

# RECORD OF PROCEEDINGS

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## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK HOMEOWNERS ASSOCIATION HELD March 14, 2019

A regular meeting of the Board of Directors of the TrailMark Homeowners Association (referred to hereafter as "Board") was held on Thursday, March 14, 2019 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  
Amy Howard – Vice President  
Kim Gritzmaker – Member

Director Day and Director Kreeger were absent and their absence was excused.

Also present were:

Angie Kelly; Community Resource Services  
Susie Ellis; Community Preservation Specialists

**CALL TO ORDER** Director Janssen called the meeting to order at 7:01 p.m.

**APPROVAL OF MINUTES** Minutes: The minutes of the January 10, 2019 Board meeting were reviewed. Upon a motion by Director Howard and a second by Director Gritzmaker, the Board voted unanimously to approve said minutes as adjusted, fixing the misspelled name.

**MANAGEMENT ITEMS** Management Report: Ms. Kelly reviewed the management report. Items of note were updates regarding the fence replacement project and the Annual Disclosure that will be sent to the community in March. The Annual Invoice between the HOA and TMDM has been drafted and will go out soon.

Covenant Report: Ms. Ellis presented the Covenant Report to the Board. Violations were reviewed, with trash container violations being the most common in February.

Work 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 noted that the paint books are close to being finished. The first print is being edited at the moment. Once they

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are completed they will be made available to homeowners. The DRC is looking for new members. If you are interested please send an email to [akelly@crsofcolorado.com](mailto:akelly@crsofcolorado.com)

Common Area Committee/Landscape Committee: Rick Handley is drafting a plan to update the medians along Trailmark Parkway. The tree replacement was approved. Medians with trees will be the first ones to be renovated. The design is still being finalized.

Communication/Website/Newsletter Committee: The Communication Committee has provided a new speaker system for the HOA meetings.

Finance Committee: Nothing new to report.

Social Committee: Director Gritzmaker noted that the Skate City night was a success. The next event is the Easter Egg Hunt. The Social Committee is offering businesses within the neighborhood the ability to sponsor community events. For more information please visit <https://www.trailmark.org/social-committee.html>

## NEW BUSINESS

Consider CRS Contract: Ms. Kelly provided an updated contract between Trailmark HOA and CRS for management services. Upon a motion made by Director Howard to accept the contract as presented, and seconded by Director Gritzmaker, a vote was taken and accepted unanimously.

Consider CPS Contract: Ms. Ellis presented an updated contract to provide covenant enforcement services for 2019. Director Gritzmaker made a motion to accept the contract as presented. Upon a second by Director Howard, a vote was taken and accepted unanimously.

Update Regarding TMMD Fence Project: The project is going well and is on schedule. The project manager will provide an update to CRS on March 15.

Ratify Board Actions: Ratification of:

- Family Photo Event and Movie Night
- The SavATree 2019 Agreement
- Approval of the Committee Policy
- Contract with South Metro for use of Station

Director Gritzmaker made a motion to ratify these actions. Upon a second by Director Howard, a vote was taken and approved unanimously.

## OLD BUSINESS

Shea Property Update: Director Janssen reviewed the current situation with the land owned by Shea. Recently, Legend Partners withdrew their proposal to develop the land, leaving it available for purchase. The HOA has formed the TDAC to head up the communication and action regarding this property. If you would like to join the TDAC, please send an email to [akelly@crsofcolorado.com](mailto:akelly@crsofcolorado.com)

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**FINANCIAL ITEMS**     Delinquency Report: The Board reviewed the provided delinquency report. Director Gritzmaker made a motion to approve, sending one homeowner to Legal for collections. Upon a second by Director Howard, a vote was taken and approved unanimously.

Financial Reports: Ms. Kelly reviewed the financial report as of February 28, 2019. This report included the 2018 financials as they stand before reviews.

**HOMEOWNER FORUM**     No homeowners presented.

**ADJOURNMENT**     There being no further business to come before the Board, upon motion duly made by Director Gritzmaker, seconded by Director Howard, and passed unanimously, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

**Tanner Munson**

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Secretary for the Meeting