



TrailMark Homeowners Association, Inc.

Littleton, CO 80127

c/o 4 Seasons Management Group

9351 Grant Street, Suite 500

Thornton, CO 80229

(303) 952-4004 – Office

[Hello@4shoa.com](mailto:Hello@4shoa.com)

<http://trailmark.org/>

## **TRAILMARK HOMEOWNERS ASSOCIATION**

### **NOTICE OF THE**

### **2023 BUDGET RATIFICATION MEETING**

**(Early sign-in available starting at 6:00 p.m., Budget Meeting to start 6:30 p.m.)**

**&**

### **2022 ANNUAL MEETING & BOARD ELECTION**

**(To be called directly after Adjournment of Budget Ratification Meeting)**

**November 8, 2022**

In accordance with the By-Laws of TrailMark Homeowners Association, Inc., you are hereby advised that the 2023 budget ratification meeting & 2022 annual meeting of the membership for TrailMark Homeowners Association, Inc. will be held on **November 8, 2022, at 6:30 PM** at the South Metro Fire Station #19 located at 8490 West TrailMark Parkway, Littleton, CO 80127.

The purpose of the Budget Ratification Meeting is to approve the 2023 Board-adopted Operating Budget. The budget does not call for an increase of assessments and assessments will remain the same at \$135.00 per month, per home. The ratification process, as defined in CCIOA is actually a veto process. The budget as approved by the Board of Directors stands ratified/approved by the membership unless 51% or more of the membership attend the meeting (either in person or by proxy) to veto its ratification/approval. Quorum is not required for this meeting.

Please note that the purpose of the annual meeting is to 1) approve the 2021 annual meeting minutes, 2) to receive a presentation of an annual report on the Association's activities and financial status, and 3) elect three members to the Board of Directors and 4) answer any homeowner questions. There are three (3) Board positions up for re-election. Carole Brooks, Phil Kinney, Robert Padilla and Tonya Sloane have completed and returned their forms and are nominating themselves to run for the three (3) open seats on the Board of Directors. Included in this notice is a voting ballot for the four (4) candidate nominees. Self-addressed envelopes are provided for each homeowner in the notice mailing for returning ballots. Ballots must be returned by no later than **2:00 PM on November 8, 2022**. Nominations will also be taken from the floor at the meeting.

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**Proudly Managed by 4 Seasons Management Group, LLC**

9351 Grant Street; Suite 500; Thornton, CO 80229

Phone: (303) 952-4004 | Fax: (720) 229-0407 | [www.4SeasonsMgmt.com](http://www.4SeasonsMgmt.com)

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Also included with this notice is a proxy. **Should you not be able to attend the meeting, please sign and return the proxy form so that additional expense is not incurred by the association to call a second meeting. Quorum requirements for the association are that 82 homeowners must be represented in order for the Association to conduct business.** Proxies must be returned no later than **2:00 PM** on November 8, 2022, to be registered.

***We Encourage Everyone To Submit A Signed Proxy So That Quorum Can Be Reached For This Meeting.*** Your proxy may be voided if you attend the meeting. Please contact 4 Seasons Management Group at (303) 952-4004 if you have any questions. We look forward to seeing you there!

Sincerely,

The Board of Directors

TrailMark Homeowners Association, Inc.

**TRAILMARK  
HOMEOWNERS ASSOCIATION, INC.**

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**2023 BUDGET RATIFICATION MEETING  
AGENDA**

**November 8, 2022**

**(Early sign-in available starting at 6:00 p.m., Budget  
Meeting to start at 6:30 p.m.)**

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- I. Call to Order
- II. Introductions
- III. Purpose of Meeting (to Ratify BOD-approved budget)
- IV. Notice of Mailing
- V. Budget Presentation (Board of Director's)
- VI. Ratification of 2023 Operating Budget
- VII. Adjournment



