

**BOARD OF DIRECTORS MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
October 13, 2009  
MINUTES**

**PRESENT**

Michael Glade  
Sharon Gambrell Elms  
Stephen McKeon  
Michael McMahon  
Karen Millspaugh

**ABSENT**

**I. CALL TO ORDER**

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:31 PM at the Trailmark Child Care Center, 9743 S. Carr Way.

**II. HEARINGS**

Stephen McKeon made a motion to proceed with the following action pertaining to the homeowner hearings listed below:

- A. 9738 S. Johnson Way Fine Waiver Request** – Homeowner was not present. Waive \$100.00 in fines as a one time courtesy. Additional waivers will not be granted.
- B. 9469 W Belfast Pl – Weeds in Front Lawn** – Homeowner was not present. Proceed with the next letter.
- C. 9413 W Finland Dr – Garage Door Needs Painting** – Homeowner was not present. Proceed with the next letter.
- D. 9005 W Freiburg Pl – Weeds in Rock Beds** – Homeowner was not present. Proceed with the next letter.

Michael McMahon seconded. Motion carried unanimously.

**III. ADJOURNMENT**

There being no further business to discuss, Stephen McKeon moved to adjourn the meeting at 9:25 PM. Sharon Gambrell Elms seconded. Motion carried unanimously.

**BOARD OF DIRECTORS MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
September 10, 2009**

**MINUTES**

**PRESENT**

Karen Millspaugh  
Michael Glade  
Sharon Gambrell Elms  
Stephen McKeon

**ABSENT**

Michael McMahon

**I. CALL TO ORDER**

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:32 PM at the Trailmark Child Care Center, 9743 S. Carr Way. Also present was Karl Block, CMCA<sup>®</sup>, AMS<sup>®</sup> representing Hammersmith Management, Inc.

**II. HEARINGS**

Stephen McKeon moved to take the following action of the hearings listed below:

- A. 9184 W. Finland Dr. – Painting – Homeowner not present – Place this on hold as no additional letters will be sent for painting in 2009 due to upcoming weather.
- B. 9352 S. Holland Way – Shed Installation – Homeowner not present – Close violation shed has been removed.
- C. 9414 W. Finland Dr. – Shed Installation – Homeowner not present – Shed has not been removed send fine.
- D. 9421 W. Athens Ln. – Yard Maintenance – Homeowner not present – Front Yard Maintenance is in progress place on hold 30 days.
- E. 9520 S. Flower Way – Painting – Homeowner not present – This home appears to be painted close violation.
- F. 9635 S. Flower Way – Painting – Homeowner not present – Move on to next violation as the home has not been painted.
- G. 9641 W. Belfast Dr. – Painting/Commercial Vehicle – Homeowner not present – Close Commercial vehicle violation and send fine for the painting as the home has not been painted.
- H. 9816 S. Holland St. – Commercial Vehicle – Homeowner not present – Ladder Rack is gone close the violation.
- I. 9847 S. Holland St. – Yard Maintenance – Homeowner not present – Front yard still needs maintenance continue violation.
- J. 9879 S. Field Way – Yard Maintenance – Homeowner not present – Weeds have not been removed send fine.

Karen Millspaugh seconded. Motion carried unanimously.

**III. HOMEOWNERS FORUM**

- Erica Shields was present to show a presentation for the 1<sup>st</sup> Maryn's Hope 5K event in Trailmark. Has a date set for August 21 2010 and has asked for the Boards approval for the 2<sup>nd</sup> annual event.
- Bruce Stahlman was present to discuss an update on the Littleton Fire Department plans for the community.

Multiple homeowners were present to discuss signage in the community, landscaping, sanitation station and commercial vehicles.

The corn maze was discussed and the Board informed the homeowners why the Association would not be sponsoring this in 2009 due to damage caused and the loss of the damage deposit put up by the Association.

**IV. APPROVAL OF MINUTES**

Stephen McKeon moved to approve the July 9, 2009 minutes as amended and the August 11, 2009 minutes as amended. Karen Millsbaugh seconded. Motion carried unanimously.

