

**TrailMark Homeowners Association  
Board of Directors Meeting Minutes  
March 13, 2014**

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**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 3 homeowners in attendance.

**Establish a Quorum / Call to Order**

The regular monthly Board of Directors meeting was held on Thursday, March 13, 2014 at the TrailMark Learning Center located on the property at 9743 S. Carr Way, Littleton Colorado. The meeting was called to order at 6:33 PM. A quorum was established. Present Board members were Frank Melara, Sally Janssen, Candace Cooledge, Amy Stuart and Sandy Farish. Also present was Natasha Henricks, Association Manager from Colorado Management & Associates, Inc.

**Minutes**

A motion was duly made (Frank Melara), seconded (Sally Janssen) and unanimously carried to approve the January 9, 2014 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-** The DRC reported to the membership that they were working with Sherman Williams on receiving updated paint books for distribution.

**Communication-** No Report.

**Common Area-** Karen reported that the Common Area Committee has applied for the tree grant. She also reported there was a landscape walk schedule for April 14, 2014.

**Financial-** Sandy reported they meet on the first Monday of every month. No Report at this time.

**Old Business**

There was no old business to discuss.

**New Business**

**Disclosure Notice, First Choice Property Services-** The Board was provided with a disclosure notice for signature for First Choice Property Services.

**2013 Tax Returns-** Management provided the Board with a copy of the 2013 Tax Returns for signature.

**Declaration Amendment (Revised)-** Management supplied the Board with a copy of the revised Declaration Amendment from Sherman Steed. The Board requested suggestions from the homeowners in attendance. The membership stated that sending a simple detailed letter be sent with a return envelope would be the best option.

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**Committee Liaisons-** A motion was duly made (Frank Melara) seconded (Amy Stuart) and unanimously carried to approve the following designated committee liaisons:

- Frank Melara- Common Area Committee
- Sally Janssen- Design Review Committee
- Candace Cooledge- Communications Committee
- Sandy Farish- Finance Committee
- Amy Stuart- Social Committee

**Financials**

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

Sandy Farish moved to approve the February and March payables. Sally Janssen seconded; motion carried unanimously.

**Adjournment**

With no other business to discuss, the meeting was adjourned at 7:52 PM.

**Natasha Henricks**

**Colorado Management & Associates**

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