

**TRAILMARK METROPOLITAN DISTRICT  
REGULAR MEETING AGENDA**

<u>Board of Directors</u>	<u>Office:</u>	<u>Term Expiration</u>
Wayne Lupton	President	May 2025
Rick Handley	Vice President	May 2023
Sandy Farish	Secretary	May 2025
Ray Hallquist	Assistant Secretary	May 2023
Vacancy		May 2023

DATE: July 19, 2022

TIME: 6:30 p.m.

**PLACE:**

Join Zoom Meeting

<https://zoom.us/j/96062167164?pwd=VzZzSHh0WVdNMm4yWXg0MVdKRmJ4UT09>

To Join By Phone

+13462487799

Meeting ID: 960 6216 7164

Password: 669726

**I. ADMINISTRATIVE ITEMS**

- A. Declaration of Quorum/Director Qualifications/Disclosure Matters
- B. Approve Agenda
- C. Review and Approve Minutes of the May 17, 2022 Regular Meeting (enclosure)
- D. Attendance at SDA Annual Conference – September 13 – 15

**II. PUBLIC COMMENT**

- A. Public Comment - 30 minutes at beginning of meeting & 15 minutes at the end of the meeting, if needed.
  - Please sign in or state your name.
  - Please stand while making your comments.
  - Please observe 5 minute rule per person to allow others an opportunity to speak. If you exceed the time limit, your comments may be interrupted.
  - Please be respectful of others - no interrupting, loud whispering, clapping, etc. Violators of this rule will be asked to leave.
  - An immediate response should not be expected, as issues may need research or be placed on a future agenda for Board

discussion. However, the individual who initiated the comment or inquiry will receive follow-up.

III. FINANCIAL ITEMS

- A. Ratify May 2022 Claims and Review and Approve Payment of Current Claims
- B. Review Cash Position (enclosure)
- C. Review Financial Statements (enclosure)

IV. BOARD MEMBER ITEMS

- A. Retaining Wall/Sidewalk Update

V. MAINTENANCE ITEMS

VI. MANAGEMENT ITEMS

VIII. PUBLIC COMMENT -15 minutes

IX. ADJOURNMENT

**The next meeting is scheduled for Tuesday, September 20, 2022 at 6:30 p.m.**

**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF  
THE TRAILMARK METROPOLITAN DISTRICT  
HELD  
MAY 17, 2022**

A regular meeting of the Board of Directors of the TrailMark Metropolitan District (referred to hereafter as “Board”) was convened by Zoom conference meeting on Tuesday, May 17, 2022, at 6:30 p.m. The call-in information was listed in the meeting notice posted by the District and the public was able to attend the meeting via telephone conference call if they so desired.

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

Wayne Lupton  
Rick Handley  
Sandy Farish  
Ray Hallquist  
Cathy LaClair,

Also present were:  
Michelle Parker, Community Resource Services

**CALL TO ORDER:** Director Lupton called the meeting to order at 6:31 p.m.

**ADMINISTRATIVE ITEMS:** Agenda. Ms. Parker presented the Board with the proposed Agenda. Upon a motion by Director Hallquist, a second by Director Farish and unanimous vote, the agenda was approved as presented.

Minutes. The minutes of the March 15, 2022, Regular Board meeting were presented to the Board. Upon a motion by Director Handley and a second by Director Farish, the Board voted unanimously to approve said minutes as presented.

**FINANCIAL ITEMS:** Review and Approve /Ratify Payment of Claims. After review, upon a motion by Director Hallquist and a second by Director Lupton the Board voted unanimously to ratify the April 2022 Claims.

Review Cash Position. Ms. Parker reviewed the cash position April 30, 2022, adjusted to May 12, 2022. After review, upon a motion by Director Lupton, and a second by Director Hallquist, the Board accepted the cash position as presented.

Financial Statements. Ms. Parker reviewed the financial statements dated April 30, 2022. After review, upon a motion by Director Lupton and a second by Director Hallquist, the Board accepted the financial statements as presented.

