

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK HOMEOWNERS ASSOCIATION HELD

May 17, 2018

A regular meeting of the Board of Directors of the TrailMark Homeowners Association (referred to hereafter as "Board") was held on Thursday, May 17, 2018 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
Mary Kreeger – Secretary (Absent)
Amy Howard – Treasurer
Kim Gritzmaker – Member

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 7:03 p.m.

HOMEOWNER FORUM Mike Haynes addressed the Board about boats. He wanted to clarify the rules regarding leaving boats out in the driveway to dry after use. Once dry it goes into the garage. The rules were discussed regarding this and noted that the boat must be attended if in the driveway. Mr. Haynes expressed concern about this as he only leaves the boat out to dry and then it goes into the garage, he feels it is reasonable to be allowed to do this. The Board will review the policy and discuss this concern.

Cathy LeClair shared the information discussed at the Metro District meeting about the Shea property for sale.

ADMINISTRATIVE ITEMS Minutes: The minutes of the March 8, 2018 Board meeting were presented to the Board. Upon a motion by Director Howard and a second by Director Gritzmaker, the Board voted unanimously to approve said minutes as presented.

MANAGEMENT ITEMS Management Report: Ms. Kelly reviewed the management report. Items of note were updates regarding the investment accounts, policy revisions, and the search for a new fence contractor.

Covenant Report: Ms. Ellis will email the Covenant Report to the Board.

Work Order Report: Ms. Kelly reviewed the work order report included with the

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meeting packet. No action was needed.

DRC Applications Report: Director Janssen reviewed reports to the Board regarding the status of DRC applications.

COMMITTEE REPORTS

Design Review Committee: The Board reviewed the DRC report included in the packet. Director Janssen noted that the KWAL colors have now all been transitioned in to Sherwin-Williams colors and the books are ready for homeowners.

Common Area Committee/Landscape Committee: Rick Handley noted that the new benches and boot scrapers have been added on Fairview. He also noted that the bulk of their budget for 2018 will be spent on the North entrance to the neighborhood. The goal is to plant for year-round color. The CAC will then address the raised wall area and make it compatible with the pine trees. The CAC and Board are still working with Littleton on the electrical repairs at the entrance. Mr. Handley also brought the idea of setting up a table at the summer concerts for homeowners to give opinions on upcoming projects.

Communication/Website/Newsletter Committee: The committee is posting the newsletters at the parks. There is also a meeting scheduled with Littleton to discuss communication procedures.

Finance Committee: Nothing new to report.

Social Committee: Director Gritzmaker noted that the Garage Sale is on June 1st and 2nd and has been posted on Facebook and NextDoor. Every other Thursday, food trucks will be coming to the neighborhood from 5pm-8pm. June 10th there is a concert. The proposed 5K in October is still being worked out.

OLD BUSINESS

Discussion regarding Board vacancy: Tim Lancaster introduced himself and explained why he would like to be on the Board. Michael Day also presented his reasoning for wanting to join the Board. The Board decided to vote on this at a later time.

Update from the City of Littleton meeting: Director Janssen reviewed notes from the meeting held on April 5th with the City of Littleton. Items discussed at the meeting included the electrical issues at the front entrance, permit processes, street repairs, issues with communication, and community development. TrailMark HOA is asking the city for better communication regarding these concerns to ensure proper notification to the residents before projects are done.

NEW BUSINESS

Approval of Neighborhood Spring "Curb Appeal" Contest: The idea is to create a Spring Competition for the residents of TrailMark on Facebook. The contest is not sponsored by the HOA but by a resident. Neighbors can submit photos of their own, or neighbors' front yards to the Facebook page. Homeowners could then vote for which ones they think are best by using the 'Like' button. Prizes

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may be offered. More information on this event will be posted on Facebook and in the Newsletter. A motion was made by Director Howard to ratify the email approval of the contest. Upon a second by Director Gritzmaker, the motion passed unanimously.

Review and Consider Approval of Collection Policy Revision: Director Howard moved to approve the revisions to the policy, subject to final legal review. Upon a second by Director Gritzmaker, a vote was taken and the motion passed unanimously.

Review and Consider Approval of Enforcement Policy Revision: Director Janssen and Ms. Ellis reviewed what changes were made to the policy and why. The time frame for bringing fines against homeowners was shortened and hearings are no longer required unless requested by homeowners. A motion was made by Director Howard to approve the revised policy, subject to final legal review. Upon a second by Director Gritzmaker, a vote was taken. The motion passed unanimously.

Discussion Regarding Public Forum about South Metro Fire Department: The Board discussed holding a public forum about the South Metro Fire and Littleton Fire consolidation. This will be on the ballot in November and the Board wanted to provide an opportunity for the community to learn about the issue.

Storage Unit decision: There was discussion in regards to the storage unit. The Common Area Committee has requested a drive-up unit with no elevator. The management company is gathering potential options for a new unit. A vote will be taken on this at another time.

FINANCIAL ITEMS

Delinquency Report: The Board reviewed the provided delinquency report.

Financial Reports: Ms. Kelly reviewed the financial report as of April 30, 2018.

HOMEOWNER FORUM

Nothing presented.

ADJOURNMENT

There being no further business to come before the Board, a motion was made by Director Gritzmaker and seconded by Director Howard to adjourn the meeting at 8:41 pm.

Respectfully submitted,

Secretary for the Meeting