



2020 HOA ANNUAL REPORT

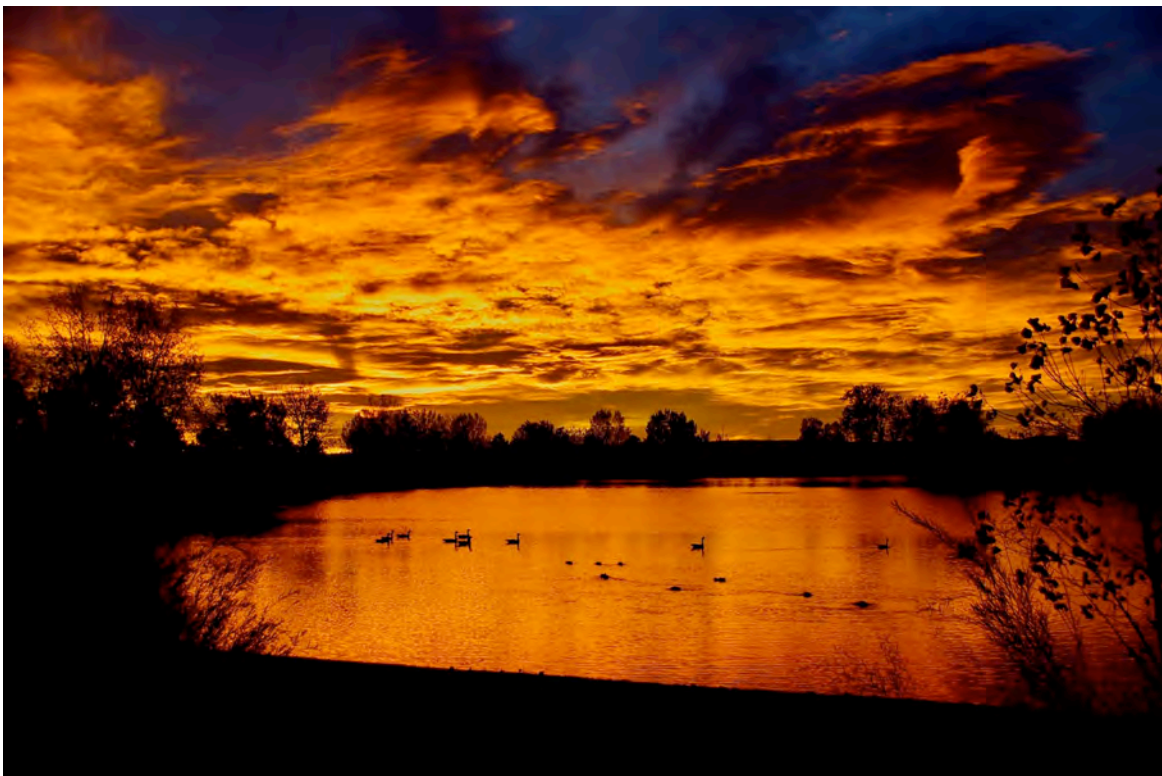


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HOA BOARD ANNUAL REPORT 2020

The 2020 HOA Board wishes to present to the TrailMark Community, its Board of Directors' and Committees' Annual Report. This Annual Report describes our goals and accomplishments, in-progress activities, and future activity/initiative recommendations.

Notwithstanding the challenges of the COVID-19 Pandemic, the HOA Board has endeavored to preserve TrailMark's unique values, and open & natural environment -through proactive landscape and water management, and covenant compliance, while providing efficient and comprehensive administrative management, which ensures a vibrant, inclusive and safe community.

We believe that through this effective management, we have provided all of our Homeowners and Residents a quality, safe, well cared for, harmonious and sought-after community, in which to live and to raise their families. We diligently continued the tradition of appropriate progressive change, and developed strategies to explore kinder and more consistent covenant compliance. Prudent fiscal responsibility allowed for: common property improvements, better communications, numerous community activities, improved service contracts and the continuation of our industry-leading low HOA fees. We strengthened old initiatives and embarked on many new efforts that further enrich our TrailMark quality of property and life.