Retaining Wall/Sidewalk Update: Director Handley gave an update tot the Board on this item. Patrick Gunn from the City of Littleton walked the area with board members Handley and Lupton. Mr. Gunn said the only thing TMMD really needed was to replace the concrete sidewalk at the bottom of the stairs. He also said that the District should put handrailing on both sides of the stairs. He stated that the stairs and sidewalk above the stairs would be grandfathered in and will be okay moving forward. Also, when the District finds a contractor, he would like to add a small project with City funds to correct the sidewalk and ramp on Independence that is their responsibility. The sidewalk has settled around the catch basin and the ADA ramp does not meet code. This is all contingent on the City having any funds. Director Hallquist stated that he felt this course of action was putting a band-aid on the problem. Director Farish noted that she was okay with spending less money for now. Director Lupton prefers to fix now for less money. Director Handley commented that he is ok with recommended fix, not used much anyway. Director Hanldey moved that the Board approve the recommended repairs. Upon a second by Director Farish, a vote was taken, and the motion carried unanimously.

**BOARD MEMBER  
ITEMS**

Fence Post/Repair and Painting: Director Lupton gave an update about the fence paining and the post repair replacement project.

Pond Maintenance Update:

Three pond maintenance visits were performed during the 3/16 through 5/12/22 period. Visits were made on 4/8, 4/19 and 5/6/22. Water temperatures have been cool since early April with temperatures of 52-53 degrees on April 8<sup>th</sup> and 58-59 degrees the past few weeks. The water level has remained 3.5-4' low in FR1 to date. FR2 has been nearly full (1-2" low). Pond G was also full (water level 2.5' below the outlet structure) with a trickle of outflow. Overall aquatic growth was minimal and consisted mostly of small amounts of bottom algae. Only one treatment was necessary to curb growth of surface algae mats along the shoreline of FR2 on 4/19/22. A phosphorus reduction treatment and the systemic treatment for duckweed was also started in FR2 in April.

Aeration systems in FR1 and FR2 were also turned on for the season on April 8<sup>th</sup>. For the FR1 system (four 115v compressors), three new compressors and a new cooling fan were replaced. This system still has one original compressor remaining. The system is running good and runs on the intermittent schedule as set on the time clock. For the FR2 solar system (two 24v compressors), one of compressors is running with air supplied to two diffusers. The second compressor will be installed as soon as it is received from the manufacturer Keeton Industries (will be replaced under warranty). FR2's solar system runs on the timer which is set for 2 pm to 10 am.

MANAGEMENT  
ITEMS

**Aeration Systems**

Both systems are currently off for the winter 2021/22 and will be turned back on for the season by the end of March. Regarding the FR2 solar system, we are still waiting for the warranty replacement on one (of the two) 24-v compressors, which Keeton Industries has had on back order since Oct 2021; the compressor manufacturer is saying new units may not be shipped until July. In the meantime, this system will be running with one compressor and two diffusers.

**Pond Maintenance**

Our pond maintenance work will begin in April for the 2022 season. We have received the SSPRD vehicle access permit for 2022 from Kayla and will notify them whenever we are at TrailMark.

**Annual Fence Painting:** Following review of three bids for the annual Filing 4 painting and post replacement, a few items need to be updated- posts are 2 x 8 x 8 not 2 x 6x 6 and need pricing for hauling away old posts. Upon a motion by Director Halquist and second by Director Farish, and unanimous vote, the painting portion of the project was awarded to Ganter. Upon a motion by Director Hallquist, second by Director Lupton and unanimous vote, the post replacement work was awarded to Fence Up. Ms Noon will inform the contractors of their awards, but work isn't to start until members of the Board walk the fences and mark posts that must be replaced. Both contractors will need to provide Insurance Certificates to the District.

**MANAGEMENT  
ITEMS**

Oaths of Office for Elected Board Directors: Directors Lupton, Farish and Handley took their Oaths of Office.

Vacancy Appointment: The Board has a discussion on a couple individuals and will talk to them to see if they would like to serve.

Regular Meeting Schedule: No discussion required; HOA moved their regular meetings going forward.

**ADJOURNMENT:**

There being no further business to come before the Board, upon motion duly made by Director Lupton, seconded by Director Handley, and passed unanimously, the meeting was adjourned at 7:16 p.m.

Respectfully submitted,

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Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL  
MARCH 15, 2022 MINUTES OF THE TRAILMARK  
METROPOLITAN DISTRICT BY THE BOARD OF  
DIRECTORS SIGNING BELOW:

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Wayne Lupton

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Sandy Farish

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Catherine LaClair

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Rick Handley

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Ray Hallquist