

**UNIT OWNERS ASSOCIATION OF TRAILHEAD CONDOMINIUMS
141 FIREHOUSE ROAD
CLE ELUM, WASHINGTON**

**MINUTES OF THE BOARD OF DIRECTORS MEETING
HELD AT THE REAL ESTATE SALES CENTER, DISCOVERY CONFERENCE ROOM
JANUARY 27, 2026, 4:00 P.M.**

MEMBERS:

Craig Dawson	President (until 5:08 p.m.)
Chris Inverso	Vice President
Stacy Townes	Treasurer

MANAGEMENT:

Edward Simpkins	Director of Community Associations
Jennifer Kramer	Deputy Director of Community Associations
Brandi Darnall	Owner Relations Manager
Megan Huddleston	Senior Accountant, Community Associations
Vanessa Reust	Senior Manager Accounting Shared Services

GUESTS:

Dale and Glenda Swindler	Owners, Unit 210
David and Annamaria Praga	Owners, Unit 103
Kevin Erickson	Owner, Unit 105
Jennifer Olsen	Owner, Unit 104
Bethany Young	Recording Secretary, Minutes Solutions Inc.(via teleconference)

ABSENT:

Lance Olsen	2nd Vice President
Emily Ainley	Secretary

1. CALL TO ORDER

There being a quorum present, and adequate and proper notice of the meeting having been given, the meeting was called to order at 4:06 p.m.

2. APPROVAL OF AGENDA

On a motion made by Stacy Townes, seconded by Chris Inverso, it was resolved to approve the agenda for the January 27, 2026, Board meeting as presented. Motion carried at 4:07 p.m.

3. APPROVAL OF MINUTES

On a motion made by Chris Inverso, seconded by Stacy Townes, it was resolved to approve the minutes of the Board of Directors meeting held on October 28, 2025, as presented. Motion carried at 4:08 p.m.

4. OWNERS FORUM

ACTION – Management will contact the Lodge property manager to determine if there is a program to allow Trailhead Condo owners to park in the Lodge garage.

Craig Dawson reported that the Lodge is now requiring an electronic permit to park in the garage.

Jennifer Kramer explained that the Lodge has installed a new parking system. She will be meeting with the property manager to learn how it works for possible use at Trailhead Condos and determine if there is a way for Trailhead guests to park in their garage.

Craig Dawson expressed concern regarding the closure of The Stovehouse and discontinuation of takeout food services at The Source.

Stacy Townes reported that there were discussions of The Stovehouse closing after their Lodge General Manager left. Those plans have been paused as a New General Manager takes over until a replacement can be hired.

Edward Simpkins reported that take-out food services were discontinued during the holidays due to the high volume expected and experienced at the restaurants. The service should be returning shortly.

David Praga informed the Board that, according to Lodge staff, the Lodge parking garage is meant only for valet parking and Lodge owners. He requested an update on the Board's response to the issues with the Japanese soaking tubs.

Management stated that the tub issue is on the agenda for further discussion.

5. CORRESPONDENCE

The were no items to discuss.

6. CONSENT CALENDAR

There were no items to ratify.

7. TREASURER'S REPORT

7.1 Financial Reports Q4 – 2025

On a motion made by Stacy Townes, seconded by Chris Inverso, it was resolved to approve the division of the 2026 budgeted reserves contribution of \$147,000 into quarterly contributions of \$36,750 to be made at the beginning of each quarter. Motion carried at 4:31 p.m.

ACTION – Chris Inverso will update Management on the status of the Townhomes litigation before for the legal fee invoice is paid.

Megan Huddleston presented the Q4 2025 financial report, including the balance sheet, income, expenses, and reserves as of December 31, 2025. She explained line-item variances and compared the actual amounts to the budget forecast. She described an issue with December autopayments, steps taken to notify affected owners, and the resolution of the system issue. General expenses were over budget for the year due to legal fees. There is still an unpaid legal fee invoice for the Townhomes litigation.

7.2 A/R – Collections Status Report

Management has contacted the one owner with a balance over 60 days past due. They have not received a reply.

7.3 2026 UOATC Reserves Schedule

ACTION – The Suncadia Maintenance team and Management will inspect the property and partner with the UOATC Maintenance Committee to determine priorities for items on the 2026 reserve schedule. Suggestions will be provided to the Board for review.

ACTION – Jennifer Kramer will provide the complete reserve study to Dale Swinder.

The 2026 reserves schedule allocates \$178,838 for anticipated repairs and replacements of property elements. Edward Simpkins explained that Management annually reviews the reserve schedules and performs property inspections. They can provide maintenance records and provide recommendations for repairs and replacement.

8. MANAGEMENT REPORT

8.1 Staff Report

ACTION – Management will inform the Board when Cascade Doors has completed repairs of the garage door keypad.

ACTION – Management will determine what is powered by the generator and forward the information to the Board.

Jennifer Kramer reported that no deficiencies were found with the fire alarms or sprinkler system and the building complies with the fire inspection. Air movers in the stairwell to the garage have been removed now that the area is dry. No additional issues related to leaks or water damage were found during additional building and grounds inspections. Back doors to the building leading to the pool have been adjusted and will be checked weekly. The side door by the fire exit has been secured. Debris has been removed from the ditches behind Trailhead I and Trailhead II. Management has requested that the golf club remove the tattered net visible from the property before the golf season begins this spring. Two new sump pumps have been installed to manage and prevent flooding in the garage. Cascade Doors is scheduled to repair the garage door once the ordered part arrives. The lobby thermostat has been repaired.

