

TRAILMARK HOMEOWNERS ASSOCIATION, INC.

COMMON AREA COMMITTEE CHARTER

WHEREAS, Article 5.10 of the Bylaws, C.R.S. § 7-128-206 and C.R.S. § 38-33.3-303(3)(b) grant the Board of Directors the power to create committees, adopt and implement administrative standards, as designated by a written Board resolution; and

WHEREAS, the Board of Directors deems it desirable to establish administrative procedures and standards to guide the Common Area Committee in a reasonable and productive manner in the maintenance, enhancement, and effective use of common areas owned by or otherwise the responsibility of the Trailmark Homeowners Association.

Committee code policy:

Committees are defined, and members assigned, by the Board of Directors, as needed to support the community and the Board. All committees will have an assigned Director as the liaison to the Board to ensure the committee is conforming to the governing documents and continuity within the community is being followed. By accepting a committee member role, committee members agree to conduct themselves in a way that positively impacts the community and the Board. Failure to meet this code of conduct may result in the immediate removal from said committee.

NOW, THEREFORE, BE IT RESOLVED that the Common Area Committee will act and operate subject to the following:

I. RESPONSIBILITY

The primary responsibility of the Common Area Committee is to assist the Board of Directors in overseeing the maintenance, enhancement, and effective use of the Association's common areas. The Committee will review existing conditions, recommend improvements, and support the Board in ensuring these spaces remain safe, attractive, and enjoyable for all residents. Additionally, the Committee will prepare and submit a comprehensive plan (in priority order) and budget for the following year's events to the Board for approval no later than August 30th each year.

II. MANNER OF OPERATION

The Common Area Committee shall conduct its business in accordance with the procedures set forth in the Charter and in the best interests of the Association. As such, the Committee is charged with maintaining awareness of the legal obligations, risks, and responsibilities of the Association.

A. FUNCTIONS.

Functions of the Common Area Committee include the following:

- a. Conduct periodic inspections of the Association common areas
- b. Identify and recommend repairs, replacements, and enhancements.

- c. Review proposals and bids for maintenance or improvement projects, as requested by the Board or management.
- d. Provide input on landscaping, lighting, signage, furnishings, and other common area features.
- e. Recommend budget considerations and/or proposals for common area needs.
- f. Support long-term planning for common area upkeep and improvements.

B. REPORTING AND COMMUNICATION.

- a. One designated committee member is to serve as the Chair of the committee.
- b. The Common Area Committee shall submit to the Board, via the Association's management company and/or assigned community association manager, written reports of its activities at the Board Meetings. Such reports shall include at least the following:
 - i. A list of all completed and upcoming landscape maintenance; and
 - ii. A summary of costs for all completed and upcoming landscape maintenance; and
 - iii. A list of any committee recommendations which require formal Board approval.

The above reports are to be prepared and exchanged between the Common Area Committee and the Association's community association manager. The manager will ensure the proper reporting and distribution to the Board and individual homeowners.

Any committee recommendations which require formal Board action (e.g. cost overruns, proposals, etc.) shall be submitted to the community association manager in advance of the next regularly scheduled Board meeting for inclusion in the meeting agenda. Committee members shall also be responsible for checking, monitoring, and responding to all committee correspondence and emails, including Board requests as necessary.

C. ELIGIBILITY.

Common Area Committee candidates and members shall be owners in good standing. Good standing is defined as current in the payment of assessments and not otherwise in violation of the Governing Documents.

D. TERMS AND APPOINTMENT OF MEMBERS.

The Common Area Committee shall consist of at least three – five members. The Board may invite interested candidates to express their desire to serve on the committee. Committee members in good standing are eligible for reappointment. A diverse representation of owners

from throughout the community is desired. There shall be one member of the Board that will act as the Committee Board liaison.

Interested candidates should submit a written request for appointment and attach a short "candidate bio" to the community association manager, including any personal or professional information (e.g., related experience or training, services on other committees, etc.), which may assist in the appointment process.

Other membership considerations:

- a. The members of the Common Area Committee members are appointed by the Board of Directors to serve indefinitely at the discretion of the Board.
- b. Committee members may choose to resign at any time.

Members of the Common Area Committee may make recommendations to the Board of Directors for the appointment of a chairperson; however, the appointment shall be made by the Board of Directors.

E. REMOVAL

The Board of Directors may remove any Common Area Committee member at any time, without cause. Such removal may be immediate, at the Board's sole discretion. Additionally, the committee may make recommendations to the Board of Directors regarding removal of committee members for failing to actively participate in committee business.

F. AUTHORITY

The Common Area Committee is an advisory body only and has no independent decision-making authority. All recommendations will be submitted to the Board of Directors for review and approval.

G. COMMUNICATIONS

In the interest of ensuring active communication between the Board of Director and the committee, it is expected that at least one committee representative will attend a regularly scheduled business meeting of the Board of Directors if the committee needs to present committee recommendations, update the Board on the status of pending committee tasks, or to request assistance from the Board.


It is expected that the committee will provide accurate and timely information about its activities to the Board of Directors and the Association's community association manager. It is the responsibility of the committee to ensure that this information is updated on a regular basis.

III. APPROVAL

This Common Area Committee charter was approved by the Board of Directors of the Trailmark Homeowners Association, Inc. this 11th day of November, 2025.

TRAILMARK HOMEOWNERS ASSOCIATION, INC.,
a Colorado nonprofit corporation

By:


KEN COLAIZZI

Its:

TRAILMARK HOA BOARD PRESIDENT