

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
October 11, 2007
MINUTES**

PRESENT

Karen Millspaugh
Sandy Ocker
Stephen McKeon

ABSENT

John Birkey
Kim McMahon

I. CALL TO ORDER

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:28 p.m. at the Lockheed Martin Trailmark Child Care Center, 9743 S. Carr Way. Beth Lovato, CMCA, AMS representing Hammersmith Management, Inc. was also present.

II. HOMEOWNERS FORUM

- A) A homeowner requested that the Board consider installing concrete on the side of TrailMark Parkway where the crosswalk ends at a ditch. Stephen McKeon stated that he would request that the Common Area Committee check on the cost and that he will have them check on the path by Danzig.
- B) Sandy Ocker updated the homeowners on upcoming social events and that the committee has determined that there will be no event for Easter.
- C) Karen Millspaugh updated homeowners that the Metro District has sprayed the pond three times and that pump will be installed next year on the pond to circulate the water. The crosswalk signs have been installed and homeowner and their child should still be careful crossing.
- D) Stephen McKeon stated that the DRC has processed 12 requests for painting and improvements.

III. APPROVAL OF MINUTES

Mr. McKeon made a motion and Ms. Ocker seconded the motion to approve the minutes from the July 12, 2007 Board of Directors meeting as presented. The motion carried unanimously.

IV. FINANCIAL REPORTS

Financial Statements – The financial statements for the period ending September 30, 2007 were reviewed. As of month-end, the US Bank operating bank account had a balance of \$25,429, the 1st Bank accounts have a combined balance of \$512,472, and the CD's at Citywide had a total balance of \$27,112.

The month-end income received was higher than budgeted by \$3,025 due to higher collection income, posting of legal fees, social and newsletter revenue. Overall, expenditures were under budget. Administrative expenses were over budget by \$7,670 due to the social event expenses.

Delinquencies reflect a total month end balance of \$18,660. Of this amount, \$14,941 represents accounts at the attorneys.

Mr. McKeon made a motion and Ms. Millspaugh seconded to accept the financial statements for September 30, 2007 as presented. The motion carried unanimously.

V. MANAGEMENT REPORT

The written management report was reviewed and accepted.

VI. UNFINISHED BUSINESS

- A. Management Contract** - Ms. Millspaugh made a motion and Mr. McKeon seconded to approve the management contract with Hammersmith Management for a one-year term starting November 1, 2007 to October 31, 2008 for the cost of \$2,730. The motion carried unanimously.
- B. 2008 Budget** - Mr. McKeon made a motion and Ms. Millspaugh seconded to approve the 2008 budget as presented. The motion carried unanimously.

VII. NEW BUSINESS

- A. Correspondence/9433 W. Finland Drive-** The Board reviewed the correspondence from neighboring homes regarding the issues with the barking dogs at 9433 W. Finland Drive. The Board directed the managing agent to send a response stating that the homeowner need to contact animal control and Jefferson County and file formal complaint.
- B. Correspondence/9124 W. Finland Drive** - The Board reviewed the response from the violation letter to paint the home located at 9124 W. Finland Drive. The Board requested that the managing agent send a response stating that the shutter must be painted as soon as possible and that the body of the home must be painted summer of 2008.
- C. Correspondence/9105 W. Freiburg Place** - The Board reviewed the homeowner's response regarding the violation for the commercial vehicle at 9105 W. Freiburg Place. The Board requested that the managing agent send a response stating that the Board would like to thank the homeowner for complying and that it was a creative resolution.
- D. Correspondence/9760 S. Johnson Way** - The Board reviewed the response from the homeowner of 9760 S. Johnson Way stating that the pine tree would not be removed from the front porch. The Board directed the managing agent to send an apology letter to 9760 S. Johnson Way stating that the violation has been closed and that the letter was sent in error.
- E. Waive Fine/9600 S. Field Way** - The Board reviewed the request to waive the fine from the account 142-9600. Ms. Millspaugh made a motion and Mr. McKeon second to approve the waiving of the fine and to close the violation. The motion carried unanimously.
- F. Correspondence** - The Board reviewed the correspondence regarding the issues with the grass clippings and requested that the managing agent send a letter stating that the homeowner should contact the City of Littleton to report these issues.
- G. Correspondence/9640 S. Johnson Street** - The Board reviewed the correspondence from homeowners stating that they would like to schedule a hearing. The Board directed the managing agent to send a response to schedule the hearing for the January 2008 Board meeting.
- H. Waive Late Fee & Interest/142-9567390** - The Board reviewed the homeowner's request to have the late fee and interest waived for account 142-9567390. Mr. McKeon made a motion and Ms. Ocker seconded to approve the waiving of the late fee and interest for account 142-9567390 in the amount of \$26.44. The motion carried unanimously.
- I. Correspondence/9421 W. Athens Lane** - The Board reviewed the correspondence from the homeowner and tabled the discussion for further