**TRAILMARK HOMEOWNERS ASSOCIATION  
GENERAL FUND  
2023 BOARD ADOPTED BUDGET**

Accounting Code	Description	2022 Budget	YTD Actual 6/30/22	2022 Estimated	2023 Preliminary Budget
<b>REVENUES</b>					
62000	Assessments	\$ 432,000	\$ 216,000	\$ 432,000	\$ 432,000
63000	Late fees	500		500	=135*4*800
63001	Interest		45	50	
63100	Capital Contribution	\$ 1,536	\$ 450	\$ 500	
63103	Transfer fees		64	100	
63106	Chargeback Reimbursements (from TMMD)	13,000		5,000	5,000
63107	Fines (Covenant Charges)		50	100	
63108	Administrative		(103)	(103)	
63109	Rental		(720)	(720)	
63599	Other		5,399		5,000 Flock camera system
70003	Donations (Social Committee)	10,000		8,000	10,000
	<b>Total revenues</b>	<b>457,036</b>	<b>221,185</b>	<b>445,427</b>	<b>452,000</b>
<b>EXPENSES</b>					
<b>Administration</b>					
80000	Management and accounting fees	45,000	25,243	52,400	46,800
80001	Admin Exp (Postage, printing and copies)	6,500	5,002	7,500	8,500
80003	Newsletter	1,980	300	1,980	1,980
80004	Bad debt	1,000	220	500	1,000
80006	Computer/web maintenance	1,500	1,310	2,000	1,500
80008	Bank charges	100	50	100	100
80016	Storage	2,880	252	500	2,880
80018	Social committee	33,000	3,962	30,000	30,000
80999	Misc - Design review committee	1,000	-	500	1,000
80999	Misc -Common area committee	1,000	-	200	200
80999	Misc-Communication committee	1,100	1,767	2,500	1,100
81000	Legal - collections	2,000		2,000	2,000
81004	Audit & Tax return preparation	2,000		2,000	2,000
81006	Covenant Compliance	29,000		20,000	40,000
81008	Legal - general	1,500	10,973	12,000	1,500
93000	Insurance	7,500		7,500	7,500
	<b>Total administrative expenses</b>	<b>137,060</b>	<b>49,079</b>	<b>141,680</b>	<b>148,060</b>
<b>Grounds</b>					
					=400 incidents*100

83001	Landscape contract	31,000	14,370	30,000	31,000	
83002	Sprinkler repairs	8,000	2,640	4,000	6,000	
83003	Snow removal	10,000	7,341	10,000	10,000	
83004	Pest Control		(240)			
83009	Winter Watering	1,000	340	1,000	1,000	
83300	General grounds maintenance (CAC)	1,000	12,357	6,000	23,000	5k actuals to be reclassified
84003	Tree Trimming/spraying	5,000		-	-	
85999	Utility locates	1,000	118	300	1,000	
86013	SSPR Fees (port-o-lets)	3,500		3,500	3,500	
87006	Fence repairs	16,000		16,000	16,000	
89002	Holiday lighting & Decorations	9,000	99	9,000	9,000	
	Total grounds expenses	85,500	37,026	79,800	100,500	
<u>Payroll</u>						
82000	Wages	-	2,885	-	-	
82006	Payroll Processing	-	721	-	-	
		-	3,606	-	-	
<u>Utilities</u>						
83008	Trash/ Dumpster Day	170,600	108,180	168,000	196,200	=16350*12
92000	Gas and electricity	1,400	591	1,250	1,400	
92003	Water and sewer	18,000	2,770	4,000	4,000	
	Total utilities expenses	190,000	111,541	173,250	201,600	
	<b>Total expenses</b>	412,560	201,251	394,730	450,160	
	<b>Excess of Revenues Over (Under) Exp</b>	44,476	19,934	50,697	1,840	
<u>Transfers to Reserve</u>						
	Transfer to Capital Reserve Fund	(75,000)	(25,000)	(25,000)	(25,000)	
	<b>Net Change in Fund Balance</b>	(30,524)	(5,066)	25,697	(23,160)	



