

ANNUAL MEETING
November 14, 2013 – 7:00 PM

AGENDA

- I. Call Meeting to Order/Roll Call
 - A. Verification of Quorum - 10% of 800 Homes = 80 Homes
- II. Proof of Notice of Meeting
 - A. Mailed to all Owners October 11, 2013
- III. Minutes Approval
 - A. November 8, 2012
- IV. Ratify 2013 Budget
 - A. Review 2013 Expenses
 - B. Review 2013 Reserve Expenses
 - C. Review Status of Accounts
 - D. Ratify 2014 Budget
- V. Election Of Directors (2)
 - A. Nominations from the Floor
 - B. Introductions
 - C. Vote
- VI. Old Business
 - A. Declaration Amendment
- VII. New Business/Open Forum
 - A. Educational Handout –
The Art of Neighboring- Neighborhood Block Party Kit
- VIII. Election Results
- IX. Adjournment

Thank you for attending the Annual/Special Meeting

**TrailMark Homeowners Association
Annual & Special Meeting Minutes
November 8, 2012**

Roll Call / Establish a Quorum / Call to Order

The Annual Homeowners meeting was held on Thursday, November 8, 2012 at the TrailMark Learning Center located on the property at 9743 S. Carr Way, Littleton Colorado. The meeting was called to order at 7:32 PM. A quorum was established with 198 homeowners present in person or by proxy. Present Board members were Karen Millspaugh, Sally Janssen, Lesa Rangel, Jason Sporer and Wayne Lupton. Also present was Natasha Henricks, Association Manager from Colorado Management & Associates, Inc.

Proof of Notice of Meeting

Proof of notice is on file in the management office. Notices were mailed to homeowners on October 5, 2012.

Minutes Approval

A motion was duly made, seconded and unanimously carried to approved the November 10, 2011 Annual Meeting Minutes.

Budget

Natasha Henricks reviewed the approved 2013 budget line by line. There was an opportunity for homeowner questions. In order for the budget to not be approved there would need to be a majority of homeowners rejecting the budget. There were not a majority of homeowners in attendance at the meeting so the budget is ratified.

Election of Board Members

There were three positions up for election. Candace Cooledge, Sally Janssen, Frank Melara and Rodger Evans were on the ballot and Amy Stuart and Sharon Elms were nominated from the floor. The candidates did short introductions for themselves and the vote was taken.

The following election results were reported to the membership:

Vote was taken and counted by volunteers. Candace Cooledge, Frank Melara and Sally Janssen were elected to the Board. All individuals elected will serve a 2 year term.

Old Business

Lesla Rangel reiterated to the membership the importance of amending the declarations to permit safe, secure investments in guaranteed by FDIC, NCUA and other governmental agencies. The declaration amendment requires approval from 75% of the membership.

New Business

The membership was provided with an educational hand-out on the Principles for Homeowners and Community Leaders. Homeowners expressed their interest in having trash pickup day moved. The Board instructed Management to contact Alpine Waste Solutions and see if was feasible.

Adjournment

There being no further business to discuss the meeting was adjourned at 8:00 PM.

**Natasha Henricks
Colorado Management & Associates, Inc.
13900 E. Harvard Ave. Suite 330
Aurora, CO 80014**

Trailmar 4 Budget

| INCOME | 2013 Budget | 2014 Budget |
|--|-------------------|-------------------|
| Assessments | 307,200.00 | 307,200.00 |
| Late Charges | 0.00 | 0.00 |
| Violations | 0.00 | 0.00 |
| Legal Collections - Billed to Owner | 1,000.00 | 3,000.00 |
| Covenant Enforcement - Billed to Owner | 0.00 | 0.00 |
| Newsletter | 1,000.00 | 1,000.00 |
| Homeowner Reimb/Repair | 0.00 | 0.00 |
| | 309,200.00 | 311,200.00 |