**V. FINANCIAL REPORTS**

**August  
Balances**

<b>Account</b>	<b>July</b>	<b>August</b>	<b>Change</b>
<b>US Bank (Operating)</b>	\$78,510.12	\$41,726.07	(\$36,784.05)
<b>1st Bank (Reserve Accounts)</b>	\$541,630.91	\$542,086.72	\$455.81
<b>Total</b>	\$620,141.03	\$583,812.79	(\$36,328.24)

**Budget Variance**

- Total income year to date is \$255,098, which is over budget by \$13,038, due to more than expected assessment of violation fees, lien fees, collection of legal collection fees and newsletter revenue.
- Administrative costs year to date are under budget by \$7252. This is due to less than expected late fee, income tax, postage, and common area expenses year to date.
- Building Maintenance costs year to date are over budget by \$7,040 as the Board has added funds for holiday lighting.
- Grounds Maintenance costs year to date are under budget by \$6,331. This is due to less than expected costs for the landscape contract and snow removal year to date.
- Utilities costs year to date are under budget by \$3,819 due to the water and sewer expenses.
- Reserve Transfers are in line with the 2009 budget.
- Total Expenses year to date are under budget by \$10,362.

**Delinquencies**

Total delinquencies as of the end of the month are \$23,926.18, which is a decrease of \$456.62 from last month. Accounts continue to go through the collection policy per the governing documents.

Stephen McKeon moved to accept the August financial reports submitted by Hammersmith Management as presented. Karen Millsbaugh seconded. Motion carried unanimously.

**VI. MANAGEMENT REPORT**

The written management report was reviewed and accepted.

**VII. UNFINISHED BUSINESS**

- A. Ratification of Reserve Study Proposal Acceptance** – Sharon Gambrell Elms moved to ratify the decision made outside of a meeting to approve the proposal submitted by Aspen Reserve Studies for the preparation of a level 1 report with a 7 week turnaround at a total cost of \$1,250.00. Michael Glade seconded. Motion carried unanimously.
- B. Ratification of Landscape Proposals Acceptance** – This item was tabled until Michael McMahon returns and is able to review the work that was done. Manager was instructed to hold the check for this work until further review.
- C. 142-9752 DRC Appeal to Denial** – Manager was instructed to resend this updated application to the DRC for further review.

**VIII. NEW BUSINESS**

- A. Great Colorado Payback Discussion** – Stephen McKeon moved to disperse the unclaimed funds to the state and withhold the \$25.00 administration fee from the check. Karen Millspaugh seconded. Motion carried unanimously.
- B. 2008 Draft Audit Report** – Sharon Gambrell Elms moved to approve the 2008 draft audit prepared by Weidner & Associates as presented. Michael Glade seconded. Motion carried unanimously.
- C. 2009 Audit/Tax Preparation Proposal** – Sharon Gambrell Elms moved to approve the proposal submitted by Weidner & Associates for the preparation of the 2009 Audit and Tax Returns at a total cost of \$2,460.00. Michael Glade seconded. Motion carried unanimously.
- D. 2010 Budget 2<sup>nd</sup> Draft** – The Board discussed the 2<sup>nd</sup> Draft of the 2010 budget and made suggestions.
- E. Painting Contractor Payment** – Stephen McKeon moved to share the cost of painting the exterior fences with the metro district and release funds in the amount of \$14,755.35 for the work completed in 2009. Board asked to have a chance to review the proposed cost of painting prior to work being completed in 2010. Karen Millspaugh seconded. Motion carried unanimously.
- F. 2010 5K approval** – Steve McKeon moved to approve the date of August 21, 2010 for the 2<sup>nd</sup> annual Maryn's Hope Foundation 5K Run in the Trailmark community. Karen Millspaugh seconded. Motion carried unanimously.

**IX. CORRESPONDENCE & REPORTS**

The Board reviewed various homeowner correspondence received, as well as the work order, architectural, violation reports and signed the Association checks.

**X. ADJOURNMENT**

There being no further business to discuss, Stephen McKeon moved and Karen Millspaugh seconded to adjourn the meeting at 9:32 PM. Motion carried unanimously.

**BOARD OF DIRECTORS MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
August 11, 2009  
MINUTES**

**PRESENT**

Michael Glade  
Sharon Gambrell Elms  
Stephen McKeon  
Michael McMahan  
Karen Millsbaugh

**ABSENT**

**I. CALL TO ORDER**

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:31 p.m. at the Trailmark Child Care Center, 9743 S. Carr Way.