review.

- J. Correspondence/Association's Attorney** - The Board reviewed the correspondence from the attorney asking if the Board would like to redeem a property in the process of foreclosure. Mr. McKeon made a motion and Ms. Ocker seconded not to redeem the property located at 9869 S. Field Way. The motion carried unanimously.
- K. Correspondence/9767 S. Holland Street** - The Board requested that the managing agent set a hearing for further discussion for the January Board meeting and state that the Board is not will to waive any fees at this time with the homeowner of 9767 S. Holland Street.
- L. Survey/Clubhouse** - Table until the TrailMark Metro Board has completed their research.
- M. Landscape and Snow Removal Contracts/Rocky Mountain Custom Landscape** - Mr. McKeon made a motion and Ms. Millspaugh seconded to approve the landscape contract with Rocky Mountain Custom Landscape for the 2008 season for the total cost of \$18,893 and the approval of the snow contract with Rocky Mountain Custom Landscape for the 2007 and 2008 snow removal season on a time and materials basis. The motion carried unanimously.

VIII. HEARINGS

- A. 9884 S. Garland Court/Missing Shutter** - The homeowner was not present for the hearing. Mr. McKeon made a motion and Ms. Ocker seconded that 9884 S. Garland Court will be assessed a fine in the amount of \$25. The motion carried unanimously.
- B. 9347 W. Gibraltar Place/Sign** - The homeowner was not present for the hearing. Mr. McKeon made a motion and Mr. Ocker seconded to send a letter stating that the homeowner must remove the sign within 7 days of the date of the letter and to included that homeowner who are involved in the community have an influence on decisions that are made. The motion carried unanimously.
- C. 9425 W. Freiburg Place/Grill** - The homeowner was not present for the hearing. Mr. McKeon made a motion and Ms. Millspaugh seconded that the violation be closed and a thank you letter be sent to 9425 W. Freiburg Place thanking the homeowner for complying. The motion carried unanimously.
- D. 9869 S. Field Way/Trailer** - The homeowner was not present for the hearing. Mr. McKeon made a motion and Ms. Millspaugh seconded that the violation be closed and a thank you letter be sent to 9869 S. Field Way thanking the homeowner for complying. The motion carried unanimously.
- E. 8840 W. Eden Drive/Fishing Boat** - The homeowner was not present for the hearing. Mr. McKeon made a motion and Ms. Millspaugh seconded that the violation be closed and a thank you letter be sent to 8840 W. Eden Drive thanking the homeowner for complying. The motion carried unanimously.

IX. CORRESPONDENCE & REPORTS

The Board reviewed various correspondence received, as well as the work order, architectural and violation reports.

X. ADJOURNMENT

There being no further business to discuss, Ms. McMahan made a motion and Ms. Millspaugh seconded to adjourn the meeting at 8:11 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
September 13, 2007
MINUTES**

NO MEETING

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
July 12, 2007
MINUTES**

PRESENT

Karen Millspaugh
John Birkey
Kim McMahan
Sandy Ocker
Stephen McKeon

ABSENT

I. CALL TO ORDER

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:31 p.m. at the Lockheed Martin Trailmark Child Care Center, 9743 S. Carr Way. Beth Lovato, CMCA, AMS representing Hammersmith Management, Inc. was also present.

