

**SPECIAL BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
JUNE 8, 2010
MINUTES**

PRESENT

Karen Millspaugh
Lesa Rangel
Michael McMahon
Wayne Lupton
Doug Filter

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. WeatherTRAK Presentation

A representative of WeatherTRAK gave presentation to the Board regarding new irrigation clocks for the property that would adjust watering schedules automatically based on the current weather data gathered by their system. The Board requested pricing and a proposal from the landscape company to install this type of controller on the property along with rebate information and potential savings information.

III. ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 7:10 PM.

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
May 13, 2010**

MINUTES

PRESENT

Karen Millspaugh
Wayne Lupton
Lesa Rangel
Michael McMahon
Doug Filter

ABSENT

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[®], AMS[®] representing Hammersmith Management, Inc.

II. HEARINGS

Michael McMahon moved to take the following action of the hearings listed below:

- A. 9536 W. Avalon Dr. – Shed Installation – Homeowner was not present. This will be inspected and the next letter will be sent if the shed has not been removed.
- B. 9590 S. Flower Way – Backyard Landscaping – Homeowner was not present. Landscaping has not been corrected. Next letter will be sent.
- C. 9630 S. Everett Way – Derelict Vehicle – Homeowner was not present. Vehicle was still present and the next letter will be sent.
- D. 9641 W. Belfast Dr. – Commercial Vehicle – Homeowner was not present. This item will be placed on hold pending Board review of commercial vehicle definitions.
- E. 9738 S. Johnson Way – Commercial Vehicle – Homeowner was present. This item will be placed on hold pending Board review of commercial vehicle definitions.
- F. 9810 S. Flower Ct. – Porta-potty on Sidewalk – Homeowner was not present. Port-o-potty has been removed; no further action will be taken.
- G. 9856 W. Freiburg Dr. 3F – Commercial Vehicle – Homeowner was present. This item will be placed on hold pending Board review of commercial vehicle definitions.
- H. 9884 S. Garland Ct. – Bags of Trash Stored by Home – Homeowner was not present. Bags have been removed and no further action will be taken.

Karen Millspaugh seconded. Motion carried unanimously.

III. HOMEOWNERS FORUM

Homeowners present discussed painting of the exterior of homes and the process to apply for approval through the DRC, compliments of the grounds crew and the mowing along TrailMark Parkway, weeds that are left to grow in the rock beds, website compliance issues, and definition of commercial vehicles. There were also other homeowners present to observe.

IV. APPROVAL OF MINUTES

- A. Doug Filter moved to approve the March 11, 2010 minutes as amended. Wayne Lupton seconded. Motion carried unanimously.
- B. Wayne Lupton moved to approve the April 13, 2010 hearing meeting minutes as amended. Lesa Rangel seconded. Motion carried unanimously.

V. **FINANCIAL REPORTS – April 2010**

Account	March	April	Change
US Bank (Operating)	\$89,981.28	\$88,102.60	(\$1,878.68)
1st Bank (Reserve Accounts)	\$522,471.75	\$522,801.43	\$329.68
Total	\$612,453.03	\$610,904.03	(\$1,549.00)

Budget Variance

- Total income year to date is \$160,970, which is over budget by \$850, due to more than expected assessment of late fees.
- Administrative costs year to date are under budget by \$16,795. This is primarily due to less than expected expense from the social and common area committees year to date.
- There have been no Building Maintenance costs year to date as this is money set aside for the holiday lighting.
- Grounds Maintenance costs year to date are over budget by \$9,506. This is due to a trash removal invoice from 2009 being paid in 2010.
- Utilities costs year to date are under budget by \$2,410.
- There are no Reserve Transfers scheduled for 2010 per the budget.
- Total Expenses year to date are under budget by \$9,699.

Delinquencies

Total delinquencies as of the end of the month are \$25,593.92, which is an increase of \$5,728.88 from last month. Accounts continue to go through the Association's collection policy per the governing documents.

The Board reviewed the draft April financial reports submitted by Hammersmith Management and all questions were addressed.

Doug Filter moved to split #9379340 due to a bankruptcy and send a letter to the homeowner for post petition debt. Lesa seconded. Motion carried unanimously. See page 44 & 45.

VI. **MANAGEMENT REPORT**

The written management report was reviewed and accepted.

