

Unit Owners Association of Trailhead Condominium
Special Board Meeting
Real Estate Sales Center, Discovery Conference Room or via MS Teams
May 18, 2026 – 3:30-5:00 p.m.

Minutes

Members:

Lance Olsen	2 nd Vice President
Stacy Townes	Treasurer
Emily Ainley	Secretary

Management

Edward Simpkins	Director of Community Associations
Jennifer Kramer	Deputy Director of Community Associations
Brandi Darnall	Owner Relations Manager
Megan Huddleston	Senior Accountant, Community Association
Luis Arvizu	Director of Engineering

Guests

Oliver Downs	Owner, Unit 310
David Praga	Owner, Unit 303

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 3:34PM.

2) **Approval of the Agenda** –

On a motion made by Emily Ainley, seconded by Stacy Townes, it was resolved to approve the agenda for the May 18th, 2026, Board meeting as presented. Motion carried at 3:36 p.m.

3) **Open Forum** –

Stacy Townes provided an update on the insurance renewal. The Association is moving forward with State Farm Property Insurance renewal taking place today, May 18th, with a 22% increase. The D&O and Umbrella policies are also renewing with TPG. The State Farm policy is seeing a twenty-two percent increase but the association budgeted for an forty percent increase for insurance renewals, keeping the association under budget.

4) **Correspondence** –

No items to discuss.

5) **Consent Calendar** –

No items to ratify.

6) **Treasurer's Report –**

No reports were presented.

7) **Management Report –**

No reports were presented.

8) **Committee Reports –**

No reports were presented.

9) **Unfinished Business –**

- a. Discuss, Deliberate and Act Upon the Meyer, Fluegge & Tenney Legal Bill Credit
 - **Motion made by Emily Ainley and seconded by Stacy Townes to approve the credit of \$5,228.00 presented by Meyer, Fluegge & Tenney legal bill. Motion carried at 3:40PM.**
- b. Discuss, Deliberate and Act Upon the Dryer Vent Cleaning and CO Detector Replacement.
 - **Motion made by Stacy Townes and seconded by Emily Ainley to approve Suncadia Management Company to begin work on cleaning replacement of dryer vent and CO Detectors as presented by Luis and Jennifer. Motion carried at 3:43PM.**
Jennifer Kramer presented that this is a recommendation by the management company. Suncadia Management will work directly with the Engineering team to bill back individual owners. If owners have completed this work for their unit, they would have the option to opt out if documentation is provided upon a specified date.
- c. Discuss, Deliberate and Act Upon the selection of a Building Envelope Inspection Company.
 - **Motion made by Stacy Townes and seconded by Emily Ainley to move forward with J2 Consulting using reserve funds for the remainder to the credit to allocate towards the expenses. Motion carried at 3:53PM.**

Jennifer Kramer presented three quotes, bidding on the same scope of work, for a building envelope study. Suncadia Management recommended moving forward with J2 Building Consultants.

The board requested that Luiz Arvizu be on site during J2 investigation to provide background information.

The board wanted to clarify this is a study only and the funds being approved is to buy the report from J2. The board will have the ability to take the findings of the report and bid out the work individually if they prefer.

Olly Downs urged the board to move forward as this has a direct effect on the property value of the units as he experienced difficulties trying to work with his mortgage company.

SMC will begin scheduling with J2 and communications will be sent to all owners.

10) **Owners Forum -**

Lance Olsen presented an update on Trailhead Townhomes legal negotiations. Lance has been in touch with Peter to update contract terminology. The Association is waiting for Peter to provide those updates. Lance has provided an update to legal counsel to provide to Trailhead Townhomes regarding a maintenance pool item costing roughly \$6,500 that will be divided between the two associations.

Emily Ainley requested an update on the Japanese Tubs.

Jennifer Kramer reported this topic will be discussed at the next regular board meeting.

Stacy Townes clarified for those on the call that the Board did move forward at the last board meeting to create an access point in all units which will be covered by the association. Management company will coordinate to individual owners to schedule this work.

David Praga requested clarification that the board acted on this topic at the last regular board meeting and no work or communications has been completed on this topic.

Luis Arvizu responded, letting him know that he is in communication with the vendor and is planning to commence work in June, completing five rooms at a time. Communications will be provided to the owners once a schedule is made.

Stacy Townes inquired about the recent lock upgrade asking if it has Bluetooth capabilities at this time.

Luis Arvizu let Stacy know that at this time the system is not capable of Bluetooth as they are still in active communication with IT to ensure maximum security for owners and guests. Communications will be provided to the owners once the system becomes available.

Stacy Townes requested that Management or Engineering replace the small circular vents located inside the pool house. She believes the vents are possibly located on the ground inside or near the pool house. With the vents not in place this has increased the possibility of wasps and bees creating a nest.

Luis Arvizu stated he will investigate replacement of the vents.

Lance Olsen notified management that the side door does not function properly. The door does not have the functionality to unlock from the outside, so owners continue to prop open the door.

Jennifer Kramer followed up to Lance letting him know SMC will investigate this more.

David Praga notified the board that wooden exterior panels have been falling off the building. He reported this to his property manager, Suncadia Property Management. Engineering is aware of this and has been replacing the panels as they have fallen.

Stacy Townes requested that SMC ensure this is captured in the building envelope study completed by J2.

11) **Adjournment –**

Meeting closed at 4:07 PST.