

RECORD OF PROCEEDINGS

**MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
THE TRAILMARK METROPOLITAN DISTRICT
HELD
March 15, 2016**

A regular meeting of the Board of Directors of the TrailMark Metropolitan District (referred to hereafter as "Board") was held on Tuesday, March 15 2016 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:

James Russell
Todd Roser
Curt Fankhouser
Catherine LaClair

Absent was Director Tolle whose Absence was excused.

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

CALL TO ORDER

Director Russell called the meeting to order at 6:33 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 LaClair, the Board voted unanimously carried, the Board accepted the agenda as amended to add III.B Gantner Bid For Fence Painting, IV.C SSPRD Race Inquiry and V.B Board member Oath of Office.

Minutes: The minutes of the January 19, 2016 Board meeting were presented to the Board. Upon a motion by Director Roser and a second by Director Russell, the Board voted unanimously to approve said minutes as presented.

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Public Comments: None

FINANCIAL ITEMS

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 February 2016 claims represented by check numbers –3957-3960 totaling \$3,137.18 and approve the current claims represented by check number 3962 totaling \$4,697.19 as presented.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending February 29, 2016 and adjusted as of March 11, 2016. After review, upon a motion by Director Roser and a second by Director Fankhouser the Board accepted the cash position as presented.

Financial Statements: Ms. Noon reviewed the financial statements dated March 11, 2016. After review, upon a motion by Director Roser and a second by Director Fankhouser, the Board accepted the financial statements as presented.

MAINTENANCE AND OPERATIONAL ITEMS

Pond Update: Tami Schneck, Aquatics Associates – Ms. Schneck reviewed the pond maintenance treatments completed in 2015 and updated the Board on water quality. The status of FR#1, FR#2, Ponds A & G are in very good shape, a result of periodic (as needed) with systemic treatments which have been performed over multiple years and as well as specific contact treatments to immediately/directly controlling issues as they arise. FR#1 aeration system compressors have been rebuilt and will be reinstalled when once the power and aeration air lines are repaired. The lines were accidentally severed during due to the construction of the fire station. Director Fankhouser will monitor the necessary repairs in conjunction with Keeton Industries, Ms. Schneck, and the City of Littleton. Ms. Schneck reviewed her proposal for the 2016 work plan. In addition to maintaining water quality, Aquatics Associates will monitor the outlet at Pond G for necessary clean-out, monitor invasive cattail and Russian Olive vegetation, perform minor maintenance on the aeration systems (changing filters, adjustments to air flow and runtime) and work with the Denver Botanical Gardens and Centennial Water and Sanitation as needed. Following a motion by Director Roser, second by Director La Clair and unanimous vote, the Board

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approved a contract with Aquatics Associates for pond maintenance at a not to exceed amount of \$27,500.00. Ms Noon provided an update on FR#2 outlet cleaning. Ms. Schneck and Ms. Noon are working with Angell Excavation to obtain a bid for the cleaning. Preference is to do the work in mid-late summer when the water is at its low levels. Director Fankhouser agreed to meet the contractor onsite to help identify the work needed.

Annual Fence Painting – Filing 2: Ms. Noon presented the bid from Gantner Painting for the annual fence painting program which for 2016 is Filing 2. The stain used in previous years has been discontinued but a new Benjamin Moore stain will match the “Fawn” color used in TrailMark. Cost per gallon has increased. Following a motion by Director Fankhouser, second by Director Roser and unanimously carried, the Board accepted the Gantner bid of \$23,611.96 and approved payment of a deposit of \$7083.30 for material purchase. Weather dependent; the work is to begin in April with completion in May.

