

# Trailmark Homeowners Association, Inc

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## BOARD OF DIRECTORS MEETING MINUTES

September 13, 2022

### I. INTRODUCTIONS/CALL TO ORDER

The regular meeting of the Board of Directors of the TrailMark Homeowners Association was called to order at 6:31 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 SPEAKERS

The Board of Directors introduced the Association's attorney, Gabriel Stefu at Western Law Group. Ken Colaizzi reported that Mr. Stefu will periodically attend his client's board meetings as an attempt to stay well connected with his communities. Also, in attendance as a guest speaker was Rachel Brenna from Jefferson County Open Space. Ms. Brenna discussed the possibility of opening some of their trails into the TrailMark neighborhood and discussed access points from the trails into the community. Ms. Brenna fielded a few questions from homeowners in attendance and stated that any concerns or general inquiries can be emailed directly to Ms. Brenna at: RBrenna@jeffco.us.

### III. COMMITTEE REPORTS

- a. **Common Area/Landscape Committee** – Phil Kinney updated members on several landscape projects accomplishments and updates including the removal of 8 dead trees in the median, along with upcoming holiday decorations event
- b. **Communication/Website/Newsletter Committee** – The committee advised that the deadline for content submissions for the upcoming newsletter is September 24<sup>th</sup>.
- c. **Social Committee** – Ken Colaizzi updated the members on the resignation of Social Committee Chair, Darcy Hickman in July and had asked for volunteers in the community to serve on the committee. Mr. Colaizzi announced that two new community members jumped in and volunteered. The new members are Abby Sampson and Karen Econopouly. The following events are scheduled – more information can be found on the HOA website:
  - October 6<sup>th</sup> & November 3<sup>rd</sup> – Food truck
  - Early October (TBD) – Autumn Corn Maze Event (details to come and will be posted on the TrailMark website)
- d. **Design Review Committee** – JT Bergstrom from the DRC reported that there were almost 400 architectural reviews submitted to date and reminded members that painting requests require actual paint samples. The committee has plans to install a drop off box for DRC submittals.

**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 July 12, 2022. Upon motion made by Bill Kuenning, seconded by Phil Kinney, and unanimously carried, the minutes from the meeting on July 12, 2022, were approved.

**VI. FINANCIAL REPORT**

- a. **July 2022 Financial Statement** – The Board reviewed the July financial statement as presented. Management provided an overview of the balance sheet and income statement for the month. Emily Ramirez from 4 Seasons Management stated that the July financials were emailed to the Board for review.
- b. **Attorney Status Report**  
Management stated that there is no current attorney status report.

**VII. RATIFY EMAIL DECISIONS**

- a. **Meeting Policy, Collection Policy, Enforcement Policy**  
Upon motion made by CJ Haberkorn, seconded by Phil Kinney, and unanimously carried, the Board ratified the approval of the newly amended Meeting Policy, Collection Policy, and Enforcement Policy.
- b. **Tree Removals** – Upon motion made by CJ Haberkorn, seconded by Phil Kinney, and unanimously carried, the Board ratified the approval of estimate #3117 from LCS Landscaping for 8 tree removals in the total amount of \$4,546.75.
- c. **Stump Removal** – Upon motion made by CJ Haberkorn, seconded by Phil Kinney, and unanimously carried, the Board ratified the approval of estimate #3155 from LCS Landscaping for a tree removal at 9441 W. Athens Lane in the total amount of \$600.00.

