

**TrailMark Homeowners Association  
Board of Directors Meeting Minutes  
May 9, 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 5 homeowners in attendance.

**Establish a Quorum / Call to Order**

The regular monthly Board of Directors meeting was held on Thursday, May 9, 2013 at the TrailMark Learning Center located on the property at 9743 S. Carr Way, Littleton Colorado. The meeting was called to order at 6:55 PM. A quorum was established. Present Board members were Frank Melara, Candace Cooledge and Jason Sporer. Absent Board member was Sally Janssen and Wayne Lupton. Also present was Natasha Henricks, Association Manager from Colorado Management & Associates, Inc.

**Minutes**

A motion was duly made (Frank Melara), seconded (Candace Cooledge) and unanimously carried to approve the March 14, 2013 Board of Directors Meeting Minutes.

**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.

**Committee Reports**

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

**Architectural-** Natasha Henricks informed the Membership and Board that new KWAL paint books have been received and delivered to the Design Review Committee. Frank Melara reported the Design Review Committee would review the newly issued books and inform Management of any changes that are necessary.

**Communication-** Jason Sporer informed the Membership and Board that the May 2013 newsletter will be published in the week to follow.

**Common Area-** No Report.

**Financial-** No Report. The Board requested a representative be present at all the Board of Directors meetings to give a report to the Membership.

**Old Business**

1. **Policy Compliance HB1237-** Management provided the HB1237 policy to the Board for signature.
2. **HydroPoint Data Systems (WeatherTRAK)-** Management provided the Board with printed reports from HydroPoint Data Systems. A homeowner informed the Board and membership that South Suburban utilizes a different system than the Master Association and rates for water are the same and that next South Suburban meeting will be held on the third Thursday of October from 1:30 to 3:00 PM.

**TrailMark Homeowners Association  
Board of Directors Meeting Minutes  
May 9, 2013**

---

**New Business**

1. **Neighborhood Running Series (Homeowner Request):** Management provided the Board with a homeowner request to hold a running series within the Association. The Board requested Management obtain more information from the homeowner. Tabled.
2. **Fence Repair/Painting Proposal (First Choice Property Services) -** Management provided the Board with a proposal from First Choice Property Services for review. The Board requested an ad be placed in the upcoming May 2013 newsletter.
3. **Attorney Offer Letter-** A motion was duly made (Frank Melara), seconded (Jason Sporer) and unanimously carried to approve attorney offer letter as submitted.

**Financials**

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

Frank Melara moved to approve the April payables. Jason Sporer seconded; motion carried unanimously.

**Adjournment**

With no other business to discuss, the meeting was adjourned at 7:24 PM.

**Natasha Henricks**

**Colorado Management & Associates**

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

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