

**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
APRIL 22, 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
Cody Martz	Director of Operations
Courtney Kephart	Assistant Director of Operations
Vanessa Reust	Senior Manager Accounting Shared Services

GUESTS:

Terry Jones	Owner					
Bethany Young	Recording	Secretary,	Minutes	Solutions	Inc.	(via
	teleconference)					

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 10:04 a.m.

2. APPROVAL OF AGENDA

On a motion made by John Hanna, seconded by Jenny Daley, it was resolved to approve the agenda for the April 22, 2026, Board meeting, as presented. Motion carried at 10:05 a.m.

3. APPROVAL OF MINUTES

On a motion made by John Hanna, seconded by Jenny Daley, it was resolved to approve the minutes of the Board of Directors meeting held on January 28, 2026, as presented. Motion carried at 10:06 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 Q1 – 2026

Megan Huddleston presented the Q1 2026 financial report, including the balance sheet, income, expenses, and reserves as of March 31, 2026. She compared the actual amounts to the budget forecast. Insurance, maintenance, and snow removal expenses were under budget for Q1.

7.2 A/R – Collections Status Report

There were no arrears to discuss.

8. MANAGEMENT REPORT

8.1 Staff Report

The staff report was included in the Board packet. Cody Mertz was introduced as the new Director of Operations. Jennifer Kramer noted that Platinum Hot Tubs and YardWorkx is ensuring that the pool equipment is operating and the pool will be ready to be opened early, weather permitting. Brandi Darnell is researching a new communication platform that is user-friendly, to reduce owner frustrations. Ideally, it will provide one portal for all Suncadia HOAs to streamline communication efficiency.

9. PRESIDENT'S REPORT

ACTION – John Hanna will provide Management with an update on the pool opening date once the legal agreement with the Unit Owners Association of Trailhead Condominiums is signed.

John Hanna stated that it was the Board's intention to open the pool one month before Memorial Day. A specific opening date and expectations will not be known until the final legal agreement with the Unit Owners Association of Trailhead Condominiums is signed.

10. UNFINISHED BUSINESS

There was no unfinished business to discuss.

11. NEW BUSINESS

11.1 Additional Reserves to Fund Landscaping Mulch

On a motion made by John Hanna, seconded by Lindsay Gore, it was resolved to approve the second half of the landscaping mulch project to be completed by Heritage Landscaping at a cost of \$2,200, to be paid from the reserve account. Motion carried at 10:15 a.m.

ACTION – Cody Mertz will contact Heritage Landscaping to have them complete the landscaping mulch project at Trailhead Townhomes.

The Board agreed that when half the landscaping mulch was done in fall, 2025, the plan was to finish the project in spring, 2026.

11.2 Walking Path and Gate Access to the Pool

Jennifer Kramer presented a proposed path to the pool that will go along the backside of the bathrooms facing the driving range, away from owners’ patios. The new walking path will require Heritage Landscaping to move rocks at a cost of \$1,425. In addition, a new lock will be installed on the backside of the gate. She noted the Board had previously approved \$4,000 in operating funds for the walking path and gate access project. The work will be completed as soon as the Association’s legal issues are resolved. The Board approved the location and the associated costs for the new walking path to the pool.

12. NEXT MEETING

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

13. ADJOURNMENT

The meeting closed at 10:19 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.

 Jenny Dacey (Jul 29, 2026 15:05:41 PDT)	
_____ Director	_____ Director
07/29/27	
_____ Date	_____ Date

3.a April 22 2026 Trailhead Townhomes Draft Meeting Minutes

Final Audit Report

2026-07-29

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