

TrailMark Homeowners Association

BOARD of DIRECTORS MEETING

January Meeting Minutes

January 9, 2024

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.
- Lindsay King, Western Law Group

II. **APPROVAL OF MINUTES**- On a motion made by and seconded, the Board unanimously approved the September 12, 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 was out but Sally, DRC Chair, reported that the DRC reviewed 309 applications in 2023. The plan for 2024 is to be working on new standards for the community and sharing those with the owners via bulletin board, website, portal and newsletter.
- b. **Common Area Committee** - Treasurer Phil Kinney reported that all the projects for 2024 have been approved and will start getting underway as weather permits.

1. **Communication Committee**- Vice President Carole Brooks reported that Board members will be cleaning up the website to help stay current.
 - c. **Social Committee**- President Ken Colaizzi reported that there were 333 attendees at the lights event. Annual Christmas lights parade was also very successful. Prizes were given to three homeowners for best decorations. Committee Chair Lori Ross booked the event at Pirates Cove for the 2024 event. Easter Egg hunt will take place

VI. OLD BUSINESS

- a. **AirB&B** – Board President Ken Colaizzi reminded homeowners that short term rentals are not allowed. No new reports of other AirB&B's have been received and the owner who was advertising AirB&B room rentals has been sent violation letters.

VII. NEW BUSINESS

- a. **Management Agreement** – No changes in 2024 for the management fees or terms of the contracts. There was discussion on accepting Westwind Management's contract. All board members were in favor of renewing the management agreement. In a motion duly made and seconded, the Board moved to approve the renewal of the management agreement. All were in favor and the motion carried. Secretary Tonya Sloan was not present but President Ken Colaizzi showed a text message she had sent in support of the renewal.
- b. **HOA 101 Training** – Vice-President Carole Brooks reported that the training was very successful.
- c. **Board Discussion and Options on July HOA Meeting Location** – Board President Ken Colaizzi reported that the Jeffco School System will not be able to host the July meeting at the school. Ken mentioned that there are other options to consider – virtual meeting, meeting at the common areas within the association, Westwind's office, etc. The Board will consider the options at their upcoming workshop.
- d. **Board Discussion regarding Management Report of 12/15/23 City of Littleton Sidewalks at Independence and TrailMark Parkway** – President Ken Colaizzi reported that the sidewalks fall under the responsibility of the City of Littleton. Julie Berry to report the sidewalks to them via their website.

- e. **Update on Board email with G Suite and shutting down GoDaddy** – Board member Arwen Vaughan reported that the migration was successful and that the association would no longer use GoDaddy.

f. **Ratification of Email Votes:**

Pg. 123-141

1. LCS Work Orders #4357, #4542, #4545, #4546, #5043
2. Plant new trees around shed area once SSPR installs irrigation
3. Renewal of Management Agreement

The Board moved to ratify the email votes, all were in favor and the motion passed unanimously.

- g. **Holiday Light Removal Date February 1st** – President Ken Colaizzi reminded owners that the Guidelines specify 30 days after the holiday, but the Board extended it to February 1st this year. This reminder was to prevent owners from getting violation letters.

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

- 9862 S Hoyt Ct - Unpainted radon pipe that was reported to Westwind Management. Owner reported that she had spoken with Liana and then Julie to clarify when the last time the home was painted.
- 9695 S Flower Way - Spoke about lawsuits against the association and inquired about how the board decides to vote on the management contract. She also asked about the content of the website.
- 9831 S Flower Ct – DRC will use downtime to update documents. Sally said that the best way to send suggestions to the DRC is to email Westwind.
- 9895 S Flower Ct – outdoor lighting question. Ken reported that a DRC form must be filled out prior to any exterior change, including lights. The Board and DRC are currently working on a new lighting standard.
- 9741 W Athens Ln – Clarification on DRC requests regarding lighting (jellyfish style)
- 9382 S Holland Way – asked why the minutes take so long to get posted. The delay is because they need to be approved by the Board before they are posted and shared with the public.

- 9816 W Freiburg Dr #C– Complimented the Board on information being accessible and board members being approachable.
- 9590 S Everett Way – Asked about concerts in the summer. Treasurer Phil Kinney reported that it was a financial decision. She offered to help raise funds to have the concerts again.

With no other questions from the audience, the open portion of the meeting was adjourned at 7:08 pm. The next meeting will be on March 12, 2024, at 6 pm at Falcon Bluffs Middle School Library.

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

IX. ADJOURNMENT- In a motion duly made and seconded, the Board moved to adjourn the Board meeting at 8:00 pm.



Approved by the Board of Directors