

# RECORD OF PROCEEDINGS

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## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK METROPOLITAN DISTRICT HELD April 19, 2011

A regular meeting of the Board of Directors of the TrailMark Metropolitan District (referred to hereafter as "Board") was held on Tuesday, April 19, 2011 at 6:30 p.m., at the TrailMark Learning Center, 9743 South Carr Way, Littleton, Colorado. This meeting was open to the public.

### ATTENDANCE

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

Michael Rogers  
Catherine LaClair  
Sherman Steed  
Jack Parsons (arrived at 6:35)  
Richard Handley

Also present were:

Cathy Noon; Community Resource Services  
Kurt Hansen; Keeton Industries  
Tami Schneck; Aquatic Associates  
Members of the Community

### CALL TO ORDER

Director Rogers called the meeting to order at 6:30 p.m. Introductions of the Board and community members were made.

### ADMINISTRATIVE ITEMS

Agenda: Ms. Noon presented the Board with the proposed agenda. Upon a motion by Director Handley and a second by Director LaClair, the Board voted unanimously to approve the agenda as posted.

Minutes: The minutes of the February 15, 2011 Regular Board meeting were presented to the Board. Upon a motion by Director LaClair and a second by Director Steed, the Board voted unanimously to approve said minutes as presented.

Public Comments: There were none.

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## FINANCIAL ITEMS

Review and Approve Payment of Claims: After review, upon a motion by Director LaClair and a second by Director Steed, the Board voted unanimously to approve the claims as presented.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending April 13, 2011 and the Board accepted the cash position as presented.

Financial Statements: Ms. Noon reviewed the financial statements dated March 31, 2011. After review, the Board accepted the financial statements as presented.

## MAINTENANCE AND OPERATIONAL ITEMS

Field Supervisor Update – Said report was reviewed by the Board.

Review Bid from G & M Painting for Filings 1 & 5 – Ms. Noon presented the bid from G & M Painting on the fences. After review, upon a motion by Director Steed and a second by Director Parsons, the Board unanimously approved the bid in an amount not-to-exceed \$27,479.68.

Presentation by Keeton Industries Regarding 2011 Aeration – Kurt Hansen described the system designed to provide Fairview #1 with the maximum aeration. The proposed system would have four compressors and twelve bubblers. The Board discussed the cabinet location and electrical needs. Mr. Keeton indicated the life of the compressors in four to five years with a rebuild kit available to extend service. He further indicated that the air filter should be changed each year. The expected benefits would be increased fish growth, reduction of sludge on the lake bottom, and reduction of algae. Aeration helps more with algae than with weeds like milfoil. Upon a motion by Director Steed and a second by Director Handley, the Board voted unanimously to approve the not-to-exceed bid of \$30,000 for the aeration system and needed electrical work.

Presentation by Aquatic Associates Regarding 2011 Pond Maintenance - Ms. Schneck presented the Aquatics Associates proposal to manage all TrailMark ponds for water quality, appearance and performance. Following an assessment/inventory of all ponds, Ms. Schneck will walk the ponds with the Board to review necessary action. Ms. Schneck will also contact the Denver Botanical Gardens regarding water testing.

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Review & Approve Contract with Aquatics Associates – Upon a motion by Director LaClair and a second by Director Handley, the Board voted unanimously to approve the contract with Aquatics Associates.

Cost-Sharing Letter to Homeowners Regarding Fence Painting – The Board approved the letter as presented and discussed cost sharing for preparation and distribution of same. After discussion, the Board concluded that Gantner (G & M Painting) would be assigned 50% of the costs and the District and the HOA would each be assigned 25% of the costs. Ms. Millsbaugh with the HOA will work with Mr. Steed on distribution of the letter.

Discussion Regarding Mosquito Control/Army Corps of Engineers – The Board instructed Ms. Noon to obtain bids for mosquito control from Ottertail Environment and Colorado Mosquito Control.

Discussion Regarding Development of Master Plan for TrailMark – Director Rogers updated the Board on South Suburban Park & Recreation District's (SSPRD) desire for the development of a Master Plan for TrailMark parks and open space to aid in planning for future improvements in the District. Director Handley will represent the TrailMark Metropolitan District on a committee with the HOA and SSPRD.

