

**TrailMark Homeowners Association  
Board of Directors Meeting Minutes  
January 10, 2013**

---

**Homeowners Open Forum – 6:30 PM** 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. There were 6 homeowners in attendance.

**Establish a Quorum / Call to Order**

The regular monthly Board of Directors meeting was held on Thursday, January 10, 2013 at the TrailMark Learning Center located on the property at 9743 S. Carr Way, Littleton Colorado. The meeting was called to order at 6:36 PM. A quorum was established. Present Board members were Frank Melara, Sally Janssen, Candace Cooledge, Jason Sporer and Wayne Lupton. Also present was Natasha Henricks, Association Manager from Colorado Management & Associates, Inc.

**Management Report**

**Management Report:** Natasha reviewed the management report. A copy is attached and made a part hereof.

**Work Order Report:** The Board reviewed the work order report.

**Ratify Email Votes:** *A motion was duly made, seconded and unanimously carried to ratify the following action without a meeting vote:*

- Approved- Waiving Late and Processing Fees for Account # 196-7197
- Approved- Declaration Amendment Mail-Out Revised 9/18/12
- Approved- Revised 2013 Budget as 9/18/12
- Approved- Revised Colorado Management Contract \$2,750.00 per Month
- Approved- 9620 S Dover Way, Violation for Tree in Agreement Status Until 2013
- Approved- September 13, 2012 Board Meeting Minutes
- Approved- Newsletter by Lauren Filter, Option 3
- Approved- Mountain High Lawn, Landscape/Irrigation Proposal \$2,982.25
- Approved- 2012 Annual/Special Meeting Mail-Out
- Approved- LawnPros, Holiday Lighting \$9,890.00
- Approved- Denver Water Project Electrical Easement Request
- Approved- 9389 S. Jellison Way, Service Dog Kennel
- Approved- 9826 W Danzig Pl, Feline Contaminate System
- Approved- Covenant Enforcement Amendment- 14 Day Response
- Approved- Mountain High Lawn & Landscape 2 Year Landscape Agreement \$39,200.00

**Committee Reports**

**Covenant Enforcement-** Updated report was given to the Board for violations.

**Architectural-** Sally Janssen informed the Membership and Board that the Design Review Committee has been working on recreating the Community Design Guidelines.

**Communication-** Jason Sporer informed the Membership and Board that Anne Warren has joined the Communication Committee and will be helping with various tasks.

**TrailMark Homeowners Association  
Board of Directors Meeting Minutes  
January 10, 2013**

---

**Old Business**

1. **Declaration Amendment / Investment Policy:** Management supplied the Board with a count of approvals/denials received for the Declaration/Investment Policy Amendment.
2. **Mailbox Paint Project:** Management provided the Board with a proposal from Stellar Painting. Wayne Lupton moved to approve Stellar Painting as submitted. Frank Melara seconded. With no further discussion, the motion carried.

**New Business**

1. **2013 Legal Agreement (Winzenburg, Leff, Purvis & Payne)** – Management provided the 2013 Legal Agreement from Winzenburg, Leff, Purvis & Payne to the Board for review. The Board requested Natasha Henricks obtain a 2013 Legal Agreement from Western Law for review.
2. **Denver Water Project Electrical Easement Agreement** - The Board was given the easement agreement for signature.
3. **Landscape Damage (Entrance Island/South Area)** – Management provided the Board with a proposal from Mountain High Lawn & Landscape to repair the landscape damage in the entrance island. Wayne Lupton moved to approve the proposal with the following conditions: Remove the replacement of the 2” caliper Linden in the amount of \$575.00. Frank Melara seconded. With no further discussion, the motion carried.
4. **Covenant Enforcement Amendment-** The Board was given the Covenant Enforcement Amendment for signature.

**Financials**

The monthly financials were included in the Board packet for review. The Financial Committee approved the December financial. The attorney delinquency report was provided to the Board for review.

Jason Sporer moved to approve the December payables. Wayne Lupton seconded; motion carried unanimously.

**Adjournment**

With no other business to discuss, the meeting was adjourned at 7:01 PM.

**Executive Session – None**

**Natasha Henricks**

**Colorado Management & Associates**

**13900 E. Harvard Ave. Suite 330**

**Aurora, CO 80014 Office: 303-468-3746 Fax: 720-748-3021**