II. HOMEOWNERS FORUM

- A) Sandy Ocker updated the homeowners on upcoming social events and the deadline for the newsletter is July 25th with no exceptions.
- B) Karen Millspaugh updated homeowners that the Metro District has received the results from the testing on the issues with the pond and reporting that it is duckweed, will be introducing grass carp and spray with herbicide.
- C) John Birkey announced that the Common Area committee has many projects that are being worked on including the screening of the electrical equipment, installing plants along TrailMark Parkway, adding more electrical for Holiday lighting, and adding playground equipment. The matching grant with South Suburban has been completed and the trees have been planted.
- D) Stephen McKeon stated that the DRC has processed 57 requests for painting and improvements.
- E) Kim McMahan informed homeowners that the focus is on education and will be putting three articles in the newsletter for trashcans, weeds, and watering lawns.
- F) Kim McMahan informed homeowners that members are needed for the finance committee.
- G) Tim Strunk, president of the Metro Board, stated that the vote regarding the school site was two to one in favor of doing something with the land.

III. APPROVAL OF MINUTES

Ms. McMahan made a motion and Mr. McKeon seconded the motion to approve the minutes from the May 10, 2007 Board of Directors meeting as presented. The motion carried unanimously.

IV. FINANCIAL REPORTS

Financial Statements – The financial statements for the period ending June 30, 2007 were reviewed. As of month-end, the US Bank operating bank account had a balance of \$124,558, the 1st Bank accounts have a combined balance of

\$401,815, and the CD's at Citywide had a total balance of \$26,877.

The month-end income received was higher than budgeted by \$209 due to higher collection income, posting of legal fees, social and newsletter revenue. Overall, expenditures were under budget. Administrative expenses were over budget due to the pre-payment of the social event expenses. Social expenses are not expected to be over budget at the end of the year.

Delinquencies reflect a total month end balance of \$20,344. Of this amount, \$16,922 represents accounts at the attorneys.

Ms. McMahan made a motion and Mr. McKeon seconded to move \$25,000 from operating to the reserve account at 1st Bank. The motion carried unanimously.

Ms. McMahan made a motion and Ms. McKeon seconded to accept the financial statements for June 30, 2007 as presented. The motion carried unanimously.

V. MANAGEMENT REPORT

The written management report was reviewed and accepted.

VII. NEW BUSINESS

- A. Waive Late Fee/142-9921180** – The Board reviewed the request from the homeowner of 142-9921180 to waive the late fee. Mr. McKeon made a motion and Ms. McMahan seconded to waive the late fee and interest in the amount \$26.44 due to good payment history. The motion carried unanimously.
- B. Waive late fee/142-9748380** – The Board reviewed the homeowner's request for account 142-9748380 to waive late fees and interest in the amount of \$26.44. Mr. McKeon made a motion and Ms. McMahan seconded to waive the late fees and interest in the amount of \$26.44 due to good payment history. The motion carried unanimously.
- C. Waive Late Fee/142-9575240** – The Board reviewed the homeowner's request to waive the late fee and interest in the amount of \$26.44. Mr. McKeon made a motion and Ms. McMahan seconded not to waive the late fees and interest for account 142-9575240. The motion carried unanimously.
- D. Waive Late Fee/142-9585** – The Board reviewed the request to waive the late fees and interest for account 142-9585 in the amount of \$26.44. Mr. McKeon made a motion and Ms. Millspaugh seconded to waive the late fee in the amount of \$26.44. The motion carried unanimously.
- E. Correspondence/Clubhouse and Pool** – The Board reviewed the correspondence from homeowners stating that they are in support of the clubhouse and pool. The Board directed the managing agent to inform the homeowners that a survey will be sent out to all homeowners within the community.
- F. Correspondence** - The Board reviewed the correspondence from the homeowner requesting that the South Suburban use smaller equipment due to the damages that they are causing to the open space areas. The Board directed the managing agent to inform the homeowner that the Master Association does not own or maintain the property in question and unfortunately has no control over what is used to maintain the open space area. Nevertheless, on behalf of the homeowners, the Board has requested that smaller equipment be used.
- G. Management Contract** – Tabled until next Board meeting.
- H. Waive Late Fee/142-9940** – The Board reviewed the homeowner's request to waive the late fee and interest on account 142-9940. Ms. McMahan made a motion and Mr. McKeon seconded to not approve the waiving of the late fees and interest for account 142-9940. The motion carried unanimously.

