

**TRAILHEAD TOWNHOMES
141 FIREHOUSE ROAD
CLE ELUM, WASHINGTON**

**MINUTES OF THE BOARD OF DIRECTORS MEETING
HELD AT THE REAL ESTATE SALES CENTER, DISCOVERY CONFERENCE ROOM
JANUARY 28, 2026, 10:00 A.M.**

MEMBERS:

John Hanna	President
Jenny Daley	Secretary-Treasurer
Lindsay Gore	Director

MANAGEMENT:

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

GUESTS:

Bethany Young	Recording Secretary, Minutes Solutions Inc.(via teleconference)
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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 10:06 a.m.

2. APPROVAL OF AGENDA

On a motion made by John Hanna, seconded by Lindsay Gore, it was resolved to approve the agenda for the January 28, 2026, Board meeting, as presented. Motion carried at 10:07 a.m.

3. APPROVAL OF MINUTES

On a motion made by John Hanna, seconded by Lindsay Gore, it was resolved to approve the minutes of the Board of Directors meeting held on October 29, 2025, as presented. Motion carried at 10:07 a.m.

4. OWNERS FORUM

There were no owner comments.

5. CORRESPONDENCE

There 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 John Hanna, seconded by Lindsay Gore, it was resolved to approve the division of the 2026 budgeted reserves contribution of \$18,480 into quarterly contributions of \$4,620 to be made at the beginning of each quarter. Motion carried at 10:14 a.m.

ACTION – John Hanna will update Management when the Townhomes legal document is finalized so the invoice can be paid.

ACTION – Jennifer Kramer will determine if there is a plan for adding mulch to the remaining half of the Townhomes bed.

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. The Board was advised against transferring the reserves cash to U.S. Bank for higher interest rates until after the 2026 reserves contribution. Until there is a higher balance, the \$50 fee would negate any additional interest earned. Management will present options for moving the reserves cash to earn a higher interest rate at the October 2026 Board meeting.

Vanessa Reust asked about the plan to sign the final legal document in the Townhomes litigation. John Hanna explained they are waiting for the attorney's final review on specific wording of the document that has been delayed by her unexpected health issues.

Lindsay Gore asked if there was a plan to complete the Townhomes mulching after snow season. Only half the area was covered in 2025 due to budget.

7.2 A/R – Collections Status Report

All owner assessments were paid in 2025. There are no arrears.

7.3 Trailhead Townhomes 2026 Reserves Schedule

The 2026 Reserves schedule allows \$1,023 for landscaping.

8. MANAGEMENT REPORT

8.1 Staff Report

ACTION – Management will contact the owners of Unit 3007 and Unit 3008 to request the exterior light fixtures be replaced with ones that match existing units as required.

Jennifer Kramer reported that Management has not found any issues to be addressed during their weekly property inspections. The lighting fixtures on Unit 3007 and Unit 3008 do comply with Design Review guidelines but are not consistent with those on existing units as required. Courtney Kephart and the Management team are fulfilling the duties of the Director of Operations since Mark Rhoton left. Recruitment for the position has begun with the intent to fill the position before spring. Jason Emsley is the new Consulting Forester, working with Phil Hess as he approaches retirement. There is over \$850,000 budgeted in 2026 for fire health and fire resiliency work.

9. UNFINISHED BUSINESS

There was no unfinished business to discuss.

10. NEW BUSINESS

10.1 2024 Newman Audit

On a motion made by John Hanna, seconded by Lindsay Gore, it was resolved to approve the 2024 Newman audit. Motion carried at 10:17 a.m.

ACTION – Megan Huddleston will send the representation letter to the Board for signatures to finalize the audit.

10.2 Landscaping Plan for the Area Between Trailhead Townhomes and Trailhead II

ACTION – Jennfier Kramer will consult Courtney Kephart regarding proposals for landscaping between the area between Trailhead Townhomes and Trailhead II.

ACTION – Jennifer Kramer will consult Courtney Kephart to develop a plan for pool access through the landscaped area between Trailhead Townhomes and Trailhead II to be in place by summer. A plan should include analysis of a pool gate and use of a locking system for Townhomes' owner and guest pool access.

Lindsay Gore explained that there had been discussion of a fall 2026, project to change the landscape of the gravel access road between the Townhomes' parking pads and the Trailhead II property to essentially become a trail extension. Mark Rhoton had discussed the potential to have irrigation coming from the Trailhead II condo to support plantings in the new landscaped trail area. Trailhead II currently irrigates other plants on the other side of the fence. Plans need to be further discussed with the developer once the litigation is settled.

Once an agreement with Trailhead I is finalized, pool access will be from a trail behind Trailhead II into a gate that is behind the fence between Trailhead I and II. Mark Rhoton had proposed options for pool access from the trail extension, but no formal design or cost estimate was developed. The Board requested assistance to fully develop a plan, and information on how a gate and locking system could be used to provide pool access. The goal is to have pool access in place for summer 2026.

11. NEXT MEETING


The date of the next Board of Directors meeting is April 22, 2026.

12. ADJOURNMENT

The meeting closed at 10:24 a.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.



Director
05/05/26

Date

Director

Date






January 28 2026 Trailhead Townhomes BOD Amended

Final Audit Report

2026-05-05

Created:	2026-05-05
By:	Jennifer Kramer (jkramer@suncadia.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAVPq0oRHTxQ3tFb4SYRk0bJrUHRCi0Yo

"January 28 2026 Trailhead Townhomes BOD Amended" History

-  Document created by Jennifer Kramer (jkramer@suncadia.com)
2026-05-05 - 6:07:41 PM GMT
-  Document emailed to Jenny Daley (jennykdaley@gmail.com) for signature
2026-05-05 - 6:07:45 PM GMT
-  Email viewed by Jenny Daley (jennykdaley@gmail.com)
2026-05-05 - 6:09:38 PM GMT
-  Document e-signed by Jenny Daley (jennykdaley@gmail.com)
Signature Date: 2026-05-05 - 6:12:20 PM GMT - Time Source: server
-  Agreement completed.
2026-05-05 - 6:12:20 PM GMT