

TrailMark Homeowners Association
BOARD of DIRECTORS MEETING
May Meeting Minutes
July 11, 2023

I. CALL TO ORDER

Ken Colaizzi, Board President called the meeting to order at 6:02 pm. The following Board Members were present:

- Ken Colaizzi (President)
- Carole Brooks (Vice President)
- Tonya Sloan (Secretary)
- Phil Kinney (Treasurer)
- Westwind Management Group, LLC Representative, Julie Berry, CMCA®, AMS® - Association Business Manager
- Homeowners were also in attendance to observe and speak to the Board of Directors during the Homeowner Forum.

II. APPROVAL OF MINUTES- On a motion made by and seconded, the Board unanimously approved the May 9, 2023, Board of Director meeting minutes as presented.

III. MANAGEMENT REPORT- Julie Berry, with Westwind Management, presented the recent action items presented on the management report since the last Board meeting. The Compliance and Architectural Applications reports were included in the packet for Board's review. No questions on the reports or Action Items update. Included with the Management Report there was an engagement letter for the 2023 taxes from Weidner & Associates for the 2023 tax returns preparation. In a motion duly made and seconded, the Board approved to move forward with this proposal, not to exceed \$350. All were in favor, none opposed, and the motion carried unanimously.

IV. FINANCIAL REPORT

- a. April and May Un- Audited Financials – Julie Berry presented the April and May financials and provided an update on the operating and reserve account balances. No questions from the Board on the financials. On a motion made by Secretary Sloan, seconded by President Colaizzi, and unanimously carried, the Board accepted the April and May un-audited financials as presented.

V. COMMITTEE REPORTS

- a. **Social Committee-** Vice President Brooks presented on the recent social events for the community. The garage sale was successful and there was a great turnout at the Fourth of July parade. Family Photo days are fully booked, and the next session will take place on August 5th. The signup is available on the Facebook page. Upcoming events are Pirates Cove on July 29th, National Night Out on August 1st, and the Concert at the Park on August 20th. Carole Brooks made a motion to approve a \$50 expenditure on items for the volunteers to have at the check-in tables when assisting with social events. Treasurer Phil Kinney seconded. All were in favor and the motion carried unanimously.
- b. **DRC-** Secretary Sloan presented the recent DRC applications and the fillable DRC form that is being worked on with Westwind Management. There have been 135 applications received and processed to date. She reminded residents of the need to file a request for fence repairs, even emergency ones, and any other exterior changes, prior to commencing work. There are new standards available on the portal and the DRC is working on having the color pallets available on the Sherwin Williams site rather than submitting samples. The DRC is also looking for volunteers to fill a current vacancy.
- c. **Common Area Committee** - Treasurer Phil Kinney presented an update on projects completed by LCS. He said four out five projects were finished recently. The next one will be related to replenishing rock where needed. The Committee is now thinking of what projects to carry out in 2024 and those will be presented later this year in order of priority.
- d. **Communication Committee-** President Colaizzi presented an update and thanked the new member of the committee and Linda Jagiello, in charge of the association's website.

VI. OLD BUSINESS

- a. **None**

VII. NEW BUSINESS

- a. **Member Resignation** – Secretary Tonya Sloan reported that former Member At Large Bill Kuenning resigned from his position on June 26, 2023. In a motion duly made and seconded, the Board of Directors moved to appoint new Board member Arwen Vaughan effective immediately, for the remainder of the term for this seat, which will be up for election in November of 2023. The motion was seconded, none opposed, and the motion carried unanimously.
- b. **Ratify Email Vote for LCS Work Order #4083 Stump Removal**
- c. **Ratify Email Vote for LCS Work Order #4089 Tree Replacements, Quantity 2**

- d. **Ratify Email Vote for LCS Work Order #3277 Dover Fence Line Work**
- e. **Ratify Email Vote for American Family Insurance Renewal**
- f. **Ratify Email Vote for Commercial Fence Repair/Replacement 9582 W Edenburg Place**

In a motion duly made and seconded, the Board unanimously moved to ratify these email votes.

- g. **HOA Dues Increase Discussion, Special Guest Sandy Farrish** - Treasurer Phil Kinney spoke about the possibility of increasing the dues in 2024 as the association will operate at a \$18K deficit this year. Phil introduced Sand Farrish to the audience. Sandy is currently working on a 2024 Budget draft that will include three different options for quarterly assessment increases. She will be working with Westwind to finalize projections and present a budget to the Board for review.
- h. **Sponsorships** - Vice President Brooks reported that the new sponsorship fillable form is available online. Donations were received for the upcoming concert.
- i. **Liaison Switch of Positions** - President Ken Colaizzi and Carole Brooks will be switching liaison positions. Ken will now be the liaison for the Social Committee and Carole for the Communications Committee.
- j. **Elections** - President Ken Colaizzi announced that two seats will be up for election this year and to please email the Board if anyone is interested in running for the Board. Ken's term and new Member At Large Arwen's term will be up this year.
- k. **Hearings Cancellations- No Show, Guideline Discussion** - President Ken Colaizzi reminded residents that hearings will can be rescheduled once but the Board will not be rearranging hearings for no-shows and last minute hearing cancellations.
- l. **TrailMark Website /Westwind Portal / Password Protection Discussion** - Ken and Linda Jagiello spoke about the need to have certain association documents be moved to the Westwind Portal, that provides a higher level of security since the login is only for homeowners and password protected. There was discussion about raising Linda's monthly service fee from \$150 to \$200 for all the work provided to the association. In a motion duly made and seconded, the Board unanimously approved the fee increase from \$150 to \$200 effective next month.
- m. **Ratify Email Vote for the agreement with South Suburban Parks and Recreation for 2 porta-potties** - The association entered into a contract with the TrailMark Metro District on May

15, 2023, in which the association agreed to split the cost for keeping 2 portable bathrooms on premises. The contract is for 5 years. The split will be 50-50 and the total cost is estimated at approximately \$6,000, so the association will be responsible for approximately \$3,000. In a motion duly made and seconded, the Board moved the ratify the vote. All were in favor, none opposed, and the motion carried unanimously.

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

- Asked if the Board is they would be willing to post draft meeting minutes before they get approved so that owners don't have to wait two months to read the minutes if not able to attend meetings. The Board will consider.
- Questions about the most recent Board seat resignation
- Question about increasing cell phone reception
- Homeowner requested hearing at the end of the meeting
- Questions about the recent bear sighting

With no other questions from the audience, the open portion of the meeting was adjourned at 7:19 pm. The next meeting will be on September 12, 2023, at 6 pm.

IX. The Board accommodated a hearing for account #95309.

X. **EXECUTIVE SESSION-** The Board entered into Executive Session at 7:34pm. The Board exited Executive Session at 7:45pm.

IX. **ADJOURNMENT-** Member Sloan made a motion, seconded and unanimously carried to adjourn the Board meeting at 7:47pm.



Approved by the Board of Directors