

Unit Owners Association of Trailhead Condominium
Regular Board Meeting
October 28, 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; 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, Owner Relations Manager; Vanessa Reust, Senior Manager Accounting Shared Services; Owners: Joanne Gonzalez unit 202, Kyung, Neil Theibert unit 306, John Hamer and Mariana Parks unit 205 and unit 206, Swindlers unit 210.

2. Approval of Agenda, moved and approved unanimously at 4:02 PM

3. Approval of Minutes, they were moved and unanimously approved at 4:04 PM

- a. Regular Board Meeting – July 22, 2025
- b. Special Board Meeting – July 22, 2025
- c. Special Board Meeting June 23, 2025 (Special Budget Meeting)

4. Correspondence: Tax Return – the refund will be applied to 2025.

5. Consent Calendar – Moved and approved unanimously at 4:06 PM.

- a. Ratify the Email Vote Regarding Newman 2025 Audit and Tax Engagement Letter.
- b. Ratify the Email Vote Regarding using \$13,457.64 from reserves to pay for the McMiller heater repairs.

6. Treasurer's Report

- a. Financial Reports Q3, 2025 – Megan reviewed the income statement, balance sheet, A/R status, the upcoming 2024 tax refund, and prepaid expenses. All A/R has been collected. A question was raised about the Townhomes debt; Megan confirmed it is likely uncollectible. Jennifer is coordinating with the Townhomes regarding timely monthly contributions. There was also a follow-up on the safe storage of association documentation and clarification on account GL 1014.000, which has now been cleaned up.

Income statements show assessments are tracking to budget, though general expenses are trending higher due to legal costs and insurance. Litigation costs remain outstanding. Megan also reported \$44K in legal fees this quarter, noting \$20K was recouped from the Townhomes settlement. Utilities are under budget, with the largest variance in water/sewer due to increased usage. No reserve spending occurred this quarter.

2026 Budget Discussion

- b. Megan outlined major components of the 2026 budget. The board requested clarification on how the allocation of common operating expenses was calculated. Vanessa shared the key drivers affecting the numbers, noting that fewer legal expenses and reduced insurance costs were offset by increased sign maintenance, higher contract costs, and repair costs. A question

was raised regarding pool income and expenses.

The board requested a dedicated meeting with accounting to review the budget and reserves in detail. Management will schedule a separate session of at least one hour.

7. Management Report – Jennifer delivered the report and discussed each of the issues.

8. Committee Reports

- a. Legal Committee Lance updated on the Townhomes litigation, explaining the background of the case. They went to mediation and resolved the issue, allowing Townhomes a non-revocable right to use the pool, with a pathway established from TH2 to the pool gate. Maintenance and repair costs will be shared 50/50, but capital upgrades won't require their consent for shared costs. There were concerns about the deal being unfavorable. Lance noted that cost-sharing is the only way to recoup some funds, and Chris highlighted the challenges of policing pool usage, suggesting they might as well pay for it.

9. No other business was discussed at the request of the board president.

10. Adjournment – 5:10PM meeting was adjourned.

Attest:

Emily Ainley

Emily Ainley (Feb 12, 2026 11:36:26 PST)

Emily Ainley, Secretary

Feb 12, 2026

Date

UOATC.Minutes.10.28.2025Final jpk

Final Audit Report

2026-02-12

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