

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK HOMEOWNERS ASSOCIATION HELD September 21, 2017

A regular meeting of the Board of Directors of the TrailMark Homeowners Association (referred to hereafter as "Board") was held on Thursday, September 21, 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
Amy Howard – Member

Also present were:
Angie Kelly; Community Resource Services
Tanner Munson; Community Resource Services

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 Nothing presented.

ADMINISTRATIVE ITEMS Minutes: The minutes of the August 10, 2017 Regular Board meeting were presented to the Board. An amendment was made to show that Director Devin was not present at the August 10th meeting. Upon a motion by Director Penny and a second by Director Farish, the Board voted unanimously to approve said minutes as amended.

MANAGEMENT ITEMS Management Report: Ms. Kelly reviewed the management report provided in the Board packet. Items of note were the discussion regarding the homeowner request to amend the Plat Maps and the draft notice for the 2017 Annual Meeting. Upon a motion by Director Penny and a second by Director Farish, it was carried that no further action would be taken on the Plat Maps.

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

RECORD OF PROCEEDINGS

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 requests that have been submitted and noted that painting is the most common. Also, Director Janssen noted the committee is almost ready to present updated regulations regarding paver driveways. The committee will ask the Board to vote in an upcoming meeting.

Common Area Committee/Landscape Committee: The Committee is in the process of developing a proposal for entryway improvements. The Committee also provided a budget request for 2018 to the Finance Committee.

Communication/Website/Newsletter Committee: The bulletin boards at the park were discussed; the committee will help maintain the bulletin boards and SSPR will repair them. SSPR will allow the HOA to post information.

Finance Committee: A draft budget has been outlined. It was reviewed by Director Farish. An increase in HOA dues was proposed, as they have not changed since inception of the community.

Social Committee: There are two more events this year. The Corn Maze and Santa's Village.

NEW BUSINESS

Discussion regarding Investment Accounts: Ms. Kelly noted that Legal Counsel agreed that the HOA can invest in options other than just savings accounts. Recommendations will be brought to the Board for further investment options.

Discussion regarding Landscaping Bid: Discussion took place regarding bids provided by Ms. Kelly. Concern was raised about the lack of irrigation plans from the landscaper as they had been requested before the summer season started. Director Devin moved to stay with Mountain High Lawn & Landscape and was seconded by Director Penny. A vote was taken and the motion was passed with Director Penny being the dissenting vote.

Discussion regarding Snow Removal Bid: Discussion took place regarding bids provided by Ms. Kelly. Director Penny moved to use Mountain High Lawn & Landscape for snow removal and was seconded by Director Devin. A vote was taken and passed unanimously.

Discussion regarding Trash Service Bids: Ms. Kelly presented three (3) bids to the Board. One bid would not allow for weekly recycling and another bid would require two (2) days of service to maintain the weekly recycling. Director Penny moved to stay with Alpine Waste & Recycling. Upon a second by Director Devin, a vote was taken and the motion carried unanimously.

RECORD OF PROCEEDINGS

Discussion regarding RV Parking: The policy regarding RV parking has been rescinded by a vote. The policy was in direct conflict with the Association Declaration. The City of Littleton may enforce this policy, as the streets are their responsibility. The motion was made by Director Penny and seconded by Director Farish.

Discussion regarding Municipal Elections: Homeowners have the opportunity for a meet and greet with the candidates for City Council on Saturday, October 7th. Homeowners are invited to come and ask questions to be sure they are informed for the vote.

OLD BUSINESS

Discussion Regarding HOA Policies: The Committee Policy and Communication Policy have been updated. These updated policies will be posted on the website for review by homeowners prior to Board approval.

FINANCIAL ITEMS

Audit: Director Penny moved to accept the 2016 Audit as presented. Upon a second by Director Farish, a vote was taken and the motion carried unanimously.

Delinquency Report: The Board reviewed the provided delinquency report.

Financial Reports: Ms. Kelly reviewed the financial report as of August 31, 2017. Director Penny moved to accept the August 31 financials as presented. Upon a second by Director Farish, a vote was taken and the motion carried unanimously.

HOMEOWNER FORUM

Nothing presented.

After the Homeowner Forum, the Littleton Firefighter Union made a short presentation in regards to the upcoming election for City Council for the City of Littleton.

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 8:19 p.m.

Respectfully submitted,

Secretary for the Meeting