**II. HEARINGS**

- A. 9826 W. Baden Drive/Painting** – The homeowner of 9826 W. Baden Drive was not present for the hearing. Stephen McKeon made a motion and Karen Millsbaugh seconded to send a letter stating that the homeowner must submit a DRC form and the home must be painted within 30 days of approval from the DRC committee. The motion carried unanimously. The Board directed the managing agent to have the covenant patrol verify within 30 days that the house has been painted if the house has not been painted and no design review form has been received within 2 weeks a fine letter of \$25 will be sent.
- B. 9893 South Hoyt Court/Trailer** - The homeowner of 9893 South Hoyt Court was not present for the hearing. Karen Millsbaugh made a motion and Stephen McKeon second to have the covenant patrol re-check the violation and if the violation has not been resolved to fine the homeowner \$25. The motion carried unanimously. The managing agent was directed to send a thank you for complying letter to the homeowner if the violation has been resolved.
- C. 9992 West Athens Lane/Trailer** - The homeowner of 9992 West Athens Lane was not present for the hearing. Stephen McKeon made a motion and Karen Millsbaugh seconded to have the covenant patrol re-check the violation and if the violation has not been resolved to fine the homeowner \$25. The motion carried unanimously. The managing agent was directed to send a thank you for complying letter to the homeowner if the violation has been resolved.
- D. 9728 South Johnson Way/Commercial Vehicle** - The homeowner of 9728 South Johnson Way was not present for the hearing. Stephen McKeon made a motion and Karen Millsbaugh seconded to have the covenant patrol re-check the violation and if the violation has not been resolved to fine the homeowner \$25. The motion carried unanimously. The managing agent was directed to send a thank you for complying letter to the homeowner if the violation has been resolved.
- E. 9635 South Flower Way/Porta Potty** - The homeowner of 9635 South Flower Way was not present for the hearing. The homeowner has removed the porta potty and the Board directed the managing agent to send a thank you letter for complying and close the violation.
- F. 9490 West Belfast Place/Dead Tree** - The homeowner of 9490 West Belfast Place was not present for the hearing. Stephen McKeon made a motion and Karen Millsbaugh seconded to have the covenant patrol re-check the violation and if the violation has not been resolved to fine the homeowner

\$25 and to include in the letter that the tree must be replaced. The motion carried unanimously. The managing agent was directed to send a thank you for complying letter to the homeowner if the violation has been resolved.

- G. 9005 West Freiburg Place/House Painting** - The homeowner of 9005 West Freiburg Place was not present for the hearing. Stephen McKeon made a motion and Karen Millsbaugh seconded to send a letter to the homeowner stating that the house must be power washed within 30 days and that after the homeowner has been power washed to contact Hammersmith Management to have the house re-check by the covenant patrol. The motion carried unanimously.
- H. 8820 West Eden Drive/ Weeds** - The homeowner of 8820 West Eden Drive was not present for the hearing. The Board directed the managing agent to send a letter to the homeowner thanking them for weed whacking but the weeds must be removed permanently and the area sprayed to prevent the weeds from growing back.
- I. 9577 West Trailmark Parkway/Ladder Truck** - The Board reviewed the response letter sent by the homeowner of 9577 West Trailmark Parkway regarding the ladder truck and was not present for the hearing. Stephen McKeon made a motion and Karen Millsbaugh seconded to have the covenant patrol re-check the violation and if the violation has not been resolved to fine the homeowner \$25. The motion carried unanimously. The managing agent was directed to send a thank you for complying letter to the homeowner if the violation has been resolved.
- J. 9738 South Johnson Way/Play House** - Stephen McKeon made a motion and Karen Millsbaugh seconded to fine the homeowner of 9738 South Johnson Way \$100 for not removing the unapproved play house and if the play house is not removed within 30 days that the covenant violation will be turned over to the Association's attorney for enforcement. The motion carried unanimously.

### **III. ADJOURNMENT**

There being no further business to discuss, Mr. McKeon made a motion and Ms. Gambrell-Elms seconded to adjourn the meeting at 7:08 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
July 9, 2009  
MINUTES**

**PRESENT**

Karen Millspaugh  
Michael Glade  
Sharon Gambrell Elms

**ABSENT**

Stephen McKeon  
Michael McMahon

**I. CALL TO ORDER**

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:30 p.m. at the Trailmark Child Care Center, 9743 S. Carr Way. Beth Lovato, CMCA<sup>®</sup>, AMS<sup>®</sup> representing Hammersmith Management, Inc. was also present.

**II. HEARINGS**

- A. **9859 S. Johnson Way/Painting** – The homeowner of 9859 S. Johnson Way was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.
- B. **9518 W. Gibraltar Place/Storage Unit** - The homeowner of 9518 W. Gibraltar Place was present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to send correspondence to the homeowner stating that the storage unit must be removed within 30 days and to have the covenant patrol verify after 30 days that the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.
- C. **9630 S. Everett Way/Dead Tree** - The homeowner of 9630 S. Everett Way was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.
- D. **9670 S. Johnson Street/Dead Spots** - The homeowner of 9670 S. Johnson Street was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.
- E. **9879 S. Field Way/Dead Spots** - The homeowner of 9879 S. Field Way was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to

the homeowner thanking them for complying if the covenant violation has been resolved.