**TRAILMARK  
HOMEOWNERS ASSOCIATION, INC.**

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**2022 ANNUAL MEETING**

**AGENDA**

**November 8, 2022**

**Annual Meeting (Immediately following Budget Ratification  
Meeting)**

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- I. Call to Order
- II. Determination of Quorum (83 homeowners must be present in person or by proxy)
- III. Proof of Notice
- IV. Approval of Meeting Minutes
  - a. November 11, 2021 Annual Meeting of the Board of Directors
- V. Committee Reports
  - a. Design Review Committee
  - b. Common Area Committee/Landscape Committee
  - c. Communication/Website/Newsletter Committee
  - d. Safety Committee
  - e. Social Committee
- VI. New Business
  - a. President's Report (Updates and Accomplishments)
  - b. Financial Report
- VII. Election of (3) Directors to the Board of Directors
  - a. Nominations from the Floor
  - b. Introduction of Nominated Candidates
  - c. Vote of the Membership & Results of Returned Ballots
- VIII. Adjournment
- IX. Open Forum (Questions & Answers)



# RECORD OF PROCEEDINGS

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## MINUTES OF ANNUAL MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK HOMEOWNERS ASSOCIATION HELD November 11, 2021

The annual meeting of the Board of Directors of the TrailMark Homeowners Association (referred to hereafter as "Board") was held on Thursday, November 11, 2021 at 7:00 p.m., via ZOOM video conference.

**ATTENDANCE** The regular meeting of the Board of Directors of the TrailMark Homeowners Association was called and held, as shown, in accordance with Colorado law. The following directors were present:

Ken Colaizzi – President  
Sally Janssen – Vice President  
Bill Kuenning-Secretary  
Phil Kinney-Treasure  
CJ Haberkorn – Member at Large

Also present were:  
Mat Birkeness; Community Resource Services  
Susie Ellis; Community Preservation Specialists

**CALL TO ORDER** Director Ken Colaizzi called the meeting to order at 7:49 p.m. 124 Proxies were collected via the collection boxes within the community providing a quorum.

Director Colaizzi asked to amend the agenda to allow LCS contractor Scott present. Barring no objections Scott presented and noted the holiday lighting was completed. Director Kinney asked about the renewal and irrigation checks.

**APPROVAL OF MINUTES** Minutes: The minutes of the September 9, 2021 Board meeting were reviewed. Director Colaizzi noted dates needed updating. Upon a motion by Director Haberkorn and a second by Director Kinney, the Board voted unanimously to approve minutes.

**MANAGEMENT ITEMS** Management Report: Mr. Birkeness presented the report.

Covenant Report: Ms. Ellis presented the Covenant Report to the Board. Ms. Ellis noted a variety of violations, notably excessive waste and a total of 362 cases files opened in 2021.

Design Review Report: The Board reviewed the DRC report included in the packet. No action was needed.

# RECORD OF PROCEEDINGS

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## COMMITTEE REPORTS

Design Review Committee: Director Janssen reviewed the number of submissions and noted 225 roof requests had been reviewed out of cycle.

Common Area Committee/Landscape Committee: Director Kinney reported and stated median work has been completed and paid to the contractor. Items either completed or ongoing included: SSPR sledding Hill trail, extra pruning, monument corner, Dec. 21<sup>st</sup> holiday decorating and future topics for to extend longevity of owned items.

Communication/Website/Newsletter Committee: Director Kuenning noted the annual report is ongoing. Linda Jagiello noted a new election tab has been added to the website.

Safety Committee: Director Haberkorn noted the ongoing bike park work.

Social Committee: Director Colaizzi presented and began thanking Lonnie Sommers for the community run sponsorship. Multiple upcoming events were discussed providing dates.

## NEW BUSINESS

Proxy Returns and Count: Mr. Birkeness noted 124 proxies were received prior to the meeting being held.

LCS Renewal: Mr. Scott presented earlier in the meeting as amended by Director Colaizzi. Upon a motion by Director Haberkorn and seconded by Director Kuenning the renewal of LCS was approved unanimously.