Incredible Volunteers: No community, the size and complexity of TrailMark, would be as vibrant, without our many Volunteers, who so generously give of their time, effort, and creativity. The dedication of those Volunteers, in our Committees, continues to enhance all Residents' qualities of life, and unique neighborliness. We thank our many volunteers for their countless, unheralded: hours, energies, and dedication, which they have humbly, and selflessly, contributed, for the benefit of all Residents. This Board believes that there is no more critical, and finer, asset to the vibrancies of TrailMark than our incredible Volunteers. *Thank you!*

Grateful for Their Service: As they leave the HOA Board, we would like to thank Amy Howard and Mary Kreeger for their truly countless contributions to the TrailMark Community. During their tenure on the HOA Board, they individually contributed extraordinary levels of energy, leadership and personal time –all in pursuit of collaboratively keeping TrailMark beautiful, well managed, welcoming and progressively valuable. They were both available for many short and long-term projects, helped others to assimilate complex issues, managed progressive projects and incredibly were generally available at a moments notice. The 2019 and 2020 Boards were much more productive, through their leadership. We are so grateful for all they offered and accomplished for us all, here in TrailMark! They have left the Board but did not stop caring; so, they will continue to actively contribute to our Committees and initiatives. *Thank you!*

YOUR 2020 HOA BOARD:

President: Sally Janssen
Vice President: Amy Howard

Secretary: Mary Kreeger
Treasurer: Ken Colaizzi

Member-At-Large: Bill Kuenning

HOA BOARD MISSION

The mission of the TrailMark HOA Board is to represent and to protect the best interests of the community, as a whole, while retaining and increasing the quality of life and property values, through efficiently, integrity and effectively operating the association, maintaining the common property, and implementing the governing documents.



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Figure 4 Copyright © R Cannady

YOUR 2020 HOA ANNUAL REPORT

ACCOMPLISHMENTS DURING 2020

- Expanded communications outlets, community-wide, to provide more current and helpful information for all community homeowners and residents.
 - Published twelve community newsletters to advise, assist, and educate residents on a variety of topics.
 - Expanded the use of the HOA website, Facebook, NextDoor, and email blasts
 - Posted hard-copy announcements on the bulletin boards at the playground and Hogback Hill.
- Provided oversight of all contractors and committees, to preserve and protect TrailMark.
- Pursued effective relationships with our many partners.
- Successfully defended TrailMark against a contractor lawsuit.
- Created the Volunteer Community Emergency Network of TrailMark (VCENT), a special neighbor-to-neighbor helping network inspired by the COVID-19 challenges and urgencies by developing a community data base. This virtual volunteer helping network was created to respond to folks who could use help, neighbors who volunteered to lend a hand, or those who could identify someone who needed help. The goal of this project was to help combat hardship and social isolation due to the pandemic.
- Hired a new landscaping and snow removal company, Lawn Care Solutions, on a 2-year contract.
- Reached out to South Metro Fire and Rescue to assist with safety issues. This partnership led to the re-initiation of the Safety Committee and brought on Einar Jensen, Risk Reduction Specialist, who started contributing to the community newsletters and has made himself available to advise on many safety issues. (See Safety Committee)
- Provided community education with regard to bear and other wildlife safety issues.
- Provided multiple signs and banners, posted at social events, on the exit monument and along TrailMark Parkway, as subtle reminders that we are in the COVID-19 battle together.
- Approved/published/clarified and/or updated standards:
 - Exterior Entry, Security, Storm, and Service Doors
 - Window design whereby homeowners may now choose gridded front windows, or not.
 - Trash policy
 - Communicated trash policy to habitual offenders.
 - Worked with residents to remedy covenant violations to avoid fines
- Re-bid the holiday lighting contract and saved significant dollars for the TrailMark front entrance.
- Approved expanding the food truck community offering from 3 months per year to every month.
- Approved new events to be added to the Social Committee calendar. (See: Social Committee, below)
- Initiated the re-design and installation of thirteen community medians, along TrailMark Parkway and Independence St., and began the two year program to complete those installations.
- Sponsored the first annual TrailMark Recycling Event, for dropping off electronics and large household items.
- Introduced the use of ZOOM HOA Board meetings, in response to COVID-19 restrictions and to increase accessibility, for the residents, and to thus increase participation.
- Approved increasing the Design Review Committee from three to five members.



