

TrailMark Homeowners Association
BOARD of DIRECTORS MEETING
May Meeting Minutes
May 9, 2023

I. CALL TO ORDER

Ken Colaizzi, Board President called the meeting to order at 6:00 pm. The following Board Members were present:

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

II. WELCOME, INTRODUCTION TO WESTWIND MANAGEMENT AND NEW ASSOCIATION BUSINESS

MANAGER- President Colaizzi, introduced Westwind Management and Julie Berry as the new Association Business Manager. Silvia Gregory provided a status of the transition to Westwind Management. Julie Berry introduced herself and provided a brief experience background.

III. APPROVAL OF MINUTES- On a motion made by Member Kuenning and second by Secretary Sloan, and unanimously carried to approve the March 14, 2023, Board of Director meeting minutes as presented.

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.
- 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. **March 2023 Un- Audited Financials** – Silvia Gregory presented the March financials as this was the first set of financials Westwind Management has provided since the transition. On a motion made by Secretary Sloan, seconded by President Colaizzi, and unanimously carried, the Board accepted the March 2023 un-audited financials as presented.

VI. COMMITTEE REPORTS

- a. **Social Committee-** Vice Present Brooks presented on the recent social events for the community.
- b. **DRC-** Secretary Sloan presented the recent DRC applications and the fillable DRC form that is being worked on with Westwind Management.
- c. **Common Area Maintenance-** President Colaizzi read a report on Treasurer Kinney’s behalf stating various work orders for the CAC have been approved with LCS and once financials are also complete, there may be additional approvals for LCS.
- d. **Communication Committee-** President Colaizzi welcomed Heather Vaughan to the committee and reported on recent communications.

VII. OLD BUSINESS

- a. **2023 Budget Conversion-** The Board reviewed the 2023 Budget Conversion from previous management to Westwind Management. On a motion made by Member Kuenning, seconded by Secretary Sloan and unanimously carried, the Board approved 2023 budget conversion as presented.
 - i. President Colaizzi read a statement from Treasurer Kinney that owners should expect the dues to increase in 2024 as costs to the association have continued to increase.
- b. **Compliance and Collection Policies-** The Board reviewed the Compliance and Collection policies as presented by Westwind Management in order to comply with HB22-1137. On a motion made by Secretary Sloan, seconded by President Colaizzi and unanimously carried to approved the Compliance and Collection policies as presented.

VIII. NEW BUSINESS

- a. **GFL Trash and Recycle Update** – President Colaizzi stated the Board is still negotiating with GFL to move forward with the recycle and trash bin exchange. All homeowners will be notified when the program is active.

- b. South Suburban Porta Potties- President Colaizzi provided a history of the relationship with South Suburban Parks and the TrailMark HOA regarding the payment of the porta potties at the Hog Back Hill and TrailMark Parks. An agreement to share the expenses with the TrailMark Metro District and the TrailMark HOA has been approved and will be officially ratified at the July Board meeting.
 - c. **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.
 - d. **2023 Tax Proposal**- On a motion made by Member Kuenning, seconded by Secretary Sloan and unanimously carried to approve the tax preparation proposal submitted by Widener Group for \$300 as submitted.
 - e. **Artificial Turf Guidelines**- On a motion made by Secretary Sloan, seconded by Member Kuenning and unanimously approved the Artificial Turf Guidelines as submitted.
 - f. **Permanent Basketball Court Standards**- On a motion made by Secretary Sloan, seconded by Member Kuenning and unanimously approved the Permanent Basketball Court Standards as submitted.
 - g. **Westwind Management Meet and Greet**- The Board is still working on the official Westwind Management meet and Greet, projected for sometime in June.
 - h. **LCS Tree/Shrub Trimming Proposal**- On a motion made by Member Kuenning, seconded by Vice President Brooks and unanimously carried, the Board approved the tree/shrub pruning proposal with LCS as presented.
- IX. **HOMEOWNER OPEN FORUM**- Homeowners presented the following items during the Homeowner Forum:
- Asked additional questions about the trash.
 - Asked about the status of sponsorships for community Social events and the process of submittal for applications.
- X. **EXECUTIVE SESSION**- The Board entered into Executive Session at 7:44pm. The Board exited Executive Session at 7:55pm.
- a. On a motion made by Secretary Sloan, seconded by President Colaizzi and unanimously carried to send account 95922 to the attorney.
 - b. On a motion made by President Colaizzi, seconded by Secretary Sloan and unanimously carried to allow 30 days for account 95171 to provide proof of settlement payments.

- XI. **ADJOURNMENT-** Member Sloan made a motion, seconded and unanimously carried to adjourn the Board meeting at 7:57pm. The next Board Meeting- July 11, 2023



Approved by the Board of Directors

MANAGEMENT
REPORT