2022 Budget Dues increase: Sandy Farish presented ongoing inflation and increasing costs to continue business. Ms. Farish presented the drafted 2022 budget and potential dues increase for 2022. Director Kuenning motioned to accept the budget for ratification. Director Haberkorn seconded the motion and the motion carried unanimously. Discussions followed regarding rate increase and Director Haberkorn motioned to raise due to \$135 a quarter in 2022. Director Kinney seconded and carried unanimously.

\$200 damage to corn maze: Director Colaizzi opened and discussed the contract and damages from community teenagers. Multiple directors discussed initial thoughts to consider for next year.

Covenant Compliance contract termination: Director Colaizzi presented the CPS contract will come to an end of service at 12/31/21. Director Colaizzi thanked Ms. Ellis for her service over the years.

CRS Management contract termination: Director Colaizzi presented and noted management services will end 12/31/21 and Director Colaizzi thanked CRS and Mr. Birkeness for services.



# RECORD OF PROCEEDINGS

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Election Details: Director Colaizzi noted the 2 board seats for the election. Noted no town hall for 2021, website will house details, due dates for ballots, self-addressed envelopes provided for returning ballots and thanked Lori Ross for volunteering to count ballots.

## OLD BUSINESS

Garage Sale Sponsorship: Director Colaizzi noted resident Lori Ross sought sponsorship in August for 2022 garage sale. Director Colaizzi motioned to create a deadline for sponsorship details to be finalized by 12/15/21. Director Haberkorn seconded and motion carried unanimously.

## FINANCIAL ITEMS

Delinquency Report: Mr. Birkeness presented, and no questions were raised.

Financial Reports: Mr. Birkeness reviewed the report, and no questions were raised.

## HOMEOWNER FORUM

Wayne Lupton noted to the board that the change in management companies will create problems for the community.

Kellie noted she is a new resident and asked if new residents have access to community details that are historic. She also noted the proposed storage shed behind Carr Way is problematic. Multiple directors responded that area is no longer in consideration.

Lori Ross asked the board for consideration and action plans for sponsorship details to be shared and offered to allow competition to promote forward action.

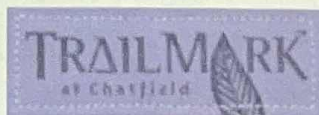
## ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Colaizzi, seconded by Director Janssen, and passed unanimously, the meeting was adjourned at 9:06 p.m.

Respectfully submitted,

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Secretary for the Meeting



## TrailMark HOA

### Call For Candidate Board of Directors Candidate Profiles

Dear TrailMark Homeowners,

As of the September 30<sup>th</sup> deadline for the Call for Candidates, the TrailMark Homeowners Association is pleased to announce the candidate nominations of four (4) homeowners for the upcoming 2022 November 8<sup>th</sup> Annual Meeting held at the Fire Station #19. These four individuals have completed and returned their forms and are nominating themselves to run for the three (3) open seats on the Board of Directors. Their names will be placed on the ballot, which will be included in the annual meeting packet, and will be mailed out to all TrailMark homeowners in the coming days. Below are the four candidate's bio's:

#### Carole Brooks

##### Tell us about yourself

*"I first fell in love with TrailMark in 2001 when purchasing a home-build through shea. Years later, I moved out of the neighborhood only to return 3 years ago. In the interim, I served on the HOA at my previous neighborhood and enjoyed helping my community."*

##### Why do you want to be on the Board of Directors?

*"TrailMark is such a wonderful and unique neighborhood. I love everything about it and would like to help keep it beautiful, safe, and enjoyable for generations to come. I work well with people of all backgrounds and views. I don't have a "platform" and will stay subjective and respect the opinions of my neighbors."*

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#### Phil Kinney

##### Tell us about yourself

*"We have lived in TrailMark for 20 years. My wife of 55 years and I are both retired and love our home and neighbors in TrailMark. I have graduated from West Point, served as an infantry officer in the U.S. Army, and had two other careers over the last 40 years. BS from West Point, MA Central Michigan, and MBA Duke University."*