VII. **UNFINISHED BUSINESS**

- Agreement with TMMD/SSP&R/TrailMark HOA** – The board conducted their initial review of the Second Amendment and Restated Maintenance Agreement with TMMD.
- Website Proposal** – Nichole Steranka was present to discuss possibilities of new websites for the community and present information on the Board for consideration. Wayne Lupton moved to approve the proposal submitted by the website committee to purchase the licensing, hosting and domain for the Association's new website at a cost not to exceed \$650.00. Doug Filter seconded. Motion carried unanimously.
- January 14, 2010 Minutes Amendment** – Wayne Lupton made a motion to approve the January 14, 2010 Board meeting minutes as amended. Lesa Rangel seconded. Motion carried unanimously.
- Lighted Cross Hearing Discussion** – The Board will follow up with the homeowner at the end of May 2010.
- ADR Policy Signing** – The Board reviewed alternative dispute resolution policy previously adopted. Karen Milspaugh made a motion sign the policy as previously adopted on May 10, 2007 with no changes. Doug Filter seconded. Motion carried unanimously.
- Reserve Fund Opinion Letter** – The Board will review this with the Association's attorney over the next two weeks.

- G. **Reserve Study Policy Draft** – Wayne Lupton moved to adopt the Reserve Study Policy presented by the Association's attorney. Doug Filter seconded. Motion carried unanimously.
- H. **Declaration Amendment Proposal** – This item was tabled.

VIII. NEW BUSINESS

- A. **Ratify Clock Repair Contract** – Doug Filter moved to ratify the action taken outside of a meeting to approve the repair of irrigation clock A by Colorado Lifestyles at a cost of \$325.00. Mike McMahon seconded. Motion carried unanimously.
- B. **#873116 Late Fee Waiver Request** – Lesa Rangel made a motion to waive late fees in the amount of \$52.88 as a one time courtesy. Mike McMahon seconded. Motion carried unanimously.
- C. **#888016 Late Fee Waiver Request** – Lesa Rangel made a motion to waive late fees in the amount of \$52.88 as a one time courtesy. Mike McMahon seconded. Motion carried unanimously.
- D. **#969021 Late Fee Waiver Request** – Lesa Rangel made a motion to waive late fees in the amount of \$52.88 as a one time courtesy. Mike McMahon seconded. Motion carried unanimously.
- E. **#974532 Late Fee Waiver Request** – Lesa Rangel made a motion to waive late fees in the amount of \$26.44 as a one time courtesy. Mike McMahon seconded. Motion carried unanimously.
- F. **#995118 Late Fee Waiver Request** – Lesa Rangel made a motion to waive late fees in the amount of \$26.44 as a one time courtesy. Mike McMahon seconded. Motion carried unanimously.
- G. **Irrigation Clock Upgrade Proposal** – This item was tabled pending further investigation by the Board and receipt of additional proposals.
- H. **TDB Concrete Proposal** – Wayne Lupton moved to approve the proposal to install new concrete sections at total cost of \$3,453.50. Doug Filter 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 the meeting was adjourned at 9:00 PM.

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
April 13, 2010
MINUTES**

PRESENT

Karen Millspaugh
Lesa Rangel
Michael McMahon
Wayne Lupton
Doug Filter

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

- A. 9490 S. Johnson Ct. – Lighted Cross – Homeowner was present to discuss the violation. Board discussed the violation with the homeowner and tabled a decision until further contact with the homeowner about proposed action with the lighted cross including submission of proper DRC request and possible removal of the cross.
- B. 9612 S. Dudley Way – Holiday Lights – Holiday lights were removed no further action will be taken.
- C. 9838 S. Johnson Way – Shed – Shed was removed no further action will be taken.
- D. 9890 S. Flower Ct. – Bags Stored on Side of Home – Bags are still present and the next letter will be sent to the homeowner.
- E. 9343 S. Holland Way – Commercial Vehicle – Commercial Vehicle was not present at the time of the drive through prior to the meeting; no further action will be taken until vehicle is observed again. Violation will be kept open.

III. ADJOURNMENT

There being no further business to discuss the meeting was adjourned at 7:45 PM.

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
March 11, 2010**

MINUTES

PRESENT

Karen Millspaugh
Wayne Lupton
Lesa Rangel
Michael McMahon
Doug Filter

ABSENT

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[®], AMS[®] representing Hammersmith Management, Inc.

II. HEARINGS

Michael McMahon moved to take the following action of the hearings listed below:

- A. 9363 S Holland Way – Holiday Lights – Homeowner was not present. Lights have been removed; no further action will be taken.
- B. 9715 S. Iris Ct. – Holiday Lights – Homeowner was not present. Lights have been removed; no further action will be taken.
- C. 9813 S. Holland St. – Holiday Lights – Homeowner was not present. Lights have been removed; no further action will be taken.

Karen Millspaugh seconded. Motion carried unanimously.

III. HOMEOWNERS FORUM

Leigh Burbank from the Denver botanic Gardens at Chatfield was present to discuss the community garden that they are launching this year and discussed how residents of TrailMark could get involved.

