

**TrailMark Homeowners Association  
Board of Directors Meeting Minutes  
March 8, 2012**

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**Homeowners Open Forum – 6:30pm** 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 8, 2012 at the TrailMark Learning Center located on the property at 9743 S. Carr Way, Littleton Colorado. The meeting was called to order at 6:43 pm. A quorum was established. Present Board members were Karen Millsbaugh, Mike McMahon, Lesa Rangel, Jason Sporer and Wayne Lupton. 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 – January Board meeting minutes
  - Approved – 9703 S Carr Way – payment agreement
  - Approved – Mountain High Lawn and Land 2012 landscape contract
  - Approved – HindmanSanchez to draft a Energy Efficiency Policy
- 2. Declaration Amendment / Investment Policy:** The Board has received sample Investment Polices and are working on a draft to update the current policy.
- 3. Legal Proposal:** Attorney proposals were received by the Board. At this time the Board will table and meet with HindmanSanchez following their completion of the Energy Efficiency Policy.
- 4. Website Agreement:** Tabled for the communications committee to complete the draft.
- 5. Energy Efficiency Policy (Windmill Policy):** HindmanSanchez and the Board are working on a draft to be approved. Guidelines for the DRC to follow will be included in this draft.
- 6. Roofing Discussion:** The Board discussed options for expediting homeowner’s roof replacements. An email blast will be sent out to owners reminding them that they must submit for approval prior to replacing their roofs.
- 7. Fence Repairs:** The Association has opened an account at Split Rail Fence so that materials may be purchased. All purchases will require a Purchase Order number which will be matched to the Work Order number from the management company.

**Financials**

The monthly financials were included in the Board packet for review. The Financial Committee will be reviewing and making their recommendations to the Board at the next meeting. The attorney delinquency report was provided to the Board for review.

**Adjournment**

With no other business to discuss, the meeting was adjourned at 7:35 pm.

**Executive Session – none**

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