

# RECORD OF PROCEEDINGS

---

**MINUTES OF A REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF  
THE TRAILMARK METROPOLITAN DISTRICT  
HELD  
May 16, 2017**

A regular meeting of the Board of Directors of the TrailMark Metropolitan District (referred to hereafter as "Board") was held on Tuesday, May 16, 2017 at 6:30 p.m., at Trailmark Learning Center, 9743 South Carr Way, Littleton CO. 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 D. Tolle  
Curt Fankhouser  
Wayne Lupton  
Cathy LaClair

Absent was Director Roser, whose absence was excused.

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

**CALL TO ORDER**

Director Tolle 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 Lupton and a second by Director Tolle, the Board voted unanimously to approve the agenda as presented.

Minutes: The minutes of the March 21, 2017 Regular Board meeting were presented to the Board. Upon a motion by Director Fankhouser and a second by Director LaClair, the Board voted unanimously to approve said minutes as presented.

# RECORD OF PROCEEDINGS

---

## FINANCIAL ITEMS

Review and Approve Ratification and Payment of Claims: After review, upon a motion by Director Tolle and a second by Director Lupton, the Board voted unanimously to ratify the April 2017 and approve the current May 2017 claims represented by check numbers 4022 - 4031 as presented.

Review Cash Position: Ms. Noon reviewed the cash position with the Board for the period ending April 30, 2017 and adjusted as of May 10, 2017. After review, upon a motion by Director Lupton and a second by Director Fankhouser the Board accepted the cash position as presented.

Financial Statements: Ms. Noon reviewed the financial statements dated April 30, 2017. After review, upon a motion by Director Lupton and a second by Director Fankhouser, the Board accepted the financial statements as presented.

## MAINTENANCE AND OPERATIONAL ITEMS

Pond Update: Ms. Noon reviewed the Pond Update from Aquatics Associates:

Visits / Treatments: So far this season, four pond maintenance visits were performed in April and May 2017 (4/10, 5/4, 5/5 and 5/8/17). No algae or aquatic vegetation treatments were needed in April, except for the initial systemic treatment performed on FR #2 for the duckweed. Boat treatments for surface algae mats were needed on 5/5/17 on FR #1, FR #2, and Pond G. On FR #2, a follow up algae treatment was done on 5/8/17 which targeted algae in the shallow bay areas in preparation for the *Phoslock* treatment which is planned for this week now that the pond's water level is full.

Grass Carp: A supplemental stocking of grass carp was also performed on 5/4/17 with 30 and 20 fish added to FR #1 and Pond G for biological weed control purposes.

# RECORD OF PROCEEDINGS

---

FR #1 Aeration: We are looking forward to the electrical being restored to the FR #1 aeration equipment, as the aeration is beneficial for the lake's water quality. The aeration was operational and was turned off for the winter on 1/18/17.

Aeration Power to Fairview #1: Director Fankhouser and Ms. Noon summarized the situation of the lack of power to the aeration system at FR#1. As part of the power relocation during the Fire Station 19 construction, power to the aeration system was relocated to the median/island on TrailMark Parkway. Sometime after January 18, 2017 the power stopped working due to water infiltrating the lines at a junction box in the median. Director Fankhouser worked with the City of Littleton to identify the problem and Littleton intends to make repairs including waterproofing the connection. Director Fankhouser and Ms. Noon will monitor the issue.

Update on Fence Painting Project: Ms. Noon informed the Board of Directors of the fence painting completion and that the costs will be split and invoiced to the TrailMark, Star Canyon Condos and Star Canyon Patio Homes HOAs according to the 4<sup>th</sup> Amended HOA Maintenance Agreement.

Port-O-Let Hand Sanitizer Cost Sharing: After discussion regarding the overall maintenance and costs of the Port-o-Let, Director Tolle moved that the Board approve \$25.00 per month for hand sanitizer at TMMD Park Port-O-Let beginning with the date of installation thru December 31, 2017. Upon second by Director Lupton, vote was taken and motion carried unanimously. Director LaClair moved that the Board approve check no. 4032, in the amount of \$1,200.00 for 2016 Port –O-Let maintenance costs per the 4<sup>th</sup> Amended HOA Maintenance Agreement. Upon second by Director Fankhouser, vote was taken and motion carried unanimously.