VIII. HEARINGS

- A. 9433 W. Finland Drive/Noise** – The homeowner was not present for the hearing. Mr. McKeon made a motion and Ms. Millspaugh seconded that 9433 W. Finland will be fined if another complaint is reported for noise. The motion carried unanimously.
- B. 9275 W. Freiburg Place/Pile of Dirt** – The homeowner was not present for the hearing. Mr. McKeon made a motion and Mr. Birkey seconded to fine 9275 W. Freiburg Place \$25 if the pile of dirt has not been removed. The motion carried unanimously.
- C. 9620 S. Field Way/Weeds** – The homeowner was not present for the hearing. Mr. McKeon made a motion and Ms. McMahan seconded to fine the homeowner \$25 for not removing the weeds from the rock beds. The motion carried unanimously.
- D. 9421 W. Athens Lane/Backyard Landscaping** - The homeowner was not present for the hearing. Mr. McKeon made a motion and Ms. Ocker seconded to proceed with the landscape policy for enforcement. The motion carried unanimously.
- E. 9600 S. Field Way/Tree Stakes, Pile of Wood, and Weeds** - The homeowner was not present for the hearing. Mr. McKeon made a motion and Mr. Birkey seconded to fine the homeowner \$25 for non-compliance. The motion carried unanimously.
- F. 9540 S. Flower Way/Trashbag** – The homeowner was not present for the hearing. The Board requested that the violation be closed for 9540 S. Flower Way.
- G. 9699 S. Jellison Way/Camper** - The homeowner was in attendance for the hearing and sent a response in writing. Mr. McKeon made a motion and Ms. McMahan seconded to close the violation for the camper/trailer. The motion carried unanimously.

IX. CORRESPONDENCE & REPORTS

The Board reviewed various correspondence received, as well as the work order, architectural and violation reports.

X. ADJOURNMENT

There being no further business to discuss, Ms. McMahan made a motion and Ms. Millspaugh seconded to adjourn the meeting at 8:11 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
May 10, 2007
MINUTES**

PRESENT

Karen Millspaugh
John Birkey
Kim McMahon

ABSENT

Sandy Ocker
Stephen McKeon

I. CALL TO ORDER

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:30 p.m. at the Lockheed Martin Trailmark Child Care Center, 9743 S. Carr Way. Beth Lovato, CMCA, AMS representing Hammersmith Management, Inc. was also present.

II. HOMEOWNERS FORUM

- A) Greg Reinke informed the homeowners that Sterling Ranch would be building over 10,000 new homes, a police department, and fire station. It will cover 3,000 acres and 240 acres for commercial. The builder for Sterling ranch is requesting a letter of support for the annexation of the Association into the City of Littleton from TrailMark Homeowners Association, Inc. He informed the homeowners that if the Association is not annexed that it may become it's own city. Building will begin in 18 months.
- B) Karen Millspaugh announced that the City Council has approved a pilot program for a paramedic unit to be staffed 24 hours a day starting June 1, 2007.
- C) Karen Millspaugh informed the homeowners that the Metro District will be treating the beaver pond three to four times and dredging the pond for the removal of the algae that is growing in it.
- D) Karen Millspaugh informed the Board that Star Canyon is in the process of painting five houses this year and that one has been completed.
- E) John Birkey announced that the Common Area committee has obtained approval with the Board for the tree matching grant with South Suburban, in the process of obtaining proposal to add more lighting to the entry sign, installing flowers, adding more toddler friendly play equipment to the play ground, which will cost around \$30,000, the painting of the common area fence, and complete the project for the utility boxes on the corner of South Carr Way and TrailMark Parkway.
- F) Mike Elbeck informed the Board that there is sharp edging at the corner of Holland and TrailMark. Informed the Board that the games held at the soccer field are causing a lot of problems with the parking by their house and requested that more no parking signs be installed. He stated that the beetles are damaging the ash trees from the pines. Lynne Kraft informed the Board that Swingle Tree Care has different programs for spraying the trees.
- G) Kim McMahon informed homeowners that Hammersmith Management has completed the paint inspection and that homeowners should be receiving nice letters soon. Covenants Committee is focusing on the clarification of the RV vehicle covenant and wants to be more diligent on inspections.

