

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK HOMEOWNERS ASSOCIATION HELD MARCH 12, 2020

A regular meeting of the Board of Directors of the TrailMark Homeowners Association (referred to hereafter as "Board") was held on Thursday, March 12, 2020 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
 - Ken Colaizzi - Treasurer
 - Bill Kuenning – Member at Large
- Director Kreeger was absent and her 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 9, 2020 Board meeting were reviewed. Upon a motion by Director Kuenning and a second by Director Howard, the Board voted unanimously to approve minutes as presented.
- MANAGEMENT ITEMS** Management Report: Ms. Kelly reviewed the report and updated the Board about the pending items not addressed on the agenda.
- Covenant Report: Ms. Ellis presented the Covenant Report to the Board. Violations were reviewed.
- 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 many submissions had been coming in and great discussion has been had regarding the need to submit for exterior work on a home.
- Common Area Committee/Landscape Committee: Rick Handley noted this would be his last meeting as he is leaving the committee. Director Janssen

RECORD OF PROCEEDINGS

thanked Mr. Handley for all of the years and work he has put into the committee and community. His efforts will be greatly missed. Mr. Handley noted the main project of median work is still ongoing and the committee is working to get as much work done on the medians as possible this summer.

Communication/Website/Newsletter Committee: Linda Jagiello noted nothing major to report.

Finance Committee: No reported was provided.

Social Committee: Director Howard noted the Easter Event was under consideration due to the COVID issues. Further communication will be sent regarding the event. All other events are on the HOA website.

NEW BUSINESS

Discussion Regarding Possible Fence Survey: Ms. Kelly noted that she had talked with a handful of contractors and all of them had advised her to not spend the money on a fence survey. Due to the nature of the fence, repairs should just be made as they are reported but a full fence survey would be a waste of money. No further action will taken on this item.

Discussion Regarding RV Parking in Driveway: This item is under discussion due to the comment at the annual meeting. It was explained that the community Declaration outlines the parking rules. To get that changed would be extremely difficult and costly, 67% of homeowners need to vote yes. The former policy was discussed and noted that it was in direct conflict with the Declaration, which is not permitted, so the policy had to be revoked. No formal action was taken on this matter.

Discussion Regarding Bids For Reserve Study Update: Ms. Kelly presented bids for a reserve study update. Given the 2019 fence replacement, the study should be updated to ensure proper reserve study funding. Director Howard moved to approve Advanced Reserve Solutions, Inc to complete the reserve study update at a cost of \$850. Upon a second, by Director Colaizzi, a vote was taken and the motion carried unanimously.

OLD BUSINESS

Discussion Regarding Increased Fines for DRC Non-Compliance: Director Janssen provided a background on this issue; noting that previous homeowners have not applied for DRC approval on purpose because the fine was not enough to deter their desire to complete a project against the regulations. There has been much communication about needing to apply for DRC approval for exterior work to a home, if the rules are followed this fine is not an issue. If someone breaks the rules, this fine can be imposed. The same fine policy is in place and the homeowner has the ability to appeal to the Board before a fine is imposed. However, the goal is to deter homeowners from completing projects that are blatantly against the rules; the \$50 fine was not achieving this goal. The DRC meets twice a month to help move the process along quickly. Homeowners should plan accordingly and ensure they allow enough time for approval before starting the project. It was also noted that there is no submittal fee for DRC projects; many HOAs have submittal fees. This is one more way TrailMark is

RECORD OF PROCEEDINGS

working to ensure an easy process so that homeowners will, in fact, get approval for exterior work. Director Kuenning moved to approve the increased fine to \$250 for non-compliance with DRC approval. Upon a second, by Director Colaizzi, a vote was taken and the motion carried unanimously. The change in policy will be published in the newsletter and not effective until May 1st.

2020 Landscape Bids: Director Janssen outlined the process of which 5 bids were obtained and 2 contractors were brought to the property for interview. The HOA common area maintenance, snow removal, and median renovation work were all part of the bids and considered when narrowing down contractors. Director Kuenning moved to engage LawnCare Solutions as the landscape and snow contractor for the 2020-2021 season, contingent upon contract revisions agreeable to both parties. Upon a second, by Director Howard, a vote was taken and the motion carried unanimously.

FINANCIAL ITEMS

Delinquency Report: Ms. Kelly reviewed the report. No action needed.

Financial Reports: Ms. Kelly reviewed the financial report as of February 29, 2020. Upon a motion by Director Howard, and seconded by Director Colaizzi, a vote was taken and the financials were accepted.

HOMEOWNER FORUM

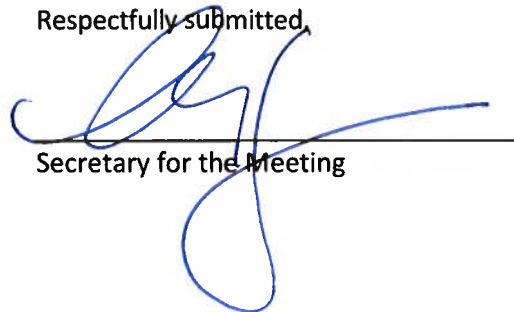
Linda Jagiello reported for a homeowner who could not attend the meeting; noting that the homeowner would like to see signs along the SSPR trail reminding people to keep dogs on leash. This is not HOA property so Ms. Kelly will ask SSPR to consider putting signs up.

A homeowner noted that the increased fines for non-DRC approval were of concern and asked if the Board would consider compiling a list of items that do not need DRC approval. Perhaps a list of items that, if they follow certain guidelines, can happen without approval? The DRC can take this under consideration and make recommendations to the Board.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Kuenning, seconded by Director Howard, and passed unanimously, the meeting was adjourned at 8:34 p.m.

Respectfully submitted,



Secretary for the Meeting