

TrailMark Homeowners Association
BOARD of DIRECTORS MEETING
March Meeting Minutes
March 12, 2024

I. CALL TO ORDER

Ken Colaizzi, Board President called the meeting to order at 6:02 pm. The following Board Members were present:

- Ken Colaizzi (President)
- Arwen Vaughan (Vice President)
- Phil Kinney (Treasurer)
- Dave Soule (Member at Large)
- Westwind Management Group, LLC Representative, Roxanne Chaparro, CMCA®, - Association Business Manager
- Gabriel Stefu, Western Law Group
- Homeowners were also in attendance to observe and speak to the Board of Directors during the Homeowner Forum.

II. APPROVAL OF MINUTES – On a motion made by and seconded, the Board unanimously approved the January 09, 2023, Board of Director meeting minutes as presented.

III. MANAGEMENT REPORT - Roxanne Chaparro, with Westwind Management, presented the recent action items on the management report since the last Board meeting. The Compliance and Architectural Applications reports were included in the packet for the Board's review.

IV. FINANCIAL REPORT

- a.** December 2023, January, and February Un- Audited Financials – Roxanne Chaparro presented the 2023-year end, January and February financials and provided an update on the operating and reserve account balances. No questions from the Board on the financials. On a motion made and seconded, the Board accepted the year end, January and February un-audited financials as presented. All were in favor and the motion carried.

V. COMMITTEE REPORTS

- a. DRC** – Secretary Sloan was out but Sally, DRC Chair, reported that the DRC committee has held (5) DRC meetings throughout the year so far. The committee put together an outdoor lighting policy that will be reviewed by the Board.
- b. Common Area Committee** – Treasurer Phil Kinney reported that the landscape contract for 2024 – 2026 has been executed with Lawn Care Solutions.

- c. **Communication Committee** – Member at Large Arwen Vaughan reported a new website has been adopted and created a donation link to raise additional funds. Emails have also been created for all committee chairs.
- d. **Social Committee** – President Ken Colaizzi reported that the Easter Egg hunt event is two weeks away and are seeking volunteers for the event. Three (3) summer concerts have been scheduled for June 23rd, July 28th, and August 25th and a food truck is scheduled for April 4th.

VI. OLD BUSINESS

- a. **Airbnb** – Board President Ken Colaizzi reminded homeowners that short term rentals are prohibited. On a motion duly made by Phil Kinney, seconded by Arwen Vaughan, and unanimously carried to acknowledge the language in the TrailMark HOA Governing Documents prohibiting short term rentals.

VII. NEW BUSINESS

- a. **Special Guest, Troy & Nick with Lawn Care Solutions** – Troy & Nick shared a list of services LSC provides (lawn care, snow removal, Christmas lights etc.) and answered up to five questions about lawn care.
- b. **Vice President Brooks Resignation** – Ken Colaizzi Board President shared the letter from Carole Brooks regarding her resignation. On a motion duly made by Arwen Vaughan, seconded by Phil Kinney, and unanimously carried to appoint Dave Soule to fill the remaining term.
- c. **2024 Garage Sale Sponsorship** – Ken Colaizzi Board President reminded all homeowner sporadic garage sales are prohibited and are only allowed one weekend out of the year. Lori Ross is the 2024 sponsor for the garage sale scheduled June 7th – June 8th.
- d. **Donation Opportunities** – Arwen Vaughan shared a donation link was created to raise more funds for the social committee for social events.
- e. **Dangerous Dog Policy Discussion** – Ken Colaizzi Board President and Gabriel Stefu Association Attorney presented and discussed the policy. On a motion duly made by Arwen Vaughan, seconded by Phil Kinney, and unanimously carried to adopt the dangerous dog policy.
- f. **DRC Final Outdoor Permanent Lighting Policy** – Board President Ken Colaizzi, led a discussion on the outdoor permanent lighting policy. Following a motion that was duly made, seconded, and unanimously carried, the outdoor lighting policy was adopted.
- g. **Update Regarding Fence Walk with TMMD for Filing Two 2024 Repairs** – Board President Ken Colaizzi reported that there are currently (75) broken posts and (15) broken rails within Filing 2. Additionally, it was decided that only the exterior of the split rail fence will be

painted. TMHOA is collaborating with TMMD to enlist the services of a contractor who will address the repair of all broken rails and posts.

h. Ratification of Email Votes:

1. Western Law Sent Legal Matter for Account 95865
2. Adopt a new platform for TMHOA communications
3. Garage sale sponsor notice
4. Renew Lawn Care Solutions Contract 2024 – 2026

The Board moved to ratify the email votes, all were in favor and the motion passed unanimously.

- i. HOA 101 Definition of Maintenance Items Vs Definition of Architectural Approval** – Board President Ken Colaizzi reminded owners of maintenance items that do not require architectural approval for repairs and items that necessitate architectural approval. Additionally, he prepared a handout delineating these categories, emphasizing that items falling under emergency circumstances still mandate owners to complete the architectural form for approval. The handouts will be available online for all owners to access.

VIII. HOMEOWNER OPEN FORUM – Homeowners presented the following items during the Homeowner Forum:

- **8770 W. Eden Dr** – The homeowner reiterated the importance of stopping for school bus lights and the stop sign, emphasizing that she has observed numerous vehicles disregarding the school bus stop sign
- **9816 S. Holland St** – The homeowner expressed gratitude to the Board for the HOA 101 presentation and offered feedback on the recently adopted dangerous dog policy.
- **9817 S. Holland St** – The homeowner raised inquiries regarding the rules and expectations outlined in the newly adopted dangerous dog policy, prompting the Board to reference section 3.12 of the Association Rules & Regulations.
- **9816 W. Freiburg Dr** – The homeowner inquired about the downed barbed wire fence along the south end border of the property, and the Board confirmed that this area falls under Jefferson County jurisdiction. Dave Soule will submit a work order to ensure the matter is addressed accordingly.

With no other questions from the audience, the open portion of the meeting was adjourned at 7:53pm. The next meeting will be on May 14, 2024, at 6:00 pm at Falcon Bluffs Middle School Library.

- IX. EXECUTIVE SESSION** – The Board entered Executive Session at 7:59 pm. The Board exited Executive Session at 8:36 pm.

- X. ADJOURNMENT-** In a motion duly made and seconded, the Board moved to adjourn the Board meeting at 8:38pm.



 Approved by the Board of Directors