Representative from Sterling Ranch was present to give the Board an update on the progress of the development of this community.

Homeowners present discussed the Association's website as it relates to compliance issues with SB-100 and HB-1359 and reserve study progress as it relates to the Association's reserve balance.

IV. APPROVAL OF MINUTES

Mike McMahon moved to approve the January 14, 2010 minutes as amended. Karen Millspaugh seconded. Motion carried unanimously.

There were no meeting minutes from the February 9, 2010 hearing meeting as there was no quorum for that meeting.

V. FINANCIAL REPORTS

**February
Balances**

Account	January	February	Change
US Bank (Operating)	\$51,269.00	\$53,770.78	\$2,501.78
1st Bank (Reserve Accounts)	\$521,913.56	\$522,172.65	\$259.09
Total	\$573,182.56	\$575,943.43	\$2,760.87

Budget Variance

- Total income year to date is \$79,734, which is under budget by \$326, due to less than expected assessment of legal collection fees.
- Administrative costs year to date are under budget by \$5,420. This is primarily due to less than expected expense from the social and common area committees year to date.
- There have been no Building Maintenance costs year to date as this is money set aside for the holiday lighting.
- Grounds Maintenance costs year to date are over budget by \$4,054. This is due to a trash removal invoice from 2009 being paid in 2010.
- Utilities costs year to date are under budget by \$921.
- There are no Reserve Transfers scheduled for 2010 per the budget.
- Total Expenses year to date are under budget by \$2,287.

Delinquencies

Total delinquencies as of the end of the month are \$25,985.98, which is a decrease of \$5,042.29 from last month. Accounts continue to go through the collection policy per the governing documents.

The Board reviewed the draft February financial reports submitted by Hammersmith Management and all questions were addressed.

Karen Millspaugh moved to close the Reserve Account ending in #8520 with 1st Bank as it is carrying a balance of less than \$1,000.00. Mike McMahon seconded. Motion carried unanimously.

VI. MANAGEMENT REPORT

The written management report was reviewed and accepted.

VII. UNFINISHED BUSINESS

- Agreement with TMMD/SSP&R/TrailMark HOA** – This item has been tabled pending an agreement between all entities involved.
- Website Review** – The Board directed the manager to do a review of the Association's website for any missing documents.
- 2008 Audit Representation Letter Signature** – The Board reviewed the 2008 audit representation letter presented by Weidner & Associates and signed the letter.

VIII. NEW BUSINESS

- #960118 Request for Late Fee Waiver** – Karen Millspaugh moved to waive late fees in the amount of \$26.44 from the homeowner's account as a one time courtesy. Lesa Rangel seconded. Motion carried unanimously.
- #961208 Request for Late Fee Waiver** – Karen Millspaugh moved to waive late fees in the amount of \$26.44 from the homeowner's account as a one time courtesy. Lesa Rangel seconded. Motion carried unanimously.
- #967521 Request for Late Fee Waiver** – Karen Millspaugh moved to waive late fees in the amount of \$26.44 from the homeowner's account as a one time courtesy. Lesa Rangel seconded. Motion carried unanimously.
- #974532 Request for Late Fee Waiver** – Karen Millspaugh moved to waive late fees in the amount of \$26.44 from the homeowner's account as a one time courtesy. Lesa Rangel seconded. Motion carried unanimously.

- E. **#97966G Request for Late Fee Waiver** – Karen Millspaugh moved to waive late fees in the amount of \$26.44 from the homeowner's account as a one time courtesy. Lesa Rangel seconded. Motion carried unanimously.
- F. **#98159G Request for Late Fee Waiver** – Karen Millspaugh moved to waive late fees in the amount of \$26.44 from the homeowner's account as a one time courtesy. Lesa Rangel seconded. Motion carried unanimously.
- G. **#98762A Request for Late Fee Waiver** – Karen Millspaugh moved to waive late fees in the amount of \$26.44 from the homeowner's account as a one time courtesy. Lesa Rangel seconded. Motion carried unanimously.
- H. **2010 WLPP Attorney Fee Agreement** – Karen Millspaugh moved to approve the 2010 fee agreement presented by Winzenburg, Leff, Purvis & Payne on a traditional fee structure for collection accounts. Wayne Lupton seconded. Motion carried unanimously.
- I. **2009 Tax Return Review** – This item was tabled pending the completion of the 2009 audit. A tax return extension will be filed while the audit is completed.
- J. **Hammersmith Management Board Educational Workshops** – The Board reviewed the flier presented by Hammersmith Management on the upcoming Board member educational seminars to be hosted by Hammersmith Management.
- K. **Hammersmith Management Contract Review** – This item was tabled pending further discussion.
- L. **Ratify the Alpine Waste Removal Contract** – Karen Millspaugh moved to ratify the action taken at the November 12, 2009 Board meeting to approve the 2010 trash removal contract presented by Alpine Waste. Mike McMahan 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 the meeting was adjourned at 9:15 PM.

