

# RECORD OF PROCEEDINGS

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## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK HOMEOWNERS ASSOCIATION HELD September 20, 2018

A regular meeting of the Board of Directors of the TrailMark Homeowners Association (referred to hereafter as "Board") was held on Thursday, September 20, 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:

Amy Howard – Vice President  
Mary Kreeger – Secretary  
Michael Day- Treasurer

Kim Gritzmaker – Member (Absent)  
Sally Janssen – President (Absent)

Also present were:  
Angie Kelly; Community Resource Services  
Tanner Munson; Community Resource Services

**CALL TO ORDER** Director Howard called the meeting to order at 7:01 p.m.

**LITTLETON PRESENTATION** Discussion Regarding Possible Fire Service Changes: Chief Bob Baker and Chief Jeff Tasker attended the meeting to present information about the merging of South Metro Fire Rescue and Littleton Fire Rescue. For the most detailed and up to date information, please visit [www.littletongov.org/lfr-unification](http://www.littletongov.org/lfr-unification)

**HOMEOWNER FORUM** Nothing presented.

**ADMINISTRATIVE ITEMS** Minutes: The minutes of the July 12, 2018 Board meeting were presented to the Board. Upon a motion by Director Day and a second by Director Kreeger, the Board voted unanimously to approve said minutes as presented.

**MANAGEMENT ITEMS** Management Report: Ms. Kelly reviewed the management report. Items of note were the additions to the landscaping contract, leftover concrete in bushes along Trailmark Parkway, and the search for a new fence contractor.

Covenant Report: Ms. Ellis will email the Covenant Report to the Board.

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

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DRC Applications Report: Ms. Kelly reviewed reports to the Board regarding the status of DRC applications.

## COMMITTEE REPORTS

Design Review Committee: Director Howard reviewed the DRC report included in the packet.

Common Area Committee/Landscape Committee: Rick Handley noted that they are slightly delayed on the work at the North entrance. The work will start within the next few weeks. The 2019 Budget includes improving the medians along Trailmark Parkway. The goal is to match the design of the median near South Flower Way.

Communication/Website/Newsletter Committee: The Committee brought up the Holiday Lights Contest for homeowners. Please check [www.trailmark.org](http://www.trailmark.org) for the most up to date information.

Finance Committee: Sandy Farish and the Finance Committee have created a draft budget for 2019. This will be mailed to all homeowners and presented at the Annual Meeting to be voted on.

Social Committee: Nothing to present. Please continue to check the website for the most up to date information on all events.

## OLD BUSINESS

Update Regarding Shea Property: TDAC is working to ensure that the views expressed to the developer represent the majority of homeowners. To address this, TDAC is working with the developer to provide the community with information regarding the status of this development process. The Committee will gather comments and responses from homeowners and assess the concerns of the community.

Discussion Regarding Holiday Lights: This was tabled until the next meeting.

## NEW BUSINESS

Consider Snow Contract: The Board reviewed the snow removal contract from Mountain High Lawn and Landscape. Director Kreeger made a motion to accept the contract. Upon a second from Director Day, a vote was taken and passed unanimously.

Discuss Fence Replacement Project: Rick Handley outlined the process. Currently, the TrailMark Metropolitan District is sending out RFPs for bids. TMMD is looking at replacing the privacy fences, but not the split rail. The privacy fences would be replaced with TREX material, which is expected to have a 25-30 year lifespan. Work is expected to begin in Spring of 2019. One concern brought forward was how homeowner's landscaping will be affected by this project. The Board would like to remind all homeowners that landscaping should not be placed against the fence. Doing this causes the fence to warp and break due to trapped moisture and shifting soil.

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Review Draft Annual Meeting Documents: Ms. Kelly reviewed the documents with the Board and stressed the importance of returning proxies for quorum.

Review Possible 2019 Landscape Contract Changes: Ms. Kelly reviewed the contract and noted the changes made. The most prevalent being the added mowing of a beauty band along Trailmark Parkway in the area belonging to SSPR. This will help keep the weeds from growing on to the sidewalks. A weed control spray once per month was also added to the scheduled work. This contract was tabled until the next meeting.

## FINANCIAL ITEMS

Delinquency Report: Ms. Kelly reviewed the provided delinquency report.

Financial Reports: Ms. Kelly reviewed the financial report as of August 31, 2018.

Review Draft 2019 Budget: Ms. Kelly reviewed the 2019 Draft Budget. This will be mailed to all homeowners and discussed further at the Annual Meeting.

Review and Approve 2017 Financial Reviews and Tax Return: This will be emailed to the Board.

## HOMEOWNER FORUM

Nothing presented.

## ADJOURNMENT

There being no further business to come before the Board, a motion was made by Director Day and seconded by Director Howard to adjourn the meeting at 8:50 pm.

Respectfully submitted,

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Secretary for the Meeting