

**TrailMark Homeowners Association
Board of Directors Meeting Minutes
March 14, 2013**

Homeowners Open Forum – 6:30 PM Homeowners Open Forum is held prior to each Board Meeting to allow owners an opportunity to voice their opinions, compliments, concerns or issues as they relate to the Association. There were 9 homeowners in attendance.

Establish a Quorum / Call to Order

The regular monthly Board of Directors meeting was held on Thursday, March 14, 2013 at the TrailMark Learning Center located on the property at 9743 S. Carr Way, Littleton Colorado. The meeting was called to order at 6:30 PM. A quorum was established. Present Board members were Frank Melara, Sally Janssen, Candace Cooledge, Jason Sporer and Wayne Lupton. Also present was Natasha Henricks, Association Manager from Colorado Management & Associates, Inc.

Minutes

A motion was duly made (Jason Sporer), seconded (Frank Melara) and unanimously carried to approve the January 10, 2013 Board of Directors Meeting Minutes.

Management Report

Management Report: Natasha reviewed the management report. A copy is attached and made a part hereof.

Work Order Report: The Board reviewed the work order report.

Ratify Email Votes: *A motion was duly made, seconded and unanimously carried to ratify the following action without a meeting vote:*

- Approved- TrailMark v. Harris, Barry J. Payment Proposal
- Denied- 9373 S Holland Way, Removal of Violation Fines
- Approved- 8532 W Eden Drive, Disregard of Vehicle Violation
- Approved- February 2013 Newsletter
- Approved- 9649 S. Jellison Way, Removal of Violation Fine
- Denied- 9889 W Cambridge Place, Removal of Violation Fines
- Approved- 9889 W Cambridge Place, Removal of Late/Interest Fees

Committee Reports

Covenant Enforcement- Updated report was given to the Board for violations.

Architectural- Frank Melara informed the Membership and Board that the Design Review Committee has been working on recreating the Community Design Guidelines.

Communication- Jason Sporer informed the Membership and Board that the next newsletter would be published in May 2013.

Common Area- Wayne Lupton informed the Membership and Board that construction of the shelters is proceeding and the foundations will be poured in May weather permitting.

Financial- No Report

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Social- Juli Hill informed the membership that Concerts in the Park will occur on the forth (4th) Sunday of every month during the summer.

Old Business

- 1. 2013 Legal Agreement (Western Law):** Management provided the 2013 Legal Agreement from Western Law to the Board for review. A motion was duly made (Frank Melara), seconded (Jason Sporer) and unanimously carried to approve the proposal as submitted.
- 2. Mailbox Paint Project:** Management provided the Board with a proposal from Stellar Painting. Wayne Lupton moved to approve Stellar Painting as submitted. Frank Melara seconded. With no further discussion, the motion carried.

New Business

- 1. 2012 Federal and State Income Tax Returns:** Management provided the Board with the 2012 Federal and State Income Tax Returns for signature.
- 2. Signature Cards-** Management provided the Signature Cards to the Board for signature.
- 3. Policy Compliance HB1237-** A motion was duly made (Wayne Lupton), seconded (Jason Sporer) and unanimously carried to approve Winzenburg, Leff, Purvis & Payne's proposal in the amount of \$130.00.
- 4. Common Area Committee (2013/2014 Landscape Contract)-** Wayne Lupton informed the Membership and Board that the Common Area Committee would oversee the operations of Mountain High Lawn & Landscape through the duration of the two (2) year contract with the Association. The Common Area Committee will utilize Management for work orders and communication.
- 5. HydroPoint Data Systems (WeatherTRAK)-** Management provided the Board with the login and password to review saving for the device. The Board instructed Management to provide reports at the next scheduled meeting.
- 6. West Metro Fire Protection District-** Frank Melara and Candace Cooledge informed the membership of the change in fire response.
- 7. David Newell Resignation (Replacement Discussion) -** The Board requested Management obtain proposals from vendors for fence repair/replacement and painting.

Financials

The monthly financials were included in the Board packet for review. The Financial Committee approved the March financial. The attorney delinquency report was provided to the Board for review.

Frank Melara moved to approve the February payables. Sally Janssen seconded; motion carried unanimously.

Adjournment

With no other business to discuss, the meeting was adjourned at 6:53 PM.

Natasha Henricks

Colorado Management & Associates

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