

# RECORD OF PROCEEDINGS

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**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF  
THE TRAILMARK METROPOLITAN DISTRICT  
HELD  
May 19, 2020**

A regular meeting of the Board of Directors of the TrailMark Metropolitan District (referred to hereafter as "Board") was convened by telephone conference call on Tuesday, May 19, 2020 at 6:30 p.m. The call-in information was listed in the meeting notice posted by the District and the public was able to attend the meeting via telephone conference call, if they so desired.

**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  
Cathy LaClair  
Rick Handley

Also present were:  
Cathy Noon Community Resource Services,  
Ray Hallquist, Board Member-Elect

**CALL TO ORDER:** Director Fankhouser called the meeting to order at 6:47 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 Fankhouser and a second by Director Handley, the Board voted unanimously, and the agenda presented was approved.

Minutes. The minutes of January 21, 2020 Regular Board meeting were presented to the Board. Upon a motion by Director Lupton and a second by Director Fankhouser the Board voted unanimously to approve said minutes as presented.

**PUBLIC COMMENT:** There was none.

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**FINANCIAL ITEMS:** Review and Approve/Ratify Payment of Claims. After review, upon a motion by Director Handley and a second by Director Farish, the Board voted unanimously to ratify the February, March and April Claims and approve the current May 19, 2020 claims of \$2,495.00 (checks) and \$15.57 (electronic) as presented for a total of \$2,510.57

Review Cash Position. Ms. Noon reviewed the cash position May 14, 2020. 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 April 30, 2020. After review, upon a motion by Director LaClair and a second by Director Handley the Board accepted the financial statements as presented.

**BOARD MEMBER  
ITEMS**

Oath of Office: Director Fankhouser administered the Oath of Office to Ray Hallquist who joins the Board for a 3-year term ending May 2023. The Board welcomed Mr. Hallquist and he provided a summary of his background.

Outgoing Board Members: The Board thanked Mr. Fankhouser for his service to the Board and District. It was noted that his dedication to the financial health of the District and stewardship of residents' tax dollars made for a very successful two terms of service. Mr. Handley was thanked for returning to the Board to fill a vacancy that expired in May 2020.

Board Vacancy: As only one candidate ran for the two open Board positions in the May 2020 election, the Board declared a Board vacancy. Per State Statute, the opening may be filled by appointment until the next regular election in May 2022. Following discussion, Director Lupton moved that the Board approve Rick Handley for a 2-year term. Upon a second by Director Farish, a vote was taken, and the motion carried unanimously. Director Lupton administered the Oath of Office to Mr. Handley.

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Election of Officers: Following discussion, Director Handley moved, and Director Lupton seconded a motion for the election of officers. Upon unanimous vote, the following officers were elected:

**President** – Wayne Lupton

**Vice President** – Rick Handley

**Secretary** – Sandy Farish

**Assistant Secretary** – Ray Hallquist

**Treasurer** – Cathy LaClair

## MAINTENANCE AND OPERATIONAL ITEMS

### Pond Maintenance Report by Aquatics Associates:

Four site visits were completed during the April through mid-May period (3/17-5/18/20). Ponds were visually inspected on 4/19, 4/21, 5/1, 5/6/20. Two treatments were needed on Fairview Res #2 (FR #2) for algae mats on 4/21 and 5/6/20. The monthly systemic treatment for duckweed was also started on FR #2 on 4/21/20. Fairview Res #1 and Pond G had no aquatic vegetation issues. Water levels in the ponds FR #1, FR #2 and Pond G were full. Water temperatures were in the 58-62 degree range from 4/21-5/6/20. Our next pond maintenance visit is scheduled for this week.

Fence Painting Update: Ms. Noon reported that the Filing 2 painting project was complete. It was noted that the Gantner Painting invoice reflected a typo for the painting of 80 poles rather than the 89 that we charged to the District. An invoice for the 50% shareback of the yearly fence painting has been prepared and sent to the TrailMark HOA per the Maintenance Agreement.

## MANAGEMENT ITEMS

### Resolution 2020-05-01, Declaring Emergency Procedures and Authorizing Telephone Conference for Regular and Special Meetings:

Due to the COVID Emergency for Stay at Home Orders, the business of the Board must be done per electronic meeting. Upon the advice of the District's Attorney, George Rowley, Resolution 2020-05-01 was presented to affirm the business of the District could continue. Director Handley moved that the Board approve the resolution as presented. Upon a second by Director Hallquist a vote was taken, and the motion carried unanimously.

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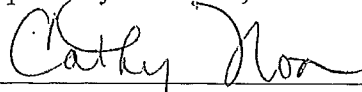
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Resolution 2020-05-02, Establishing an Electronic Signature Policy: To more easily enable the District to pay invoices during times of virtual meetings or no meeting, a resolution authorizing the use of electronic signatures was prepared and presented to the Board. Director Farish moved that the Board approve the resolution as presented. Upon a second by Director Hallquist, a vote was taken, and the motion carried unanimously. Ms. Noon will research and provide the Board with alternatives at a future meeting.

**ADJOURNMENT:**

There being no further business to come before the Board, upon motion duly made by Director LaClair, seconded by Director Handley, and passed unanimously, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,



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Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL May 19, 2020  
MINUTES OF THE TRAILMARK METROPOLITAN DISTRICT BY  
THE BOARD OF DIRECTORS SIGNING BELOW:

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Wayne Lupton

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Sandy Farish

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Catherine LaClair

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Rick Handley

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Ray Hallquist