

TrailMark Homeowners Association
BOARD of DIRECTORS MEETING
May Meeting Minutes
May 13, 2025

I. CALL TO ORDER

Ken Colaizzi, Board President called the meeting to order at 6:01 pm. The following were present:

- Ken Colaizzi (President)
- Arwen Vaughan (Vice President)
- Tonya Sloan (Secretary)
- Dave Soule (Member at Large)
- Westwind Management Group, LLC Representative, Roxanne Chaparro, 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 duly made and seconded, the Board unanimously approved the March 11, 2025, Board of Director meeting minutes as presented.

III. MANAGEMENT REPORT – Roxanne Chaparro, with Westwind Management, presented the recent action items on the management report since the last Board meeting. The Compliance and Architectural Applications reports were included in the packet for the Board's review.

IV. FINANCIAL REPORT

- a. March and April Un- Audited Financials** – Roxanne Chaparro presented the March and April financials and provided an update on the operating and reserve account balances. On a motion duly made and seconded, the Board accepted the March and April unaudited financials as presented. All were in favor and the motion carried.

V. COMMITTEE REPORTS

- a. Design Review Committee** – Secretary Tonya Sloan, DRC Liaison, reported that DRC request activity is beginning to ramp up. She also clarified the distinction between routine maintenance repairs and items that require DRC (Design Review Committee) approval.
- b. Communication Committee** – Vice President Arwen Vaughn provided an update on the electronic fillable DRC form and reported that the bug issue with Nextdoor has been resolved.

- c. **Common Area Committee** – Chair Lisa Hern reported that she met with Mary Kreeger and obtained all historical files. She also noted that the north bed requires attention, as does the shed area.
- d. **Social Committee** – President Ken Colaizzi reported that the Easter event had a good turnout. He announced that the community garage sale is scheduled for June 6th and 7th, and the first concert will be held on June 22nd. A Pirate's Cove night is planned for July 13th. More information on these events can be found on the TrailMark HOA website.

VI. OLD BUSINESS

- a. None

VII. NEW BUSINESS

- a. **Littleton Police in TM** – The Littleton Police Department attended the meeting and recommended that homeowners take steps to help keep the neighborhood safe. Suggestions included closing garage doors, not leaving personal belongings in vehicles, and staying vigilant.
- b. **Homeowner Security Cameras** – Board President Ken Colaizzi clarified that homeowners do not need DRC approval to install security cameras.
- c. **Filing 3 Repair/Painting** – Board President Ken Colaizzi reported that Valle Painting has completed the fence repairs and is has moved on to painting.
- d. **July Meeting Location**– Board President Ken Colaizzi reported that the July Board Meeting will be held at the Fire Station.
- e. **DR Request Required** – Board President Ken Colaizzi reminded all residents that any exterior home improvements or modifications require prior DRC approval.
- f. **Trash Policy Reminder** – Board President Ken Colaizzi reminded all residents of the trash policy.
- g. **Campers/Boats/Trailers** – Board President Ken Colaizzi reminded all residents of the Rules and Regulations on storing campers, boats, and trailers.
- h. **Graduation Signs & Parties**– Board President Ken Colaizzi reminded all residents that graduation parties and signs are permitted and do not require DRC approval.

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

- **9324 S. Hoyt Ct** – The homeowner gave thanks to the Board of Directors for their efforts and suggested including an article in the monthly newsletter on lawn care maintenance.
- **9600 S. Everett Way** – The homeowner gave thanks to the Board for coordinating Dumpster Day.
- **9712 W. Athens Ln** – The homeowner reported that the trash company is leaving trash on the streets and dumping while driving down the street.

With no other questions from the audience, the open portion of the meeting was adjourned at 6:48 p.m.
The next meeting will be on July 08, 2025, at 6:00 pm at the Fire Station.

IX. EXECUTIVE SESSION – The Board entered Executive Session at 6:50 pm. The Board exited the Executive Session at 7:15 pm.

X. ADJOURNMENT- In a motion duly made and seconded, the Board moved to adjourn the Board meeting at 7:20 pm.



Approved by the Board of Directors