- F. **9891 S. Flower Court/WheelBarrow** - The homeowner of 9891 S. Flower Court Drive was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.
- G. **9600 S. Field Way/Basket Ball Hoop** - The homeowner of 9600 S. Field Way was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.
- H. **9774 S. Garland Court/Dead Tree** - The homeowner of 9774 S. Garland Court was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.
- I. **9348 W. Gibraltar Court/Weeds** - The homeowner of 9348 W. Gibraltar Court was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.
- J. **8562 W. Eden Drive/Storage Container** - The homeowner of 8562 W. Eden Drive was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.
- K. **9732 S. Carr Way/Storage Container** - The homeowner of 9732 S. Carr Way was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.
- L. **9349 S. Jellison Way/Oil Stains** - The homeowner of 9349 S. Jellison Way was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.



- M. **9425 W. Freiburg Place/Rocks/Driveway** - The homeowner of 9425 W. Freiburg Place was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.
- N. **9324 W. Freiburg Drive/Dead Tree** - The homeowner of 9324 W. Freiburg Drive was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.
- O. **9691 W. Belfast Drive/Painting** - The homeowner of 9691 W. Belfast Drive was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.
- P. **9005 W. Freiburg Place/Garage Door/Painting** - The homeowner of 9005 W. Freiburg Place was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.

### **III. HOMEOWNERS FORUM**

Larry Vickerman from Denver Botanical Gardens was present to announce the up coming concerts and updated the homeowners regarding the green house.

Sherm Steed requested information regarding the budget and the overages. He recommended that the Board consider an assessment increase for 2010.

Several homeowners were concerned with landscape issues within the Association and requested that the Common Area Committee look into having the areas cleaned up.

The TrailMark Metro Board, Tim Strunk, was present and provided an update on the status of the Community Center.

Bruce Stahlman introduced himself and informed homeowners that he is running for City Council and would like to assist the Association with any issues that the community would like him to be involved in.

### **IV. APPROVAL OF MINUTES**

Mr. Glade made a motion and Ms. Gambrell-Elms seconded the motion to approve the minutes from the May 14, 2009 as amended and June 9, 2009 as presented. The motion carried unanimously.

### **V. FINANCIAL REPORTS**

**Financial Statements** – The financial statements for the period ending June 30, 2009 were tabled for further review.

**VI. MANAGEMENT REPORT**

The written management report was reviewed and accepted.

**VII. UNFINISHED BUSINESS**

**A. Newsletter Addendum** – Ms. Gambrell-Elms made a motion and Mr. Glade seconded to approve the newsletter addendum as amended. The motion carried unanimously.

**VIII. NEW BUSINESS**

**A. Waive Late Fee/142-9595200** – Ms. Gambrell-Elms made a motion and Mr. Glade seconded to approve the waiving of late fee in the amount of \$26.44 from the account 142-9595200 as a one time courtesy. The motion carried unanimously.

**B. Legal Information** – The Board reviewed the legal opinion regarding the enforcement of unlicensed vehicles being parked in the driveways and recommended that the Board have code enforcement from the City of Littleton address the issue.

**IX. CORRESPONDENCE & REPORTS**

The Board reviewed various correspondence received, as well as the work order, architectural and violation reports.

**X. ADJOURNMENT**

There being no further business to discuss, Mr. Glade made a motion and Ms. Gambrell-Elms seconded to adjourn the meeting at 8:41 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
June 9, 2009  
MINUTES**

**PRESENT**

Michael Glade  
Sharon Gambrell Elms  
Stephen McKeon  
Michael McMahon  
Karen Millspaugh

**ABSENT**

**I. CALL TO ORDER**

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:30 p.m. at the Trailmark Child Care Center, 9743 S. Carr Way.