Figure 5 Copyright © D Visscher

- Worked cooperatively with the City of Littleton and Jefferson County in search of solutions to parking issues throughout TrailMark.
- Collaborated in joint meetings with Shea Homes regarding their proposed development project at the front TrailMark entrance. Provided many project suggestions prior to formal project proposal, and communicated preliminary ideas with the residents.
- Monitored pond maintenance in light of algae issues.
- Initiated a new, highly inclusive and secure HOA voting process for the Community. It was costly, but created far more involvement and security.
- Developed a Zoom resident appeals process.
- Responded to resident inquiries about general processes, protocols and practices by increasing communications and education.
- Commissioned and completed a comprehensive Reserve Study and adopted its five year plan.
- Finalized, with the City of Littleton, the JEFFCO Sheriff's Office and the State patrol, the guidelines concerning the South-bound Wadsworth to TrailMark Parkway dedicated turn lane. Published extensive information and design to the residents.
- Worked extensively with Community Resource Services of Colorado, LLC (CRS) our community management company, and Angie Kelly, our community manager, to ensure the effective and efficient management of TrailMark – compliance with the Colorado Common Interest Ownership Act (CCIOA), collaboration with the City of Littleton and other agencies with whom we partner, on numerous issues/activities, ensured policies/standards were updated, responding to community homeowners and residents; performance of contract oversight; navigating laws and regulations of multiple agencies, and much more. Her expertise, experience, and knowledge has consistently proven invaluable to the HOA Board and the community, in general. We extend our sincere appreciation to Angie and her team.
- Worked extensively with Susie Ellis, Community Preservation Specialists, Inc. (CPS), to ensure homeowners and residents comply with our Covenants, Conditions and Restrictions as well as our community Design Guidelines. Susie worked with owners and residents to ensure compliance with applicable laws, rules, and regulations. When necessary she worked with outside agencies related to federal, state, county, and/or municipal bodies, responded to concerns and complaints expressed by residents and proactively conducted inspections. She identified violations of the community documents, sought one-on-one conversation with the homeowner to explain, offer solutions and provide resources encouraging voluntary compliance, advised the HOA Board where ambiguities and uncertainties were detected, and suggested options. She provided assistance to the Design Review Committee in their explanation of guidelines and coordinated with City of Littleton where required. We extend our sincere appreciation to Susie and her team.
- Coordinated, with CRS of Colorado, the most comprehensive, open, fair and secure HOA Board election in TrailMark History.



Figure 6 Copyright © K Norris

PROJECTS IN-PROGRESS

- Community Commercial Vehicle Policy.
- Swimming pool guidelines.
- City of Littleton Memorandum of Understanding with Community Development.
- Exploring, with South Suburban Parks and Recreation, the potential for building an on-site storage shed on SSPR property, as a means of eliminating monthly rental storage costs for community property.
- Exploring, with South Suburban Parks and Recreation and Jefferson County, a potential construction project of extending the community trail system with a new segment from Hogback Hill, to the sledding hill, with grant money.
- Repairing the steps and rock wall between Independence Street and W Finland Drive.
- Monitoring of, and /interaction with, a potential Shea Homes development project -north of TrailMark Parkway, at the TrailMark entrance. Communicating any progress to the TrailMark Community.
- Given the success of the electronics recycling events, exploring additional similar recycling events.
- Initiated research into expanding our community year-round tree care program.
- Pursue resolution of parking issues throughout the community with the City of Littleton and South Suburban Parks and Recreation.



Figure 7 Copyright © D Visscher

- Improving the residents' recognition of the HOA Board members, Covenants and initiatives.
- Improving communications -through the website, signage, mailings, and social media.

PROPOSED 2021 INITIATIVES

- Pursue 2020 In-progress projects.
- Continue the Board liaison program to assist the Committees with Board input, while ensuring the HOA Board and community are well aware of Committee programs and recommendations.
- Evolve the Safety Committee to a more active/comprehensive role, in the Community's proactive safety.