III. APPROVAL OF MINUTES

Ms. McMahon moved and Ms. Millspaugh seconded the motion to approve the minutes from the March 8, 2007 Board of Directors meeting as presented. The motion carried unanimously.

IV. FINANCIAL REPORTS

Financial Statements – The financial statements for the period ending April 30, 2007 were reviewed. As of month-end, the US Bank operating bank account had a balance of \$147,555, the 1st Bank accounts have a combined balance of \$385,710, and the CD's at Citywide had a total balance of \$26,877.

The month-end income received was higher than budgeted by \$1,147 due to higher collection income, posting of legal fees, social and newsletter revenue. Overall, expenditures were under budget. Administrative expenses were over budget due to the pre-payment of the social event expenses. Social expenses are not expected to be over budget at the end of the year.

Delinquencies reflect a total month end balance of \$21,559. Of this amount, \$18,386 represents accounts at the attorneys.

Ms. Millspaugh moved and Ms. McMahon seconded to accept the financial statements for April 30, 2007 as presented. The motion carried unanimously.

V. MANAGEMENT REPORT

The written management report was reviewed and accepted.

VI. UNFINISHED BUSINESS

- A. 9882 W. Athens Lane** – The reviewed the information provided by the Association's attorney regarding the plans for the repairs to the retaining wall from the attorney for the homeowners of 9882 W. Athens Lane.

VII. NEW BUSINESS

- A. Tessoro Poster** – the Board reviewed the request from Sherm Steed to place a poster for Tessoro in the bulletin board. Mr. Birkey made a motion and Kim McMahon seconded to allow Sherm Steed to place a poster for Tessoro in the Association's bulletin board. The motion carried unanimously.
- B. Flags** – Sherm Steed requested that the Board allow him to work with the Boy Scouts to have flags place at the front entry for four holidays for the cost of \$70. Ms. McMahon made a motion and Ms. Millspaugh seconded to approve the \$70 for the Boy Scouts to install flags at the entry for four holidays. The motion carried unanimously.
- C. Team Electric Proposal** – John Birkey informed the Board the cost would range from \$3,180 to \$5,745 to install more lighting within the community. Mr. Birkey made a motion and Ms. Millspaugh seconded to approve the cost of the installation more lighting up to \$5,745 pending the design approval from the City of Littleton. The motion carried unanimously.
- D. Play Ground Equipment** – Ms. Millspaugh made a motion and Ms. McMahon seconded to allow the Common Area Committee to obtain proposal for the installation of more toddler friendly playground equipment. The motion carried unanimously. John Birkey will request a design from South Suburban.
- E. Waive Late Fee/142-98762H0** - The Board reviewed the correspondence from the homeowner requesting that the late fee be waived due to family issues. Ms.

McMahon made a motion and Ms. Millspaugh seconded to waive the late fees on the account 142-98762H0 in the amount of \$52.88. The motion carried unanimously.

