

# RECORD OF PROCEEDINGS

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## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TRAILMARK METROPOLITAN DISTRICT HELD September 15, 2015

A regular meeting of the Board of Directors of the TrailMark Metropolitan District (referred to hereafter as "Board") was held on Tuesday, July 21, 2015 at 6:34 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:

Lori Tolle  
Todd Roser  
James Russell  
Curt Fankhouser  
Catherine LaClair

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

### CALL TO ORDER

Director Tolle 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 Roser and a second by Director Tolle, the Board voted unanimously to approve the agenda.

Minutes: The minutes of July 21, 2015 Board meeting were presented to the Board. Upon a motion by Director Russell and a second by Director Fankhouser, the Board voted unanimously to approve said minutes as presented.

Public Comment: Sherm Steed provided an update on the

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## FINANCIAL ITEMS

TrailMark HOA meeting where Littleton City Manager, Michael Penny spoke. The City of Littleton is investigating the acquisition of the Shea property at the entrance to TrailMark for use as a multi-purpose facility for Fire, Public Works, and South Suburban Parks and Recreation District. The City also is undertaking a recreation master plan study which will include opportunities for TrailMark.

Review and Approve Ratification and Payment of Claims: After review, upon a motion by Director Fankhouser and a second by Director Roser, the Board voted unanimously to ratify the August 2015 claims represented by check number 3923-3929 totaling \$4,214.29. and approve the current claims represented by check number 3930 totaling in \$2,184.00

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending August 31, 2015. After review, upon a motion by Director Tolle and a second by Director Roser the Board accepted the cash position as presented.

Financial Statements: Ms. Noon reviewed the financial statements dated August 31, 2015. After review, upon a motion by Director Tolle and a second by Director Roser, the Board accepted the financial statements as presented.

2016 Draft Budget: Ms. Noon presented the 2016 Draft Budget with the Board. Director Fankhouser reviewed his 5-Year Projection spreadsheets with the Board. Following discussion of the short and long term needs of the District, the Board directed Ms. Noon to make minor changes in revenue projections and increase the contribution to the Asset Replacement Reserve to \$45,000 for the 2016 Budget. Direction was also given to maintain the District's mill levy at 20 mills for Debt Service and 10 Mills for General Operations for a total of 30 mills. The TrailMark Metro District Budget Hearing will be held in conjunction with the TrailMark HOA Annual Meeting on November 12, 2015 at 6:30 p.m.

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## MAINTENANCE AND OPERATIONAL ITEMS

Pond Update: Update Ms. Noon reviewed the recent maintenance activity reported by Tami Schneck of Aquatics Associates. Water quality is good, but the outlet area of Fairview Reservoir #2 needs more sediment removal. This work will require a backhoe so is not something Aquatics can perform. Bids for this work will be requested and the Board will then reviewed and approve the sediment removal work. Director Fankhouser reported he noticed Russian Olive tree shoots in Fairview Res. #1 and the Board directed Ms. Noon to ask Aquatics Associates to handle when they are doing the same activity on Fairview Res. #2. The Board also discussed the long term needs of the ponds, especially regarding sediment build-up and the need/timing to remove it. The Board directed Ms. Noon to reach out to Blair Leisure of Iris Mitigation to obtain an estimate for her to evaluate the ponds and their future needs.

Discussion regarding FR#1 compressor maintenance: The Board discussed Ms. Schneck's recommendation to rebuild the four compressors on the Fairview Reservoir #1 aeration system. Upon a motion by Director Fankhouser, second by Director Tolle and unanimous vote, the Board approved NTE \$1500 for Aquatics Associates to rebuild the compressors.

## BOARD MEMBER ITEMS

Emergency Response Times in TrailMark: Director Tolle reported that in July there were five calls for service with response times ranging from 7:50-12:53 minutes. For August, there were two calls ranging from 11:25-17:32 minutes. Long response times seem to begin with long dispatch times due to confusion about TrailMark's location and station responsibility. Beginning in April 2016, fire coverage for TrailMark will return to Littleton Fire #16. The Board will continue to monitor response times and advocate on behalf of TrailMark residents.

Communications: The HOA newsletter Article was submitted.

HOA Maintenance Agreement Ms. Noon reviewed the Fourth Amended and Restated Maintenance Agreement prepared by Mr. Rowley. Items still needing clarification are which entity is responsible for maintaining the screening shelter (there is confirmation the District is not responsible) and contracting for

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the pumping of the portolet. Director Tolle with follow up with the TrailMark HOA and have Mr. Rowley make the necessary changes for consideration at a future meeting.

## LEGAL ITEMS

Resolution for Record Retention: Director Roser moved to accept the Consideration of Resolution for Records of Retention. Upon second by Director Russell, vote was taken and motion carried unanimously.

## MANAGEMENT ITEMS

## OTHER BUSINESS

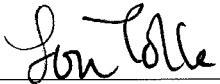
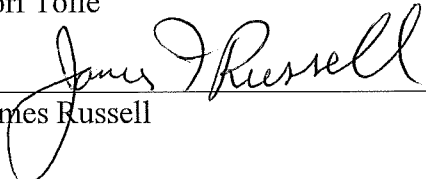
## ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Russell , seconded by Director La Clair, and passed unanimously, the meeting was adjourned at 8:48p.m.

Respectfully submitted,

  
Secretary for the Meeting

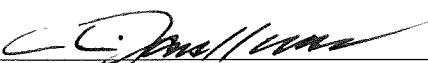
THESE MINUTES ARE APPROVED AS THE OFFICIAL September 15, 2015 MINUTES OF THE TRAILMARK METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

  
Lori Tolle  
  
James Russell

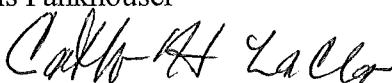
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Todd Roser



Curtis Fankhouser



Catherine H. LaClair