

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK HOMEOWNERS ASSOCIATION HELD August 10, 2017

A regular meeting of the Board of Directors of the TrailMark Homeowners Association (referred to hereafter as "Board") was held on Tuesday, August 10, 2017 at 7:00 p.m., at Littleton Fire Station #19, 8490 TrailMark Parkway, Littleton, CO. This meeting was open to the public.

ATTENDANCE The regular meeting of the Board of Directors of the TrailMark Homeowners Association was called and held, as shown, in accordance with Colorado law. The following directors were present:
Sally Janssen – President
Michael Penny – Vice President
Julie Devin – Secretary
Sandra Farish – Treasurer

Also present were:
Angie Kelly; Community Resource Services
Tanner Munson; Community Resource Services
Susie Ellis; Community Preservation Specialists

CALL TO ORDER Director Janssen called the meeting to order at 7:02 p.m.

ADOPT AGENDA Agenda: Ms. Kelly presented the Board with the proposed agenda. Upon a motion by Director Farish and a second by Director Penny, the Board voted unanimously to approve the agenda as presented.

HOMEOWNER FORUM It was suggested that dues be increased to make changes to the landscaping. The opinion shared is that the landscaping needs to be more manicured as the property values have increased the common area landscape should be changed to match those property values.

ADMINISTRATIVE ITEMS Minutes: The minutes of the May 11, 2017 Regular Board meeting were presented to the Board. Upon a motion by Director Penny and a second by Director Farish, the Board voted unanimously to approve said minutes as presented.

MANAGEMENT ITEMS Management Report: Ms. Kelly reviewed the management report provided in the Board packet. Items of note were the ratification of Board actions between meetings: A motion was made by Director Penny to approve the spending of funds for the HOA historical information to be saved digitally, a \$500 bonus to be given to the Website and Newsletter contractor, and the acceptance of the resignation of Patrick McClammer. Upon a second by Director Farish, a vote was taken and the motion carried.

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Covenant Report: The Board reviewed the report provided by Community Preservation Specialists. No action was needed. RVs were discussed in that the HOA has decided to have the City of Littleton enforce the RV policy. The City policy is 48 hours until the RV needs to be moved. The HOA is having trouble enforcing this and the City has more power on enforcement.

Word Order Report: The Board reviewed the work order report included with the meeting packet. No action was needed.

Design Review Report: The Board reviewed the DRC report included in the packet. No action was needed.

COMMITTEE REPORTS

Design Review Committee: Director Janssen reviewed the projects currently happening and noted that the summer has been busy with reviews.

Common Area Committee/Landscape Committee: Rick Handley of the Common Area Committee presented an update to the Board. He mentioned some landscape improvements that the committee would like to investigate. A budget for these projects will be presented to the Budget Committee for the 2018 budget planning process.

Communication/Website/Newsletter Committee: Two new volunteers were added to the committee. It was noted that the bulletin boards along the trails will be updated by the committee volunteers.

Finance Committee: Has no report at this time.

Social Committee: No report was presented.

NEW BUSINESS

Appoint the replacement for the Board vacancy: Upon the resignation of Patrick McClammer, nominations for filling the Board vacancy were requested. One person was nominated, Amy Howard. Amy Howard was appointed to fill the Board Vacancy of Patrick McClammer until November 2018. The motion was brought by Director Penny and seconded by Director Parish. Upon a vote, the motion carried.

Discussion regarding accounts with a large credit: Ms. Kelly asked the Board for direction regarding the accounts with a large credit. Ms. Kelly would like to spend time contacting homeowners with a large credit to ensure that the balance of the prepaid accounts is zero at the end of 2017. The Board agreed that this was an action they accepted.

Discussion regarding Wells Fargo Bank Account: Ms. Kelly noted that the interpretation of CRS regarding the savings account is that the HOA has the right to invest in different types of accounts. The Board asked for legal counsel clarification on the matter.

Littleton policy for sidewalks: Ms. Kelly thought it was important to note

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that the City of Littleton requires that sidewalks be maintained by the property owner adjacent to said sidewalk. This was not accounted for in the reserve study and should be noted for future issues. Homeowners should also be aware that they are responsible for the sidewalk adjacent to their property.

OLD BUSINESS

Discussion Regarding HOA Policies: The policies of Communication, Resident Projects, Signage, Committees and Board Vacancy are all being discussed, although there are no final documents available yet. Once completed, the community will be notified to review the policies.

Welcome Letter: The Welcome Letter that is sent to new homeowners has been updated and will be sent to any new purchases in the HOA.

FINANCIAL ITEMS

Delinquency Report: The Board reviewed the provided delinquency report.

Financial Reports: Ms. Kelly reviewed the financial statements dated July 31, 2017.

HOMEOWNER FORUM

A resident noted that they feel the Common Area Committee has done a good job in keeping the landscape natural as that was the intent of the original builder.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Penny, seconded by Director Farish, and passed unanimously, the meeting was adjourned at 8:11 p.m.

Respectfully submitted,

Secretary for the Meeting