- F. Waive Late Fee/142-9738** – The Board reviewed the homeowner’s request that the late fee and interest be waived on account 142-9738 due to a bank error. Ms. McMahon made a motion and Ms. Millspaugh seconded to waive the late fee and interest in the amount of \$26.44. The motion carried unanimously.
- G. Waive Late Fees, Interest and Legal Fees/#142-9767** – The Board reviewed the information regarding the account 142-9767 regarding the account being sent to the Association’s attorney for collections. Ms. McMahon made a motion and Ms. Millspaugh seconded not to waive late fees, interest, and legal fees on the account 142-9767. The motion carried unanimously.
- H. Correspondence/Painter** – The Board reviewed the correspondence from the homeowner and determined that if the homeowners in the community would like to obtain a better deal by using the same painter that the Board would not have a problem with this being done, but will not indorse a company for the homeowners to use.
- I. Amended Documents/Metro District** – The Board reviewed the document provided for review by the Metro District and the documents are accepted.
- J. Dispute Resolution** - The Board reviewed the dispute resolution drafted by the Association’s attorney. Ms. Millspaugh made a motion and Mr. Birkey seconded to adopt the dispute resolution as presented. The motion carried unanimously.
- K. Waive Fine/9890 W. Cambridge Place** - The Board reviewed the correspondence from the homeowner requesting that the fines be waived on the account for 142-9890 for commercial vehicle. The Board determined that the fines would not be waived and requested that a letter be sent to the homeowner requesting a meeting in June.
- L. Fence Painting** – Sherm Steed recommended that the Board wait until next year and paint all of the fences. South Suburban is painting half of the common area fences in 2007 and the remainder in 2008.

VIII. CORRESPONDENCE & REPORTS

The Board reviewed various correspondence received, as well as the work order, architectural and violation reports.

IX. ADJOURNMENT

There being no further business to discuss, Mr. Birkey moved and Ms. McMahon seconded to adjourn the meeting at 8:13 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
March 8, 2007
MINUTES**

PRESENT

Karen Millspaugh
John Birkey
Kim McMahan
Sandy Ocker
Stephen McKeon

ABSENT

I. CALL TO ORDER

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:30 p.m. at the Lockheed Martin Trailmark Child Care Center, 9743 S. Carr Way. Beth Lovato, CMCA, AMS representing Hammersmith Management, Inc. was also present.

II. HOMEOWNERS FORUM

- A) Tim Strunk with the Metro Board was in attendance to discuss if the homeowners were interested in building a recreation center.
- B) Tim Strunk discussed the steps that the Metro Board is taking to address the smell coming from the beaver pond.
- C) John Mullen presented information regarding the discussion with the City Counsel regarding the response times for emergency vehicles to TrailMark and that he presented the information to the other partners and the response was that they were not interested in spending the money to have a medic unit closer to TrailMark.
- D) Stephen McKeon announced that South Suburban is going have a contest to name the soccer field and that more information would be provided in the newsletter.
- E) Sandy Ocker gave an update for the Social Committee regarding the upcoming events including the Easter Egg Hunt, concerts in the par, and the corn maze.
- F) John Birkey informed the homeowners that the Common Area Committee is focusing its efforts on planting trees around the ponds, flood plan, and school zone area. John stated that the Board has approved the matching grant program with South Suburban and that South Suburban will match any amount of money up to \$2,000 for planting trees.
- G) Kim McMahan informed homeowners that the Covenants Committee is focusing on the education of homeowners regarding the current covenants and that the information will be provided in the newsletter.
- H) Kim McMahan informed homeowners that the Finance Committee is working on a five to ten year budget for both the operating funds and the reserve accounts.

III. APPROVAL OF MINUTES

Ms. Ocker moved and Ms. Millspaugh seconded the motion to approve the minutes from the January 11, 2007 Board of Directors meeting as presented. The motion carried unanimously.

IV. FINANCIAL REPORTS

Financial Statements – The financial statements for the period ending February 28, 2007 were reviewed. As of month-end, the US Bank operating bank account had a balance of \$127,564, the 1st Bank accounts have a combined balance of \$365,580, and the CD's at Citywide had a total balance of \$26,564.

The month-end income received was higher than budgeted by \$3,114 due to higher collection income, posting of legal fees, social and newsletter revenue. Overall, expenditures were under budget.