EXPENSES-ADMINISTRATIVE:

| | | |
|-------------------------------|------------------|------------------|
| Master Insurance | 1,771.00 | 1,607.00 |
| Management Fee | 33,000.00 | 33,000.00 |
| Audit | 0.00 | 3,000.00 |
| Legal Collections | 1,000.00 | 3,000.00 |
| Covenant Enforcement | 0.00 | 0.00 |
| Legal - Corporate | 2,500.00 | 2,500.00 |
| Reserve Study | 750.00 | 750.00 |
| Taxes and Licenses | 175.00 | 175.00 |
| Income Taxes | 300.00 | 300.00 |
| Bad Debt | 2,500.00 | 2,500.00 |
| Bad Debt - Late Fees/Interest | 2,000.00 | 1,000.00 |
| Bad Debt - Collection Expense | 400.00 | 400.00 |
| Postage, Printing, Copies | 7,000.00 | 7,000.00 |
| Newsletter | 2,000.00 | 2,000.00 |
| Board of Directors Expense | 1,000.00 | 1,000.00 |
| Design Review Committee | 1,500.00 | 1,500.00 |
| Social Committee | 18,000.00 | 18,000.00 |
| Finance Committee | 500.00 | 500.00 |
| Common Area Committee | 1,500.00 | 1,500.00 |
| Communication Committee | 1,000.00 | 1,000.00 |
| Safety Committee | 500.00 | 500.00 |
| Storage Rental | 0.00 | 1,850.00 |
| Bank Charges | 250.00 | 250.00 |
| Miscellaneous | 0.00 | 0.00 |
| Contingency | 954.00 | 768.00 |
| | 78,600.00 | 84,100.00 |

EXPENSES-GROUNDS:

| | | |
|----------------------------------|------------------|------------------|
| Landscape Contract | 20,000.00 | 20,000.00 |
| Snow Removal | 12,000.00 | 14,500.00 |
| Sprinkler Repairs | 10,000.00 | 8,000.00 |
| Exterminating | 500.00 | 500.00 |
| Fences | 12,000.00 | 5,000.00 |
| Plants/Trees/Shrubs | 5,000.00 | 5,000.00 |
| Grounds Maintenance/Improvements | 10,000.00 | 7,000.00 |
| Holiday Lighting | 10,000.00 | 10,000.00 |
| | 79,500.00 | 70,000.00 |

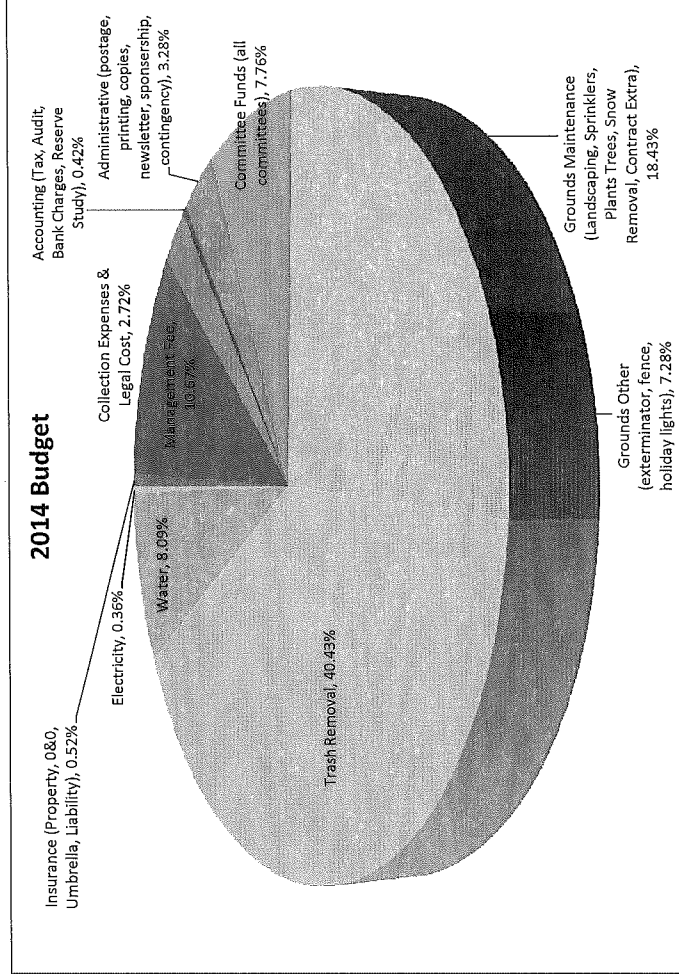
EXPENSES-UTILITIES

| | | |
|----------------|-------------------|-------------------|
| Gas & Electric | 1,100.00 | 1,100.00 |
| Water & Sewer | 25,000.00 | 25,000.00 |
| Trash | 125,000.00 | 131,000.00 |
| | 151,100.00 | 157,100.00 |

