

# TrailMark Homeowners Association

## BOARD of DIRECTORS MEETING

### November Meeting Minutes

### November 11, 2025

#### I. CALL TO ORDER

Ken Colaizzi, Board President called the meeting to order at 6:05 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 September 09, 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. September and October Un- Audited Financials – Roxanne Chaparro presented the September and October financials and provided an update on the operating and reserve account balances.

On a motion duly made and seconded, the Board accepted the September and October unaudited financials as presented. All were in favor and the motion carried.

#### V. COMMITTEE REPORTS

- a. Design Review Committee – DRC Chair JT reported Requests have started to slow down, and work will begin on consolidating and revising all guidelines into a single document.

- 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 Vaughan reported that all routine items are being completed, and Linda continues to prepare the monthly newsletter.
- d. **Social Committee** – President Ken Colaizzi reported that the September 15th Movie Night was a great success, and the October 4th Chili Cook-Off raised \$1,207.00 for the Fallen Firefighters Foundation. Planning for 2026 events has begun, and additional information will be shared soon.

**VI. OLD BUSINESS**

- a. None

**VII. NEW BUSINESS**

- a. **Ratify Board Approved LCS Work Order #7361, Holiday Lighting** – On a motion duly made by Arwen Vaughan and seconded by Phil Kinney and unanimously carried to ratify the decision made outside of a meeting.
- b. **Ratify Board Approved LCS Maintenance Contract 2026 – 2028** – On a motion duly made by Phil Kinney and seconded by Dave Soule and unanimously carried to ratify the decision made outside of a meeting.
- c. **New Committee Charters Posted to TrailMark Website** – On a motion duly made by Dave Soule and seconded by Phil Kinney and unanimously carried to approve the committee charters.
- d. **New Westwind Portal Software Release in March 2026** – Manager Roxanne Chaparro reported new software transition coming in March 2026 a future training will be provided.

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

- **9735 S Iris Ct** – The homeowner reported that the TrailMark Metro District will be covering 60% of the fence painting cost.
- **9341 S Johnson St** – The homeowner inquired about the SSPR landscape maintenance responsibilities and expressed concerns. They also noted that the Sterling Ranch fence looks great and suggested that TrailMark consider a similar design.
- **9871 S Flower Ct** – The homeowner inquired about the SSPR landscape maintenance responsibilities and expressed concerns. They also asked about the SSPR irrigation expansion project that was recently completed.
- **9214 W Finland Dr** – The homeowner expressed concerns about the 27 homes Shay is proposing to build and shared information about an organization that were contacted to discuss purchasing the plot of land.
- **9491 S Johnson Ct** – The homeowner expressed concerns about the 27 homes Shay is proposing to build and is still unclear the on the zoning.

- **9478 W Gibraltar Pl** –The homeowner reported that a petition with 425 signatures was submitted to Shay homes.
- **9845 S Iris Ct** – The homeowner expressed concerns about the 27 homes Shay is proposing to build.
- **9324 S Hoyt Ct** – The homeowner expressed concerns about the size of Pond G.
- **8770 W Eden Dr** – The homeowner reported that the pool survey results can be found on the TrailMark website.

With no other questions from the audience, the open portion of the meeting was adjourned at 7:29 p.m.  
The next meeting will be on January 13, 2026, at 6:00 pm at Falcon Bluffs Middle School

**IX. EXECUTIVE SESSION** – The Board entered Executive Session at 7:30 pm. The Board exited the Executive Session at 7:47 pm.

**X. ADJOURNMENT**- In a motion duly made and seconded, the Board moved to adjourn the Board meeting at 7:48 pm.

 1/13/2026

Approved by the Board of Directors