**VIII. BUSINESS**

- a. **Jeffco Open Space & SSPR Discussion on Trails** – This item was motioned by the Board to move to section II. On the agenda under "Guest Speakers".
- b. **Board Email** – Mr. Colaizzi introduced Linda Jagiello, Director of Communications at TrailMark. Ms. Jagiello shared her ideas and provided input on saving money for the Association's website, as well as to help improve email services.
- c. **Annual Meeting (Location & Election)** – Mr. Colaizzi reported the upcoming annual meeting will be held on Tuesday, November 8<sup>th</sup> starting at 6:30 PM. This meeting will be held in-person and will tentatively be held at the fire station at the community. Management will call the fire station and secure the room space for that night. Mr. Colaizzi also reported that self-nomination forms were recently mailed to all homeowners who are interested in volunteering to participate on the Board of Directors. The deadline for the returned nomination forms is September 30<sup>th</sup>. Mr. Colaizzi emphasized the importance of filling out and returning the proxies for the meeting, as 81 total homeowners are needed for quorum. Ballots and proxies will be sent in the mail in the weeks to come.

- d. **Vandalism (Costs to the HOA)** – Mr. Colaizzi reported that over the past several months, many incidents of vandalism have been reported in TrailMark. The Board has had discussions with representatives from South Suburban Parks and Rec (SSPR), as well as local law enforcement officers from Littleton Police. Mr. Colaizzi provided suggestions to the community. Suggestion 1 from the Littleton Police included homeowners to refrain from reporting and posting vandalism on social media, and instead report incidents directly to Littleton Police by calling 303-794-1551. Suggestion 2 from SSPR included if homeowners witness vandalism at either TrailMark Park or Hogback Hill Park, to report it to the SSPR Park Rangers at 303-435-8227. It was emphasized that Park Rangers work 24 hours a day, and if homeowners observe strange things going on, to go ahead and call the Rangers. The recent acts of vandalism have fallen at the expense of the TrailMark HOA, so being proactive and reporting the activity right away will save costs to the association.
- e. **Porta Potty Contract** – Management will help assist getting a written contract agreement between South Suburban Parks and Rec and TrailMark HOA for emergency services for cleanup and damaged porta potties in the parks, taking responsibility off the HOA. Management will contact Michelle Helm at SSPR to finalize a contract in writing which spells out responsibilities and financial agreements between the HOA and SSPR.
- f. **Covenant Compliance** – The Board provided a friendly reminder to all residents to please do their best to follow the HOA's written covenants. As previously noted, the state covenant compliance laws have recently changed, and all notices and violations have increased in cost to the association. When there are large amounts of notices that need to be delivered, the new state policy is very expensive to all HOA's in Colorado.
- g. **2023 Budget** – Mr. Colaizzi reported that resident Sandy Farish has been working with Emily Ramirez at 4 Seasons to provide a preliminary budget for 2023.
- h. **DRC Committee Charter** – Management sent the Board a copy of the Design Review Committee charter for the DRC's review. DRC committee member, JT Bergstrom stated they had a few revisions to the written charter and that he will send the revisions back to the Board by the end of the week.
- i. **Social Committee Charter** – Management drafted and sent the Board a copy of the latest Social Committee charter for review. The Board will forward the draft to the Social Committee for their review.
- j. **Status of Minutes for November 2021, January 2022, March 2022** – Management is currently working on recreating the minutes draft from the months prior to 4 Seasons Managing the association. The minutes drafts are from November 2021, January 2022, and March 2022.

#### IX. CORRESPONDENCES

The Board reviewed a correspondence from a homeowner addressed to Becky Grubb, Communications Manager at SSPR alerting her of recent vandalism at the parks. There was no action at this time.

**X. HOMEOWNER FORUM**

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

- Questions on the new flock camera security and posting signage for the camera.
- Questions and concerns about recent vandalism and security in the community.
- Questions about a wood pile sitting for a long period of time in a common area off of Carr.
- Questions concerning watering times and xeriscaping allowance and restrictions in the community.
- Concerns about three recent vehicles that were broken into and the lack of response time from the Littleton Police Department.

**XI. ADJOURNMENT**

There being no further business, on a motion made, seconded, and unanimously carried, the meeting was adjourned at 8:33 pm. The next meeting will be the annual meeting held on Tuesday, November 8<sup>th</sup>, 2022, at 6:30 pm. Notices for this meeting will be sent to all homeowners.