Delinquencies reflect a total month end balance of \$16,950. Of this amount, \$12,250 represents accounts at the attorneys.

Ms. McMahan moved and Ms. Ocker seconded to accept the financial statements for February 28, 2007 as presented. The motion carried unanimously.

V. MANAGEMENT REPORT

The written management report was reviewed and accepted.

VI. UNFINISHED BUSINESS

- A. 9882 W. Athens Lane** – The managing agent updated the Board with the information from the Association's attorney stating that the homeowners of 9882 W. Athens Lane have not responded to the demand letter and that the attorney is contacting the homeowner's attorney requesting status.

VII. NEW BUSINESS

- A. Waive Late Fee/142-98563G0** - The Board reviewed the correspondence from the title company requesting that the late fees and interest be waived due to an error from the sub-association not informing the title company of the Master Association. Ms. McMahan made a motion and seconded by Mr. Birkey not to approve the waiving of the late fees and interest for account 142-98563G0. The motion carried unanimously.
- B. Waive Fine/142-9577** - Ms. McMahan moved not to approve the waiving of the fine for a commercial vehicle on account # 142-9577 due to good pay history. Ms. Ocker seconded and the motion carried unanimously.
- C. Waive Late Fee/#142-9781** – Ms. Ocker moved to approve the waiving of the late fee in the amount of \$26.44 on account #142-9781 due to good pay history. Ms. Mllspaugh seconded and the motion carried unanimously.
- D. Waive Late Fee/#142-9691080** – Mr. McKeon moved to approve the waiving of the late fee in the amount of \$26.44 on account #142-9691080. Ms. McMahan seconded and the motion carried unanimously.
- E. Waive Late Fee/#142-9675** – Ms. McMahan moved to approve the waiving of the late fee in the amount of \$53.28 on account #142-9675. Mr. McKeon seconded and the motion carried unanimously. John Birkey abstained.
- F. Waive Legal Fees/9580 S. Field Way** – The Board reviewed the correspondence from the homeowner requesting that the legal fees be waived in the amount of \$291 due to the address not being updated with Hammersmith Management. Mr. McKeon moved to not waive the legal fees and credit \$30 in late fees on the account for 142-9580. Ms. Ocker seconded and the motion carried unanimously.
- G. Waive Fine/8820 W. Eden Drive** – The Board reviewed the correspondence from the homeowner stating that the For Sale sign that was posted on the deck

of the house was removed. Mr. McKeon made a motion and Ms. Millspaugh seconded not waive the fine from account 142-8820 for non-compliance. The motion carried unanimously.

- H. South Suburban Tree Grant Program** – Ms. Millspaugh made a motion and Mr. McKeon seconded to approve the \$2,000 for the planting of the trees with the grant offered by South Suburban. The motion carried unanimously.

VIII. CORRESPONDENCE & REPORTS

The Board reviewed various correspondence received, as well as the work order, architectural and violation reports.

IX. ADJOURNMENT

There being no further business to discuss, Mr. Birkey moved and Mr. McKeon seconded to adjourn the meeting at 7:50 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
January 11, 2007
MINUTES**

PRESENT

Karen Millspaugh
John Birkey
Kim McMahon
Sandy Ocker

ABSENT

Stephen McKeon

I. CALL TO ORDER

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:35 p.m. at the Lockheed Martin Trailmark Child Care Center, 9743 S. Carr Way. Beth Shambaugh representing Hammersmith Management, Inc. was also present.

II. HOMEOWNERS FORUM

Heather Sporrer with the TrailMark Children's World presented information to the homeowner regarding changes with the center. Some of the changes include a name change to Kinder Care and they will be accepting part-time children and are offering a parents night out that the Social Committee can set up through them. Ms. Sporrer expressed the interest of the TrailMark Daycare being involved with the community.

III. APPROVAL OF MINUTES

Ms. McMahon moved and Ms. Millspaugh seconded to approve the minutes from the November 9, 2006 Board of Directors meeting as presented. The motion carried unanimously.

