

Trailhead Townhome Community Association
Regular Board Meeting
Real Estate Sales Center, Discovery Conference Room or via MS Teams
October 29, 2025 – 1-2:00 p.m.
Minutes

- 1) Meeting Call to Order - Verification of Quorum – Meeting called to order at 1:02PM 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; Brandi Darnall, Owner Relations Manager; Mark Rhoton, Director of Operations, Courtney Kephart, Assistant Director of Operations; Annalisa Johnson, CFO; Megan Huddleston, Senior Accountant; Deb Dibb, Executive Assistant; Luis Arvizu, Director of Engineering; Kerie Swepston, Senior Director of Finance
- 2) Approval of Agenda – 1:02 PM, no comments, so the agenda is approved
- 3) Approval of Minutes – No comments, so the minutes were moved and approved unanimously at 1:03 PM.
 - a. Regular Board Meeting – August 4, 2025
- 4) Correspondence
 - a. 2024 Tax Returns – This is just an informational item confirming that the 2024 returns have been filed
- 5) Owners Forum – None
- 6) Consent Calendar – These were briefly reviewed, then moved and approved unanimously at 1:04 PM.
 - a. Ratify the Email Vote Regarding the Approval of the Newman 2025 Audit & Tax Proposal.
 - b. Ratify the Email Vote Regarding the Approval to pay for mulch from the Reserve Fund
- 7) Treasurer’s Report
 - a. Financial Reports Q3 2025: Megan presented an overview of the balance sheet, income, and reserves statements. She addressed a misapplied \$700 insurance bill, noted the remaining balance was corrected, and will research an A/P item for Trailhead. The board is waiting for a settlement agreement before proceeding. The reserves account has not yet been transferred to US Bank; Vanessa can open it once it is ready. Mulch spending was only partially completed due to funding limitations; if the budget remains the same, the remaining half can be completed next year. For 2026, management can add \$1,000 more if approved. AR Collections Status Report was reviewed. Megan also presented the 2026 Operating Budget, highlighting assessment increases for legal expenses and pool use, and noting potential

increases associated with pending legal actions. The board approved the budget unanimously at 1:42 PM.

8) Management Report

- a. Staff Report – Jennifer welcomed Courtney Kephart as the new Assistant Director of Operations working with Mark Rhoton. She shared the management report, which included weekly inspection results. There was a question regarding some mismatched lighting and landscaping; Jennifer will follow up with Kelsey. Heritage has winterized the sprinklers and is installing snow poles. Brandi is assisting new property owners and recently attended a real estate sales team meeting to share process information.

- 9) New Business Jenny Daley has been nominated for a board position, and the vote will be ratified soon. John inquired about the next reserve study due to legal fees and pool maintenance, with Edward noting that operational costs cannot be covered by reserves. The next on-site reserve update is scheduled for 2027, occurring every three years. Edward mentioned there were no candidates for the board. Lindsay asked Mark about bids for landscape changes; he received two and sent them to DRC last month. The board requested to review the bids, and Mark will ask DRC to forward them.

- 10) Adjournment – meeting adjourned at 1:52 PM.


John Hanna (Feb 25, 2026 08:40:54 EST)

Feb 25, 2026

John Hanna, Acting Secretary

Date

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Final Audit Report

2026-02-25

Created:	2026-02-11
By:	Jennifer Kramer (jkramer@suncadia.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAR8cuR7DY9fm1AXGatv0A-zL7AEu5axSh

"TownHomes.Minutes_10292025finaljpk" History

-  Document created by Jennifer Kramer (jkramer@suncadia.com)
2026-02-11 - 10:49:45 PM GMT
-  Document emailed to johnkhanna@me.com for signature
2026-02-11 - 10:50:08 PM GMT
-  Email viewed by johnkhanna@me.com
2026-02-25 - 1:39:39 PM GMT
-  New document URL requested by johnkhanna@me.com
2026-02-25 - 1:39:47 PM GMT
-  Signer johnkhanna@me.com entered name at signing as John Hanna
2026-02-25 - 1:40:52 PM GMT
-  Document e-signed by John Hanna (johnkhanna@me.com)
Signature Date: 2026-02-25 - 1:40:54 PM GMT - Time Source: server
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2026-02-25 - 1:40:54 PM GMT