**II. HEARINGS**

- A. 9721 W. Athens Lane/Dead Spots in Yard** - The homeowner of 9721 W. Athens Lane was not present for the hearing. Stephen McKeon made a motion and Karen Millspaugh seconded to fine the owner of 9721 W. Athens Lane \$25 for non-compliance. The motion carried unanimously. The Board directed the managing agent to note the account that the home is in foreclosure and to require a \$10,000 escrow for the landscape repairs to the front yard.
- B. 8592 W. Eden Drive/Dead Spots in Yard** - The homeowner of 8592 W. Eden Drive was not present for the hearing. The Board directed the managing agent to have the covenant patrol re-check the yard to verify that the violation has been resolved.
- C. 9144 W. Finland Drive/Dead Spots in Yard** - The homeowner of 9144 W. Finland Drive was not present for the hearing. Stephen McKeon made a motion and Karen Millspaugh seconded to fine the owner of 9144 W. Finland Drive \$25 for non-compliance. The motion carried unanimously.
- D. 9373 S. Holland Way/Dead Spots in Yard** - The homeowner of 9373 S. Holland Way was not present for the hearing. Stephen McKeon made a motion and Karen Millspaugh seconded to fine the owner of 9373 S. Holland Way \$25 for non-compliance. The motion carried unanimously.
- E. 9738 S. Johnson Way/Playhouse** - The homeowner of 9738 S. Johnson Way was not present for the hearing. Stephen McKeon made a motion and Karen Millspaugh seconded to fine the owner of 9373 S. Holland Way \$25 for non-compliance and if the playhouse is not removed within thirty days the account will be turned over to the Association's attorney for covenant enforcement. The motion carried unanimously.

**III. ADJOURNMENT**

There being no further business to discuss, Mr. McKeon made a motion and Ms. Gambrell-Elms seconded to adjourn the meeting at 6:55 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
May 14, 2009  
MINUTES**

**PRESENT**

Karen Millspaugh  
Michael Glade  
Sharon Gambrell Elms  
Stephen McKeon  
Michael McMahon

**ABSENT**

**I. CALL TO ORDER**

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:30 p.m. at the Trailmark Child Care Center, 9743 S. Carr Way. Beth Lovato, CMCA®, AMS® representing Hammersmith Management, Inc. was also present.

**II. HEARINGS**

- A. 9408 W. Gibraltar Place/Storage Container** – The homeowner of 9408 W. Gibraltar Place not present for the hearing. Ms. Millspaugh confirmed that the covenant violation for the storage container is actually a shed. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.
- B. 9509 W. Belfast Place/Poles** - The homeowner of 9509 W. Belfast Place was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.
- C. 9680 S. Johnson Street/Painting** - The homeowner of 9680 S. Johnson Street was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner stating they need to power wash to try to resolve the issue. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.
- D. 9796 W. Baden Drive/Weeds and Brown Spots** - The homeowner of 9796 W. Baden Drive was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved.
- E. 9891 S. Flower Ct./Shed** - The homeowner of 9891 S. Flower Ct. was not present for the hearing. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have a letter sent to the homeowner stating that the storage

container is not a shed and apologize for the violation letter. The motion carried unanimously.

- F. 9992 W. Athens Lane/Gate** – The homeowner of 9992 W. Athens Lane was present and agreed that they would stain the gate to match the existing fence. Ms. Gambrell-Elms made a motion and Mr. Glade seconded to have the covenant patrol verify the covenant violation by the end of June 2009 and if the violation has not been resolved that a violation letter of fine of \$25 will be sent to the homeowner. The motion carried unanimously. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying if the covenant violation has been resolved after June 2009.

### **III. HOMEOWNERS FORUM**

Linda Fields was present to discuss the issues with a neighbor that has a vehicle with expired plates in their driveway. Mr. McKeon informed the homeowner that the Board is researching if there is any authority regarding the enforcement in a homeowners' driveway. Linda Fields expressed concern regarding the Social Committee and the events they are sponsoring requesting that the Board assist the committee in obtaining volunteers.

A homeowner was present requesting that the Board consider e-mailing the newsletter to all homeowner to save the Association money on the mailing. Sherm Steed recommended that the Board consider including a copy of the variance report for the current month in the newsletter to inform homeowner were the Association is based on their budget for the year.

The TrailMark Metro Board, Sherm Steed, was present to remind all of homeowners to turn in ballot and informed homeowners that the ballot count will be completed by Tuesday, May 19, 2009 at 2:00pm.

### **IV. APPROVAL OF MINUTES**

Mr. Glade made a motion and Ms. Millspaugh seconded the motion to approve the minutes from the March 12, 2009 as amended and April 14, 2009 as presented. The motion carried unanimously.

### **V. FINANCIAL REPORTS**

**Financial Statements** – The financial statements for the period ending March 31, 2009 and April 30, 2009 were reviewed.

Ms. Gambrell-Elms made a motion and Mr. McKeon seconded to accept the financials statements ending March 31, 2009 and April 30, 2009 as presented. The motion carried unanimously.

### **VI. MANAGEMENT REPORT**

The written management report was reviewed and accepted.

### **VII. UNFINISHED BUSINESS**

**A. Governing Document Revisions** – Tabled until January 2010.

**B. Regulating Alternative Energy Devices** – Tabled until January 2010.

### **VIII. NEW BUSINESS**

**A. Waive Late Fee/142-9774260** – Mr. McKeon made a motion and Mr. McMahan seconded to approve the waiving of late fee from the account 142-9774260 in the amount of \$26.44. The motion carried unanimously.

