

**TrailMark Homeowners Association
Board of Directors Meeting Minutes
July 11, 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 5 homeowners in attendance.

Establish a Quorum / Call to Order

The regular monthly Board of Directors meeting was held on Thursday, July 11, 2013 at the TrailMark Learning Center located on the property at 9743 S. Carr Way, Littleton Colorado. The meeting was called to order at 6:34 PM. A quorum was established. Present Board members were Frank Melara, Candace Cooledge, Jason Sporer, Sally Janssen and Wayne Lupton. Also present was Natasha Henricks, Association Manager from Colorado Management & Associates, Inc.

Minutes

A motion was duly made (Frank Melara), seconded (Jason Sporer) and unanimously carried to approve the May 9, 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.

Committee Reports

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

Architectural- The DRC requested Management schedule a meeting with the Kwal account representative to discuss the inadequate paint books supplied. The DRC also requested Management supply the solar installation companies with the Letter of Compliance for signature prior to review.

Communication- Jason Sporer informed the Membership and Board that he has increase the email data to unlimited for an additional \$6.00 a month.

Common Area- Wayne Lupton reported the shelter was almost complete. The rock work on the pillars is still in progress and the table needed to be added.

Financial- No Report.

Old Business

- 1. Fence Repair/Painting –** Management informed the Membership and Board that we have received interest from an individual within the community from the May 2013 Newsletter. Gene Owens has 35 years experience in business and residential construction and will work for an hourly rate of \$25.00 per hour. A motion was duly made (Wayne Lupton), seconded (Jason Sporer) and unanimously carried to approve the offer as submitted contingent on Michael Rogers's agreement.
- 2. Neighborhood Running Series (Homeowner Request)-** Management informed the Membership and Board that items requested at the May 9, 2013 Board of Directors meeting had been received and will be published in the upcoming newsletter.

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New Business

- 1. Attorney Offer Letter-** A motion was duly made (Frank Melara), seconded (Candace Cooledge) and unanimously carried to approve attorney offer letter as submitted.

Financials

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

Frank Melara moved to approve the May and June payables. Sally Janssen seconded; motion carried unanimously.

Adjournment

With no other business to discuss, the meeting was adjourned at 8:07 PM.

Natasha Henricks

Colorado Management & Associates

7430 E Caley Avenue, Suite 120E

Centennial, CO 80111

Office: 303-468-3746 Fax: 303-730-0953