

**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  
IN PERSON AND VIA TELECONFERENCE  
APRIL 28, 2026, 4:00 P.M.**

**MEMBERS:**

Craig Dawson	President
Chris Inverso	Vice President
Lance Olsen	Second Vice President

**MANAGEMENT:**

Edward Simpkins	Director of Community Associations (in person)
Jennifer Kramer	Deputy Director of Community Associations (in person)
Brandi Darnall	Owner Relations Manager
Megan Huddleston	Senior Accountant, Community Associations
Vanessa Reust	Senior Manager Accounting Shared Services
Cody Martz	Director of Operations
Luis Arvizu	Director of Engineering (in person)

**GUESTS:**

Dale and Glenda Swindler	Owners, Unit 210
David and Annamaria Praga	Owners, Unit 103
Neil Thibert	Owners, Unit 306
Kevin Erickson	Owner, Unit 105
Jennifer Olsen	Owner, Unit 104
Jocelyn Levine	Recording Secretary, Minutes Solutions Inc.

**ABSENT:**

Emily Ainley	Secretary
Stacy Townes	Treasurer

**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 4:01 p.m.

**2. APPROVAL OF AGENDA**

**On a motion made by Chris Inverso, seconded by Lance Olsen, it was resolved to approve the agenda for the April 28, 2026, Board meeting as presented. Motion carried at 4:01 p.m.**

3. **APPROVAL OF MINUTES**

On a motion made by Chris Inverso, seconded by Lance Olsen, it was resolved to approve the minutes of the Board of Directors special meeting to ratify the 2026 budget, held on October 30, 2025, and the minutes of the Board of Directors regular meeting held on January 27, 2026, as presented. Motion carried at 4:02 p.m.

4. **OWNERS FORUM**

*ACTION – Management is to provide garage access codes to the Board and to Neil Theibert.*

*ACTION – Jennifer Kramer and Luis Arvizu will coordinate to expedite obtaining the Labor & Industries (L&I) compliance module access required to resolve the elevator inspection infraction.*

**Oliver Downs, (submitted in writing prior to the meeting and read by Lance Olsen):**

Asked about the Association's plan to address the root cause of the building foundation leaks.

**Management:**

Responded that the topic would be addressed later in the agenda.

**Oliver Downs (submitted in writing prior to the meeting and read by Lance Olsen):**

Asked about owners' rights to control and approve Management's access to units and the policy for advance notice prior to entry, citing a recent incident when Maintenance entered the unit while occupied without immediate notice.

**Jennifer Kramer:**

Responded that the standard practice is for Management to send advance written notice to owners regarding scheduled work on-site and for personnel to knock upon arrival prior to entry. Luis Arvizu added that, for non-rented units, Maintenance does not access without explicit owner approval except in cases of emergency, per the maintenance agreement. Management further noted that referenced incident resulted from a misunderstanding that the unit was vacant and is not a common occurrence.

**Chris Inverso:**

Recommended that Management consider placing a courtesy phone call to residents or using the intercom, in addition to knocking, to help avoid such incidents and minimize Management's potential liability.

**David Praga:**

Requested an update regarding actions taken to address improper use of the parking lot lampposts to charge electric vehicles, which has resulted in the lights repeatedly going out, presenting a safety hazard. He suggested sending written notice to residents that personal use of lampposts is prohibited.

**Jennifer Kramer:**

Reported that Allied Universal has been proactively monitoring the parking lights and promptly reports light outages to Suncadia Operations staff. She added that they have not observed any recent outages, and she believes the issue is now under control.

**David Praga:**

Asked about the status of the elevator permit.

**Jennifer Kramer:**

Responded that the permit remains pending due to an infraction that the Association incurred in error because the inspector mistakenly reported that a fire extinguisher was expired. Management has been working for several months to obtain access to the compliance module required to correct the error, which the team cannot access because it is registered to a former employee and separate entity.

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 Q1 – 2026**

Megan Huddleston presented the Q1 2026 financial report, including the balance sheet, income, expenses, reserves, and quarter-over-quarter comparisons, as of March 31, 2026.

She reported that both operating cash and reserves cash increased quarter-over-quarter, and accounts receivable decreased by \$22,000, adding that automatic ACH payments had resumed working properly. She further noted that prepaid owner assessments typically occur because an owner entered a manual ACH payment when an autopayment was already scheduled or because prepayment was required at the point of unit sale.

