

Trailmark Homeowners Association, Inc

BOARD OF DIRECTORS MEETING MINUTES

July 12, 2022

I. INTRODUCTIONS/CALL TO ORDER

The regular meeting of the Board of Directors of the TrailMark Homeowners Association was called to order at 6:32 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 the Board of Directors and the management team to the members present.

II. GUEST SPEAKER

The Board of Directors introduced the Association's current landscape contractor, Troy Mudgett at LCS Landscaping. Mr. Mudgett reported that a recent walk through was completed and stated that tree replacements at the two smaller medians and one at the large median were completed. LCS will provide bid proposals for 4 trees and mulch throughout the community for the 2023 season. Mr. Mudgett also discussed ongoing maintenance items and rebates offered by Denver Water.

III. COMMITTEE REPORTS

- a. **Common Area/Landscape Committee** – Phil Kinney updated members on putting together costs for landscaping for 2023.
- b. **Communication/Website/Newsletter Committee** – The committee advised that the deadline for submissions to the upcoming newsletter has been pushed out to July 25th.
- 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:
 - July 13th – Meet, Eat and Greet hosted by City of Littleton at TrailMark Park
 - July 16th – Family Photo Day
 - July 21st – Food Truck
 - July 23rd – Hot Air Balloon Event
 - July 24th – Concert at the Park (Hogback Hill Park)
 - August 2nd – National Night Out
 - August 6th – TrailMark Night at Pirate's Cove
- d. **Design Review Committee** – Sally Janssen from the DRC reported that there were 227 architectural reviews submitted to date and reminded members that all outdoor requests must be submitted prior to the work being started.

IV. MANAGER'S REPORT

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

V. APPROVAL OF MINUTES

The Board reviewed the minutes from the meeting on May 17, 2022. Upon motion made by CJ Haberkorn, seconded by Phil Kinney, and unanimously carried, the minutes from the meeting on May 17, 2022, were approved.

VI. FINANCIAL REPORT

a. May 2022 Financial Statement – The Board reviewed the May financial statement as presented. Upon motion made by Ken Colaizzi, seconded by Bill Kuenning, and unanimously carried, the May financial statement were approved.

b. Attorney Status Report

Management stated that there is no current attorney status report.

VII. RATIFY EMAIL DECISIONS

a. Vehicle Identification Camera System Policy

Upon motion made by Bill Kuenning, seconded by CJ Haberkorn, and unanimously carried, the Board ratified the approval of Vehicle Identification Camera System policy.

b. Median Repairs – Upon motion made by CJ Haberkorn, seconded by Bill Kuenning, and unanimously carried, the Board ratified the approval of estimate #2924 from LCS Landscaping to median tree replacement in the total amount of \$2,412.97.

c. Insurance Policy – Upon motion made by CJ Haberkorn, seconded by Phil Kinney, and unanimously carried, the Board ratified the approval of the insurance policy renewal from American Family Insurance for the policy period from 7/19/2022 through 7/19/2023.

VIII. BUSINESS

a. Code of Ethics – The Board received and reviewed the Resolution of TrailMark Homeowners Association Board Member Conflicts of Interest & Code of Ethics Policy, as drafted by the Association’s attorney. Upon motion made by CJ Haberkorn, seconded by Phil Kinney, and unanimously carried, the Board approved the Resolution of TrailMark Homeowners Association Board Member Conflicts of Interest & Code of Ethics Policy.

b. Landscape and Snow Contract – The Board stated that the snow contract from LCS will be expiring. The Board stated that they would like to have LCS send the contract for further review by the Board for the 2023 season.

c. DRC Committee Charter – The management company provided a draft of the Design Review Committee Charter for review. The management company will send the draft document to members of the Design Review Committee for review.

d. Social Committee Charter – This item was tabled.

e. Declaration Amendment Updates to Policies – The Board stated that per new legislation laws passed by the State of Colorado, certain policies will need to be updated by August 10, 2022. The policies discussed were Meeting Policy, Collection Policy, and Enforcement Policy. The Board and management company reported that Western Law, Trailmark HOA’s attorney, will email the finalized documents in the coming days.

- f. Status of Minutes for November 2021, January 2022, and March 2022** – The Board reported that previous management companies, CRS and Worth Ross, did not record or provide the TrailMark Board of Directors the required minutes taken for the three meetings of November 2021, January 2022, and March 2022. Mr. Colaizzi stated that 4 Seasons Management will help assist the Board of Directors with the unfinished minutes drafts, with the goal that they are recorded accurately.

IX. CORRESPONDENCES

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

X. HOMEOWNER FORUM

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

- Questions on overall landscaping in common areas and vegetation overgrowth on to public sidewalks
- Dead trees noted in some common areas
- Question about branch clean up after a storm and who is responsible for cleaning up the fallen branches
- DRC requests – Committee receiving requests for major projects with fire pits installations, believes something should be put on the TrailMark website on the dangers of fire pits.
- Question on the current number of delinquencies at the Association
- Recordings of meetings

XI. ADJOURNMENT

There being no further business, on a motion made, seconded, and unanimously carried, the meeting was adjourned at 8:28 pm. The next meeting will be held on Tuesday, September 13, 2022, at 6:30 pm. The meeting will be held via Zoom.