Figure 8 Copyright © K Haddon

COMMITTEE ANNUAL REPORTS

COMMON AREA COMMITTEE (CAC)

The mission of the TrailMark Common Area Committee is to promote community enjoyment of the landscaped and natural surroundings of TrailMark with a strong dedication to preserving and protecting the natural environment of the arid, high plains ecosystem. This is accomplished via:

- Nature Preservations
- Common area management
- Community involvement
- Pursue cooperative partnerships with linking entities – TrailMark Metropolitan District, City of Littleton, South Suburban Park & Recreation, Jefferson County Open Space, South Metro Fire,
- Promote regional awareness and cooperation by liaising with our neighbors - Denver Botanic Gardens at Chatfield, Chatfield State Park, and Army Corps of Engineers, Shea Homes.

ACCOMPLISHMENTS

- Submitted to the HOA Board a new plan for the refurbishment of the 13 medians along TrailMark Parkway and Independence which included:
 - Median prioritization to target equitable refurbishment throughout all medians
 - A new community-wide design providing design continuity throughout
 - Xeriscape plantings to minimize irrigation requirements
 - Re-worked irrigation to repair and re-focus irrigation
 - Mulch and rock
 - Published the new design and plan, soliciting community input.
 - Received HOA Board approval of the plan
- Completed refurbishment: 4 of the 13-targeted medians, with the new plan. Published pictures and write-up in the newsletter and published on all community communication outlets.
- Reviewed and helped HOA articulate contract features for the new landscaping contract, with Lawn Care Solutions (LCS), the selected landscaping company. Items included tree and shrub maintenance & feeding, and winter watering of trees and planting beds throughout the community.
- As a committee project, replenished plants and mulch on the entrance island and in the north-side beds at the TrailMark entrance.
- Repaired, repainted and resealed the TrailMark sign at our entrance.
- Re-mulched areas next to the new TREX privacy fencing along TrailMark Parkway and Independence.
- Coordinated with SSPR to replenish trails and removal of clover and weeds growing onto the trails.
- Provided community recommendations for biking/walking around neighboring features such as Black Bear Trail, new trails at Chatfield State Park, and Deer Creek trails.
- Coordinated with SSPR for new trees along TrailMark Parkway, west of Hogback Hill.



Figure 9 copyright © L Jagiello

- Conducted a community survey of tree health and provided oversight of tree replacement of trees lost over the year.
- Developed and published “Who’s On First” document, with the community (via newsletter and Facebook), which delineates what areas within TrailMark are overseen by which organization: TrailMark HOA, Star Canyon HOA, SSPR, Jeff Co and TTMD.
- As a committee project, decorated the entrance to TrailMark with our holiday decor and lighting.
- Regularly submitted information articles to the community newsletter, and other news outlets.

PROJECTS IN- PROGRESS

- Assumed responsibility for researching and providing recommendations to the HOA Board, the possibility of erecting a storage shed on-property, to eliminate the ongoing rental expense for a storage unit off-site. This project involves coordination with South Suburban Park and Recreation, City of Littleton, and various vendors. A report, with recommendations, is to be submitted, to the HOA Board during the 1st quarter, 2021.
- Coordinating efforts to apply for a Jefferson County partial grant to construct a trail from the Hogback Hill parking lot down to the top of the sledding hill, and connecting to an existing TrailMark trail.
- Investigating a “monument grant” from SSPR to refresh many of the monuments, which intersect with the parkway.
- Working with TMMD to refresh the “wall” and walkway between W. Finland and Independence.



Figure 10 copyright © S Janssen

PROPOSED 2021 INITIATIVES

- Refurbish the 4 remaining medians on TrailMark Parkway.
- Replace plants in north bed that were lost in 2020.
- Refresh mulch in monument areas, as needed.
- Refresh mulch in median areas, as needed.
- Re-survey community for tree/shrub/plant replacements.
- Survey with SSPR, trails for repair/maintenance.
- Conduct community survey to identify dead trees/shrubs that must be replaced.

PROPOSED 2022 PROJECTS

- Refurbish the 2 remaining medians on Independence.



COMMUNICATIONS COMMITTEE

The Mission of the Communications Committee is to promote Homeowner/Resident awareness and community involvement -through timely communications of relevant news and current TrailMark initiatives/events:

- Create and maintain community information outlets: Monthly Newsletter, HOA website, HOA Facebook, NextDoor, hard-copy bulletin board, and email blasts.
- Provide homeowner resource pages:
 - Buy/Sell/Trade site,
 - Moms Club page,
 - TrailMark Business network,
 - Business Recommendation site.

