

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK HOMEOWNERS ASSOCIATION HELD March 8, 2018

A regular meeting of the Board of Directors of the TrailMark Homeowners Association (referred to hereafter as "Board") was held on Thursday, March 8, 2018 at 7:00 p.m., at Littleton Fire Station #19, 8490 TrailMark Parkway, Littleton, CO. This meeting was open to the public.

ATTENDANCE The regular meeting of the Board of Directors of the TrailMark Homeowners Association was called and held, as shown, in accordance with Colorado law. The following directors were present:

Sally Janssen – President
Mary Kreeger – Secretary (via telephone)
Amy Howard – Treasurer
Kim Grtismaker – Member

Also present were:
Angie Kelly; Community Resource Services
Tanner Munson; Community Resource Services
Susie Ellis; Community Preservation Specialists

CALL TO ORDER Director Janssen called the meeting to order at 7:07 p.m.

HOMEOWNER FORUM Sandy Farish brought to the Board's attention remaining holiday lights in the neighborhood. Community Preservation Specialists, Inc. (CPS) will be working with property owners to resolve this matter.

ADMINISTRATIVE ITEMS Minutes: The minutes of the January 11, 2018 Board meeting were presented to the Board. Upon a motion by Director Grtismaker and a second by Director Howard, the Board voted unanimously to approve said minutes as presented.

MANAGEMENT ITEMS Management Report: Ms. Kelly reviewed the management report. Items of note were updates regarding the trash change, the continued efforts to meet with the City of Littleton, and the DRC working with Sherwin Williams to create new paint books for homeowners.

Discussion of Audit vs. Review Bids: Ms. Kelly presented a small bid comparison regarding cost for a full audit and/or review of TrailMark HOA financials. The Board expressed interest in obtaining the services of Sundin and Fish, pending a review of an engagement letter.

Discussion Regarding Landscape Contract: There were no changes between this year and last year to the Landscape contract with Mountain High Lawn and

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Landscape.

Discussion Regarding CPS Contract: Director Kreeger moved to accept and sign the Community Preservation Specialists, Inc., contract for 2018. Upon a second by Director Gritzmaker a vote was taken and passed unanimously.

Discussion Regarding CRS Management Agreement: Director Howard moved to accept and sign the Community Resource Services Management Agreement for 2018. Upon a second by Director Gritzmaker a vote was taken and passed unanimously.

Discussion Regarding GoDaddy Emails: After researching which emails are still being used and for what cost, it was decided that the transition to Gmail would be dropped. The HOA will continue to use GoDaddy for emails.

Covenant Report: Ms. Ellis presented reports to the Board regarding the status of covenant violations.

Work Order Report: The Board reviewed the work order report included with the meeting packet. No action was needed.

Architectural Report: Ms. Ellis presented reports to the Board regarding the status of architectural violations.

COMMITTEE REPORTS

Design Review Committee: The Board reviewed the DRC report included in the packet. Director Janssen noted that the KWAL colors have now all been transitioned in to Sherwin-Williams colors. No action was needed.

Common Area Committee/Landscape Committee: Sandy Farish noted that the Committee applied for a grant from SSPR for new trails to the sledding hill. She also noted that the bulk of their budget will be spent on the North entrance to the HOA. Any leftover funds will be allocated to median repairs and fixing the electrical issue at the front entrance.

Communication/Website/Newsletter Committee: Linda put the floor plans of homes within the HOA on the website.

Finance Committee: Nothing new to report.

Social Committee: Director Gritzmaker noted that about 50 people attended Skate Night. Director Gritzmaker moved to ratify approval of additional \$1,000 for the summer concerts. Upcoming events include the Easter Egg Hunt. The HOA Garage Sale is on June 1st and 2nd. A 5K is being considered for this October. The Art Show is being considered again for this year.

NEW BUSINESS

Meeting with Littleton Update: Ms. Kelly and Ms. Ellis are working to schedule a meeting with the City of Littleton to discuss how projects within the HOA should

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be handled in the future.

OLD BUSINESS

Discussion Regarding 5th Board Member: Director Penny resigned from the Board to pursue other opportunities. A 5th Board Member is needed.

Discussion Regarding HOA Policies: The Resident Project Policy, Signage Policy, and Board Vacancy Policy were all discussed.

FINANCIAL ITEMS

Delinquency Report: The Board reviewed the provided delinquency report.

Financial Reports: Ms. Kelly reviewed the financial report as of February 28, 2018.

Review and Approve an Extension for 2017 Tax Return: The Board reviewed the requested extension. Upon a motion from Director Gritmaker and a second from Director Howard, a vote was taken and the motion passed unanimously.

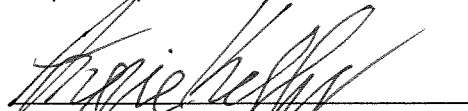
HOMEOWNER FORUM

Nothing presented.

ADJOURNMENT

There being no further business to come before the Board, a motion was made by Director Gritmaker and seconded by Director Howard. A vote was taken and passed unanimously. The meeting was adjourned at 8:04 p.m.

Respectfully submitted,



Secretary for the Meeting