Discussion Regarding April 6, 2011 Meeting with South Suburban Park & Recreation District – Directors Rogers, Steed and Handley attended this meeting. Director Steed updated the Board and indicated that items discussed were additional parking at Hogback Hill Park, Port-a-Potty screening and the TrailMark Metropolitan District aeration project.

## LEGAL

Executive Session – None was needed.

Update on Handyman Contract through TrailMark Homeowners' Association – The Board discussed hiring David Newell for handyman services. Ms. Noon explained documentation still needed. Director Rogers will work with Mr. Newell to obtain the necessary paperwork. Upon a motion by Director Handley and a second by Director Parsons, the Board voted unanimously to authorize Directors Rogers and Steed to interview Mr. Newell and contract on behalf of the Board.

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## COMMITTEE UPDATES

Communications Committee – It was noted that the new website is up and running. Content for the new website was determined by members of the Communications Committee. Discussion followed and the Board indicated they, along with CRS staff, will review for any changes needed and send this information to Director LaClair. Determination of items to be placed on the website, outside of routine documents, will be determined by members of the Communications Committee. The Board directed staff at CRS to forward said routine documents to [webmaster@tmmd.org](mailto:webmaster@tmmd.org).

By-Laws Committee – There was no update at this time.

## TRAILMARK HOA/STAR CANYON HOA UPDATE

Representatives from Star Canyon HOA spoke to the Board concerning the painting of the interior side of the fences in their area. In 2003 or 2004 and in 2009, the interior was painted and Star Canyon representatives claim that the District paid for the painting both times and has agreed to always pay for that painting. Ms. Noon will research the past minutes. This item will be placed on the June 21, 2011 agenda for further discussion.

## OTHER BUSINESS

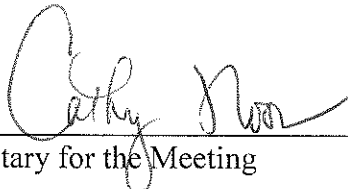
Ms. Noon presented the CRS cost analysis to the Board for review. The Board indicated it will not be necessary to prepare this document in the future.

Public Comments – Ms. Millsbaugh indicated there has been a problem with blowing trash due to uncovered trash cans on trash day. The TrailMark HOA may begin a postcard campaign to ask homeowners to cover their trash.

## ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Handley, seconded by Director Parsons, and passed unanimously, the meeting was adjourned at 9:55 p.m.

Respectfully submitted,



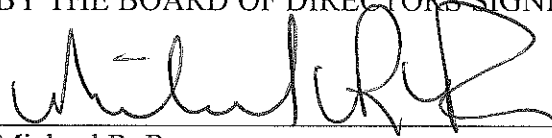
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Secretary for the Meeting

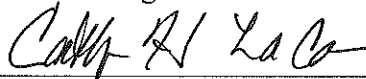
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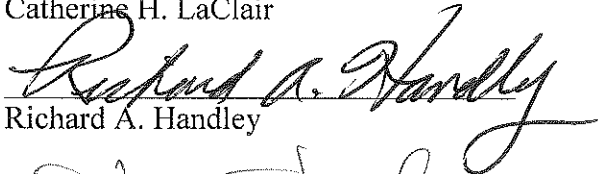
THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 19,  
2011 MINUTES OF THE TRAILMARK METROPOLITAN DISTRICT  
BY THE BOARD OF DIRECTORS SIGNING BELOW:



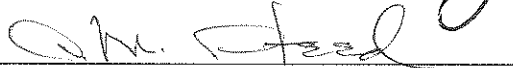
Michael R. Rogers



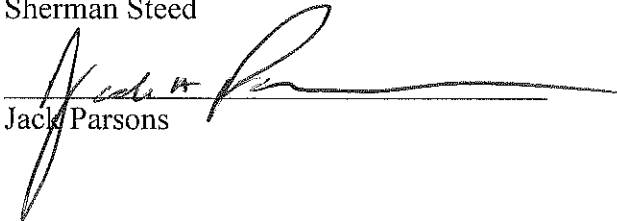
Catherine H. LaClair



Richard A. Handley



Sherman Steed



Jack Parsons