

**TrailMark Homeowners Association**  
**BOARD of DIRECTORS MEETING**  
**January Meeting Minutes**  
**January 14, 2025**

**I. CALL TO ORDER**

Ken Colaizzi, Board President called the meeting to order at 6:01 pm. The following Board Members were present:

- Ken Colaizzi (President)
- Arwen Vaughan (Vice President)
- Dave Soule (Member at Large)
- Westwind Management Group, LLC Representative, Roxanne Chaparro, CMCA®, AMS® Association Business Manager
- 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 duly made and seconded, the Board unanimously approved the September 10, 2024, Board of Director meeting minutes with mentioned revisions from President Ken Colaizzi.

**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. November and December Un- Audited Financials – Roxanne Chaparro presented the November financials and provided an update on the operating and reserve account balances. On a motion duly made and seconded, the Board accepted the November unaudited financials as presented. All were in favor and the motion carried. December financials are pending completion.

**V. COMMITTEE REPORTS**

- a. **Design Review Committee** – DRC Chair JT Bergstorm, reported 32 requests have been received, 31 approved and 1 needed additional information.
- b. **Communication Committee** – Vice President Arwen Vaughn reported they continue to work on the website to make it user friendly, the team is utilizing analytics to track which sections of the website homeowners are clicking on the most. This data will be used to make

important documents and information easily accessible, and they are in the process of developing a PDF completion form.

- c. **Common Area Committee** – President Ken Colaizzi announced that Chair Member Mary Kreeger will be stepping down from her position as chair and passing the role on to Lisa Hern. Many thanks and appreciation were extended to Mary Kreeger for her contributions.
- d. **Social Committee** – President Ken Colaizzi reported 511 residents attended the Botanical Garden events on December 2, 2024, December 14, 2024 the Christmas Light Parade took place, there will be 3 concerts at Hogback Hill Park for 2025 on June 22, July 20, and August 24, and there will be food trucks scheduled with more information to be determined.

## VI. OLD BUSINESS

- a. None

## VII. NEW BUSINESS

- a. **Board Code of Conduct Forms for New Board**– Board President Ken Colaizzi reviewed the Code of Conducts form with the Board and explained the purpose of the forms to all homeowners.
- b. **FinCEN ID Numbers Turned in and TMHOA is in Compliance** – Board President Ken Colaizzi confirmed all Board Members have registered for their FinCen ID. Roxanne Chaparro confirmed TrailMark HOA is registered and in compliance.
- c. **New Paint Colors are Now in Effect** – Board President Ken Colaizzi and Vice President Arwen Vaughn advised the new paint colors are in effect January 1, 2025 and homeowners can find the paint colors on the TrailMark HOA website or they can request the paint book.
- d. **Holiday Lights and Display Down by February 1<sup>st</sup>** – Board President Ken Colaizzi reminded all homeowners that, Per the TrailMark HOA Declarations holiday lights and displays need to be taken down by February 1, 2025.
- e. **Brief Update on New Shea Homes Near Fire Station** – Board President Ken Colaizzi reported that there has been a delay due to Jefferson County and a representative from Shea Homes will attend the March Board Meeting to discuss further and answer questions.
- f. **Parking Complaints and Basketball Hoops in Street** – Board President Ken Colaizzi reminded all homeowners that parking violations and basketball hoops on the street need to be reported to the City of Littleton for further enforcement online at [seeclickfix.com](https://see.clickfix.com) or by calling 303-794-1551.

- g. Sprinkler Project at TrailMark Park belongs to South Suburban Parks and Recreation –** Board President Ken Colaizzi reported that more updates and information can be found on [gameplan.ssprd.org](http://gameplan.ssprd.org), or emailing [wbarringer@ssprd.org](mailto:wbarringer@ssprd.org) or calling 303-483-7024.
- h. Ratification of Email Votes –** The Board moved to ratify the email votes, all were in favor and the motion passed unanimously.
  - 1. Collection Resolution Form Account 95874
  - 2. Collection Resolution Form Account 95840.
- i. Dumpster Day April 26<sup>th</sup> –** Board President Ken Colaizzi informed homeowner dumpster day is scheduled for April 26<sup>th</sup>.

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

- **9816 W. Freiburg Dr –** The homeowner asked what Facebook page to look for HOA information.
- **9735 Iris Ct –** The homeowner asked about the view corridor off Field regarding the new Shea Homes.

With no other questions from the audience, the open portion of the meeting was adjourned at 6:51 p.m. The next meeting will be on March 11, 2025, at 6:00 pm at Falcon Bluffs Middle School.

**IX. EXECUTIVE SESSION –** The Board entered Executive Session at 6:53 pm. The Board exited the Executive Session at 7:11 pm.

**X. ADJOURNMENT-** In a motion duly made and seconded, the Board moved to adjourn the Board meeting at 7:12 pm.

 3/11/2025

Approved by the Board of Directors

