

TrailMark Homeowners Association
BOARD of DIRECTORS MEETING
July Meeting Minutes
July 09, 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)
- Phil Kinney (Treasurer)
- Dave Soule (Member at Large)
- Tonya Sloan (Secretary)
- Westwind Management Group, LLC Representative, Roxanne Chaparro, CMCA®, - Association Business Manager
- Westwind Management Group, LLC Representative, Shirley Forbes
- 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 May 14, 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 May and June financials and provided an update on the operating and reserve account balances. On a motion made and seconded, the Board accepted the May and June un-audited financials as presented. All were in favor and the motion carried.

V. COMMITTEE REPORTS

- a. DRC** –Secretary Sloan reported on the progress of the DRC committee. They're focused on implementing changes aimed at improving efficiency, such as introducing a digital DRC form and expediting requests that require additional information. These efforts should streamline the process and enhance overall effectiveness.
- b. Common Area Committee** – Treasurer Phil Kinney and committee member Mary Kreeger reported on a successful volunteer effort. They mentioned that 19 volunteers participated, dedicating a total of 3 hours to hauling mulch to designated areas.

- c. **Communication Committee** – Board President Ken Colaizzi reported that a digital DRC form is in progress and will be presented at the September Board Meeting.
- d. **Social Committee** – President Ken Colaizzi reported that the concert held on June 23rd and 4th of July bike parade was success and shared dates for the upcoming events: July 28th a concert at Hogback Hill Park along with a food truck, August 3rd is swim night at Pirates Covers, august 6th national night out at Hogback Hill Park with the Littleton Police Department along with food truck, and August 25th is the final concert of the season at Hogback Hill Park. Food trucks will be available on S. Field Way the following dates: July 18th, August 8th, August 22nd, and September 5th.

VI. OLD BUSINESS

- a. **None**

VII. NEW BUSINESS

- a. **Paint Color Changes**– Ken Colaizzi, the Board President, reported that both the Board of Directors and the DRC committee have been collaborating on updating the paint color schemes. Their goal is to make these schemes available electronically. Following discussions, a motion was made by Tonya Sloan and seconded by Ken Colaizzi to approve the updated paint color schemes. The motion was unanimously carried, with the updated schemes set to take effect by January 1, 2025.
- b. **Temporary HOA Manager Change** – Roxanne Chaparro, the Association Business Manager, reported that Shirley Forbes will be assuming the role of covering manager for a period of 12 weeks, starting from July 19, 2024.
- c. **Beginning Discussions of 2025 Budget** – Ken Colaizzi, Board President, reported that a meeting between Ken, Sandy Farish and Westwind Management has been scheduled for July 15, 2024, to review and discuss the 2025 budget.
- d. **November Election, 3 HOA Board of Director Positions Open** – Ken Colaizzi Board President shared a reminder that there are 3 open Board of Director positions for the upcoming election in November and brought a copy of nomination forms for any homeowners that are interested in volunteering.
- e. **DRC Committee Changes** – Ken Colaizzi Board President reported that Sally and Sharon are no longer on the DRC and thanked them for their time and efforts on the committee. On a motion duly made, seconded, and unanimously carried to retroactively appoint Lori Soule and Chris Cherry to the DRC committee.
- f. **Black Windows Discussion and Vote for Window Standard** – Ken Colaizzi, Board President, proposed implementing a color standard for window frames, specifying black and white.

After discussion, a motion was made by Tonya Sloan, seconded by Phil Kinney, and unanimously carried to collaborate with the DRC committee to enforce this color standard for window frames.

- g. Garage Door Standard Changes Discussion and Vote** – On a motion duly made by Phil Kinney, seconded by Tonya Sloan, and unanimously carried to approve the revised garage door standard.
- h. 2nd Address Number Discussion and Vote** – On a motion duly made by Dave Soule, seconded by Phil Kinney, and unanimously carried to approve the new 2nd address number standard.
- i. 2023 Audit Report** – Ken Colaizzi, Board President gave a brief summary of the audit report and advised this will be posted on the Associations website and homeowner portal for homeowners to review.
- j. 811 Locate Reimbursement from Botanic Gardens at Chatfield** – Ken Colaizzi, Board President reported that after further review and discussion TrailMark HOA will be reimbursed \$14.19 from the Botanic Gardens for 811 tickets that were mistakenly mapped to TrailMark HOA. Botanic Gardens at Chatfield agreed to reimburse TrailMark HOA \$14.19.
- k. Ratification of Email Votes:**
 - 1. New DRC Appointments Lori Soule and Chris Cherry
 - 2. 2024 – 2025 Insurance Renewal

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

- l. Republic Services Trash Container Transition**– Board President Ken Colaizzi reported that the trash/recycling container transition to the new Republic Services containers will begin August 13th – August 15th.
- m. HOA 101 Topic – Digit DRC Home Improvement Request Form Demo** – Tabled for the September Board Meeting.

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

- **9341 S. Johnson Ln** – A homeowner raised a concern regarding the weeds and dry/dead lawns in the community. They also reported that the trail in front of their home is not being adequately maintained by South Suburban Parks & Recreation.
- **9692 W. Edenburg Pl** – The homeowner requested clarification on the compliance inspection process and inquired about Westwind Management's role in conducting these inspections.
- **9336 S. Iris Ct** – The homeowner expressed concerns about the progress of the digital DRC home improvement form. They suggested conducting a trial run with the digital form to

address any potential issues. Additionally, the homeowner recommended evaluating the repairs and needs related to fences. Lastly, they requested clarification on the expenses related to the Denver Water bill.

- **9324 S. Hoyt Ct**– The homeowner noted that Hogback Hill Park was undergoing a survey and expressed interest in obtaining more information regarding this matter.

With no other questions from the audience, the open portion of the meeting was adjourned at 7:50 p.m. The next meeting will be on September 10, 2024, at 6:00 pm at Falcon Bluffs Middle School.

IX. EXECUTIVE SESSION – The Board entered Executive Session at 8:00 pm. The Board exited Executive Session at 8:13 pm.

X. ADJOURNMENT- In a motion duly made and seconded, the Board moved to adjourn the Board meeting at 8:15 pm.

Approved by the Board of Directors