

TrailMark Homeowners Association
BOARD of DIRECTORS MEETING
September Meeting Minutes
September 09, 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 July 08, 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. July and August Un- Audited Financials** – Roxanne Chaparro presented the July and August financials and provided an update on the operating and reserve account balances. On a motion duly made and seconded, the Board accepted the July and August unaudited financials as presented. All were in favor and the motion carried.

V. COMMITTEE REPORTS

- a. Design Review Committee** – Secretary Tonya Sloan reminded all homeowners to complete and submit a Design Review Application prior to beginning any exterior home improvement project. DRC Chair JT reported that requests have begun to slow down.

- b. **Common Area Committee** – Member at Large Dave Soule, reported that there has been one project completed which was the tree removals and the committee is working on ideas to better communicate updates etc. to all homeowners.
- c. **Communication Committee** – Vice President Arwen Vaughn reported that routine services have been completed and that the website is running efficiently with payments up to date. Arwen also noted that the Communication Committee is working with the DRC Committee on the Design Review Application form.
- d. **Social Committee** – President Ken Colaizzi reported that Pirates Cove Night, National Night Out, and the July concrete project were all successful. The upcoming events are Movie Night in the Park on September 13th and Chili Cook-Off on October 5th.

VI. OLD BUSINESS

- a. None

VII. NEW BUSINESS

- a. **Guest Visitor, Patrick Driscoll – Littleton Mayoral Candidate** – Patrick Driscoll reported updates regarding the upcoming election.
- b. **2026 Budget Proposal** – Sandy Farish presented the 2026 budget and answered any questions about the budget.
- c. **Guest Visitor, Tammy and Joe Whitney Rooted in Littleton** – Tammy and Joe reported on 3A in the upcoming election.
- d. **Shea Update with Pachner Company** – Jasper with Pachner Company reported that they are still working through the IGA with Jefferson County and the City of Littleton. Once that process is complete, the rezoning application will be resubmitted.
- e. **Andy's Tree** – Board President Ken Colaizzi reported that a tree was dedicated to a very special TrailMark homeowner who has made a meaningful impact in the community.
- f. **Ratify Approved LCS Work Orders #7104 and #6910** – On a motion duly made by Tonya Sloan, seconded by Phil Kinney, and unanimously carried to ratify the decisions made outside of a meeting.
- g. **Upcoming HOA Election Info Including: Ballot, Proxy, Annual Mailer Info, and Due Dates** – Board President Ken Colaizzi reported that the Annual Meeting Mailer will include the meeting notice, the 2026 budget, a pink proxy, a yellow ballot, and a green candidate platform.
- h. **Article to be posted after Sept 12th announcing all candidates who self-nominated** – Board President Ken Colaizzi, reported an article will be posted on the TrailMark HOA website after September 12th will all the self-nominated candidates.
- i. **New Charters for Committees, Discussion and Vote** – Board President Ken Colaizzi, reported that the committee charters and underway and will be finalized by the end of the year.
- j. **TM Maintenance Map Needs some revisions** – Board President Ken Colaizzi, reported that the TrailMark maintenance maps needs to be updated therefore a meeting with SSPR, TrailMark Metro District and City of Littleton will need to be coordinated.

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

- **9946 W Baden Dr** – The homeowner inquired about having a ballot box, similar to previous years.
- **9703 S Carr Way** – The homeowner asked about the ballot counting process.

With no other questions from the audience, the open portion of the meeting was adjourned at 7:50 p.m. The next meeting will be on November 11, 2025, at 6:00 pm at Falcon Bluffs Middle School

IX. EXECUTIVE SESSION – The Board entered Executive Session at 7:50 pm. The Board exited the Executive Session at 8:00 pm.

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

 11/11/2025

Approved by the Board of Directors