

# RECORD OF PROCEEDINGS

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## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK METROPOLITAN DISTRICT HELD MAY 15, 2012

A regular meeting of the Board of Directors of the TrailMark Metropolitan District (referred to hereafter as "Board") was held on Tuesday, May 15, 2012 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  
Jack Parsons  
Sherman Steed  
Cathy LaClair

Absent was Director Handley whose absence was excused.

Also present were:

Cathy Noon; Community Resource Services  
Blair Leisure; IRIS Mitigation and Design  
Neil Schilling; Schilling & Company  
Curtis Fankhouser; Board Member Elect  
Maysa Flom; Community Member  
Members of the Community

### CALL TO ORDER

Director Rogers called the meeting to order at 6:32 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 Parsons, the Board in attendance voted unanimously to approve the agenda as amended to include IV. H – Aquatic Associates Update.

Minutes: The minutes of the March 20, 2012 Regular and April 12, 2012 Special Board meetings were presented to the Board.

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Upon a motion by Director Steed and a second by Director Parsons, the Board voted unanimously to approve said minutes as presented.

Public Comments: Maysa Flom read a letter to the Board regarding wildlife entanglement in fishing line/hooks around Fairview Reservoir and offered to organize a clean-up to the area.

## NEW BOARD MEMBER OATH OF OFFICE

Election Wrap-up – Director Rogers informed the Board that as there were two seats available and only two residents applied, the election was cancelled pursuant to statute.

Comments by Director Rogers – Director Rogers thanks Directors Steed and Parsons for their service and presented gift cards to each of them as a token of the District appreciation for their contributions. He further described the TrailMark Metropolitan District Bench idea being discussed later in the meeting. Both Directors Steed and Parsons addressed the Board.

Administer Oath of Office – Director Rogers administered the Oath of Office to Mr. Fankhouser.

Comments by New Board Member – Director Fankhouser briefly gave some personal information.

Board Vacancy – It was noted that Patty Durso will be moving to Florida shortly and so did not take office. The Board will appoint a replacement to serve until the next regular election in 2014. The vacancy notice will be posted at the three posting locations within the District and to the TrailMark Facebook page. Letters of Interest are due to Community Resource Services no later than June 8, 2012.

Election of Officers – Officers were elected as follows:

President:	Michael R. Rogers
Vice-President:	Curtis Fankhouser
Treasurer:	Catherine H. Laclair
Secretary:	Richard A. Handley

It was noted that the position of Assistant Secretary is currently vacant and that when the final Board position is filled, the new Director will be elected to that position.

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## FINANCIAL ITEMS

Review and Approve Payment of Claims: After review, upon a motion by Director Fankhouser 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 May 7, 2012 and the Board accepted the cash position as presented.

Financial Statements: Ms. Noon reviewed the financial statements dated April 30, 2012. After review, the Board accepted the financial statements as presented.

Presentation of Draft 2011 Audit – Mr. Schilling presented the draft 2011 audit, explained the changes required by GASB 54 and answered questions from the Board. Upon a motion by Director LaClair and a second by Director Fankhouser, the Board voted unanimously to accept the draft 2011 audit as presented.

## MAINTENANCE AND OPERATIONAL ITEMS

Update Regarding Conversion of Ponds A & G to Wetlands – Ms. Leisure reviewed her findings regarding Ponds A & G conversion to wetlands and a bid from Left Hand Excavating for outlet work. Centennial Water and Sanitation, Denver Botanic Gardens, and the Army Corps of Engineers find no issue with converting these ponds. Ms. Leisure confirmed what work required permitting by the Army Corps. Terry McKee with the Corps stated that once the ponds were converted to wetlands, they must remain as wetlands. Ms. Leisure reviewed three bids for the bulrush plants and waterfowl protection needed for the conversion. Due to the high cost of the bid for excavation and outlet cleaning, Ms. Leisure will obtain further bids for the July Board meeting. Areas requiring work are: Beaver Pond – cattail mitigation in the fall and Pond G – outlet cleaning. Outlets at the Beaver Pond in Fairview Reservoir #2 and Pond A are operating satisfactorily.

Discussion Regarding Fence Painting for Filing #2 – The Board was informed that Gantner is almost done with this painting.

Discussion Regarding Board Member to Represent the District at South Suburban Park & Recreation District (SSPRD) – Ms. Noon informed the Board that these meeting are now semi-annual and that the next meeting will be on October 18, 2012 from 1:30 p.m. to 3:30 p.m. Director Fankhouser will attend on behalf of the District along with Director Handley who will be representing the HOA.

