

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

**MINUTES OF THE BOARD OF DIRECTORS MEETING
VIA TELECONFERENCE
JULY 22, 2026, 10:00 A.M.**

MEMBERS:

John Hanna	President
Jenny Daley	Secretary-Treasurer

MANAGEMENT:

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

GUESTS:

Bethany Young	Recording Secretary, Minutes Solutions Inc.
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ABSENT:

Lindsay Gore	Director
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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 10:03 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 July 22, 2026, Board meeting. Motion carried at 10:04 a.m.

3. APPROVAL OF MINUTES

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

4. OWNERS FORUM

There were no owner comments.

5. CORRESPONDENCE

There were no items to discuss.

6. CONSENT CALENDAR

6.1 Acceptance of Pool Access Settlement

ACTION – John Hanna will notify Management when the pool access settlement has been finalized.

Jennifer Kramer indicated that the agenda item was included in case the pool access settlement was ready to be approved. John Hanna provided an update on the settlement process and explained that the settlement is moving forward, but has not been finalized.

7. TREASURER'S REPORT

7.1 Financial Reports Q2 – 2026

Megan Huddleston presented the Q2 2026 financial report, including the balance sheet, income, expenses, and reserves as of June 30, 2026. She compared the actual amounts to the budget forecast. She noted that moving the reserve account now to one with higher interest rates would incur more fees than potential interest earned. It is expected that the account will be able to be moved by the end of the year.

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.

9. UNFINISHED BUSINESS

9.1 Repayment to Trailhead I for Shared Pool Access Expenses

Megan Huddleston stated that the original amount recorded for repayment to Trailhead I for shared pool access expenses from July 1, 2021, through September 20, 2021, was \$12,000. She explained that based on research conducted to assist with the pool access mediation, it was determined that the Trailhead Townhomes' share of pool expense invoices from July 1, 2021, through September 20, 2021, was reduced to \$5,204.44.

10. PRESIDENT'S REPORT

John Hanna shared apologies to the owners for the delay in summer pool access. He explained that during the process to finalize specific wording in the settlement, some misunderstandings arose between the outcome of mediation in the fall of 2025 and specific requests in the written agreement. Delays have also occurred due to the availability of both parties' attorneys. He indicated that the Board is actively pursuing a final settlement agreement.

11. **NEW BUSINESS**

11.1 **Owner Inquiry Resolution and Policy**

On a motion made by John Hanna, seconded by Jenny Daley, it was resolved to direct Management to draft a Trailhead Townhomes owner inquiry resolution and policy for the Board to deliberate and act upon. Motion carried at 10:30 a.m.

ACTION – Management will provide the Board with a draft of a Trailhead Townhomes owner inquiry resolution and policy for their review.

Management explained that an owner inquiry resolution and policy is necessary to comply with House Bill 1501, passed on June 11, 2026. The resolution would provide clarity of expectations and outcomes for the Board, Management, and homeowners for owner inquiries regarding the Association's governance or operations. Management reviewed the key purposes and provisions to be included. The Board did not object to the draft resolution and policy, but requested a final draft specifically for the Townhomes.

11.2 **Revised Resolution No. 401-2026**

On a motion made by John Hanna, seconded by Jenny Daley, it was resolved to direct Management to draft a Trailhead Townhomes revised Resolution No. 401-2026 regarding a Board of Directors Standard of Care policy for the Board to deliberate and act upon. Motion carried at 10:31 a.m.

ACTION – Management will provide the Board with a draft of a Trailhead Townhomes revised Resolution No. 401-2026 regarding a Board of Directors Standard of Care for their review.

12. **NEXT MEETING**

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

13. **ADJOURNMENT**

The meeting closed at 10:32 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

Director

Date

Date