Accounts payable and accrued AP decreased by \$22,000 due to normal fluctuations in payment timing. General expenses performed \$3,400 under budget, primarily due to legal services savings and budget spread. Additionally, the Association was able to write off \$500 of sales tax due to the statute of limitations.

Jennifer Kramer summarized the \$2.84 million settlement offer to TCVA, SROA, and SCC, related to SMC overbilling of security services from 2009 to 2021, noting that if the settlement is reached, approximately \$342,000 would be paid directly to the SROA, of which UOATC members are also a member.

Megan Huddleston reported that PSE notified Management of a 12% rate increase in electricity and a 7% rate increase in natural gas, effective January 1, 2026. Management was also notified in March of a 3% rate increase in water and a 15% rate increase in sewer costs, effective March 1, 2026. Finance expects utility expense overages for 2026. However, Megan Huddleston noted that any overages may be offset by the Association's strong cash position and permanent expense savings and therefore, she did not anticipate a need to increase assessment fees. The Board speculated that the 19% reduction in natural gas usage in Q1 could be a return to normal after the spike in 2025, and/or effects of the newly installed doors.

7.2 **AR Collections Status Report**

As of April 28, 2026, only two owners were in arrears with a total AR balance of \$4,682.82. Megan Huddleston noted that one owner consistently waits until over 60 days to pay their balance, including late fees and interest.

7.3 **Insurance Premium Deduction**

The Association will effectively save \$1,377 in insurance expenses for 2026, as the State Farm property insurance premium increased 22%, which is materially less than the 30% budgeted. The savings offset higher-than-anticipated increases in the D&O insurance premium (45%) and umbrella insurance premium (20%).

## **8. MANAGEMENT REPORT**

### **8.1 Staff Report**

*ACTION – Luis Arvizu will follow up with the door lock vendor regarding the ability to open doors with a mobile application via Bluetooth and report back to the Board.*

Jennifer Kramer introduced Cody Martz, Management's new Director of Operations.

Management reported that the door lock system upgrade was completed, and Luis Arvizu will confirm whether it included the ability to open doors via Bluetooth, using a mobile application.

In response to the Board's previous inquiry, Management reported that Property Management had stated that use of the lodge garage is prohibited.

Management reported completed maintenance and repairs, including fire pit repairs, garage door repairs, and hallway repainting and carpet cleaning, and noted that it conducts weekly inspections of maintenance issues.

Management provided an update on the Association's D&O insurance policy payout, noting that although the Board reportedly had not submitted a claim for legal fees, its insurance provider paid out \$3,000 to Burleigh Law under the policy. However, John Burleigh (Burleigh Law) notified Management that he has not received the payment. Brandi Darnall stated that she has been in communication with John Burleigh and is investigating the issue. She clarified that the Association's \$600 premium increase reflected the broader trend of rising D&O rates and was not solely a result of the claim.

## **9. COMMITTEE REPORTS**

### **9.1 Insurance Committee**

This topic was not discussed.

### **9.2 Legal Committee**

Lance Olsen reported that he has been in discussion with Peter Richie (legal counsel, Meyer, Fleugge, & Tenney) regarding the pool easement agreement and lawsuit settlement with Trailhead Townhomes, and he expects to receive the proposed agreement for Board ratification by May 4, 2026.

### **9.3 Maintenance Committee**

There was no committee report, though Management relayed Doug Swindler's appreciation to the Board for its inclusion and partnership.

### **9.4 Communications Committee**

Chris Inverso issued another call for Board candidates, noting that increased membership would enhance capacity and facilitate satisfaction of quorum.

## **10. PRESIDENT'S REPORT**

Craig Dawson further encouraged owners to consider committee membership and Board candidacy, citing the need for increased support.