**(Phil Kinney, cont.)**

**Why do you want to be on the Board of Directors?**

*"I am currently on the board and have served as the treasurer for the last 21 months. I can continue to be a contributing member of the board with all I have learned while serving as the treasurer."*

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**Robert Padilla**

**Tell us about yourself**

*"I have a master's degree in psychology counseling and guidance from UNC in Greeley CO. I have taught psych classes for 49 years at Community College of Denver 1972 then at Arapahoe Community College in Littleton and UCD and MSU in Denver."*

**Why do you want to be on the Board of Directors?**

*"First, I am impressed with our new HOA. I have the time because I am retired now. I am seriously invested in our community at TrailMark. Our house is our future here for the foreseeable future. My wife is also a retired therapist to keep me in line. Thank you"*

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**Tonya Sloan**

**Tell us about yourself**

*"Professionally I am a meeting professional, planning small and large conferences and trade shows. This also translates as a project manager; I have a bachelor's in business administration with a focus in marketing. Additionally, I hold an active real estate agent license, although it's not my primary focus. I enjoy the outdoors and challenging my mental and physical abilities."*

**Why do you want to be on the Board of Directors?**

*"We have lived in TrailMark for two years and I value the work that President, Ken Colaizzi puts into the community. I currently sit on our townhouse board as acting secretary and architectural control. I know what it takes to participate in a board and would enjoy the opportunity to work with Ken Colaizzi and the other board members. I think this work would give me an even better understanding of our community and ability to contribute."*246



**OFFICIAL BALLOT FOR  
TRAILMARK HOMEOWNERS ASSOCIATION**

**NOVEMBER 8, 2022**

To vote, place a mark at the right of the name of each candidate of your choice. Each property is allowed one (1) ballot. Do not copy or reproduce this ballot. You may return this ballot via the provided envelope.

Vote for any three (3) individuals you wish, you do not have to vote for a slate of candidates.

**Vote for not more than three (3) Directors for Two-Year Terms:**

Carole Brooks

☐

Phil Kinney

☐

Robert Padilla

☐

Tonya Sloan

☐



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**TRAILMARK HOMEOWNERS ASSOCIATION**

**Tuesday, November 8, 2022**

**Annual Membership Meeting**

**PROXY**

PLEASE MAIL THIS PROXY FORM TO THE 4 SEASONS MANAGEMENT OFFICE AT: 9351 GRANT STREET (SUITE 500),  
THORNTON, CO 80229 OR YOU CAN DROP THIS FORM OFF AT PHIL KINNEY'S (HOA TREASURER)  
ADDRESS: 9946 W BADEN DR

**PROXIES MUST BE RETURNED NO LATER THAN 2:00 PM ON NOVEMBER 8, 2022 TO BE REGISTERED.**

Authorizing the Proxy:

The undersigned, an owner of record of the property described below which is located within the TrailMark Homeowners Association and being a member in good standing of the TrailMark Homeowners Association hereby appoints\*\*,

Check one:

- ☐ Board member: \_\_\_\_\_  
Name of Board member to vote your proxy
- ☐ Other: \_\_\_\_\_  
Name of agent to vote your proxy
- ☐ For Quorum Purposes Only

As my agent and Proxy to vote and otherwise represent all my membership voting rights at the Annual Meeting to be held on Tuesday, November 8, 2022, and any continuation or adjournment thereof, and to represent, vote or otherwise act for me in the same manner and with the same effect as if I were personally present. The undersigned hereby revokes any proxies that I have previously executed.

The Proxy and the authority represented herein may be revoked at any time by the undersigned and, unless revoked shall terminate upon final adjournment of the aforesaid Annual Meeting of Members. Further, this Proxy and the authority represented herein shall specifically concern the following matters: Review of Association's Financial Position and any other business that may legally come before the membership. Each household gets one vote, one proxy. The vote is for the entire household, please only complete one proxy.

Signature of Owner of Record:

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Property Address: \_\_\_\_\_