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
February 9, 2010
MINUTES**

No Quorum for Meeting

There are no minutes available for the February 2010 meeting.

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
January 14, 2010**

MINUTES

PRESENT

Karen Millspaugh
Wayne Lupton
Lesa Rangel
Michael McMahon
Doug Filter

ABSENT

I. CALL TO ORDER

The meeting of the Board of Directors of the TrailMark Homeowners Association was called to order at 6:30 PM at the TrailMark Child Care Center, 9743 S. Carr Way. Also present was Karl Block, CMCA[®], AMS[®] representing Hammersmith Management, Inc.

II. HEARINGS

Michael McMahon moved to take the following action of the hearings listed below:

- A. 8701 W. Eden – Fence & Dead Tree - Homeowner was not present. Fence needs to be re-stained proceed with next letter.
- B. 9468 S. Johnson – Shed Installation - Homeowner was not present. If shed is still next letter will go out.
- C. 9518 W. Gibraltar – Storage of Items – Homeowner was not present. Proceed with next letter.
- D. 9795 W. Garland – Shed Installation - Homeowner was present. Confirm that the DRC will reply to this.
- E. 9932 W. Athens – For Sale Sign – Homeowner was not present. Sign must be removed proceed with next letter.

Karen Millspaugh seconded. Motion carried unanimously.

III. HOMEOWNERS FORUM

The homeowners present discussed the Association's website being kept up to date and need to include all of the policies, minutes and items required by SB-100. Board directed the manager to verify and add information to come into compliance with CCIOA. Also, the reserve account balance was discussed as well as posting all meetings on the Association's website.

IV. APPROVAL OF MINUTES

Mike McMahon moved to approve the November 11, 2009 minutes as presented. Wayne Lupton seconded. Motion carried unanimously.

V. FINANCIAL REPORTS

December

Balances

Account	November	December	Change
US Bank (Operating)	\$36,568.51	\$53,223.75	\$16,655.24
1st Bank (Reserve Accounts)	\$528,010.29	\$528,432.34	\$422.05
Total	\$564,578.80	\$581,656.09	\$17,077.29

Budget Variance

- Total income year to date is \$343,715, which is over budget by \$19,015, 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 \$4,464. 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 \$11,782 as the Board has added a line item for holiday lighting.
- Grounds Maintenance costs year to date are under budget by \$876.
- Utilities costs year to date are under budget by \$55.
- Reserve Transfers are in line with the 2009 budget.
- Total Expenses year to date are over budget by \$6,387.

Delinquencies

Total delinquencies as of the end of the month are \$24,129.20, which is an increase of \$517.01 from last month. Accounts continue to go through the collection policy per the governing documents.

Doug Filter moved to accept the December financial reports submitted by Hammersmith Management as presented. Lesa Rangel seconded. Motion carried unanimously.

VI. MANAGEMENT REPORT

The written management report was reviewed and accepted.

VII. UNFINISHED BUSINESS

- Agreement with TMMD/SSP&R/TrailMark HOA** – This item has been tabled pending the setting of a meeting between all entities involved.
- Committee Charters** – The Board is in the process of completing the committee charters for all committees with in the community.

VIII. NEW BUSINESS

- Board Position Appointment** – Wayne Lupton moved to appoint the following positions on the Board.
 Karen Millspaugh – President – Covenant Committee Liaison
 Wayne Lupton – Vice-President – Website Committee Liaison
 Mike McMahon – Vice-President – Common Area & DRC Committee Liaison
 Doug Filter – Secretary – Social Committee Liaison
 Lesa Rangel – Treasurer – Finance Committee Liaison
 Mike McMahon seconded. Motion carried unanimously.
- Winter Watering Proposal** – Mike McMahon moved to approve the winter watering proposal submitted by Colorado Lifestyles for the watering of the trees at a total cost of \$1,200.00. Karen Millspaugh seconded. Motion carried unanimously.
- #937329 Request for Fine Waiver** – Mike McMahon moved to waive fines in the amount of \$200.00. Doug Filter seconded. Motion carried unanimously.
- #982102 Violation Discussion** – Mike McMahon moved to waive the fine associated with the violation for welding equipment as it was not deemed to be a violation. Lesa Rangel 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 the meeting was adjourned at 8:15 PM.