## 11. **UNFINISHED BUSINESS**

### 11.1 **Soaking Tub Proposal**

**On a motion made by Chris Inverso, seconded by Lance Olsen, it was resolved to approve the installation of access panels by Maintenance in all units with soaking tubs. Motion carried at 5:04 p.m.**

*ACTION – Management will explore leak detection software solutions and report back to the Board.*

*ACTION – The Board and Management will schedule a special Board meeting to discuss soaking tub solutions and provide a minimum of two weeks advance notice to homeowners.*

The Board and Management discussed options to address recurring claims of water damage to units, resulting from Japanese soaking tub leaks in units above. Luis Arvizu noted that the tubs' two failure points include the drain and the faucet supply lines, noting that the tub drain sits on the body of the tub, as opposed to concrete, which may contribute to its fragility. The Board considered whether the Association could require homeowners to replace the tub filter and valve.

For preventative maintenance, Management proposed installing access panels in all units with soaking tubs and requiring tub inspections, then providing recommended actions to each owner based on individual inspection results and plumber recommendations, rather than requiring unilateral replacement of the filter or valve. David Praga (Unit 303), who recently had an access panel installed beneath his tub, reported that his tiles appear seamless and he cannot easily detect where the work was completed. However, Luis Arvizu noted that repeated use of the access panel could cause tiles to break.

Management requested direction from the Board regarding cost allocation and proposed that the Association cover the cost of panel installation for all units with soaking tubs (approximately \$757 per unit), categorizing the cost as a building improvement that enables access for future tub evaluation, thereby helping to reduce both repair time and potential damage. Plumbing repair costs would vary based on findings.

Chris Inverso suggested that the Board consider leak detection software as a potentially more cost-effective solution. Due to the limited timeframe available for Maintenance to complete the work, the Board approved only the installation of access panels and deferred discussion of leak detection solutions and inspection and replacement requirements pending additional information. The Board will convene a special meeting before the end of May, 2026, to reach a decision.

### 11.2 **Door Lock Installation and Card Key Access**

Maintenance reported that it is obtaining a proposal from the door lock company to migrate the front, side, and garage doors onto the same systems as the unit locks, which would enable key fob door entry. Management is scheduling an on-site visit with the vendor to assess the locks.

### 11.3 **Replacement of Exterior Doors**

The Board noted that the exterior doors are old, in poor condition, and not weather-proof, and requested an update on the plan to replace them. Management reported that it had considered the exterior doors used in Trailhead II, which are metal and weather-proof, and will follow up to obtain a proposal.

#### **11.4 Early Grand Opening of the Pool**

*ACTION – Management will prepare to open the pool on May 1, 2026, and ensure that access is not granted to Trailhead Townhomes residents until the easement and settlement agreements, and term including payment, are satisfied.*

The Board agreed to open the pool early this year on May 1, 2026, instead of June 1, 2026, citing management company advice that an earlier opening would enhance rentals and improve owner experience. Management will begin coordinating with Platinum Hot Tubs and YardWorx and arrange furniture cleaning, DOH inspection, and resident communications. The Board noted that Trailhead Townhomes residents are prohibited from accessing the pool until the easement and lawsuit settlement agreements are resolved and UOATC receives payment of approximately \$20,000 for half of pool maintenance costs and related legal fees.

Regarding measures taken during winter months to restrict pool access and mitigate the risk of unauthorized access, Management indicated that although the pool is not drained, it is fully covered and the pool entrance remains locked.

#### **12. NEW BUSINESS**

##### **12.1 Meyer, Fleugge, & Tenney Legal Bill Credit**

Lance Olsen reported that the Association received a \$5,288 credit toward future services from Meyer, Fleugge, & Tenney, as a partial credit for legal costs that exceeded the initial quote.

##### **12.2 Dryer Vent Cleaning and CO Detector Replacement**

This topic was not discussed.

##### **12.3 Building Envelope Inspector Selection**

This topic was not discussed.

##### **12.4 Painting Vents to Match Trailhead II**

This topic was not discussed.

#### **13. EXECUTIVE SESSION**

There was no executive session.

#### **14. NEXT MEETING**

**On a motion made by Chris Inverso, seconded by Lance Olsen, it was resolved to schedule a special Board meeting in May, 2026, to discuss soaking tub solutions, building envelope inspection, and other business. Motion carried at 5:04 p.m.**

The Board did not complete the new business agenda items due to time constraints and will schedule a special meeting in mid-May, 2026, to discuss soaking tub leak solutions and to conclude remaining business. The next regular Board of Directors meeting is scheduled on July 28, 2026.

15. **ADJOURNMENT**

The meeting closed at 5:05 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.

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Director

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Director

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Date

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Date

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