# RECORD OF PROCEEDINGS

---

## MANAGEMENT ITEMS

Homeowner request for Filing 5, Tract C land. Ms. Noon informed the Board about a request from the homeowner at 9752 S Carr Way who would like to purchase the tract of land next to his home. The tract is owned by the City of Littleton and Ms. Noon was asked to direct the homeowner to the City for further help.

## BOARD MEMBER ITEMS

Update Re: Communications: No Report.

Storage for Meeting Chairs: Item deferred to a future meeting.

Update on SSPRD/HOA/TMMD Meeting: Director Fankhouser provided his notes from the March 29, 2017 Agency meeting.

- 1- Blue PVC drainage pipe (East side of reservoir-TMMD)

SSPR will investigate and paint if necessary.

- 2- Hand sanitizer in port-o-lets

Cost verified at \$50 per month which include both port-o-lets that are serviced twice a week.

Julie indicated that the HOA has approved the expense.

- 3- Goose egg oiling/goosinator update

Oiling of eggs to continue this spring. Goosinator is being used on a regular basis.

- 4- Painted parking lot lines at TM Park

Lines will be painted when Hogback Hill parking lot lines are re-painted.

- 5- New trashcans at TM Park

- a- Eastern perimeter of reservoir (by intersection of SE trails)

SSPR agreed to furnish new trashcan.

- b- Freiburg and S. Field

Not approved

- c- Hogback Hill Park (near SE access to park where trail and sidewalk intersect)

SSPR agreed to furnish new trashcan

- 6- Boot scrapers at S Field and Freiburg and at double bench on eastern side of reservoir.

# RECORD OF PROCEEDINGS

---

SSPR does not/has not fabricated/placed boot scrapers in any of the parks they manage. The consensus was that this is not associated with any particular group, and this issue was removed from consideration.

7- Park use fees

Discussion to continue

8- Update of SSPR Community Plan/TM involvement

SSPR's Master Plan has been finalized ( [www.ssprd.org](http://www.ssprd.org) ), and they are currently in their Strategic Planning phase. The Financial Plan will shortly follow.

9- Outdoor rec equipment

SSPR suggested that TM should explore financial partnership grants for this project

10- Outdoor library

SSPR support this type of project. Their involvement is to approve the location of the "library". All associated costs would be the responsibility of the community.

11- Bench requests

Requests for new benches need to be approved through Brett Collins

12- Trail washout-Pine Bind update

SSPR will apply the Pine Bind to our trails in the near future

13- Ice warning signage (City of Littleton issue)

SSPR indicated that the signage we have displayed around FR#1 is similar to signage that is displayed in other parks that they manage.

# RECORD OF PROCEEDINGS

---

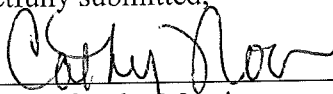
PUBLIC COMMENT

Star Canyon resident Kathy Takacs asked about increasing the number of trees on the open space between Star Canyon and the single family homes to the west. As the open space is owned and maintained by SSPRD, Director Fankhouser offered to submit Ms. Takacs' request to Shawn Wissel at SSPRD for consideration.

ADJOURNMENT

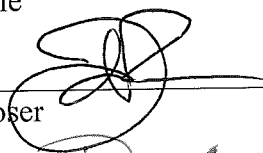
There being no further business to come before the Board, upon motion duly made by Director Tolle, seconded by Director Lupton, and passed unanimously, the meeting was adjourned at 7:54 p.m.


Respectfully submitted,


  
\_\_\_\_\_  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL May 16, 2017  
MINUTES OF THE TRAILMARK METROPOLITAN DISTRICT BY  
THE BOARD OF DIRECTORS SIGNING BELOW:

  
\_\_\_\_\_  
Lori Tolle

  
\_\_\_\_\_  
Todd Roser

  
\_\_\_\_\_  
Curtis Fankhouser

  
\_\_\_\_\_  
Catherine H. LaClair

\_\_\_\_\_  
Wayne Lupton