ACCOMPLISHMENTS

- Published monthly newsletters with TrailMark’s events, calendar of events, and informational articles.
- Maintained and solicited greater participation of the HOA’s email system.
- In response to Covid-19, the communications committee created the Volunteer Community Emergency Network of TrailMark (VCENT) to help those who are struggling with the effects of the COVID-19 Pandemic.
- Supported HOA Board meetings by publishing agendas and supporting the new ZOOM meetings.
- Created new homeowner social media pages.

PROJECTS IN- PROGRESS

- Support Design Review Committee in their work to make all forms digitally available.
- Support continued COVID-19 awareness with signage requirements.

PROPOSED 2021 INITIATIVES

- Convert VCENT network system to community-wide help line.
- Explore the viability, and Community compatibility, of electronic signage and alternative issues/events announcement options.
- Set up a “Free – Material Give-away” content area on Facebook.



DESIGN REVIEW COMMITTEE (DRC)

The TrailMark Design Review Committee’s vision and philosophy is to encourage consistent quality and design expression throughout TrailMark’s boundaries, while allowing for individuality of improvement expression by its owners.

The Design Guidelines define the means by which homes built at TrailMark can be compatible with each other and with TrailMark’s unique setting. They establish the basis for The DRC’s review decisions - compliance with the spirit of TrailMark’s original design to facilitate mutual enhancement, careful/appropriate change and protection of the TrailMark’s qualities.

ACCOMPLISHMENTS DURING 2020

- Reviewed a total of 295 Home Improvement Request applications submitted by homeowners
- Prepared required documents for all submittals and re-submittals, for the historical record.
- Developed updated standards for the following areas:
 - Entry, Security/Storm, and Service Doors,
 - Windows, and
 - Fencing.
- Conducted on-site visits to review/understand planned projects with homeowners.
- Prepared DRC appeals packets for the HOA Board.
- Expanded the DRC from three to five members with the addition of two new volunteers.
- Submitted articles for the HOA news outlets, assisting homeowners on new standards, “what to submit”, etc. in an effort to make homeowner submissions easier.

PROJECTS IN PROGRESS

- Developing a standard for private, residential swimming pools that will be presented to the HOA board for their consideration in the near future.
- Developing a list of minor homeowner repairs/maintenance to the house exterior and the property that will not require DRC approval.
- Developing a standard for Accessory Buildings.
- Converting DRC forms to e-form (electronic forms) to allow homeowners electronic submission. Forms to be converted:
 - Home Improvement Request Form,
 - Home Improvement Yard Access Form,
 - Home Improvement Notice of Completion,
 - Solar Installation Checklist.



Figure 11 Copyright © A Clark-Caya

PROPOSED 2021 INITIATIVES

- Review dog run standard.

FINANCE COMMITTEE

The Finance Committee is responsible for assisting in the development and review of fiscal procedures and the annual budget, in conjunction with the management company and the Board of Directors.

- Assist in the preparation of next year's budget.
 - Meet with the various committees (Common Area, Social, Communication and Design) to review their committee-specific budgets and incorporate into the General Fund and Reserve budgets.
 - Discuss with Management Company any expected significant changes to line items from the previous year and appropriately account for them.
 - Assist the Board in determining, if/when, an assessment increase is needed/justified -to maintain sufficient income for the General Fund expenditures.
 - Continue fiscal responsibility and transparent financials (see: separate link for 2020 Financial Summary).
- Review the current year financial statements for irregularities and discuss with the Management Company and Board regarding any material deviations from the budget projections and to retain the Board's financial integrity and Transparency.
- Advise the Board of Directors, as needed and at their request, as to financial aspects of any contract for which homeowners have to pay and to monitor/facilitate any required, third party audits/reviews.
- Recommend investment options to the Board of Directors.

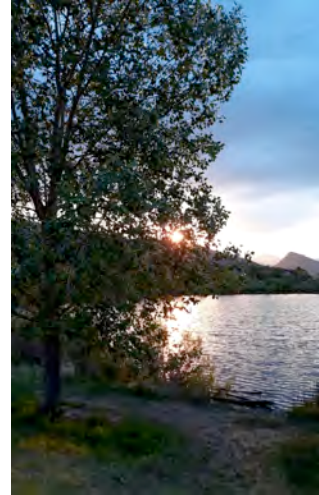


Figure 12 Copyright © L Jagiello

ACCOMPLISHMENTS DURING 2020

- Developed and created the 2021 HOA budget in coordination with all committees, the management company and the HOA Board.
- Moved the Common Area Committee budget from the General Fund to the Reserve fund, since the majority of their expenses are for total median renovations, not simply minor maintenance (Medians are projected to complete in 2022).

