

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK METROPOLITAN DISTRICT HELD AUGUST 16, 2011

A regular meeting of the Board of Directors of the TrailMark Metropolitan District (referred to hereafter as "Board") was held on Tuesday, August 16, 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 6:45)
Richard Handley

Also present were:
Cathy Noon; Community Resource Services
Members of the Community

CALL TO ORDER

Director Rogers called the meeting to order at 6:35 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 LaClair and a second by Director Handley, the Board in attendance voted unanimously to approve the agenda.

Minutes: The minutes of the June 21, 2011 Regular Board meeting were presented to the Board. Upon a motion by Director Steed and a second by Director Handley, the Board in attendance voted unanimously to approve said minutes as presented.

Public Comments: Tim Strunk brought four issues to the

RECORD OF PROCEEDINGS

Board's attention:

1. The "No Parking, Emergency Access" sign on the double gate is missing. It may have been removed during the maintenance painting. Director Parson was asked to design a replacement sign and submit said design to Director Rogers for approval.
2. Mr. Strunk asked if a Reserve Analysis has been done for the District and if should there be one done before reserves are used for operations or debt payments.
3. Mr. Strunk asked if re-instatement of Board term limits will be on the May 2012 election ballot. The Board indicated that if an election is needed to fill Board positions, it is likely a ballot question on term limits would be added as well. The Board is not in favor of holding an election, due to the related costs, just for the term limit question.
4. Mr. Strunk asked if the Board voted to cancel the community center/pool project. He stated that the December 2010 minutes show a motion and a second, but did not record the vote. The Board stated they did vote to cancel and would review the minutes for clarity.

FINANCIAL ITEMS

Review and Approve Payment of Claims: After review, upon a motion by Director Steed and a second by Director LaClair, 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 August 8, 2011 and the Board accepted the cash position as presented.

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

Initial 2012 Budget Discussion and Review of Assessed Valuation – Ms. Noon distributed the 2011 financial projection spreadsheet, updated with the preliminary assessed valuation and 2010 audited cash on hand figures, so the Board had a starting place for working on the 2012 budget. Ms. Noon will email files to the Board for their use in modeling the 2012 budget and have it posted to the website. There was discussion pertaining to doing a reserve study and obtaining the HOA Reserve Study to review fence and other common area items previously reviewed for use in a TrailMark Metropolitan District study.

RECORD OF PROCEEDINGS

MAINTENANCE AND OPERATIONAL ITEMS

Update on Aeration Project – Director Rogers informed the Board that the Fairview Reservoir #1 aeration project is complete and came in under the \$30,000 budget. Directors Handley and Rogers are trained to operate the system. It was recommended by Keeton Industries to run the system continuously for one year to maximize pond improvement. A copy of the manual is in the equipment box and another copy is held by CRS in the District files. Keys for the box will be held by CRS and members of the Board as well as the maintenance provider, David Newell. Filters for the system need to be changed every six months and can be obtained from Keeton. Currently there are replacement filters in the equipment box along with a log to record performed maintenance. Director Parsons is to design a sign for the equipment box with pertinent ownership and contact information for the Board to review.

Update on Pond Maintenance – Ms. Noon reviewed Aquatics Associates' report with the Board and discussed having Ms. Schneck at the October meeting to review this year's work and to plan for next year. Discussion on whether Ponds A & G should be maintained as ponds or wetlands, due to how shallow they are, ensued. The Board would like Ms. Schneck to investigate options for those areas. It was noted that Beaver Pond aeration system operation is running from 10:00 a.m. to 2:00 p.m. and may need to be adjusted. Ms. Noon will arrange to have Mr. Kinkel meet with Mr. Newell and Director Handley for training.

Discussion on Return of Beavers to Fairview Reservoir #2 – The Board was informed that residents have reported seeing at least one beaver and that there is apparent damage to trees in the area. Ms. Noon is to inquire into beaver mitigation and report to the Board.

Discussion on Fish Sampling – Ms. Noon reviewed the memo from Paul Winkle regarding this issue and reported that with the number of young fish this year, next year's fishing should be very good.

LEGAL

Executive Session – None was needed.

COMMITTEE UPDATES

Communications Committee – The Committee provided a District article to the HOA newsletter.

By-Laws Committee – Director Rogers reviewed the comments

RECORD OF PROCEEDINGS

by the District's attorney, Mr. Rowley, on the public project policy. The Board will further contemplate what they want in this policy and how it will affect the District's ability to perform needed maintenance and projects. This issue will be discussed again at a future Board meeting..

TRAILMARK HOA/STAR CANYON HOA UPDATE

It was noted that the TrailMark HOA is in the process of updating its investment policy. It was further noted that Star Canyon HOA painted sixty-eight homes.

OTHER BUSINESS

SSPRD Update on Master Plan for TrailMark – There was no discussion on the master plan, but it was noted that the Port-a-Potty enclosure idea has led to a full bathroom discussion by SSPRD.

Update on July 23, 2011 Saturday in the Park – The event had 15 people in attendance. Most of the discussion related to the ISO fire insurance rating issue, but no action was taken. The next Saturday in the Park will be held on September 24, 2011.

Update on ISO Ratings – Concurrent with the TrailMark Metropolitan District meeting, the Littleton City Council was discussing this issue. Littleton Fire Chief and TrailMark Metropolitan District resident, John Mullens, was speaking on the ISO issue.

Resident Email – The Board reviewed an email from a resident regarding hinges installed on a District fence, giving a private home access from the street to their yard. The District had previously given the HOA Design Committee approval authority on gates in the fence so all gates follow approved guidelines. Directors Rogers and Steed will visit the site and inquire with the HOA Design Committee.

Grants – There was discussion on grant availability to the District or HOA through Open Space funding with Jefferson County or Great Outdoors Colorado (GOCO). Ms. Noon let the Board know that CRS can help with grant applications.

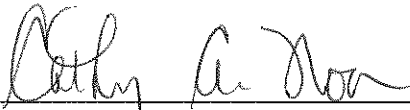
Public Comments – There was none.

RECORD OF PROCEEDINGS

ADJOURNMENT

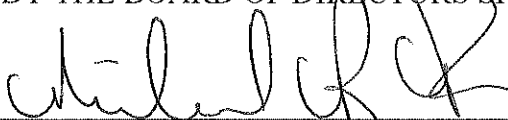
There being no further business to come before the Board, upon motion duly made by Director Parsons, seconded by Director Handley, and passed unanimously, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

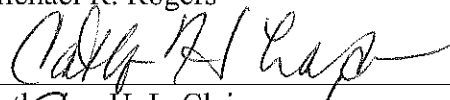


Secretary for the Meeting

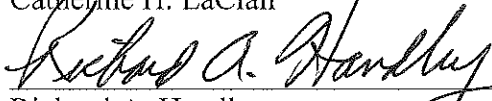
THESE MINUTES ARE APPROVED AS THE OFFICIAL AUGUST 16, 2011 MINUTES OF THE TRAILMARK METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:




Michael R. Rogers



Catherine H. LaClair



Richard A. Handley



Sherman Steed

Jack Parsons

MEETING DATE: August 16, 2011

PLEASE PRINT YOUR NAME, ADDRESS AND PHONE NUMBER AND THE ISSUE(S) YOU ARE INTERESTED IN ADDRESSING AT THIS MEETING.

[illegible]