

**TrailMark Homeowners Association**  
**BOARD of DIRECTORS MEETING**  
**September Meeting Minutes**  
**September 12, 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)
- Arwen Vaughan (Member at Large)
- 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 July 11, 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.

**IV. FINANCIAL REPORT**

- a. June and July Un- Audited Financials – Julie Berry presented the June and July financials and provided an update on the operating and reserve account balances. No questions from the Board on the financials. On a motion made and seconded, the Board accepted the June and July un-audited financials as presented. All were in favor and the motion carried.

**V. COMMITTEE REPORTS**

- a. **DRC-** Secretary Sloan reported that the DRC now has 5 members with the addition of Brooke Colaizzi. Brooke brings a great set of credentials to the Committee. She expressed a desire to contribute to this important task, to help the association maintain consistency in design throughout TrailMark, which the DRC strives to keep intact. To top it off, she is an attorney who has already assisted with responses back to homeowners in a professional, impartial

manner. We are thrilled to have Brooke work with us and truly appreciate her willingness to volunteer her time and energy to the DRC.

- b. **Common Area Committee** - Treasurer Phil Kinney presented an update on projects completed by LCS. He concluded that all budgeted projects have been completed and new projects for 2024 are in the budget. This Committee is currently looking for volunteers.
1. **Communication Committee**- Vice President Brooks reported that Board member Arwen Vaughan is looking into solving some technical issues with GoDaddy and moving the board member emails to a new provider and domain. Some of the objectives in finding a better resource are tidying up account setting, improved email performance, better and faster service and more affordable.
- c. **Social Committee**- President Colaizzi reported that there were 235 swimmers who attended the event at Pirate Cove that was hosted by the association. The Board thanked the Littleton Police Department for their assistance in hosting the National Night Out event and thanked Starbucks for their generous donation as well. The August 20th concert was a success. The Board and Committee thanked the attendees and volunteers, including Phil Kinney and Carole Brooks, and everyone who helped. The Chili Cook Off was also well attended and fun. The Board expressed their gratitude to Fire Station 19 for being the judges at the event. The next scheduled event is Movie Night, to be held on October 7, 2023, at 6 pm – more information is posted on the website.

## VI. OLD BUSINESS

- a. None

## VII. NEW BUSINESS

- a. **Guest Speaker – Troy Mudget, LCS** – Board President Ken Colaizzi introduced Troy Mudget, one of the owners of LCS. Troy introduced himself and answered questions from the owners present at the meeting. Some of the questions were related to snow removal and triggers, tree clearance, weeds on trails (trails are not considered association responsibility), irrigation backflows and winterization, native grasses along TrailMark Parkway.
- b. **Guest Speaker – Sandy Farish** – Increase of HOA dues proposal and discussion. Resident Sandy Farish prepared the 2024 Budget draft for Board review. She presented three different

options for increases: \$155, \$165 and \$175 per home per quarter, which would allow the association to cover all operating expenses and allocate a higher dollar amount to reserves for future capital projects. Currently, the association assessments are \$135 per home per quarter. The Board would like to move forward with the proposed assessment increase at \$165 per quarter. The Board will share the proposed draft 2024 budget with all owners to obtain feedback and then ratify the board approved budget at the annual meeting to be held in November.

- c. **Ratify email vote for LCS Work Order #4316, Landscape near Fire Station –**
- d. **Ratify email vote for LCS Holiday Lights, Work Order #4585**
- e. **Ratify email vote for LCS Work Order #4638, Emergency Tree Trimming**

In a motion duly made and seconded, the Board moved to ratify the email votes referenced above, which were approved via email in between meetings. All were in favor and the motion carried.

- f. **Covenant Compliance vs. Home Maintenance** – President Ken Colaizzi explained the difference between compliance with the Covenants and being granted the right to a hearing per Colorado Statute, which the Board will accommodate; and home maintenance violations that do not grant the right to a hearing – just compel the owner to comply with a particular section of the Declarations, per Article 4. One of the examples discussed was the painting of a radon pipe, which is considered home maintenance and doesn't allow the right to a hearing, per Article 3. Homeowners should follow the instructions specified in the violation letters and contact the management company if there are any questions.
- g. **DRC Requirement for Home Improvement Request** – President Ken Colaizzi Forms reported that any and all changes to the outside of the home need to be approved by the DRC. Some of these include but are not limited to projects like driveway replacement, fence replacement, new windows, new decks, staining, planting new trees and plant material, to name a few. The DRC forms and specifications are available online at the TrailMark website.
- h. **Raising Covenant Compliance Fine Discussion** – The Board of Directors discussed potentially changing the scheduled fines per the most recently approved Covenant Enforcement Policy. There was discussion on pros and cons, but at this time, the Board did

not make a decision to change the fines per Covenant Enforcement Policy signed on August 7, 2022 in which the total fines levied to a home may not exceed \$500.

- i. **Discussion to Move Board Emails to G-Suite** – As discussed before, Board member Arwen Vaughan suggested moving board member emails to G Suite – within the next few days to new email provider. The new email addresses will be distributed once they have been set up.
  - j. **Elections/Proxies/Annual Meeting** - 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, those are due back to Westwind by September 28, 2023. Both Ken Colaizzi and Arwen Vaughan will be running again.
  - k. **811 Clearings by HOA Needs New Person** – This is a task that is performed by President Ken Colaizzi. He currently verifies 811 inquiries (811 Before you Dig) which notifies the association of someone’s intent to dig within the community boundaries. Since Ken Colaizzi announced he will be continuing to serve on the Board if elected, he would continue taking care of this task as needed.
  - l. **Delinquent Accounts will follow TMHOA Collection Policy** – President Ken Colaizzi reported that this board will strictly be following the Collection Policy. It is posted on the portal and website for owners’ access and reference. The Board will not be forgiving on past due assessments. Late fees will be assessed after 30 days.
- VIII. **HOMEOWNER OPEN FORUM-** Homeowners presented the following items during the Homeowner Forum:
- Questions about paying the association dues via autopay.
  - Questions about tree trimming in the fall.
  - Questions about solar panels and construction affecting the association.

With no other questions from the audience, the open portion of the meeting was adjourned at 7:50 pm. The next meeting will be the Annual Meeting on November 14, 2023, at 6 pm.

**X. EXECUTIVE SESSION-** The Board entered into Executive Session at 7:50 pm. The Board exited Executive Session at 8 pm.

- IX. ADJOURNMENT-** Member Sloan made a motion, seconded and unanimously carried to adjourn the Board meeting at 8:00 pm.

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Approved by the Board of Directors