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Discussion Regarding Purchasing Policy for Home Depot Gate Policy – Director Rogers reviewed the new Home Depot credit cards and how to handle purchased by David Newell. Mr. Newell will be allowed to carry his card, but must seek Board permission prior to making purchases.

Consider Approval of Ottertail Environmental, Inc. Contract for 2012 Mosquito Control – Ms. Noon reviewed the bid with the Board. Upon a motion by Director Fankhouser and a second by Director LaClair, the Board voted unanimously to approve the contract for 2012 – 2014 to keep the cost of service at \$1,975/year.

Consider Approval of Estimate from Nelson Tree Service to Rewrap Trees Previously Wire-Wrapped for Beaver Protection - Upon a motion by Director LaClair and a second by Director Fankhouser, the Board voted unanimously to approve the contact in a not-to-exceed amount of \$3,000.

Discussion Concerning Removal of and Continued Monitoring of Fishing Line Endangering Wildlife – The Board appreciated Ms. Flom addressing the Board regarding the wildlife endangerment. The Board would like to sponsor a Volunteer Clean-Up day on June 9, 2012 from 9:00 a.m. to 11:00 a.m. to remove fishing line and hooks and to bring awareness of the problem. Maysa, Brookelyn and Katie will have their letter and photo as part of the flyer announcing the event and in the HOA Newsletter. The flyer will be distributed at the Littleton City Council event in TrailMark on May 22, 2012.

Aquatics Associates – The update from Aquatics Associates was reviewed. It was noted that pond treatments have begun. Director Rogers and Ms. Schneck will review operation duties of the aeration systems.

Painting of Repaired Fence Posts – The District would prefer that painting of posts repaired by Mr. Newell be painted by Gantner Painting to ensure consistency in TrailMark. Director Rogers will contact the HOA Manager, Tina Lamar, to let her know that Gantner will be provide the painting service at \$35/hour plus materials.

LEGAL

Executive Session – None was needed.

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## COMMITTEE UPDATES

By-Laws Committee – The committee has not met and no report was given.

Communications Committee – It was noted this committee will reconvene when the new Board member is selected.

## TRAILMARK HOA/STAR CANYON HOA UPDATE

Director Rogers reviewed his meeting with the Star Canyon HOA concerning fence painting. For now, the practice will be for Star Canyon HOA and Condos HOA to paint the interior of the fences, but the issue will be discussed again at a future meeting.

## OTHER BUSINESS

Update on ISO Ratings – It was noted that the task force has not met again.

Update on Coffee in the Park on April 28, 2012 – It was reported that approximately 15 residents attended with the main topic of discussion being an HOA issue – RV parking. The Next Coffee in the Park will be June 23, 2012.

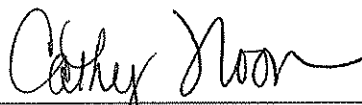
Appreciation Bench (memorial sounds kinda like they died!) - Upon a motion by Director LaClair and a second by Director Fankhouser, the Board voted unanimously to approve purchase of a park bench in a not-to-exceed amount of \$2,500, to recognize all resident TMMD Board members to be placed within the District. South Suburban Park and Recreation District has been consulted so the bench will match what is currently in TrailMark and it was noted that SSPRD will install the bench free of charge. Staff at CRS will order the bench and plaques according to SSPRD specifications.

Public Comments – There were none.

## ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director LaClair, seconded by Director Fankhouser, and passed unanimously, the meeting was adjourned at 9:42 p.m.

Respectfully submitted,



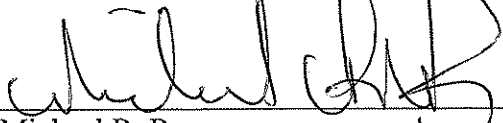
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Secretary for the Meeting

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THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 15,  
2012 MINUTES OF THE TRAILMARK METROPOLITAN DISTRICT  
BY THE BOARD OF DIRECTORS SIGNING BELOW:



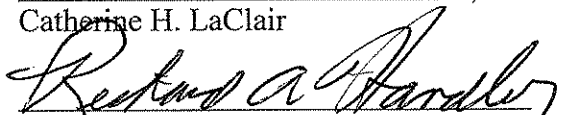
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Michael R. Rogers



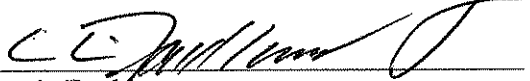
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Catherine H. LaClair



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Richard A. Handley



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Curtis Fankhouser

## TRAILMARK METROPOLITAN DISTRICT

MEETING DATE: 5/15/12

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

[illegible]