

TrailMark Homeowners Association
BOARD of DIRECTORS MEETING
March Meeting Minutes
March 14, 2023

I. CALL TO ORDER

Ken Colaizzi, Board President called the meeting to order at 6:01 pm. The following Board Members were present:

- Ken Colaizzi (President)
- Carole Brooks (Vice President)- present via phone.
- Bill Kuenning (Secretary)- present via phone
- Phil Kinney (Treasurer)
- Tonya Sloan (Member at Large)
- Westwind Management Group, LLC Representative, Silvia Gregory, CMCA, AMS- Director of Management was also present.
- Homeowners were also in attendance to observe and speak to the Board of Directors during the Homeowner Forum.

II. WELCOME AND INTRODUCTION TO WESTWIND MANAGEMENT- President Colaizzi, introduced Westwind Management as the new management company. Silvia Gregory with Westwind Management presented a brief introduction and status of the transition to Westwind Management to the homeowners present.

III. APPROVAL OF MINUTES- On a motion made by Treasurer Kinney and second by Member Sloan, and unanimously carried to approve the January 10, 2023, Board of Director meetings with the following corrections:

1. Removal of Ken Colaizzi's name as updating the members on several upcoming events at the community, including upcoming food trucks events in the community under Committee Reports.
2. Carole Brooks updated the members under Social Committee, not Ken Colaizzi.

IV. MANAGEMENT REPORT- Silvia Gregory, with Westwind Management presented the recent action items presented on the management report since the contract start date of February 24, 2023.

- a. Transition Road Map- was presented to the Board in order to track how the management transition will be taking place. The bi-weekly report will be presented on a Friday and the bi-weekly chat will take place that following Monday per the contract during the initial 90-day transition.
- b. Annual Planning Calendar- was presented to the Board as a work in progress to help plan for the year. Items will be added as needed.

V. FINANCIAL REPORT

- a. February Financials – President Colaizzi stated the financials are still being drafted by the previous management company and will be presented to the Board upon receipt.

VI. COMMITTEE REPORTS

- a. **DRC-** Member Sloan presented on the recent steps for submitting a design review application with Westwind Management. She also stated the DRC needs additional volunteers.
- b. **Common Area Maintenance-** Treasurer Kinney stated the committee has been quiet due to the time of year. They are working on the shed contract. He also stated the Common Area Maintenance needs additional volunteers.
- c. **Social Committee-** President Colaizzi read a report on behalf of Carole Brooks. President Colaizzi reported on upcoming events such as the Easter Egg Hunt on April 6th and the need for volunteers to help coordinate that day's activities. He also spoke that due to the current budget, there will be a decrease in the amount of events however, the Board will continue to review the budget and possibly obtain sponsorships for additional activities.
- d. **Communication Committee-** President Colaizzi stated all newsletter articles need to be submitted by the 25th of each month.

VII. OLD BUSINESS- NONE

VIII. NEW BUSINESS

- a. **April Assessments** – President Colaizzi and Silvia Gregory presented the process for submitting the April assessment. Once the portal is available, all homeowners will receive an email with their account number.

- b. **Late fees after May 31st**- President Colaizzi explained that late fees will not be assessed on the April 1st assessment in order to allow time due to the transition to Westwind Management.
- c. **Continue Assessment Increase Discussion**- President Colaizzi stated this issue is tabled pending a complete review of financials and projected expenses for 2023 and 2024.
- d. **GFL Trash Contract**- President Colaizzi informed the Board on recent communication from the current trash provider in regards to trash removal services. GFL also mentioned the need to have all trash and recycle toppers to be similar in size and shape - GFL approved containers, preferred. The Board is working with GFL regarding their proposed new policies, that currently have no official start date. Based on recent communications, the Board has decided to obtain proposals for trash and recycling.
- e. **Trash Policy**- President Colaizzi reminded owners of the TrailMark HOA's trash policy. Trash can only be placed on the street the day of trash removal, prior to 7:00 a.m., and not left outside the night prior to trash pick up. Trash policy is on the TrailMark website.
- f. **Pachner Company Public Meeting/ New SHEA Homes**- President Colaizzi reported the new Shea development is holding a public meeting on March 15th. Owners are welcome to attend.
- g. **Holiday Lights**- President Colaizzi stated all holiday lights need to be removed by January 31st which included gutter clips.
- h. **2021 Audit**-Silvia presented the 2021 audit. The audit was previously accepted by the Board with the previous management company. The Association's auditor, Weidner & Associates has recommended the Association not proceed with a 2022 audit because of poor record keeping of previous management companies.
- i. **DRC Home Improvement Request Form**- Member Tonya presented the current DRC Form that will need to be used for all requests.
- j. **Flock Contract Renewal Discussion** - President Colaizzi presented the current invoice for the Flock cameras and the cost to keep the cameras installed. The Board discussed the current lack of training and availability of information from the cameras, along with the poor service from Flock regarding service calls. Secretary Kuenning made a motion to continue to research the cameras before deciding to cancel the contract. The motion was

not seconded and therefore, failed. Treasurer Kinney made a motion, seconded by Member Sloan and carried (4 to 1) to cancel the Flock Contract by May 17, 2023.

- k. **Director Position Change-** Vice President Brooks made a motion, seconded by Treasurer Kinney, unanimously carried to appoint Tonya Sloan to the Secretary position due to availability and Bill Kuenning to Member at Large.

IX. **HOMEOWNER OPEN FORUM-** Homeowners presented the following items during the Homeowner Forum:

- Supported the cancellation of the Flock contract.
- Asked additional questions about the trash.
- TMMD will be painting and repairing the fence in Filing 1 and 5.
- Asked the Common Area Committee to consider replacing some of the trees recently removed and to cut native grass shorter.

X. **ADJOURNMENT-** Member Sloan made a motion, seconded and unanimously carried to adjourn the Board meeting at 7:39pm. The next Board Meeting- May 9, 2023

XI. **EXECUTIVE SESSION-** Was not held.