

**BOARD OF DIRECTORS MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
February 12, 2008  
MINUTES**

**PRESENT**

Karen Millspaugh  
John Birkey  
Michael Glade

**ABSENT**

Stephen McKeon

**I. CALL TO ORDER**

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:30 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.** A homeowner reported that children are climbing on the picnic tables and covered areas in the green belt. Karen Millspaugh stated that this situation must be reported to South Suburban. Sherm Steed stated that South Suburban might have the Ranger patrol around the area more frequently.
- B.** Sherm Steed reported that the Metro District is going to stain the fences this year and it would be in the best interest of the Association to use the same vendor to do the areas of fence that are maintained by the Association at the same time. Sherm Steed provided the proposals that were requested for the areas of fence that are maintained by the Association.

**III. APPROVAL OF MINUTES**

Mr. Glade made a motion and Mr. Birkey seconded the motion to approve the minutes from the January 10, 2008 Board of Directors meeting as amended. The motion carried unanimously.

**IV. FINANCIAL REPORTS**

**Financial Statements** – The financial statements for the period ending January 31, 2008 were reviewed.

Mr. Birkey made a motion and Mr. Glade seconded to accept the financial statements for January 31, 2008 as presented. The motion carried unanimously.

**V. MANAGEMENT REPORT**

The written management report was reviewed and accepted.

**VI. UNFINISHED BUSINESS - NONE**

**VII. NEW BUSINESS**

- A. Appointment of Board Member** – Mr. Birkey made a motion and Mr. Glade seconded to appoint the Sharon Gambrell Elms to finish the term of Ms. McMahan. The motion carried unanimously.
- B. Solar Panels** - The Board reviewed the information provided by the homeowners of 9441 W. Athens Lane and 9341 S. Johnson Lane regarding

the installation of solar panels on the roofs of the homes. Sherm Steed reported that the DRC Committee has met with a contractor to obtain more information regarding the installation and the Committee will have a final draft of the Design Guidelines within the next week and an answer regarding the solar panels will be sent out to the homeowners.

- C. Reservoir** – Mr. Glade reported that there have been some legal issues raised regarding the ownership of the water rights regarding the reservoir. Mr. Glade will communicate with some of the parties involved and will have an updated report for the Board at the March meeting.
- D. Waive Legal and Late Fee/9635 S. Flower Way** - The Board reviewed the homeowner's requested for the Board to consider waiving the legal and late fees on account 142-9635. Ms. Millspaugh made a motion and Mr. Glade seconded to approve the waiving of the \$400.59 from account 142-9635 to bad debt. The motion carried unanimously.
- E. Shutter/9884 S. Garland Court** - The Board reviewed the correspondence from the homeowner of 9884 S. Garland Court regarding the shutter not being replaced. Ms. Gambrell Elms made a motion and Mr. Birkey seconded to send a letter stating that the homeowner has 30 days from the date of the letter to replace the shutter. If the shutter is not replaced a fine of \$100 will be imposed and a \$10 per day fine will be assessed until the shutter has been replaced. The motion carried unanimously.
- F. Fences** - The Board reviewed the reserve study regarding the cost of painting the fences that are maintained by the Association. Mr. Birkey made a motion and Ms. Millspaugh seconded to approve \$22,250 for the staining of the fences per the reserve study for both the privacy and open railed fences. The motion carried unanimously.
- G. Tree Grant** – Mr. Birkey made a motion and Ms. Millspaugh seconded to pursue the matching tree grant with South Suburban for \$2,000. 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, Ms. Millspaugh made a motion and Mr. Birkey seconded to adjourn the meeting at 8:11 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
January 10, 2008  
MINUTES**

**PRESENT**

Karen Millspaugh  
John Birkey  
Stephen McKeon  
Michael Glade

**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) City Council Representative Debbie Brinkman was in attendance and announced that if any homeowners need her assistance to contact her directly and provided business card to the homeowner and the Board.
- B) Sherm Steed reported that the Metro District has paid off one of the Shea loans and there is one left. The Metro District is on schedule to pay off and the mill levy. The property tax reduction should happen in 2009. There are two positions open on the Metro Board and a request will be included in the newsletter. The Metro Board is continuing the work on obtaining the school site and should have an answer by Aug. or Sept. 2008. Then it will take one to two years to transfer the deeds. The University of Colorado Denver Architecture and Planning will produce three to four examples of plans for the clubhouse.
- C) John Birkey reported that the electric is working on the island and that the main sign into TrailMark was hit. The common area committee is currently in the process of obtaining proposals for the repairs.
- D) Stephen McKeon reported that there are new Board representatives over the committees and updates regarding the committee will be done at the next Board meeting.
- E) Stephen McKeon stated that Kim McMahan has announced her resignation from the Board and the Board is currently looking for a replacement Board member to fill her position. He informed homeowners in attendance that there will be a public meeting in February to appoint the new Board member.

