

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK METROPOLITAN DISTRICT HELD January 15, 2019

A regular meeting of the Board of Directors of the TrailMark Metropolitan District (referred to hereafter as "Board") was held on Tuesday, January 15, 2019 at 6:30 p.m., at Trailmark Learning Center, 9743 South Carr Way, Littleton CO. This meeting was open to the public.

ATTENDANCE: The regular meeting of the Board of Directors of the TrailMark Metropolitan District was called and held, as shown, in accordance with Colorado law. The following directors were present:

Curtis Fankhouser
Wayne Lupton
Sandy Farish
Rick Handley

Absent was Director LaClair whose absence was excused.

Also present were:
Cathy Noon Community Resource Services,
Members of the Community

CALL TO ORDER: Director Fankhouser called the meeting to order at 6:30 p.m. Introductions of the Board and community members were made.

ADMINISTRATIVE ITEMS: Agenda. Ms. Noon presented the Board with the proposed Agenda. Upon a motion by Director Handley and a second by Director Lupton, the Board voted unanimously to Approve the agenda.

Minutes. The minutes of the November 8 2018 Special Board meeting were presented to the Board. Upon a motion by Director Lupton and a second by Director Farish the Board voted unanimously to approve said minutes as presented.

PUBLIC COMMENT: There was none.

FINANCIAL ITEMS: Review and Approve Ratify Payment of Claims. After review, upon a motion by Director Lupton and a second by Director Fankhouser, the Board voted unanimously to ratify the December 12, 2018 claims totaling

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\$7,677.92 and approve the current January 14, 2019 claims of \$34,767.71 as presented.

Review Cash Position. Ms. Noon reviewed the cash position with the Board for the period ending December 31, 2018 and adjusted as of January 11, 2019. After review, upon a motion by Director Farish and a second by Director Handley the Board accepted the cash position as presented.

Financial Statements. Ms. Noon reviewed the financial statements dated December 31, 2018. After review, upon a motion by Director Farish and a second by Director Handley the Board accepted the financial statements as presented.

Approve Audit Engagement Letter. Director Fankhouser moved that the Board approve the Audit Engagement Letter from Schilling and Company to perform the 2018 Audit. Upon a second by Director Lupton, a vote was taken and the motion carried unanimously.

MAINTENANCE AND OPERATIONAL ITEMS

2018 Pond Maintenance Review and Planning for 2019 – The Board reviewed the 2018 Pond Maintenance Recap Report (made a part of these minutes) provided by Ms. Schneck of Aquatics Associates. There was an extended growing season and warmer water temperatures resulting in more regular treatments to control phytoplankton blooms and algae mats especially in Fairview Reservoirs #1 & #2. The aeration systems also required maintenance: FR#1 had one of four compressors replaced in August 2018 and FR#2 had its compressor replaced in November 2018 and the four diffusers replaced in October 2018.

2019 Maintenance is expected to be similar to past years with the cost expected not to exceed \$30,000 for routine maintenance.

Proposal From Aquatics Associates for 2019 Pond Maintenance: Director Handley moved that the Board approve the 2019 proposal from Aquatics Associates at a cost of not to exceed \$30,000. Upon a second by Director Farish, a vote was taken and the motion carried unanimously.

BOARD MEMBER ITEMS:

Discussion on Outlet Cleaning for Fairview Res. # 1 and Pond G. In recent months, the City of Littleton inspected Pond G and determined the need for the outlet to be cleared of silt and plant growth. Pase Construction has visited the site with Director Fankhouser and is planning to do the work in March (similar work was performed by Pase on Pond G in 2011). Swithin Dick with Centennial Water and Sanitation informed the District that the outlet at Fairview Reservoir #1 also needed

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work to enable water releases to be performed without pumping the water (Centennial Water and Sanitation performs required water releases on behalf of the District). Director Fankhouser moved that the Board approve the cleaning of the both outlets subject to bids obtained and approved by Directors Fankhouser and Lupton. Upon a second by Director Farish, a vote was taken and the motion carried unanimously.

Award of 2019 Privacy Fence Replacement Bid. The Fence Subcommittee members, Directors Fankhouser, Lupton, and Handley reported the outcome of the 2019 Privacy Fence Replacement RFP. Only one company submitted a bid (for both Trex and Cedar materials). However, the bid was within estimates received by the Fence Subcommittee and the qualifications and references of the company are excellent. Director Lupton moved that the Board award Split Rail Fence Company Inc. with the fence replacement bid for Trex at a cost of \$430,165. Upon a second by Director Fankhouser, a vote was taken and the motion carried unanimously. Director Lupton also moved that Director Fankhouser be authorized to sign the 2019 Privacy Fence Replacement Contract and Notice to Proceed subject to final review by the Board and Legal Counsel. Upon a second by Director Handley and unanimous vote, the motion carried. The Board discussed resident communication, timing and logistics of the project including a page on the District webpage, update in the Annual Newsletter mailed to all homes in the District and a letter with specific instructions to affected properties.

2019 Annual Administrative Resolution. Director Farish moved that the Board approve the annual resolution that establishes compliance items such as Board officers, meeting location, election procedures, etc. as presented. Upon a second by Director Handley, a vote was taken and the motion carried unanimously.

Annual Newsletter to Homeowners. Director Fankhouser volunteered to author the Annual Newsletter that is mailed to all District owners. Once drafted and reviewed by the Board, CRS will mail the newsletter in February.

LEGAL ITEMS: There were none.

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ADJOURNMENT: There being no further business to come before the Board, upon motion duly made by Director Fankhouser, seconded by Director Lupton, and passed unanimously, the meeting was adjourned at 8:01 p.m.

Respectfully submitted,

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL January 15, 2019 MINUTES OF THE TRAILMARK METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Curtis Fankhouser

Wayne Lupton

Sandy Farish

Catherine LaClair

Rick Handley