

**TrailMark Homeowners Association
Board of Directors Meeting Minutes
September 11, 2014**

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 several homeowners in attendance.

Establish a Quorum / Call to Order

The regular monthly Board of Directors meeting was held on Thursday, September 11, 2014 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, Candace Coolidge, Amy Stuart and Sandy Farish. Absent member was Sally Janssen. Also present was Natasha Henricks, Association Manager from Colorado Management & Associates, Inc.

Minutes

A motion was duly made (Frank Melara), seconded (Amy Stuart) and unanimously carried to approve the July 10, 2014 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

Architectural- Updated report was given to the Board for review. Jacque reported to the membership the outcome of the DRC meeting with Solar City on July 17, 2014. Frank informed the membership that the Association is actively seeking an Exterior Designer to update paint color palettes, an Architectural Engineer to review complicated homeowner submittals and a Tech Writer to rewrite the Design Guidelines.

Common Area- Rick informed the membership that a meeting was held with the CAC and Board of Directors to discuss the Revised Landscape Plan- Landscape Improvements 2015-2018. He also reported that the Port-o-let should be completed by South Suburban by the end of October and that the South Suburban meeting was scheduled for September 18, 2014.

Natasha provided the Board with a Snow Removal Comparison Chart along with a contract provided by Mountain High Lawn & Landscape for review. A motion was duly made (Sandy Farish), seconded (Candace Coolidge) and unanimously carried to approve the contract from Mountain High Lawn & Landscape as submitted.

Communication- Frank reported to the membership that the Board is actively seeking improvement in communications with homeowners. In order to fulfill the Board of Directors due diligence they have increased avenues to communicate better with homeowners. Please see below for a description of changes:

- A Facebook page has been established
- Email Blast- Additional amounts of data have been purchased from GoDaddy.com to email blast homeowners at a quicker speed.
- Newsletter- Will be posted at both bulletin boards and on the website

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- **Website (More User Friendly)-** The Board has contracted with Linda to make the user friendly. Linda reported that she was currently struggling with webpage domain name but construction was under way.

Financial- Lesa reported that the 2015 drafted budget was received by Management and suggestions from the finance committee were returned. Natasha indicated that the suggestions would be updated within the budget and forwarded to the Board for final review.

Safety- Candace reported the Safety Committee met with the City of Littleton and discussed the results of the traffic study conducted. It was determined that the Association was not a candidate for speed bumps or stops signs. The City of Littleton the most effective option was to have crosswalks installed. Candace also informed the membership that a flashing crosswalk would cost \$12K, which would be split into equal thirds between the City of Littleton, TrailMark HOA and the TrailMark Metro District. It is a possibility the City may be able to pay the entire amount next dependent of budget. Tabled.

Old Business

Declaration Amendment- Frank reported that currently 352 homeowners have approved the declaration amendment. The Association only needs to obtain an additional 185 approved votes to proceed with the amendment.

New Business

Fence Replacement- The HOA will put out request for proposal and get 3 competitive bids for fence replacement. The TMMD provided HOA current spreadsheet used for fence painting bids; this sheet contains the correct fence footage and can be used for obtaining replacement bids. Updated Reserve Study (expected to be completed in near future) will provide additional perspective regarding costs of fence replacement.

Financials

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

Frank Melara moved to approve the August and September payables. Amy Stuart seconded; motion carried unanimously.

Adjournment

With no other business to discuss, the meeting was adjourned at 7:26 PM.

**Natasha Henricks
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