**B. Waive Late Fee/142-98165C0** – Mr. McKeon made a motion and Mr.

McMahon seconded to approve the waiving of late fee from the account 142-98165C0 in the amount of \$52.88 due to a good payment history. The motion carried unanimously.

- C. Newsletter Addendum – **The Board reviewed the revised addendum for the newsletter and requested further** changes.

**IX. CORRESPONDENCE & REPORTS**

The Board reviewed various correspondence received, as well as the work order, architectural and violation reports.

**X. ADJOURNMENT**

There being no further business to discuss, Mr. McKeon made a motion and Ms. Millspaugh seconded to adjourn the meeting at 7:51 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
April 14, 2009  
MINUTES**

**PRESENT**

Michael Glade  
Sharon Gambrell Elms  
Stephen McKeon  
Michael McMahan

**ABSENT**

Karen Millspaugh

**I. CALL TO ORDER**

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:40 p.m. at the Trailmark Child Care Center, 9743 S. Carr Way.

**II. HEARINGS**

**A. 9620 S. Dover Way/Pile Of Stones** – The homeowner of 9620 S. Dover Way was not present for the hearing. The Board directed the managing agent to have the covenant patrol verify that the violation has been resolved, close the violation letter, and send a letter to the homeowner thanking them for complying.

**B. 9681 S. Dover Way/Trailer** - The homeowner of 9620 S. Dover Way was not present for the hearing. The Board directed the managing agent to have the covenant patrol verify that the violation has been resolved, close the violation letter, and send a letter to the homeowner thanking them for complying.

**X. ADJOURNMENT**

There being no further business to discuss, Mr. McKeon made a motion and Ms. Gambrell-Elms seconded to adjourn the meeting at 8:00 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
March 12, 2009  
MINUTES**

**PRESENT**

Karen Millspaugh  
Michael Glade  
Sharon Gambrell Elms  
Stephen McKeon  
Michael McMahon

**ABSENT**

**I. CALL TO ORDER**

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:30 p.m. at the Trailmark Child Care Center, 9743 S. Carr Way. Beth Lovato, CMCA, AMS representing Hammersmith Management, Inc. was also present.

**II. HEARINGS**

- A. 9692 S. Dudley Way/Holiday Lighting** – The homeowner of 9692 S. Dudley Way was not present for the hearing. Ms. Millspaugh confirmed that the covenant violation for the holiday lighting has been resolved. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying.
- B. 9408 W. Gibraltar Place/Holiday Lighting & Door Trim** - The homeowner of 9408 W. Gibraltar Place was not present for the hearing. Ms. Millspaugh confirmed that the covenant violation for the holiday lighting has been resolved and the door trim has not. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying regarding the holiday light and to request a time frame for when the door will be painted.
- C. 9348 W. Gibraltar Place/Buckets** - The homeowner of 9348 W. Gibraltar Place was not present for the hearing. Ms. Millspaugh confirmed that the covenant violation for the buckets has been resolved. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying.
- D. 9646 W. Danzig Place/Holiday Tree** - The homeowner of 9646 W. Danzig Place was not present for the hearing. Ms. Millspaugh confirmed that the covenant violation for the holiday tree has been resolved. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying.
- E. 9649 S. Jellison Way/BB-Hoop** - The homeowner of 9649 S. Jellison Way was not present for the hearing. Ms. Millspaugh confirmed that the covenant violation for the BB-Hoop has been resolved. The Board directed the managing agent to close the violation letter and send a letter to the homeowner thanking them for complying.
- F. 9738 S. Johnson Way/Commercial Vehicle** – The homeowner of 9738 S. Johnson Way was present for the hearing. The homeowner agreed to purchase the magnetic covers for the commercial writing and requested a copy of the revised definition of commercial vehicle that was printed in the Association’s newsletter. The Board requested that an inspection be done to confirm that the magnetic covers are being used, if the homeowner has complied to close the violation, and send a letter including the commercial vehicle information from the newsletter.

**III. HOMEOWNERS FORUM**



The TrailMark Metro Board, Tim Strunk, Bob Chavez, and Sherm Steed, were present to discuss the development possibilities of the school site. There were several homeowners present to discuss the installation of the pool/clubhouse. Several homeowners were concerned that a decision had been made regarding the development of the site. Both the Metro Board and the TrailMark Master Association Board agreed to develop a detailed communication process to insure that all homeowners within the community are properly informed.