PROJECTS IN PROGRESS -Just the continuity of normal procedures.

PROPOSED 2021 INITIATIVES

- Consider assessment increases in 2022 or 2023, to address continued cost rises.

SAFETY COMMITTEE

This committee was reconstituted in the latter part of 2020, and has been administered by the HOA Board, with the plan of formally chairing the committee and soliciting volunteers during the 1st part of 2021.

ACCOMPLISHMENTS DURING 2020

- Re-initiated this committee to respond to COVID-19, extreme fire danger, and other neighborhood safety issues.
- Brought on Einar Jensen, South Metro Fire and Rescue Risk Reduction Specialist, to help educate our community on safety issues.
- Initiated coordination with City of Littleton to assist with addressing vehicle speeding in the neighborhood, looking for options to address this issue.
- Coordinated with the City of Littleton to address parking issues throughout the community.



Figure 13 Copyright © T Wilkins

PROJECTS IN PROGRESS

- Finalizing re-initiating his committee to include Vision and Mission.
- Recruiting volunteer homeowners to round out the committee

PROPOSED 2021 INITIATIVES

Solicit greater participation with community partners.

SOCIAL COMMITTEE

The social committee aims to provide a schedule of inclusive, evolving, enjoyable events -to foster neighborhood pride and camaraderie.

ACCOMPLISHMENTS DURING 2020

- The social committee overcame COVID-19 obstacles to provide safe community events.
 - Added COVID-19 signage to events to encourage masking, and social distancing requirements. Homeowner/attendee response was very positive, allowing the Social Committee to continue our many neighborhood events.
 - We were able to book a concert later in the year, in October, to make up for the cancelled event in early June.
 - Food Trucks have continued throughout the fall and are still happening twice per month into December.
 - Initiated "Easter Egg Window/House Hiding and Hunting throughout the neighborhood to encourage residents to get out and walk while dealing with COVID-19.
 - Sponsored virtual "Graduation Ceremony" and car parade for 2020 graduates, hosted by Lonnie and Michelle Sommers, and Darcy Hickman. This event was such a hit that it will most likely continue in 2021.
- Added the TrailMark Holiday Lights and Car Parade event. A parade of cars through the neighborhood to view all of the amazing efforts of our neighbors to decorate their homes for the holiday. Again, a shout out to Lonnie and Michelle Somers as the organizers of this event! This event was such a hit that it will most likely continue in 2021.
- Sponsored thirty-four signature events such as: *Skate Night, Pirate's Cove, Corn Maze, Night at the Lights, concerts, food trucks, family photos, and the Community 5K run* -with limited sponsors. Successfully used sign-ups and pre-paying to provide a COVID-19 safe way for people to still enjoy these special events in our neighborhood.



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Figure 15 Copyright © D Visscher



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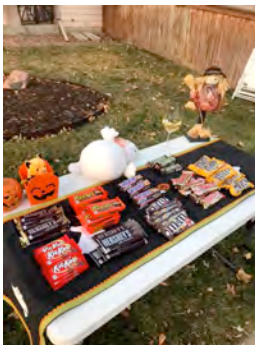


Figure 19 Copyright © L Kaschmitter



Figure 20 Copyright © D Visscher



Figure 21 Copyright © D Hickman



Figure 23 Copyright © D Visscher



Figure 22 Copyright © D Hickman

PROJECTS IN PROGRESS

- Conducted a resident survey and will use the results to guide planning for 2021.

PROPOSED 2021 INITIATIVES

- Encourage more event sponsorships.



Figure 24 Copyright © T Wilkins



Figure 25 Copyright © K Sterritt

MORE WONDERFUL RESIDENT PHOTOS -OF WHERE YOU LIVED IN 2020!



Figure 27 Copyright © E Siegler



Figure 26 Copyright © A Frederick



Figure 29 Copyright © A Marquez



Figure 28 Copyright © B Gritzmaker



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