

**TrailMark Homeowners Association  
Board of Directors Meeting Minutes  
May 12, 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, May 12, 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 Millspaugh, Mike McMahon, Lesa Rangel and Wayne Lupton. Absent board member was Doug Filter. Also present was Tina Lamar, Association Manager from Colorado Management & Associates, Inc.

**Management Report**

- 1. Ratify Action without a meeting:** A motion was duly made, seconded and unanimously carried to approve the following email votes:
  - Approved – Colorado Lifestyle Mulch Bid
  - Approved – Audit
  - Approved – filing to be completed at \$10 per hour
  - Approved – hold late fees for the month of April due to the transition
  - Approved – March Board of Directors Meeting Minutes
  - Approved – 9896 S. Johnson Ct. settlement offer with owner
  - Approved – Ganter 2011 Fence bid
  - Approved - 9633 S Dudley Way settlement offer with owner
- 2. Declaration Amendment:** The Board discussed and reviewed a draft of wording. Final wording will be completed and sent to the management company to be mailed out to the owners. The goal is to have this completed and ready prior to the first concert in the park so that board members can speak with owners and possibly obtain signatures at the event.
- 3. Trash / Recycling** – Tina worked with the trash vendor and reached an agreement on cheaper rates for the homeowners. Any homeowner will be able to purchase a 68 gallon tote with a top attached for \$48.00 and a 95 gallon tote for \$65.00. These totes can be used for trash or recycling. Notices will be sent out to homeowners who are in violation of not having a covered container.
- 4. CMA Vendor Waiver** – Many of the smaller vendors being used for the social events do not have workman’s comp insurance. As such Colorado Management & Associates request the association to sign a waiver for each vendor to acknowledge this and not hold the management company liable.
- 5. Workers Comp Insurance** – Tina updated the Board that the Workers Comp Insurance has been purchased for the association.
- 6. Collection Company – Metro Collections** – After review and discussion a motion was duly made, seconded and unanimously carried to approve the Metro Collections contract. It is noted that the collection company will only be utilized for homeowners who no longer own in the community but still owe the association money.
- 7. Covenant Committee** – The Board will request that the covenant committee work on updated the current Design Guidelines. Tina will have the current guidelines typed to provide a version which can be modified.
- 8. Newsletter Increase** – The association currently pays for formatting of the newsletter. That vendor has requested to increase the charge for this process. After discussion the board has tabled for further review.

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- 9. Landscape Irrigation Bid** – A motion was duly made, seconded and unanimously carried to approve the irrigation proposal. Tina was directed to inform the landscape company that they must submit all invoices with a work order backup and receive prior approval for all work. Invoices will not be paid without appropriate backup.

**Financials**

The monthly financials were emailed to the board and the financial committee for review. The financial committee approved the March and April 2011 financials. A motion was duly made, seconded and unanimously carried to approve the March and April 2011 financials. The attorney delinquency report was provided to the Board for review.

**Adjournment**

There being no further business to discuss the meeting was adjourned at 8:30 pm.

**Executive Session – none**

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