

# RECORD OF PROCEEDINGS

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## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK HOMEOWNERS ASSOCIATION HELD January 10, 2019

A regular meeting of the Board of Directors of the TrailMark Homeowners Association (referred to hereafter as "Board") was held on Thursday, January 10, 2019 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  
Michael Day – Treasurer  
Kim Gritzmaker – Member

Director Howard and Director Kreeger were absent and their absence was excused.

Also present were:

Angie Kelly; Community Resource Services  
Tanner Munson; Community Resource Services

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

**APPOINTMENT OF OFFICERS** Appoint Officers: Director Janssen moved to appoint the officers of the Board. The officers were appointed as; Sally Janssen-President, Amy Howard- Vice President, Mary Kreeger- Secretary. Upon a second by Director Gritzmaker, a vote was taken and the motion carried unanimously. Board members Janssen, Howard, and Kreeger picked up new 2-year terms which will terminate in 2021.

**APPROVAL OF MINUTES** Minutes: The minutes of the September 20, 2018 Board meeting were presented to the Board. Upon a motion by Director Day and a second by Director Gritzmaker, 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 quarterly invoices for dues and the Annual Disclosure that will be sent to the community in March. The 2017 Financial Review was completed. Once the final version is received it will be posted on the website.

Review Annual Disclosure: Angie reviewed the Annual Disclosure. This will be sent to all homeowners, as required by the State, in March.

Covenant Report: Ms. Ellis informed the Board that there is no report for

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December. December is spent re-inspecting and closing cases but CPS does not issue any new violations unless it is urgent. CPS also spent allotted time preparing their documents, logs and files for the next year.

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

Design Review Report: The Board reviewed the DRC report included in the packet. No action was needed.

## COMMITTEE REPORTS

Design Review Committee: Director Janssen noted that she will contact Sherwin Williams to finish the paint books. The DRC is looking for new members. If you are interested please send an email to [akelly@crsofcolorado.com](mailto:akelly@crsofcolorado.com).

Common Area Committee/Landscape Committee: Mr. Handley has presented the Board with a plan to develop the medians within TrailMark. His goal is to get back to the original plans for the neighborhood. Mr. Handley feels that adding some color would help to reflect the home values of the neighborhood. He would also like to utilize plants that do not require much water. The Board will continue this conversation with the Committee.

Mr. Handley also gave a short explanation of the upcoming fence replacement project. All privacy fences within TrailMark will be replaced with TREX fencing. This material was chosen for its long life and wind resistance. Currently, the Committee is planning that replacement will begin in the spring. For more information, please attend the TrailMark Metropolitan District meeting on Tuesday, January 15.

Communication/Website/Newsletter Committee: The Holiday Lights Contest was very successful. The Newsletter Committee will include a short piece asking for participation on the Design Review Committee.

Finance Committee: Nothing new to report.

Social Committee: Director Gritzmaker noted that the next event is the night at Skate City. She also stressed the importance of sponsors for these events.

## NEW BUSINESS

2019 Projects and Goals: The Design Review Committee is creating standards for artificial turf within the community. The paint books will be completed by the DRC and available for homeowner use soon. The HOA will be reviewing all policies for compliance and anticipation of neighborhood needs. The TDAC will be monitoring the Shea property situation and developing a response for the neighborhood. The Common Area Committee is working with the Board on creating a landscape plan for the medians.

CRS Contract: CRS has issued an increase to the HOA for 2019. The Board will continue to negotiate the details of the contract with CRS.

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Consider Approval of Landscape Contract: Mountain High Lawn and Landscape has issued an increase to the HOA for 2019. This is in response to the numerous homeowner complaints that we received in 2018 of overgrown weeds along sidewalks. The landscaper will be mowing a 'beauty band' along Trailmark Parkway as well as additional weed control sprays throughout the summer. Upon a motion by Director Gritzmaker and seconded by Director Day, a vote was taken and passed unanimously to accept the contract as presented.

## OLD BUSINESS

Shea Property Update: Director Janssen reviewed the current situation with the land owned by Shea. Recently, Legend Partners withdrew their proposal to develop the land. This means that anyone may now purchase the land. The HOA has formed the TDAC to keep the community up to date on these issues, take note of how the community would like to respond, and implement decisions regarding this project. If you would like to join the TDAC, please send an email to [akelly@crsofcolorado.com](mailto:akelly@crsofcolorado.com)

## FINANCIAL ITEMS

Delinquency Report: The Board reviewed the provided delinquency report.

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

## HOMEOWNER FORUM

Richard Mooney- Regarding the Shea property, if someone wanted to build or make changes to the property, how many homeowners need to vote in order for it to pass? *In regards to this issue, a certain percentage of homeowners is not necessary. All that is required for approval is to have more Yes votes than No votes.*

Randy Pabst- Noticed pipes being laid along TrailMark Parkway. *This is from work being done by Rapid Wire and should be completed soon.*

## ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Kreeger, seconded by Director Day, and passed unanimously, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

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Secretary for the Meeting