

# RECORD OF PROCEEDINGS

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## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK HOMEOWNERS ASSOCIATION HELD JANUARY 14, 2021

A regular meeting of the Board of Directors of the TrailMark Homeowners Association (referred to hereafter as "Board") was held on Thursday, January 14, 2021 at 7:00 p.m., via ZOOM video conference.

- 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:
- Ken Colaizzi – President
  - Sally Janssen – Vice President
  - Phil Kinney – Treasurer
  - Bill Kuenning-Secretary
  - CJ Haberkorn – Member at Large
- Also present were:
- Angie Kelly; Community Resource Services
  - Mat Birkeness; Community Resource Services
  - Susie Ellis; Community Preservation Specialists
- CALL TO ORDER** The meeting was called to order at 7:02 p.m.
- CONTRACTOR REPORT** Contractor: Troy Mudgett of Lawncare Solutions outlined the snow removal contract for the community and expectations for services. He offered options for change to the current contract to satisfy concern regarding trigger depths.
- OFFICER POSITIONS** Formal Vote: Director Colaizzi moved to accept the board positions as proposed and Director Janssen seconded. Vote passed unanimously. Director Colaizzi moved to approve committee liaisons and director Kuenning seconded the motion and carried unanimously. Officer positions are: President, Ken Colaizzi; Vice President, Sally Janssen; Treasurer, Phil Kinney; Secretary, Bill Kuenning; Member at Large, CJ Haberkorn. Committee liaisons are: Social Committee, Ken Colaizzi; Design Review Committee, Sally Janssen; Common Area Committee, Phil Kinney; Communications Committee, Bill Kuenning; Safety Committee, CJ Haberkorn. It was noted that the finance committee has been dissolved.
- APPROVAL OF MINUTES** Minutes: The minutes of the October 5, 2020 Board meeting and December 3, 2020 Board meeting were reviewed. Director Janssen amended that both meetings were held as special meetings due to COVID. Upon a motion by Director Kinney and a second by Director Janssen, the Board voted unanimously to approve minutes as amended.
- MANAGEMENT ITEMS** Management Report: Ms. Kelly presented the report, and a question was raised about the storage unit proposal. Mary Kreeger explained that bids and designs

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are being obtained that will need South Suburban's approval.

Covenant Report: Ms. Ellis presented the Covenant Report to the Board. Violations were reviewed. Ms. Ellis provided 2020 year-end data.

Work Order Report: The Board reviewed the work order report included with the meeting packet. Director Haberkorn noted one item for further research regarding fading of Trex fencing.

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 that only a few submittals had come in for the beginning of the new year. She noted that conversation is taking place about updating and clarifying some Design Guideline standards. When prepared, these will be brought to the Board for review.

Common Area Committee/Landscape Committee: Mary Kreeger noted two grants are being requested for the storage shed and a walking trail. Also being discussed are repairs to the stairs and retaining wall off Independence.

Communication/Website/Newsletter Committee: Linda Jagiello shared the report with the Board. She noted website information and where to locate common items needed by homeowners.

Finance Committee: No reported was provided.

Social Committee: Director Colaizzi outlined suggested events for 2021 and noted that the calendar of events is flexible due to COVID. Ms. Kelly discussed summer concert series proposed changes. Director Haberkorn moved to approve a summer concert series of two regular concerts plus a mini festival. Director Colaizzi seconded, and the board approved unanimously

## NEW BUSINESS

Discussion regarding trash service: Ms. Kelly provided that multiple bids were obtained. Discussion took place regarding the fact that recycle would have to go to every other week with some vendors and the price would jump significantly if vendors were changed and weekly recycling was maintained. Director Haberkorn moved to continue having GFL as the HOA service provider. Director Kinney seconded and the vote carried unanimously.

Schedule 2021 Recycle Event(s): Ms. Kelly noted the community has requested more opportunities for recycle events. Director Colaizzi suggested two events for the year. A proposed schedule and associated costs will be prepared by the property manager.

Discussion regarding parking and speed issues in HOA: Director Janssen reviewed the parking issues and traffic concerns from 2020. Director Janssen provided an

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update with the responses from Littleton. She noted that options with the city and county are limited. Further discussion will continue for options to remedy the concerns.

Review and consider approval to Engage Western Law: Ms. Kelly presented the proposal to continue working with Western Law. Director Colaizzi motioned to approve the engagement letter, Director Janssen seconded and the vote carried unanimously.

Discuss possible revisions to LCS Snow Contract: Ms. Kelly noted that LCS will be proposing a flat rate for additional services. Further discussion will continue on this as more information is gathered.

Discussion Regarding Holiday Lights Schedule/Rules: Ms. Ellis sought clarity from the board if removing holiday lights need extensions due to COVID. The board agreed to follow current policy of removing lights by February 1<sup>st</sup> 2021.

Review and consider approval of CPS Contract: Ms. Kelly outlined CPS contract proposal. The contract was discussed amongst homeowners and the board, and the proposal will be postponed until the next scheduled board meeting when more bids can be obtained.

## OLD BUSINESS

Discussion regarding Commercial Vehicle Policy: Ms. Ellis outlined the drafted proposal. The proposal will be shared for community input. A formal vote on the issue will be taken at the March Board meeting. This will give at least one month of feedback time for homeowners. The policy will be placed on the website for review.

## FINANCIAL ITEMS

Delinquency Report: Ms. Kelly reviewed the report. The board discussed options to avoid sending a resident to collections.

Financial Reports: Ms. Kelly reviewed the financial report as of December 31, 2020. Upon a motion by Director Colaizzi, and seconded by Director Kuenning, a vote was taken and the financials were accepted.

## HOMEOWNER FORUM

Scott Spinks expressed concern regarding the solicitation by vendors coming into the community. Director Haberkorn noted the safety committee will be working to find a solution. Mark Reuter noted his concerns as well regarding the solicitors.

## ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Haberkorn, seconded by Director Colaizzi, and passed unanimously, the meeting was adjourned at 9:46 p.m.

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Respectfully submitted,

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Secretary for the Meeting

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