

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
November 12, 2009**

MINUTES

PRESENT

Karen Millspaugh
Michael Glade
Michael McMahon

ABSENT

Stephen McKeon

I. CALL TO ORDER

The meeting of the Board of Directors of the TrailMark Homeowners Association was called to order at 8:32 PM at the TrailMark Child Care Center, 9743 S. Carr Way. Also present was Karl Block, CMCA[®], AMS[®] representing Hammersmith Management, Inc.

Board member Sharon Gambrell Elms resigned from the Board effective November 10, 2009 and presented a letter to the Board members notifying them of this at the working session held on the 10th.

II. HEARINGS

Michael Glade moved to take the following action of the hearings listed below:

- A. 9790 W. Cambridge Place – Commercial Vehicle – Homeowner not present – Continue the fines if the violation has not been resolved.
Karen Millspaugh seconded. Motion carried unanimously.

III. HOMEOWNERS FORUM

There were no homeowners present.

IV. APPROVAL OF MINUTES

Mike McMahon moved to approve the September 10, 2009 and October 13, 2009 minutes as presented. Michael Glade seconded. Motion carried unanimously.

V. FINANCIAL REPORTS

October

Balances

| Account | September | October | Change |
|------------------------------------|------------------|----------------|---------------|
| US Bank (Operating) | \$63,079.82 | \$45,338.60 | (\$17,741.22) |
| 1st Bank (Reserve Accounts) | \$527,162.48 | \$527,602.85 | \$440.37 |
| Total | \$590,242.30 | \$572,941.45 | (\$17,300.85) |

Budget Variance

- Total income year to date is \$335,209, which is over budget by \$13,431, due to more than expected assessment of violation fees, lien fees, collection of legal collection fees and newsletter revenue.
- Administrative costs year to date are under budget by \$5,830. This is due to less than expected late fee, income tax, postage, and common area expenses year to date.
- Building Maintenance costs year to date are over budget by \$9,810 as the Board has added funds for holiday lighting.
- Grounds Maintenance costs year to date are over budget by \$5,603. This is due to greater than expected irrigation repairs and trash removal year to date.

- Utilities costs year to date are over budget by \$1,828 due to the water and sewer expenses.
- Reserve Transfers are in line with the 2009 budget.
- Total Expenses year to date are over budget by \$11,411.

Delinquencies

Total delinquencies as of the end of the month are \$27,305.07, which is an increase of \$6,396.81 from last month. Accounts continue to go through the collection policy per the governing documents.

The Board reviewed the October financial reports submitted by Hammersmith Management. All questions were answered.

Michael Glade moved to write off balance for account #9633150 and stop any further collection efforts as the homeowner has moved out of state and collection would be too costly to proceed. Karen Millspaugh seconded. Motion carried unanimously.

VI. MANAGEMENT REPORT

The written management report was reviewed and accepted.

VII. UNFINISHED BUSINESS

- A. Trash Contract Renewal** – Sharon Gambrell Elms moved to approve the contract renewal presented by Alpine Waste for the waste removal in the community for 2010. Karen Millspaugh seconded. Motion carried unanimously.
- B. Hammersmith Management Contract Renewal** – Karen Millspaugh moved to approve the contract renewal submitted by Hammersmith Management calling for no increase in the management fees for the first 6 months of the contract renewal period and a ~5% increase for the 2nd 6 months. Contract renewal date is November 1, 2009 – October 31, 2010.. Michael Glade seconded. Motion carried unanimously.

VIII. NEW BUSINESS

- A. Website Upload Procedure** – The Board discussed the procedure and requested that the manager provide additional information about the secure websites that are provided through Hammersmith Management. Item was tabled pending further discussion.
- B. Committee Charters** – The Board discussed the draft charter prepared by Board member. Item was tabled pending further discussion.
- C. Board Member Appointment** – Michael McMahon moved to appoint Lesa Rangel to the Board of Directors to serve for the unexpired term vacated by Sharon Gambrell Elms. This term will expire at the end of 2010. Michael Glade seconded. Motion carried unanimously.

IX. CORRESPONDENCE & REPORTS

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

X. ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 9:39 PM.