

**BOARD OF DIRECTORS MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
January 13, 2011**

**MINUTES**

**I. CALL TO ORDER**

The meeting of the Board of Directors of the TrailMark Homeowners Association was called to order by President Karen Millspaugh at 6:34 pm at the TrailMark Child Care Center, 9743 S. Carr Way in Littleton, Colorado. Board members present were Karen Millspaugh, Wayne Lupton, Lesa Rangel, Doug Filter and Michael McMahon. Susan Horton represented Hammersmith Management, Inc.

- II. HOMEOWNER FORUM** – There were two homeowners present. Topics discussed included the damaged guard rails along the spillway off TrailMark Parkway and Carr. They were identified as a South Suburban's responsibility for repair and maintenance. There was discussion about painting the fences around the Daycare which is scheduled for this year. The Board felt that the painting should be done by the HOA and the TMD since we are able to hold our meetings in the Daycare each month.

**III. MINUTES**

**A. September 23, 2010 Board Meeting Minutes** – Minutes of the September 23, 2010 Board Meeting were distributed to the Board prior to the meeting. On a motion duly made, seconded, and unanimously carried, it was resolved to approve the September 23, 2010 Board Meeting Minutes with a correction to the Minutes section. The second paragraph should be Hearing Minutes not Board Minutes.

**B. Hearing Meeting Minutes** – There were no hearing minutes for the Board to review and approve.

- IV. FINANCIAL REPORT** – The unaudited YTD financials for the period ended December 31, 2010 were reviewed at the meeting.

**A. Balances**

In the US Bank Operating Account there was a total of \$98,066.29

The 1<sup>st</sup> Bank Reserve Accounts totaled \$503,549.00

**B. Budget Variance**

- Total income year to date is \$326,831, which is over budget by \$569.
- Administrative costs year to date are under budget by \$15,907.00. This is primarily due to less than expected expense from legal collection, audit and taxes, newsletter expenses, social and common area committee's year to date.
- "Building Maintenance Costs" is money set aside for the holiday lighting. The Association has paid for half and will pay for the other half in January.
- Grounds Maintenance Costs year to date are over budget by \$9,838. This is due to a trash removal invoice from 2009 being paid in 2010 and higher than expected expense for sprinkler repairs.
- Utilities costs year to date are under budget by \$5,996.
- There are no Reserve Transfers scheduled for 2010 per the budget.
- Total Expenses year to date are under budget by \$14,806.

- C. Delinquencies:** The Aging report was reviewed including the status of accounts with the attorney for collections. The delinquent amounts owed the Association as of the end of the December, 2010 total in the amount of \$14,333.47 which is a decrease of \$300 from November. Accounts continue to go through the Association's collection policy per the governing documents.

## V. UNFINISHED BUSINESS

The Board has decided to table the unfinished business items until the new management company takes over the Association on March 1, 2011.

- Reserve Investment Policy
- Lighting on the Independence Stairs
- Babysitter Names on the website
- Commercial Vehicle Definition

## VI. NEW BUSINESS

- A. Ratification of Email Vote** – The Board unanimously approved the hiring of the new management company via email. On a motion duly made, seconded and unanimously carried, it was resolved to ratify approval of the new management company: Colorado Management and Associates, Inc.
- B. Landscape Proposal** – The Board reviewed the landscape proposal from Colorado Lifestyles for \$15,396.00. A motion was duly made, seconded and unanimously approved to accept the new contract. Managing agent is to contact Colorado Lifestyles for the missing "Schedule 2". Colorado Lifestyles is to email a copy to Hammersmith Management and to Mike McMahon, so he can sign and mail back.
- C. Shrub and Tree Spray** – The Board reviewed a proposal to spray the trees and shrubs for \$1,000. A motion was duly made, seconded and unanimously approved to accept the tree and shrub spraying contract.
- D. Backflow Device Locks-** The Board reviewed a proposal from Colorado Lifestyles for \$300 a piece to lock the back flow devices. The Board tabled until Doug and Mike can look at the backflow devices and determine if locks are necessary.
- E. Account 142-9858380-** The Board reviewed an appeal for moving a side gate 10 feet forward and making the gate a double gate rather than a single gate. A motion was duly made, seconded and unanimously approved to grant the homeowner's appeal.
- F. Account 142-936834-** A motion was duly made, seconded and unanimously approved to waive the \$26.44 in late fees and interest since this homeowner has never been late before.
- G. Account 142-938934** – A motion was duly made seconded and unanimously approved to waive \$27.23 of the late fees. This homeowner still needs to pay the \$51.44 as they have been late more than once in the past year.
- H. Account 142-976728** –A motion was duly made seconded and unanimously approved to not waive the \$50 in the late fees. This homeowner is has been late before and has a credit on his account of \$43.35.
- I. Draft Minutes on Website** – A motion was duly made, seconded and unanimously approved to put the Draft Minutes on the website once the Board has reviewed via email. This document should have a *caveat* stating: "These minutes are not approved and will be approved at the next Board meeting." The word DRAFT shall also be watermarked across the document.
- J. Windy Days-** The Board discussed changing the trash collection rotation in order to help with blowing trash on windy days. On a motion duly made, seconded and unanimously approved the trash will continue to be picked up as designated by Alpine Waste.

**VII. Management Report** – The management report was accepted as presented.

**VIII. Correspondence and Reports** – The Board reviewed all correspondence and reports.

**IX. Adjournment** – With no further business to discuss, on a motion duly made, seconded and unanimously carried, it was resolved to adjourn the meeting at 7:40 pm.