BOARD MEMBER ITEMS

Update re: Emergency Response/Fire Station #19 in TrailMark:
No report on Emergency Response times. Director Fankhouser provided an update on the construction of Fire Station #19 at the TrailMark entrance. Director Fankhouser ‘walked’ the construction site over the past weekend with Carl Camp (GTC site Superintendent). Mr. Camp indicated that the masonry proportion of the building and removal of associated scaffolding is scheduled to be completed next week. Utility lines, excluding gas and power, will be installed shortly thereafter. Trenching for the irrigation and aeration lines is also scheduled to occur in March (same trench for both- irrigation line @3’ and aeration line @1’). The trench line will be located at the NE (front) edge of the lot. Mr. Camp has also been in touch with Todd Story for questions regarding irrigation and aeration line location etc. Xcel is responsible for the gas and power installation, which is estimated to take place in April. In addition, paving of the entire exterior lot is scheduled for April. During Director Fankhouser’s conversation with Mr. Camp, there seemed to be some confusion as to who was responsible for the repair and installation of the aeration line. To clarify the apparent misunderstanding, Mr. Fankhouser spoke with Dave Flaig, COL Landscape Manager, who confirmed that the City was responsible. There is a possibility that power to the landscape monument could run from the Fire Station and Director Fankhouser will inquire about separate metering for

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the District.

Update re: Communications: Director Roser reported that the annual letter mailed to each residence was informative and well received. Consensus of the Board is to repeat each year. The TrailMark HOA is no longer publishing a quarterly mailed newsletter (mailed or published on the TM website). However, the HOA will leverage the website, email, Facebook and Next Door TrailMark as the communication avenues to share news with the neighborhood. They are now planning to email a monthly update to each resident. The Board provided direction to Director Roser to continue providing updates as needed for insertion in through the new HOA communication streams. E-newsletter. Director Roser asked if other Board members would share in placing the signs notifying residents of the District meetings. Director Fankhouser offered to put up and take down the signs for the May and July meetings. Director Roser will do September.

Inquiry regarding a race to be held in Trailmark: Director Russell relayed an email from Director Tolle that asked for the Board's input on a request by South Suburban Park and Recreation District to approve a use permit for a men's race to be held on the trails in TrailMark As the Board is unaware of any resident complaints from last year's race, there was no objection.

LEGAL ITEMS

Update on the May 2016 Board of Directors Election: As there were not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates; the election to be held on May 3, 2016 could be canceled pursuant to section 1-5-208(1.5), C.R.S. The following Board Members are hereby declared elected:

Curtis Fankhouser	4Year Term	Until May 2020
Lori Tolle	4 Year Term	Until May 2020

Board of Director Oath of Office: With the cancellation of the election, the Directors' Oath of Office was taken by Curt Fankhouser at the meeting. Ms. Noon will work with Director Tolle to take her Oath prior to May 3, 2016.

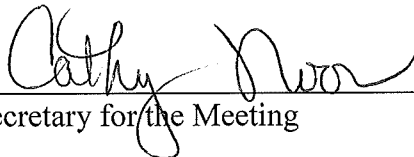
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Director Resignation and Board Vacancy: Effective April 1, 2016, there will be one Director vacancy on the TMMD board. This vacancy results from Director Russell's announcement (and corresponding resignation) that he will no longer be a property owner/resident of TrailMark as of March 31st. The Board will be appointing a replacement Director to serve the remainder of Director Russell's term (ends May 2018). Anyone interested in filling the vacancy should submit interest to the TMMD District Manager, Cathy Noon (CNoon @CRSof Colorado.com) no later than April 29, 2016. The Board expressed their thanks to Director Russell for his service to the District. Notice of the vacancy will be placed on TrailMark social media and the website.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Roser, seconded by Director LaClair, and passed unanimously, the meeting was adjourned at 8:41 p.m.

Respectfully submitted,



Secretary for the Meeting


THESE MINUTES ARE APPROVED AS THE OFFICIAL March 15, 2016 MINUTES OF THE TRAILMARK METROPOLITAN DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:



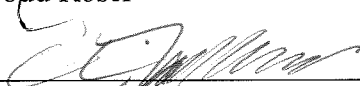
Lori Tolle

James Russell


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Todd Roser



Curtis Fankhouser



Catherine H. LaClair