**IV. APPROVAL OF MINUTES**

Mr. McKeon made a motion and Ms. Gambrell-Elms seconded the motion to approve the minutes from the January 15, 2009 and February 10, 2009 minutes as amended. The motion carried unanimously.

**V. FINANCIAL REPORTS**

**Financial Statements** – The financial statements for the period ending December 31, 2008, January 31, 2009 and February 28, 2009 were reviewed.

Ms. Gambrell-Elms made a motion and Mr. McKeon seconded to accept the financials statements ending December 31, 2008, January 31, 2009, and February 28, 2009. The motion carried unanimously.

**VI. MANAGEMENT REPORT**

The written management report was reviewed and accepted.

**VII. UNFINISHED BUSINESS**

**A. Governing Document Revisions** – Tabled for further review.

**B. Regulating Alternative Energy Devices** – Tabled for further review.

**C. Management Contract** - Mr. McKeon made a motion and Mr. Glade seconded to approve the renewal contract with Hammersmith Management for the term of one year with no increase. The motion carried unanimously.

**D. Landscape Contract** – Mr. McKeon made a motion and Mr. McMahan seconded to approve the landscape contract with Rocky Mountain Custom Landscape for the term beginning February 1, 2009 and ending December 31, 2009 for the total cost of \$17,996. The motion carried unanimously.

**VIII. NEW BUSINESS**

**A. Winzenburg Leff Purvis and Payne/2009 Fee Schedule** – The Board reviewed the fee schedule provided by Winzenburg Leff Purvis and Payne the attorneys for the Association.

**B. Waive Late Fee/142-9458370** – Mr. McKeon made a motion and Ms. Gambrell-Elms seconded not to approve the waiving of late fee from the account 142-9458370. The motion carried unanimously.

**C. Waive Late Fee/142-9116250** – Ms. Gambrell-Elms made a motion and Mr. Glade seconded to approve the waiving of late fee from the account 142-9116250. The motion carried unanimously.

**D. Waive Late Fee/142-9675** – Ms. Millspaugh made a motion and Ms. Gambrell-Elms seconded to approve the waiving of late fee from the account 142-9675. The motion carried unanimously.

**E. Waive Late Fee/142-9294221** – Mr. Glade made a motion and Ms. Millspaugh seconded to approve the waiving of late fee from the account 142-9294221. The motion carried unanimously.

**F. Shelter/Common Area Committee Request** – Mr. McKeon made a motion and Mike McMahan seconded to approve the Common Area Request for the

funds to install the shelter, horse shoe pit, and landscaping for the cost of approximately \$30,000. The motion carried unanimously.

Ms. Gambrell-Elms made a motion and Mr. McKeon seconded to fund the shelter project from the reserve account. The motion carried unanimously.

**IX. CORRESPONDENCE & REPORTS**

The Board reviewed various correspondence received, as well as the work order, architectural and violation reports.

**X. ADJOURNMENT**

There being no further business to discuss, Mr. McKeon made a motion and Ms. Gambrell-Elms seconded to adjourn the meeting at 8:06 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
February 10, 2009  
MINUTES**

**PRESENT**

Karen Millspaugh  
Michael Glade  
Sharon Gambrell Elms  
Stephen McKeon

**ABSENT**

Michael McMahon

**I. CALL TO ORDER**

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:32 p.m. at the Trailmark Child Care Center, 9743 S. Carr Way. Beth Lovato, CMCA, AMS representing Hammersmith Management, Inc. was also present.

**II. HEARINGS**

- A. Hearing/9324 S. Hoyt Ct./Commercial Vehicle** – The homeowner of 9324 S. Hoyt Ct. was present to discuss the issues with the commercial vehicle parked in the street. Mr. McKeon informed the homeowner that the commercial writing must be removed, covered up, or park the vehicle in the garage. The homeowner requested a copy of the definition of a commercial vehicle that was mailed to all homeowner of record several years ago. The Board directed the managing agent to have the covenant patrol verify that the homeowner has complied with the request of the Board. If the homeowner has complied than the violation will be closed and a letter of confirmation will be sent to the homeowner.
- B. Hearing/9816 S. Holland St./Commercial Vehicle** – The homeowner of 9816 S. Holland St. was present to discuss the issues with the commercial vehicle parked in the street. The homeowner informed the Board that the ladder rack has been removed and requested a letter in writing stating that the violation has been closed. The homeowner requested a copy of the definition of a commercial vehicle that was mailed to all homeowner of record several years ago. The Board directed the managing agent to have the covenant patrol verify that the homeowner has complied with the request of the Board. If the homeowner has complied than the violation will be closed and a letter of confirmation will be sent to the homeowner.
- C. Hearing/9106 W. Freiburg Pl./Commercial Vehicle** – The homeowner of 9106 W. Freiburg Pl. was present to discuss the issues with the commercial vehicle parked in the street. Mr. McKeon informed the homeowner that the commercial writing must be removed, covered up, or parked in the garage. The homeowner requested a copy of the definition of a commercial vehicle that was mailed to all homeowner of record several years ago. The Board directed the managing agent to have the covenant patrol verify that the homeowner has complied with the request of the Board. If the homeowner has complied than the violation will be closed and a letter of confirmation will be sent to the homeowner.
- D. Hearing/9890 S. Flower Ct./Side Door** – The homeowner of 9890 S. Flower Ct. was not present. The Board directed the managing agent to have the covenant patrol verify that the homeowner has complied with the request of the Board. If the homeowner has complied than the violation will be closed and a letter of confirmation will be sent to the homeowner.