IV. FINANCIAL REPORTS

Financial Statements – The financial statements for the period ending December 31, 2006 were reviewed. As of year-end, the US Bank operating bank account had a balance of \$30,327, the 1st Bank accounts have a combined balance of \$352,561, and the CD's at Citywide had a total balance of \$105,412.

The year-end income received was higher than budgeted by \$9,241 due to higher collection income, posting of legal fees, social and newsletter revenue. Overall, expenditures were under budget.

Delinquencies reflect a total month end balance of \$10,100. Of this amount, \$7,468 represents accounts at the attorneys.

Ms. Ocker moved and Ms. McMahon seconded to accept the financial statements for December 31, 2006 as presented. The motion carried unanimously.

V. MANAGEMENT REPORT

The written management report was reviewed and accepted.

VI. UNFINISHED BUSINESS

- A. 9826 W. Baden/Landscape** – Ms. Ocker moved to send correspondence to 9826 W. Baden reflecting that a new DRC application must be submitted with a plan by January 31, 2006 or a hearing will be set for February 13, 2006. Ms. McMahon seconded and the motion carried unanimously.
- B. 9882 W. Athens Lane** – The Board reviewed the update regarding the status of the lawsuit against the company that installed the retaining walls at 9882 W. Athens per the Board's agreement with the homeowner to update the Board regarding the status of the case. The Association's attorney has sent a demand letter regarding the completion of the backyard landscaping and if a response is not received a lawsuit will be filed.

VII. NEW BUSINESS

- A. Appointment of Officers** - Ms. McMahon moved to appoint the following officers;
 - President** – Stephen McKeon
 - Vice President** – Sandy Ocker
 - Vice President** – John Birkey
 - Secretary** – Karen Millspaugh
 - Treasurer** – Kim McMahon

Mr. Birkey seconded and the motion carried unanimously.

- B. Waive Late Fee/#142-9511** - Ms. McMahon moved to approve the waiving of the late fee on account # 142-9511 in the amount of \$26.44. Mr. Birkey seconded and the motion carried unanimously.
- C. Waive Late Fee/#142-9465250** – Ms. Ocker moved to approve the waiving of the late fee in the amount of \$26.44 on account #142-9465250. Ms. McMahon seconded and the motion carried unanimously.
- D. Snow Removal** - The Board reviewed the correspondence from a homeowner reflecting that the Board should consider hiring a snow removal company in extreme situations. The Board has decided to create a disaster task force to develop plans in extreme situations.
- E. Weidner & Associates Proposal** - The Board reviewed the proposal from Weidner & Associates to complete the taxes and audit for 2006 for the amount of \$2,050. Ms. Ocker moved to approve the proposal with Weidner & Associates to completed the taxes and audit for 2006 for the amount of \$2,050. Ms. McMahon seconded and the motion carried unanimously.
- F. Winzenburg, Leff, Purvis and Payne** – The Board reviewed the new price schedule provide by Winzenburg, Leff, Purvis, and Payne. Ms. Ocker moved to continue utilizing Winzenburg, Leff, Purvis, and Payne on a non-retainer agreement. Mr. Birkey seconded and the motion carried unanimously.

VIII. HEARINGS

- A. 9577 W. TrailMark Parkway/Commercial Vehicles** – The homeowner was not in attendance. The Board reviewed the information regarding the commercial vehicles and requested that correspondence be sent stating that the homeowner has been fined for having commercial vehicles within the community in the amount of \$25.
- B. 9506 S. Everett Way/Trash Cans** – The homeowner was not in attendance. The Board requested that a violation letter be sent to the homeowner stating that a \$25 fine has been imposed due to non-compliance.

IX. CORRESPONDENCE & REPORTS

The Board reviewed various correspondence received, as well as the work order, architectural and violation reports.

X. ADJOURNMENT

There being no further business to discuss, Mr. McMahon moved and Mr. Birkey seconded to adjourn the meeting at 7:54 p.m. The motion carried unanimously.