

RECORD OF PROCEEDINGS

MINUTES OF A WORKING SESSION OF THE BOARD OF DIRECTORS OF THE TRAILMARK HOMEOWNERS ASSOCIATION HELD DECEMBER 7, 2017

A working session meeting of the Board of Directors of the TrailMark Homeowners Association (referred to hereafter as "Board") was held on Thursday, December 7, 2017 at 6:30 p.m., at 9718 S Johnson Way, Littleton, CO. This meeting was open to the public.

ATTENDANCE

The following directors were present:
Sally Janssen – President
Michael Penny – Vice President
Amy Howard – Member

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

CALL TO ORDER

Director Janssen called the meeting to order at 6:30 p.m.

MANAGEMENT ITEMS

Items of note were the discussion regarding the change in trash service, review of account clean up, and discussion of audit vs review. The trash changes are related to the type of truck that picks up the trash: no change to the day or company, just the method of collection. Communication will be drafted to send to the residents.

NEW BUSINESS

Discussion regarding Insurance: Ms. Kelly informed the Board that the previous management company had claimed the HOA had 365 homes. When the fence claim took place, the insurance company reviewed the file and it was noted that more homes existed. Upon review of the plan and the information that 800 homes were in the HOA; the policy price doubled. CRS worked to bid the insurance coverage but did not receive better prices from other vendors.

Discussion regarding Board Appointments: There was discussion regarding the appointment of new Board Member, Mary Kreeger. Director Penny made a motion to appoint Mary Kreeger to the Board of Directors and was seconded by Director Janssen. The motion passed unanimously with a vote.

Discussion regarding Investments: Discussion took place regarding the HOA's investments. CRS will bring options to the January meeting with a recommendation on how the HOA could invest its money. Account signers will be reviewed and changed at this time as well.

Discussion regarding Food Truck Contract: Ms. Kelly brought the contract and it was signed by the Board. The Board was concerned about the trash from the Food Trucks. It was asked in the contract that the Food Trucks bring trash cans and remove the trash when done. The contract was then given to Hand to Mouth

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Food Truck Organizing.

Discussion regarding Committee expectations: Committee chairs will be invited to join a quick meeting prior to the January 11 Board Meeting to discuss operating in 2018.

Assignment of Liaison Positions: A discussion was had regarding Committee Liaisons.

Board Goals for 2018: There was discussion regarding the goals of the TrailMark Board for 2018. The HOA is looking to formalize any necessary policy documents to ensure efficient operation of the HOA. Also, the HOA is looking to finalize the Gmail transition.

Ratify Electrical Repair: The electrical work completed by Team Electric at the front entrance was ratified by a motion and unanimous vote from Director Penny and a second by Director Howard.

Discussion regarding Littleton Meeting: There was discussion regarding a desired meeting with the City of Littleton. Many homeowners have voiced their displeasure with how the City handled the repaving of streets in the neighborhood. This issue, coupled with other communication concerns have prompted the Board to work on a meeting with Littleton to ask for better communication practices.

OLD BUSINESS

Ratification of Driveway Policy: The DRC worked to prepare a policy to allow paver driveways in the TrailMark HOA. This policy was presented to the Board for approval. Director Penny moved to approve the paver policy as presented by the DRC. The motion was seconded by Director Howard and the vote carried unanimously.

Discussion regarding HOA Policies: There was a discussion regarding changes to the current drafts of the Committee Policy and Communication Policy. Director Penny moved to approve the Committee Policy as amended. Upon a second, by Director Howard, a vote was taken and the motion carried unanimously.

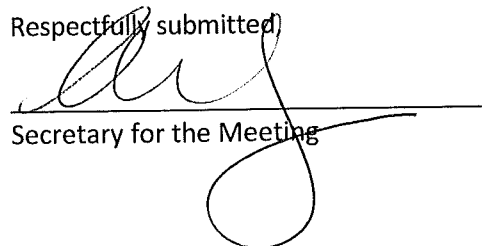
FINANCIAL ITEMS

Financial Reports: There was discussion regarding full financial audits vs reviews. CRS is working on bids for both to determine if a cost savings exists for a review vs full audit.

ADJOURNMENT

There being no further business to come before the Board the meeting was adjourned at 8:25 p.m.

Respectfully submitted,



Secretary for the Meeting