought up at this meeting that is not on the published agenda, unless it is a legitimate emergency, we are not allowed to take action on it today. Management will take note of the issue, and the board will take it under consideration.

Board Members / Officers:

- Craig Dawson - President
- Chris Inverso – Vice President
- Lance Olsen- 2nd Vice President
- Emily Ainley – Secretary
- Stacy Townes - Treasurer

Management Staff/Suncadia Management Company:

- Edward Simpkins, Director of Community Associations, Jennifer Kramer, Deputy Director of Community Associations, Kelsey Greene-Snyder, Director of Design Review, Brandi Darnall, Owner Relations Manager, Mark Rhoton, Director of Operations, Annalisa Johnson, CFO, Graysen Cook, Design Review Assistant, Kelly Town, Compliance Specialist, Vanessa Reust, Senior Manager, Megan Huddleston, Senior Accountant, Tonie Heath, AR Specialist, Katie Daniels, AP Specialist

President's Report:

Craig Dawson presented the President's Report.

2025 Budget Presentation:

Vanessa Ruest explained the budget process, including major assumptions, then the kickoff reserve study in July, discussions and contract reviews in August, preparation in September, approvals in October, and distribution to owners in November. She also went over the reserve fund status. The summary was adopted by the Board and is considered ratified unless a majority or larger percentage of the Members vote to disapprove the budget in accordance with governing documents. Since no majority was represented at this meeting, the 2025 budget is considered ratified.

Excess Membership Income Rollover Statement:

There were no objections, so any current year excess assessment income as determined by an independent audit will be rolled over and applied to the next fiscal year. This is provided by the IRS Revenue ruling 70-604.

Owner's Forum:

Owners asked about insurance costs, water damage, and card key access for better control of pool access.

Adjournment:

Hearing no questions, Edward and Craig adjourned the meeting at 10:15

Submitted:


Emily Ainley (Nov 3, 2025 19:36:46 PST)
Secretary – Emily Ainley

Nov 3, 2025

Date