| | 2014 Budget | % of Budget |
|--|---------------------|---------------|
| Insurance (Property, 0&0, Umbrella, Liability) | \$ 1,607.00 | 0.52% |
| Management Fee | \$ 33,000.00 | 10.60% |
| Collection Expenses & Legal Cost | \$ 9,400.00 | 3.02% |
| Accounting (Tax, Audit, Bank Charges, Reserve Study) | \$ 4,475.00 | 1.44% |
| Administrative (postage, printing, copies, newsletter, sponsorship, contingency) | \$ 11,618.00 | 3.73% |
| Committee Funds (all committees) | \$ 24,000.00 | 7.71% |
| | \$ 84,100.00 | 27.02% |

| | | |
|---|---------------------|---------------|
| Grounds Maintenance (Landscaping, Sprinklers, Plants Trees, Snow Removal, Contract Extra) | \$ 54,500.00 | 17.51% |
| Grounds Other (exterminator, fence, holiday lights) | \$ 15,500.00 | 4.98% |
| | \$ 70,000.00 | 22.49% |

| | | |
|---------------|----------------------|---------------|
| Trash Removal | \$ 131,000.00 | 42.10% |
| Water | \$ 25,000.00 | 8.03% |
| Electricity | \$ 1,100.00 | 0.35% |
| | \$ 157,100.00 | 50.48% |





NEIGHBORHOOD BLOCK PARTY KIT

AN EASY HOW-TO GUIDE
TO ORGANIZE A NEIGHBORHOOD BLOCK PARTY

INTRODUCTION

A neighborhood block party is the opportunity for neighbors to get together, meet each other, have fun, and maybe work together on a common activity.

7 REASONS TO HAVE A BLOCK PARTY

- To provide an opportunity to know your neighbors and where they live.
- To increase a sense of belonging within your community.
- To learn a little about each other and know who might need a little extra help from time to time.
- To meet neighbors on your block and the skills you offer one another. You might be able to help you with a gardening problem, or lend you that needed ingredient for your recipe.
- To help with safety/crime prevention by knowing who lives around you.
- To develop an opportunity to meet some of the older neighbors and learn about your community's history.
- To have fun – no excuses or reasons are needed to celebrate.

PLANNING YOUR NEIGHBORHOOD BLOCK PARTY

Things to consider when organizing your event.

1. GETTING STARTED

- The idea of a neighborhood block party is to bring neighbors together. It's a good idea to find 1 or 2 neighbors to help you with the event.
- One can take the "Lone Ranger" approach, and it can be a great event. However, it may make it more difficult to find someone else to organize it next year.
- If this is the first time you may want to send out a flyer to explain what a Block Party is, encourage attendance, perhaps share some of the benefits, get opinions on how to handle the food, and possible dates and times to have the event.
- Enlist as many neighbors as you can to help out. Someone can type the flyer; someone else can collect them. You may want to ask some kids to drop the flyers in the mailboxes.

2. TYPES OF BLOCK PARTIES

Which type of block party will work best in your neighborhood? Try not to go overboard, it can make people feel the event is too much work...Keep it Simple!

- Barbecues - organizers purchase all that is needed and neighbors provide the money; - everyone brings his or her own meat.
- Picnics -- everyone brings their own meal;
- Pot luck - everyone brings one dish;
- Catered -- everyone shares the cost and the food is purchased.

3. HOW BIG TO MAKE IT

- Start off with a smaller event rather than a large one. It can always grow, but it is hard to shrink it.
- In selecting who to invite, use natural neighborhood boundaries where possible (i.e. end of the block). If you are planning a street or cul-de-sac party, you need to invite everyone from that area.
- Decide early and make it clear in your flyer if this will be a block party restricted to those on the street/block or whether people can invite friends/relatives (if yes how many).

4. LOCATION

- A neighbor's backyard
- House
- Garage (rainout)
- Common room in a condo unit
- Alley **
- Street **
- Park **

** Because these locations are on public lands, an application or permit may be required. Safety needs to be an important factor in planning!

5. CITY APPLICATIONS AND PERMITS

- If you want to close down a street or re-direct traffic, your city may have application requirements.
- Permits may also be required if the event involves a public park, alcohol consumption, sound-amplifying equipment, etc.
- Remember that at the end of the function, public sites need to be cleaned and left in good condition.
- Look online at your city's website and call city hall to obtain more information about the requirements where you live. Often if you search "block party" on the website, you will find policies and additional resources.

Don't let obstacles stand in your way...It is worth it!

