

**TrailMark Homeowners Association  
Board of Directors Meeting Minutes  
March 10, 2011**

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**Homeowners Open Forum** – Homeowners Open Forum is held prior to each Board Meeting to allow owners an opportunity to voice their opinions, compliments, concerns or issues as they relate to the Association.

**Establish a Quorum / Call to Order**

The regular monthly Board of Directors meeting was held on Thursday, March 10, 2011 at the TrailMark Learning Center located on the property at 9743 S. Carr Way, Littleton Colorado. The meeting was called to order at 6:35pm. A quorum was established. Present Board members were Karen Millsbaugh, Mike McMahon, Lesa Rangel, Doug Filter and Wayne Lupton. Also present was Tina Collins, Association Manager from Colorado Management & Associates, Inc.

**Presentation**

Leigh Rovegno and Jenny Thomas from the Chatfield Botanic Gardens presented information regarding the Community Garden Shares Program that is in its second year at the Gardens. Additional information is posted on the Denver Botanical Gardens-Chatfield website.

**Minutes**

A motion was duly made (Mike), seconded (Doug) and unanimously carried to approve the January 13, 2011 Board of Directors Meeting Minutes.

**Management Report**

1. **Ratify Action without a meeting:** A motion was duly made (Doug), seconded (Wayne) and unanimously carried to approve the following email votes:
  - Approved the purchase of three banners to be used by the Association for communication with homeowners.
2. **Annual Garage Sale:** Wayne informed the Board that last year it was determined that the Garage Sale would be held every year during the second weekend in June on Friday and Saturday. This year it will be Friday, June 10th and Saturday, June 11<sup>th</sup>. This information will be posted to the website so homeowners can prepare.
3. **Workers Comp Insurance** – Tina informed the Board that she has spoken to the insurance carrier and he is contacting Pinnacle to obtain a bid for insurance. The estimated cost should be around \$300 annually. Upon receipt Tina will email to the Board for approval.
4. **Fence Painting and Star Canyon Patios/Condos** – Mike Rogers from the TrailMark Metro District and Karen Millsbaugh TrailMark HOA President will be meeting with the Star Canyon Patio Homes HOA Board on Tuesday, March 15th to work on an agreement to be used as future reference on procedures for painting shared fencing. Mike and Karen will also meet with the Star Canyon Condo Board as well at a future meeting to be determined.
5. **Declaration Amendment** – Doug provided the attending homeowners a timeline of events of the Declaration Amendment. Attorney Mark Payne from Winzenburg, Leff, Purvis, & Payne was in attendance at the meeting. After discussion it was determined that the attorney would submit investment wording to be added to the Declaration and further recommendations would be reviewed by the Board.
6. **DRC Protocol** – The Board, Manager and Attorney discussed the Declaration’s wording for DRC approvals and procedures. This item has been tabled for additional Board review.
7. **Newsletter / Website** - After review and discussion, the Board determined that a Charity Notice Procedure should be put in place after careful research. This has been tabled for additional

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investigation. The Board discussed with the attorney and management any tax implications for income from advertising and its possible affects on the Association. At this time there are no known issues, but it was suggested that the accountant be contacted to confirm.

- 8. Campers, Boats, Trailers: “Hours to be Parked”** – Tabled until Karen can meet with Kim McMahon who has the history of the “72 Hour Rule.”
- 9. EasterEgg Hunt** – Karen informed the Board that Chick-Fil-A was offering to sponsor the Easter Egg Hunt. However, additional Easter eggs will need to be purchased. A motion was duly made (Wayne), seconded (Doug) and unanimously carried to approve the expenditure for egg purchase not to exceed \$200.

**Financials**

There were no monthly financials at this time due to the transition to the new management company. Once received from Hammersmith they will be forwarded to the Board for review and posted to the association website. The attorney delinquency report was provided to the Board for review.

**Adjournment**

There being no further business to discuss the meeting was adjourned at 8:36 pm.

**Executive Session – none**

**Next Meeting of the HOA will be May 12, 2011.**

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