**III. APPROVAL OF MINUTES**

Ms. Millspaugh made a motion and Mr. McKeon seconded the motion to approve the minutes from the October 11, 2007 Board of Directors meeting as presented. The motion carried unanimously.

**IV. FINANCIAL REPORTS**

**Financial Statements** – The financial statements for the period ending December 31, 2007 were reviewed. As of month-end, the US Bank operating

bank account had a balance of \$27,342, the 1<sup>st</sup> Bank accounts have a combined balance of \$535,432, and the CD's at Citywide had a total balance of \$27,351.

The month-end income received was less than budgeted by \$101 due to lower collection income, posting of legal fees, social and newsletter revenue. Overall, expenditures were under budget. Administrative expenses were over budget by \$1,190 due to bad debt write offs.

Delinquencies reflect a total month end balance of \$15,247. Of this amount, \$12,311 represents accounts at the attorneys.

Mr. McKeon made a motion and Ms. Millspaugh seconded to accept the financial statements for December 31, 2007 as presented. The motion carried unanimously.

**V. MANAGEMENT REPORT**

The written management report was reviewed and accepted.

**VI. UNFINISHED BUSINESS - NONE**

**VII. NEW BUSINESS**

- A. Appointment of Officers** – Ms. Millspaugh made a motion to appoint the following officers:

President – Stephen McKeon  
Vice-President – John Birkey  
Vice-President – Karen Millspaugh  
Secretary – Michael Glade

Mr. Birkey seconded and the motion carried unanimously.

- B. Waive Late Fees/9449 W. Belfast Place** - The Board reviewed the homeowner of 9449 W. Belfast Place request to waive late fees. Mr. Birkey made a motion and Ms. Millspaugh seconded to waive the late fees from account 142-9449 in the amount of \$26.44. The motion carried unanimously.
- C. Waive Late Fees/9106 W. Freiburg Place** - The Board reviewed the homeowner's request to waive the late fees because of their good payment history. Mr. McKeon made a motion and Mr. Glade seconded to waive one late fee in the amount of \$26.44 from account 142-9106. The motion carried unanimously.
- D. Waive Late Fee/9795 W. Freiburg Dr. Unit 8A** - The Board reviewed the homeowner response and request for the waiving of the late fees from account 142-97958A0. Mr. Birkey made a motion and Ms. Millspaugh seconded to waive the late fee in the amount of \$26.44 and requested that the statements be mailed out sooner. The motion carried unanimously.
- E. Correspondence/9860 S. Flower Way** - The Board reviewed the correspondence from the homeowner of 9860 S. Flower Way and requested that the managing agent invite the homeowner to the March Board meeting to discuss the homeowner concern regarding the enforcement of parking on the streets within the community.
- F. Winzenburg Leff Purvis and Payne/Fee Scheduled** – The Board reviewed the fee schedule for legal general and collection charges.
- G. Waive Late Fee/142-9781230** – The Board reviewed the homeowners request to waive the late fees from the account 142-9781230. Mr. McKeon made a motion and Mr. Birkey seconded not to waive the late fees from account 142-9781230. The motion carried unanimously.

## **VIII. HEARINGS**

- A. 9767 South Holland Street** - The homeowner was not present for the hearing. The Board requested that the managing agent send a letter stating that no late, interest or legal fees would be waived.
- B. 9601 W. Edenburg Place/Plastic Playset** – The homeowner was not present for the hearing. The playset has been removed. The Board directed the managing agent to verify that the playset has been moved and close the violation.
- C. 8515 W. Eden Drive/Trashcans** - The homeowner was not present for the hearing and the trashcans have been moved. The Board directed the managing agent to verify the removal of the trashcans and close the violation.
- D. 9414 W. Finland Drive/Trashcans** - The homeowner was not present for the hearing and the trashcans have been moved. The Board directed the managing agent to verify the removal of the trashcans and close the violation.
- E. 9889 S. Field Way/Shed** - The homeowner was in attendance and provided a timeline regarding the shed. Mr. Birkey made a motion and Mr. Glade seconded to send correspondence to the homeowner of 9889 S. Field Way stating that the homeowner has 30 days to submit a DRC request to include the changes to the roof, siding, trim, and paint along with types of materials or to submit a DRC form stating that the shed will be removed within 30 days from the first required submittal. The motion carried unanimously.
- F. 9347 Gibraltar Way/Sign** – The homeowner was in attendance and provided information regarding the sign. Mr. McKeon made a motion and Ms. Millspaugh seconded to send correspondence to the homeowner stating where the sign may be installed. The motion carried unanimously. Mr. Birkey will write up the suggested location and installation to be included in the correspondence to the homeowner.

## **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. McKeon made a motion and Ms. Millspaugh seconded to adjourn the meeting at 8:31 p.m. The motion carried unanimously.