

**TrailMark Homeowners Association**  
**BOARD of DIRECTORS MEETING**  
**July Meeting Minutes**  
**July 08, 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)
- Phil Kinney (Treasurer)
- 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 May 13, 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. May and June Un- Audited Financials – Roxanne Chaparro presented the May and June financials and provided an update on the operating and reserve account balances. On a motion duly made and seconded, the Board accepted the May and June unaudited financials as presented. All were in favor and the motion carried.

**V. COMMITTEE REPORTS**

- a. **Design Review Committee** – Secretary Tonya Sloan, reported that DRC request activity remains high and reminded all homeowners to submit a DRC request form prior to starting any exterior home improvement project.

- b. **Common Area Committee** – Member at Large Dave Soule, reported that LCS will be removing 11 unhealthy Cherry Trees and 1 overgrown dead bush near the concrete stairs at Independence and South Hoyt.
- c. **Communication Committee** – Vice President Arwen Vaughn, reported that an audit of the website, payment information, and related features was completed, and everything is in good shape, and they are working on creating a QR code name tag that can be worn at events allowing homeowners to donate electronically and directly if they wish.
- d. **Social Committee** – President Ken Colaizzi reported that the Hazel Miller concert and 4th of July events were a success. He also provided updates on upcoming events, including Pirates Cove Night on July 13th and National Night Out with the Littleton Police on August 5th in TrailMark. Additional information, including dates for concerts and food truck nights, can be found on the TrailMark HOA website.

## VI. OLD BUSINESS

- a. None

## VII. NEW BUSINESS

- a. **Home Improvement Projects Continue to Begin Without Written DRC Approval** – Board President Ken Colaizzi reminded all homeowners that per TrailMark HOA Declarations, Section 4.1 homeowners are required to submit a DRC request for review and approval by the DRC Committee before beginning any exterior home improvement project.
- b. **Like for Like Still Requires DRC Approval** – Board President Ken Colaizzi reminded all homeowners that even like-for-like exterior home improvements still require a DRC request form to be submitted and must follow the DRC review process.
- c. **Update on Weed Control in SSPR, Shea Homes Lot, and TMHOA Common Area** – Board President Ken Colaizzi reported that there has been ongoing communication with South Suburban Parks and Recreation (SSPR) and City Council Andrea Peters to address the lack of weed control in certain areas. Shea Homes was also notified regarding weeds in their area of responsibility and responded promptly by addressing the issue. Appreciation was extended to the TrailMark HOA volunteers who are assisting by cutting back weeds until this issue is resolved.
- d. **2026 TMHOA Budget Is Underway** – Board President Ken Colaizzi reported that the 2026 budget review and planning process will begin at the end of July or beginning of August.
- e. **TMHOA Has New HOA Attorney** – Board President Ken Colaizzi reported Moeller Graf is the new Association attorney.
- f. **November 2025 HOA Election Information** – Board President Ken Colaizzi reminded all homeowners of the upcoming Board election in November, with two seats up for election.
- g. **South Suburban Parks & Recreation Contact Info For Issues in TrailMark and Hogback Hill Park** – Board President Ken Colaizzi reported that TrailMark Park and Hogback Hill Park are the responsibility of South Suburban Parks and Recreation (SSPR). Homeowners with any concerns are encouraged to contact the SSPR Ranger at 303-435-8227.

- h. **Board Discussion on Committee Charters** – Board President Ken Colaizzi, reported that the Board will be working on creating charts for all four (4) committees.

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

- **8770 W. Eden Dr** – A homeowner shared that a fellow resident in Star Canyon, who has contributed significantly to the community is facing a terminal illness. The homeowner mentioned a tree that this individual often photographs and holds dear. They requested that the tree be dedicated to the homeowner with a plaque.
- **9336 Iris Way** – The homeowner advised the Board to give further thought and discussion to the enforcement policy.

With no other questions from the audience, the open portion of the meeting was adjourned at 7:05 p.m. The next meeting will be on September 09, 2025, at 6:00 pm at Falcon Bluffs Middle School

- IX. EXECUTIVE SESSION** – The Board entered Executive Session at 7:05 pm. The Board exited the Executive Session at 7:44 pm.

- X. ADJOURNMENT**- In a motion duly made and seconded, the Board moved to adjourn the Board meeting at 7:45 pm.



Approved by the Board of Directors