

# RECORD OF PROCEEDINGS

---

## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK METROPOLITAN DISTRICT HELD MAY 21, 2013

A regular meeting of the Board of Directors of the TrailMark Metropolitan District (referred to hereafter as "Board") was held on Tuesday, May 21, 2013 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 R. Rogers  
Curtis Fankhouser  
Lori Tolle

Absent were Director Handley and LaClair, whose absences were excused.

Also present were:  
Cathy Noon; Community Resource Services  
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 Tolle and a second by Director Fankhouser, the Board voted unanimously to approve the agenda as amended to add VIII. Item C – West Metro Fire Response Times Update and VIII, Item D – Realtor Brochure.

Minutes: The minutes of the March 19, 2013 Regular Board meeting were presented to the Board. Upon a motion by Director Fankhouser and a second by Director Tolle, the Board voted unanimously to approve said minutes as presented.

Update on Coffee at the Playground on April 20, 2013 –  
Director Rogers updated the Board stating that fifteen to twenty

# RECORD OF PROCEEDINGS

---

residents were there, some of them new, and that most questions were HOA related.

Public Comments: There were none.

## FINANCIAL ITEMS

Review and Approve Ratification and Payment of Claims: After review, upon a motion by Director Fankhouser and a second by Director Tolle, the Board voted unanimously to ratify the April 2013 claims represented by check numbers 3756 – 3765 totaling \$18,899.45 and approve the current claims represented by check numbers 3766 – 3769 totaling \$4,136.60 as presented.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending May 9, 2013 and the Board accepted the cash position as presented.

Financial Statements: Ms. Noon reviewed the financial statements dated April 30, 2013. After review, the Board accepted the financial statements as presented.

Presentation of Draft 2012 Audit by Neil Schilling – Mr. Schilling presented the draft 2012 audit to the Board noting that the format has been changed slightly to conform to GASB requirements. Following discussion, upon a motion by Director Tolle and a second by Director Fankhouser, the Board voted unanimously to approve the 2012 audit as amended.

## MAINTENANCE AND OPERATIONAL ITEMS

Update of Filing 3 Fence Painting – Ms. Noon informed the Board that the painting is expected to be complete no later than the week of June 7<sup>th</sup>.

Update of Mosquito Control – Mr. Noon informed the Board that OtterTail Environmental, Inc. will have the normal schedule of surveillance and treatments by the last week of May and will then continue them on an approximately once a week schedule throughout the summer.

Pond Maintenance Update – Ms. Noon reviewed the memo from Tami Schneck of Aquatics Associates noting the following:

- Aquatic growth is 3 – 4 weeks behind due to the cooler spring and to date, no treatments have been needed;
- The initial site visit was conducted on April 30<sup>th</sup> and a second site visit was conducted on May 7<sup>th</sup>.

## LEGAL ITEMS

Email Amongst Board Members – The Board reviewed the

# RECORD OF PROCEEDINGS

---

information provided by the District's attorney, Mr. Rowley.

## MANAGEMENT ITEMS

TMMD/HOA Cost-sharing Maintenance Agreement Draft – Ms. Noon reviewed the draft provided by Mr. Rowley. Following discussion, Director Tolle indicated she would work with Mr. Rowley on some clarifying language being requested by the Board.

## COMMITTEE UPDATES

Communications Committee – The Board thanked Director Tolle for the excellent job she did on the article for the newsletter.

It was noted that the Coffee at the Playground and Fairview Reservoir clean-up day is scheduled for June 15<sup>th</sup> at 9:00 a.m. Director Rogers will contact Maysa Flom for help and will also purchase supplies for the clean up.

## TRAILMARK HOA/STAR CANYON HOA UPDATE

Director Rogers briefed the Board that he has sent the TrailMark HOA a request for space for posting on the playground community board.

## OTHER BUSINESS

Possible Change to September Board Meeting Date – Director Fankhouser indicated he would not be available on September 17<sup>th</sup> and asked if the Board would move the Board meeting to the 10<sup>th</sup>. The Board directed staff to verify the meeting room would be available on the 10<sup>th</sup> and if so, to book it and make the necessary notifications to the county Clerk & Recorder.

Discussion Regarding Geese Mitigation at the Playground – Director Tolle and Ms. Noon presented possible options to the Board for their consideration. Following discussion, the Board authorized staff to purchase five menacing coyote silhouettes.

Update on West Metro Fire Response Times – Director Tolle updated the Board, stating the average response time is 10 minutes, 12 seconds, based on eight calls. She noted this is a minor improvement.

Realtor Brochure – It was brought to the Board's attention that a local realtor is using a photo of the TrailMark entryway sign on their brochures and discussion ensued as to whether this may violate the District's trademarks. Following discussion, the Board determined no action would be taken at this time.

Public Comments – There were none.

## RECORD OF PROCEEDINGS

---

### ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Fankhouser, seconded by Director Tolle, and passed unanimously, the meeting was adjourned at 8:26 p.m.

Respectfully submitted,



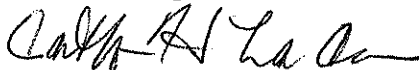
---

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 21, 2013 MINUTES OF THE TRAILMARK METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

---

Michael R. Rogers



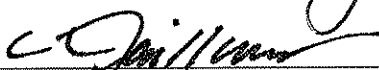
---

Catherine H. LaClair



---

Richard A. Handley



---

Curtis Fankhouser



---

Lori Tolle