**E. Hearing/9765 S. Flower Way/Cones** – The homeowner of 9765 S. Flower Way was not present to discuss the issues with the cones but submitted a response form stating that the cones are used to help with the safety of their children when they are playing. The Board directed the managing agent to close the violation and send a letter of apology.

**X. ADJOURNMENT**

There being no further business to discuss, Mr. McKeon made a motion and Ms. Millspaugh seconded to adjourn the meeting at 7:04 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
January 15, 2009  
MINUTES**

**PRESENT**

Karen Millspaugh  
Michael Glade  
Sharon Gambrell Elms  
Stephen McKeon  
Michael McMahan

**ABSENT**

**I. CALL TO ORDER**

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:32 p.m. at the Trailmark Child Care Center, 9743 S. Carr Way. Beth Lovato, CMCA, AMS representing Hammersmith Management, Inc. was also present.

**II. HOMEOWNERS FORUM**

There were several homeowners present. Homeowners were interested in the status of the clubhouse. Ms. Burns with the Metro District informed homeowners that the Metro Board is pursuing the school site and that the Metro Board will be sending out an interest form.

Sherm Steed requested information regarding the approved budget.

Ms. Millspaugh informed homeowners that the medic unit will be set up to assist the Association with response times for the emergency vehicles.

**III. APPROVAL OF MINUTES**

Ms. Millspaugh made a motion and Mr. Glade seconded the motion to approve the minutes from the November 13, 2008 minutes as amended. The motion carried unanimously.

**IV. FINANCIAL REPORTS**

**Financial Statements** – The financial statements for the period ending December 31, 2008 were tabled for further reviewed.

**V. MANAGEMENT REPORT**

The written management report was reviewed and accepted.

**VI. UNFINISHED BUSINESS**

**A. Governing Document Revisions** – Tabled for further review.

**B. Regulating Alternative Energy Devices** – Tabled for further review.

**C. Appointment Of Officer:** Ms. Millspaugh made a motion and Mr. McKeon seconded to appoint the following officers:

President – Stephen McKeon  
Vice-President – Karen Millspaugh  
Vice-President – Mike McMahan  
Secretary – Mike Glade  
Treasurer – Sharon Gambrell-Elms

The motion carried unanimously.

**D. Management Contract** – Tabled for further review.

**VII. NEW BUSINESS**

**A. Hearing/8525 W. Eden Drive** – The homeowner of 8525 W. Eden Drive was present to discuss the issues with her husband’s commercial vehicle parked in the street. Mr. McKeon informed the homeowner that the ladder rack and the commercial writing must be removed. Mr. Glade informed the homeowner that the Board is reviewing the governing documents regarding commercial vehicles but will not be changing the definition of a commercial vehicle except for the size from 3/4 ton to must be over 1 ton.

**B. Waive Late Fee/142-973838** – Mr. McKeon made a motion and Mr. Glade seconded to approve the waiving of one late fee in the amount of \$26.44. A vote was taken. There were four yes and one no. The motion carried.

**C. Calendar** - The Board reviewed the calendar and made some corrections.

**D. Trademark/Logo** - Mr. McKeon made a motion and Mr. Glade seconded to approve the trademark use agreement between TrailMark Metro District and TrailMark Homeowners Association, Inc. A vote was taken. There were four yes and Karen Millspaugh abstained. The motion carried unanimously.

**IX. CORRESPONDENCE & REPORTS**

The Board reviewed various correspondence received, as well as the work order, architectural and violation reports.

**X. ADJOURNMENT**

There being no further business to discuss, Mr. McKeon made a motion and Ms. Millspaugh seconded to adjourn the meeting at 8:23 p.m. The motion carried unanimously.