6. THE TIMING TO GET THE EVENT PLANNED

- For a first time block party, distribute the first flyer requesting feedback 4 to 5 weeks before the event.
- Adjustments may need to be made if a neighbor already has an event of their own planned.
- Once you have looked at all the suggestions, the final flyer with date, time and what to bring should go out 3 weeks before the event.
- Mid-May to end of August is a good time.
- A weekend date or holiday is often the best times for the event.
- Have an alternate rainout day planned, just in case.
- Keep in mind who lives in the neighborhood when setting the hours for the party.
- If young children or seniors are living near the party area plan to finish by 9:00pm.

7. GETTING THE WORD OUT

It is important to keep neighbors informed. Here are some ideas:

- Flyers can be used with a request to put their suggestions for the event in your mailbox.
- Information can be gathered from your neighbors by going door-to-door. This adds a personal touch and people often offer to help.
- A casual approach can be used to inform neighbors as you see them out working in their yards.

- Neighbors can be called on the phone. (If you don't know your neighbors, a reverse directory telephone book can be used. They are available at libraries.)
- Make an extra effort to get your new neighbors out to the event.
- To reach neighbors in Townhouses, apartments and condos, it is best to approach the manager. They will let you know how to get in touch with the residents.
- Take every opportunity to talk it up in the neighborhood as often as possible prior to the event.

8. ROLE OF THE ORGANIZERS

- Make decisions about the set up.
- Act as a greeter at the event.
- Introduce new neighbors and help them make connections.
- Make sure the clean-up is done. (You may wish to inspire clean up by rewarding the children with a prize.)

9. SET UP

- Set up a **sign-in book** for records for the next year, and it can help develop a contact list for the neighborhood.
- **Nametags** can be a great help.
- Decide what you want neighbors to write on their name tags (e.g. -first and last names, house numbers).
- Line up **tables** for the food and have a few **garbage cans** available.
- Decide whether you will coordinate or everyone will bring their own **tables and chairs plates, cutlery and cups, beverages**. If using **barbecues**, who will bring them?
- Institute a bathroom policy "everyone to use his or her own", so that home security is maintained.
- Decide if **pets** are allowed.
- Be ready to oversee the **clean up** after the event.

10. ACTIVITIES DURING THE EVENT

What should we do during the event?

- Visit and eat. Over the centuries, food has always had a very social component in societies.
- Games for kids (some organized, some they can plan themselves).
- Take time to introduce one another and point to one's house. This can be done in a game format
- Encourage the talent in your neighborhood to come forward such as musicians, magicians.

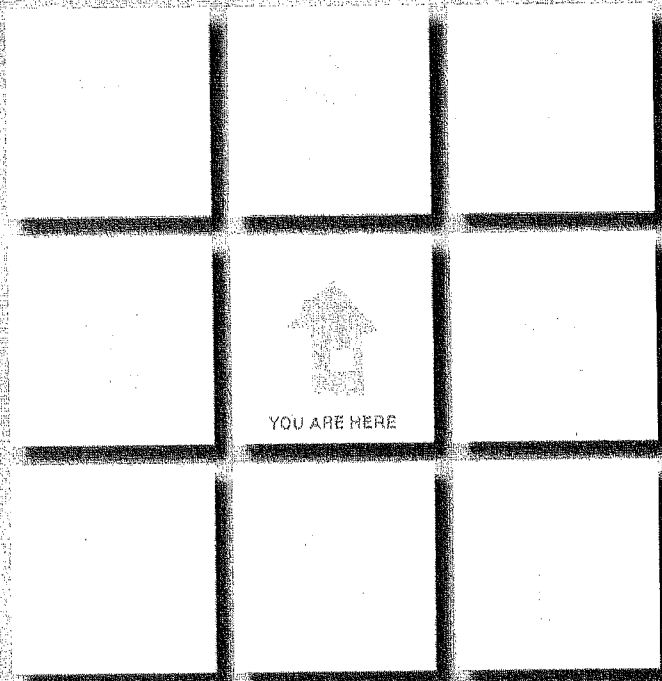
OTHER WAYS TO GET TO KNOW YOUR NEIGHBORS

- Christmas gift exchange
- Garden tour party
- Neighborhood garage sale
- When in doubt, ask your neighbors for ideas.

FINAL REMINDERS

- Neighbors should observe security precautions by keeping back doors locked and equipment in sight.
- Remember when setting up tables and chairs that emergency vehicles may need access.
- You may wish to post signs the day before the event to remind everyone to remove cars for events involving street closure.

The Art of Neighboring



Who is my Neighbor?

www.artofneighboring.com