

Trailmark Homeowners Association, Inc

BOARD OF DIRECTORS MEETING MINUTES

May 17, 2022

I. INTRODUCTIONS/CALL TO ORDER

The regular meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:33 pm by President Ken Colaizzi. Board members present were Ken Colaizzi, Bill Kuenning, Phil Kinney and CJ Haberkorn. Emily Ramirez, CMCA®, AMS®, PCAM® and Chad Rohr, CMCA were present representing 4 Seasons Management Group. There were several homeowners present. President Ken Colaizzi introduced new management to the members present.

II. COMMITTEE REPORTS

- a. **Common Area/Landscape Committee** – Phil Kinney updated members on the new flowers at the entrance, the refurbishment of the medians and the tree stumps being removed.
- b. **Communication/Website/Newsletter Committee** – The committee advised that they are currently working on the HOA email. The Website is updated with the new management information.
- c. **Social Committee** – Ken Colaizzi updated the members on several upcoming events at the community. The following events are scheduled – more information can be found on the HOA website:
 - May 21st – Senior Citizen Potluck
 - May 22nd – Kid’s Bike Ride
 - June 2nd – Food Truck Thursday
 - June 3rd & 4th – Neighborhood Garage Sale
 - June 19th – Summer Concert
 - June 25th – Movie Night
 - June 26th – Family Photo Day
 - July 4th – Bike Parade
 - July 10th – Kids Bike Ride
- d. **Design Review Committee** – The DRC stated that moving forward all submissions shall be routed through management and they are currently working with 4 Seasons to manage requests online.

III. MANAGER’S REPORT

Management reviewed the Manager’s Report and explained each of the items included. There was no further discussion.

IV. APPROVAL OF MINUTES

Ken Colaizzi explained that prior management did not produce minutes from the last 3 meetings. The Board will be working with management to recreate them. The Board reviewed the minutes from the meeting on September 9, 2021. *Upon motion made by CJ*

Haberkorn, seconded by Phil Kinney, and unanimously carried, the minutes from the meeting on September 9, 2021, were approved.

V. FINANCIAL REPORT

- a. March 2022 Financial Statement** – The Board reviewed the March financial statement. Management noted that Worth Ross will have the April statement “by the end of the month”. The Board tabled acceptance for additional review.
- b. Attorney Status Report**
Management stated that there is no current attorney status report.

VI. BUSINESS

- a. Vandalized Culverts** – The Board has received reports of activity around the secured grates of some of the culverts. These are the property of South Suburban Parks and Recreation (“SSPR”) however, since this has been reported to the Board, they want to remind residents of the dangers of playing on or near these culverts and asked that people remind family members.
- b. Flock Camera System** – The Board stated that they met with Littleton PD to learn about a community outreach program using Flock Cameras. These cameras will capture the license plates of vehicles entering and leaving the community and would be used by Littleton PD for investigative purposes only. Karlyn Dillemath from Flock Cameras and Sgt. Wren from Littleton Police Department (“LPD”) answered questions from those present. The cost for the cameras would be \$2400 per camera per year. LPD would use the cameras primarily to investigate burglaries, stolen vehicles, and other similar crimes.
- c. Shed Progress** – Sally Janssen advised that the new storage shed is set for completion this summer.
- d. Assessment Problems and Solutions** – The Board stated that they are aware there have been several homeowners who have experienced inaccuracies in their assessment billing during the management transition. Management advised that anyone experiencing issues can contact our office. If homeowners have a cancelled check, we can easily reconcile, if not, we will need to wait for all closing financial information from Worth Ross but will work with them.
- e. LCS Median Projects** – The Board reported that LCS is in the final year of landscape renovations and they will be working on the two medians on South Independence St and the island west of the Fire Station this summer.
- f. DRC Forms and Process** – The Board reviewed the DRC process and reminded owners that any modification on the exterior of the home requires DRC approval. Moving forward, all DRC forms should be sent to [Hello@4shoa.com](mailto>Hello@4shoa.com). The committee meets twice a month to review requests.
- g. Yard Access Forms** – The Board discussed the need for any homes that back up to any of the split rail fences which belong to the HOA and the TMMD, to complete a yard access form if their project will require access through the fence. If the project does not need access, there is a box that says, “access will be limited to my private property for all

proposed work”. If access is needed, the form shall be accompanied by a \$1000 refundable deposit check.

- h. **LPD Update** – Bill Kuenning reminded residents to report suspicious activities to LPD and not just post on social media.
- i. **City of Littleton Meet Greet & Eat** – The City of Littleton will be hosting a Meet, Greet and Eat with City Council Members and the City Manager. This is scheduled for Wednesday, July 13th from 4:00 pm to 6:00 pm.
- j. **Filing 4 Fence Repairs** – The Trailmark Metro District, (“TMMD”), has started work on the filing 4 fence repairs. Areas that need attention have been marked and the contractor has begun work.
- k. **Future Board Meeting Dates** – The Board apologized for tonight’s meeting being scheduled the same night as the TMMD. The next meetings are scheduled for the second Tuesday of July and September. The Board is working with TMMD on the schedule of the annual meeting in November.
- l. **Status of Minutes for November 2021, January 2022, and March 2022** – CRS and Worth Ross did not complete minutes for the past 3 meetings. The Board will be working with 4 Seasons to recreate these minutes.
- m. **SSPR Bike Park Update** – SSPR will be sending a survey to residents asking their opinion on adding a bike park in Trailmark. This will be a separate survey from the one about the playground that is currently going on.
- n. **Community Garage Sale, June 3rd & 4th** – The community garage sale is set for Friday, June 3rd and Saturday, June 4th. If residents intend to participate, please go to the Trailmark website and sign up on the map. *Upon motion made by Ken Colaizzi, seconded by Bill Kuenning, and unanimously carried the Board approved the proposal from LPD to hire an off-duty officer to patrol both days for \$996.00.*
- o. **Code of Ethics** – Tabled for review.

VII. CORRESPONDENCES

Management explained that this is where any correspondences that require Board attention would be reviewed. There are none at this time.

VIII. HOMEOWNER FORUM

A homeowner forum was held. The following topics were introduced by homeowners present:

- The flowers at the entrance could be a little “brighter”
- DRC forms – can they be completed online
- Sponsorship forms and who pays for promoting businesses
- Document fees for resales
- Thank you to the Common Area Committee for all the work they are doing
- SSPR bike park will be public and will increase traffic

IX. ADJOURNMENT

There being no further business, on a motion made, seconded, and unanimously carried, the meeting was adjourned at 8:05 pm. The next meeting will be held on Tuesday, July 12, 2022, at 6:30 pm. The meeting will be held via Zoom.