

**TrailMark Homeowners Association**  
**BOARD of DIRECTORS MEETING**  
**March Meeting Minutes**  
**May 14, 2024**

**I. CALL TO ORDER**

Ken Colaizzi, Board President called the meeting to order at 6:03 pm. The following Board Members were present:

- Ken Colaizzi (President)
- Arwen Vaughan (Vice President)
- Phil Kinney (Treasurer)
- Dave Soule (Member at Large)
- Tonya Sloan (Secretary)
- 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 March 12, 2024, 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.** March and April Un- Audited Financials – Roxanne Chaparro presented the March and April financials and provided an update on the operating and reserve account balances. On a motion made and seconded, the Board accepted the March and April un-audited financials as presented. All were in favor and the motion carried.

**V. COMMITTEE REPORTS**

- a. DRC** – Sally, DRC Chair was out but Secretary Sloan and JT CO-Chair reported that the DRC committee has reviewed 105 requests. It was highlighted that homeowners submitting “like for like” requests are reminded to include all necessary details with their DRC application.
- b. Common Area Committee** – Mary Kreeger committee member reported there are (4) large pending projects that will be scheduled soon.

- c. **Communication Committee** – Member at Large Arwen Vaughan reported a digital replacement design review application form is underway to make the process more efficient.
- d. **Social Committee** – President Ken Colaizzi shared dates for the upcoming events: June 6<sup>th</sup> food truck night, June 7<sup>th</sup> & 8<sup>th</sup> annual garage sale, June 20<sup>th</sup> food truck night, July 4<sup>th</sup> annual bike parade (meeting place TBD due to park construction), Wednesday and Fridays fitness group at 6:30am at the park, and June 23<sup>rd</sup> concert night to at Hogback Hill park.

## VI. OLD BUSINESS

- a. None

## VII. NEW BUSINESS

- a. **Special Guest Marcus Pachner and Amy O'Brien with Pachner Group (Update on New Shea Homes in the Front of TrailMark)** – Marcus and Amy presented the plan for the new (35) Shea Homes. They provided an overview of the project and outlined a timeline of about 2 – 3 years before construction may begin. They are in the process of working with the City of Littleton to rezone the open space for residential use.
- b. **July HOA Meeting Location** – Ken Colaizzi Board President advised that the July Board Meeting cannot be held at the Falcon Bluffs Middle School. On a motion duly made by Dave Soule, seconded by Arwen Vaughan, and unanimously carried to select Crave Nutrition as the July Board Meeting location.
- c. **2<sup>nd</sup> Address Number Needed (New Standard)** – Ken Colaizzi Board President discussed the concern with the current standard to only allow (1) address number on the home. On a motion duly made by Arwen Vaughan, seconded by Tonya Sloan, and unanimously carried to approve (2) address numbers on each home. Tonya will work with the DRC to create the language for the new standard.
- d. **Bylaws Revision** – On a motion duly made by Tonya Sloan, seconded by Phil Kinney, and unanimously carried to accept the Bylaws revisions.
- e. **Republic Services Trash Contract Renewal** – Ken Colaizzi Board President advised the cost savings for the Association will be \$109,721.28 over the course of the next (3) years 2024 – 2027 if the new contract is approved. On a motion duly made by Tonya Sloan, seconded by Phil Kinney, and unanimously carried to approve the Republic Services trash contract renewal.
- f. **No Monday Night Trash per Trash Policy and Wildlife** – Ken Colaizzi Board President emphasized the importance of adhering to the Associations Rules and Regulations regarding trash disposal and reminded all residents that placing trash out on Monday nights is a

violation and poses a safety risk by attracting wildlife. Residents were informed that such violation can result in citations from the Division of Wildlife.

- g. Non-Compliance Costing All Homeowners Extra Money** – Board President Ken Colaizzi reported on recent compliance violations from March – May, noting at least (10) projects received violations for unauthorized approval and emphasized the financial impact of these violations. There is a cost associated with sending out each violation letter. Adherence to the Association Rules & Regulations is essential to avoid additional expense to all homeowners.
- h. Summary of Andrea Peters (Littleton City Council Member District #4) Visit with TrailMark May 8<sup>th</sup>** – Board President Ken Colaizzi provided a summary of the meeting held with Littleton City Council on May 8<sup>th</sup>. Andrea Littleton City Council discussed her roles and engaged in conversations about concerns. Andrea also invited Officer Johnson from the Littleton Police Department to address safety issues and speeding. Andrea reported that the sidewalk repairs are scheduled to begin in 2025 and street resurfacing is scheduled for 2027.
- i. Ratification of Email Votes:**

  1. New Landscape Policy
  2. Valle Painting Approval for Fence Repair and Painting
  3. Paulison Electric Bid Approval for Front Light at South Monument

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

- j. HOA 101 Topic – HOA Board of Directors S Management Company, Learn What Roles are for Each**– Board President Ken Colaizzi provided an overview of the roles and responsibilities for the Board of Directors. Key responsibilities such as decision-making, governance, and community representation were highlighted. Roxanne Chaparro, Association Business Manager followed with a presentation on the roles and responsibilities for Westwind Management. Roxanne discussed administrative tasks, financial management and communication with homeowners. Both presentations aimed to clarify the distinct roles and how they contribute to the effective management of the community.

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

- **9879 S. Field Way** – The homeowner raised a concern regarding the deadline for submitting design review applications before the DRC meeting and suggested implementing term limits for committee members.
- **9735 S. Iris Ct** – The homeowner requested updates regarding the playground site, and Board President Ken Colaizzi provided an update. Ken explained that there have been permitting delays, but the playground will be open by the end of the summer.
- **9741 W. Athens** – The homeowner shared concerns about recent suspicious behavior in the community and wanted to know if there will be more security throughout the community.

- **9861 W. Belfast** – The homeowner shared feedback regarding the approved standard to allow 2 address numbers on the home.

With no other questions from the audience, the open portion of the meeting was adjourned at 8:13 pm. The next meeting will be on July 09, 2024, at 6:00 pm at Crave Nutrition 9729 W. Coalmine Ave Unit Y Littleton, CO 80123.

**IX. EXECUTIVE SESSION** – The Board entered Executive Session at 8:15 pm. The Board exited Executive Session at 9:05 pm.

- a. **Account #95862** – The Board discussed the recent design review request that was escalated to the Board. On a motion duly made, seconded, and unanimously carried to approve the design review request.

**X. ADJOURNMENT**- In a motion duly made and seconded, the Board moved to adjourn the Board meeting at 9:07pm.



Approved by the Board of Directors