

# RECORD OF PROCEEDINGS

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## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK HOMEOWNERS ASSOCIATION HELD OCTOBER 5, 2020

A special meeting of the Board of Directors of the TrailMark Homeowners Association (referred to hereafter as "Board") was held on Monday, October 5, 2020 at 6:00 p.m., via zoom. This meeting was open to the public.

### ATTENDANCE

The special 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  
Mary Kreeger – Secretary

Also present were:

Angie Kelly; Community Resource Services

### CALL TO ORDER

Director Janssen called the meeting to order at 6:02 p.m.

### APPROVAL OF MINUTES

Minutes: The minutes of the September 10, 2020 Board meeting were reviewed. Upon a motion by Director Colaizzi and a second by Director Kuenning, the Board voted unanimously to approve minutes as presented.

### NEW BUSINESS

Design Review Committee Resolution: Ms. Kelly reviewed the Design Review Committee Resolution regarding the number of members, to be set at five (5). Upon a motion by Director Kreeger and a second by Director Colaizzi, the Board voted unanimously approved.

No Outlets Signs: Director Janssen explained that a few residents had expressed concern about the need for a 'No Outlet' sign at the Johnson Way/Johnson St intersection for the nearby cul-de-sac areas. The Board agreed the sign is appropriate and moved to approve the addition of the No Outlet sign. The next step is to contact Littleton to install the sign, President Janssen will take care of the communication.

Board Election Process and Voting: Ms. Kelly reviewed the election process and voting with everyone on the call. The Annual Meeting Notice mailing will occur no later than October 7, 2020. The mailing will include the notice, agenda, draft budget, proxy, and a message to the homeowners. Ms. Kelly reviewed the meeting procedures for the November 12, 2020 Annual Member/Budget Ratification Meeting. Due to the meeting being virtual, voting will be held differently for the 2020 election. Ms. Kelly reviewed the voting process. The ballots will be mailed on November 13, 2020 and the ballots will be due on November 30, 2020. Homeowners can drop their ballots off in ballot boxes that will be set up in the community. The envelope will include the ballot, a return envelope, and a summary of the candidates. The ballot processing will take place on December 1<sup>st</sup> of 2<sup>nd</sup>, 2020 at 9 a.m., where volunteers will process and count the ballots. There will be a meeting on December 3, 2020 at 7 p.m. to announce the election results. There will also be a Board Meeting scheduled.

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**HOMEOWNER  
FORUM**

None presented.

**ADJOURNMENT**

There being no further business to come before the Board, upon motion duly made by Director Colaizzi, seconded by Director Howard, and passed unanimously, the meeting was adjourned.

Respectfully submitted,



Secretary for the Meeting