9. COMMITTEE REPORTS

9.1 Insurance Committee

Stacy Townes reported that she contacted the insurance broker in January 2026 in anticipation of the May 2026 policy renewal. State Farm is anticipating a 40% increase in policy costs, in line with increases reported across all carriers. A more accurate quote should be available four to six weeks prior to renewal. Megan Huddleston reported that a 30% increase in insurance costs, for a total of \$50,300, has been budgeted for 2026. A 40% increase costing \$52,800 will not affect cash flow. The Board stated they will continue to focus on proactive maintenance and minimizing any insurance claims that could potentially impact insurance renewal.

9.2 Legal Committee

ACTION – Lance Olsen will document the Townhouse litigation mediation before the start of the pool season to hold all parties accountable to the agreement.

ACTION – Management will determine if the pool can be opened for the season on May 1, 2026, instead of June 1, 2026.

Craig Dawson reported that the Committee is still working on a pool settlement with the Townhomes. The Board discussed the need for Committee Chair Lance Olsen to document the mediation from the Townhouses litigation that holds all parties accountable before the start of swim season. When discussing the start of the pool season, Chris Inverso requested Management work to have the pool opened on May 1, 2026, instead of the planned June 1, 2026. Jennifer Kramer explained they will need to consider weather conditions, consult Platinum on the pre-season cleaning and chemical treatment of the pool, and determine how the extra month would affect the 2026 budget.

9.3 Maintenance Committee

Dale Swindler was introduced as a new member of the Maintenance Committee. He will work with Emily Ainley to review the reserve schedule and consult with Management to make recommendations.

9.4 Communications Committee

Chris Inverso reported that there are at least two Director positions available on the Board. He encouraged owners to consider joining the Board. He requested that recommendations for tubs that need to be replaced be communicated to owners within the next 30 days. A more specific action for owner communication regarding the tubs was taken during Agenda Item 12.2.

10. PRESIDENT'S REPORT

Craig Dawson encouraged homeowners to join the Board or a committee. Additional help with Board and committee work would be appreciated by the current Board members. He stated that the Board's goal is to make Trailhead Condos the best place at Suncadia for homeowners and guests.

11. UNFINISHED BUSINESS

There was no unfinished business to discuss.

12. NEW BUSINESS

12.1 2024 Newman Audit

On a motion made by Stacy Townes, seconded by Chris Inverso, it was resolved to ratify the email approval of the 2024 Newman audit. Motion carried at 4:47 p.m.

ACTION – Megan Huddleston will send the representation letter to the Board on January 28, 2026, for signatures to finalize the audit.

12.2 Japanese Soaking Tubs

ACTION – Edward Simpkins will provide the Board with information on how other associations handle building wide risks similar to the water damage caused by the Japanese soaking tubs in each unit and provide recommendations by February 10, 2026.

ACTION – Management will send a bulletin to owners explaining the Japanese soaking tub situation and their liability. Owners will be advised to discontinue use of their tubs until the Board formally suggest options for a permanent solution. Instructions will be provided for removing the tub faucet handles.

ACTION – Edward Simpkins will send out notification of and an agenda for a Board meeting to be held within the next month to determine the Board’s response to the issue of water damage from the Japanese soaking tubs.

The Japanese soaking tubs are frequently causing water damage to the units below. Owners have been alerted that if their tub leaks into a unit below that the owner is liable for damages. Proposed solutions include replacing the soaking tub with a freestanding tub, cutting out a tile to create an access panel under the tub to replace a malfunctioning fixture, and requiring mandatory tub inspections. Chris Inverso stated that Bylaws 4.4, 5.13, and 7.1 support requiring mandatory tub inspections. The bylaws do not support requiring an owner to replace their tub. The Board discussed the possibility of obtaining discounting for implementation of a proactive building-wide solution for repair or replacement of the tubs. If an owner decided to opt out of the recommended tub repair or replacement, they would be responsible for the risk and liability of any water damage caused by their tub. The Board explained that they carefully consider any escalation of common space water damage claims to insurance in order to manage claim impacts on insurance renewals. It was recommended that the Maintenance Committee evaluate the options to address the tub leaks and suggest an approach. The Board asked Management for guidance on addressing the building-wide risk before they meet to decide on the recommended solution. Edward Simpkins explained that due to new WUCOIA rules, owners need to be given 14 days advanced notice of a Board meeting. Stacy Townes suggested that owners wanting to prevent water damage before the Board recommends a solution should remove the tub faucet handles so that the tubs can not be used.

13. EXECUTIVE SESSION

There was no executive session.

14. NEXT MEETING


The date of the next Board of Directors meeting is April 28, 2026.

15. ADJOURNMENT

The meeting closed at 5:12 p.m.

DISCLAIMER

The above document should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.


Craig Davidson (May 5, 2026 09:32:21 PDT)

Director

05/05/26

Date

Director

Date

3.a January-27-2026- Owners-Assoc-of-Trailhead-Condos-BOD-Final

Final Audit Report


2026-05-05

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