

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
January 10, 2008
MINUTES**

PRESENT

Karen Millspaugh
John Birkey
Stephen McKeon
Michael Glade

ABSENT

I. CALL TO ORDER

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:30 p.m. at the Lockheed Martin Trailmark Child Care Center, 9743 S. Carr Way. Beth Lovato, CMCA, AMS representing Hammersmith Management, Inc. was also present.

II. HOMEOWNERS FORUM

- A) City Council Representative Debbie Brinkman was in attendance and announced that if any homeowners need her assistance to contact her directly and provided business card to the homeowner and the Board.
- B) Sherm Steed reported that the Metro District has paid off one of the Shea loans and there is one left. The Metro District is on schedule to pay off and the mill levy. The property tax reduction should happen in 2009. There are two positions open on the Metro Board and a request will be included in the newsletter. The Metro Board is continuing the work on obtaining the school site and should have an answer by Aug. or Sept. 2008. Then it will take one to two years to transfer the deeds. The University of Colorado Denver Architecture and Planning will produce three to four examples of plans for the clubhouse.
- C) John Birkey reported that the electric is working on the island and that the main sign into TrailMark was hit. The common area committee is currently in the process of obtaining proposals for the repairs.
- D) Stephen McKeon reported that there are new Board representatives over the committees and updates regarding the committee will be done at the next Board meeting.
- E) Stephen McKeon stated that Kim McMahan has announced her resignation from the Board and the Board is currently looking for a replacement Board member to fill her position. He informed homeowners in attendance that there will be a public meeting in February to appoint the new Board member.

III. APPROVAL OF MINUTES

Ms. Millspaugh made a motion and Mr. McKeon seconded the motion to approve the minutes from the October 11, 2007 Board of Directors meeting as presented. The motion carried unanimously.

IV. FINANCIAL REPORTS

Financial Statements – The financial statements for the period ending December 31, 2007 were reviewed. As of month-end, the US Bank operating

bank account had a balance of \$27,342, the 1st Bank accounts have a combined balance of \$535,432, and the CD's at Citywide had a total balance of \$27,351.

The month-end income received was less than budgeted by \$101 due to lower collection income, posting of legal fees, social and newsletter revenue. Overall, expenditures were under budget. Administrative expenses were over budget by \$1,190 due to bad debt write offs.

Delinquencies reflect a total month end balance of \$15,247. Of this amount, \$12,311 represents accounts at the attorneys.

Mr. McKeon made a motion and Ms. Millspaugh seconded to accept the financial statements for December 31, 2007 as presented. The motion carried unanimously.

V. MANAGEMENT REPORT

The written management report was reviewed and accepted.

VI. UNFINISHED BUSINESS - NONE

VII. NEW BUSINESS

- A. Appointment of Officers** – Ms. Millspaugh made a motion to appoint the following officers:

President – Stephen McKeon
Vice-President – John Birkey
Vice-President – Karen Millspaugh
Secretary – Michael Glade

Mr. Birkey seconded and the motion carried unanimously.

- B. Waive Late Fees/9449 W. Belfast Place** - The Board reviewed the homeowner of 9449 W. Belfast Place request to waive late fees. Mr. Birkey made a motion and Ms. Millspaugh seconded to waive the late fees from account 142-9449 in the amount of \$26.44. The motion carried unanimously.
- C. Waive Late Fees/9106 W. Freiburg Place** - The Board reviewed the homeowner's request to waive the late fees because of their good payment history. Mr. McKeon made a motion and Mr. Glade seconded to waive one late fee in the amount of \$26.44 from account 142-9106. The motion carried unanimously.
- D. Waive Late Fee/9795 W. Freiburg Dr. Unit 8A** - The Board reviewed the homeowner response and request for the waiving of the late fees from account 142-97958A0. Mr. Birkey made a motion and Ms. Millspaugh seconded to waive the late fee in the amount of \$26.44 and requested that the statements be mailed out sooner. The motion carried unanimously.
- E. Correspondence/9860 S. Flower Way** - The Board reviewed the correspondence from the homeowner of 9860 S. Flower Way and requested that the managing agent invite the homeowner to the March Board meeting to discuss the homeowner concern regarding the enforcement of parking on the streets within the community.
- F. Winzenburg Leff Purvis and Payne/Fee Scheduled** – The Board reviewed the fee schedule for legal general and collection charges.
- G. Waive Late Fee/142-9781230** – The Board reviewed the homeowners request to waive the late fees from the account 142-9781230. Mr. McKeon made a motion and Mr. Birkey seconded not to waive the late fees from account 142-9781230. The motion carried unanimously.

VIII. HEARINGS

- A. 9767 South Holland Street** - The homeowner was not present for the hearing. The Board requested that the managing agent send a letter stating that no late, interest or legal fees would be waived.
- B. 9601 W. Edenburg Place/Plastic Playset** – The homeowner was not present for the hearing. The playset has been removed. The Board directed the managing agent to verify that the playset has been moved and close the violation.
- C. 8515 W. Eden Drive/Trashcans** - The homeowner was not present for the hearing and the trashcans have been moved. The Board directed the managing agent to verify the removal of the trashcans and close the violation.
- D. 9414 W. Finland Drive/Trashcans** - The homeowner was not present for the hearing and the trashcans have been moved. The Board directed the managing agent to verify the removal of the trashcans and close the violation.
- E. 9889 S. Field Way/Shed** - The homeowner was in attendance and provided a timeline regarding the shed. Mr. Birkey made a motion and Mr. Glade seconded to send correspondence to the homeowner of 9889 S. Field Way stating that the homeowner has 30 days to submit a DRC request to include the changes to the roof, siding, trim, and paint along with types of materials or to submit a DRC form stating that the shed will be removed within 30 days from the first required submittal. The motion carried unanimously.
- F. 9347 Gibraltar Way/Sign** – The homeowner was in attendance and provided information regarding the sign. Mr. McKeon made a motion and Ms. Millspaugh seconded to send correspondence to the homeowner stating where the sign may be installed. The motion carried unanimously. Mr. Birkey will write up the suggested location and installation to be included in the correspondence to the homeowner.

IX. CORRESPONDENCE & REPORTS

The Board reviewed various correspondence received, as well as the work order, architectural and violation reports.

X. ADJOURNMENT

There being no further business to discuss, Mr. McKeon made a motion and Ms. Millspaugh seconded to adjourn the meeting at 8:31 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
February 12, 2008
MINUTES**

PRESENT

Karen Millspaugh
John Birkey
Michael Glade

ABSENT

Stephen McKeon

I. CALL TO ORDER

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:30 p.m. at the Lockheed Martin Trailmark Child Care Center, 9743 S. Carr Way. Beth Lovato, CMCA, AMS representing Hammersmith Management, Inc. was also present.

II. HOMEOWNERS FORUM

- A.** A homeowner reported that children are climbing on the picnic tables and covered areas in the green belt. Karen Millspaugh stated that this situation must be reported to South Suburban. Sherm Steed stated that South Suburban might have the Ranger patrol around the area more frequently.
- B.** Sherm Steed reported that the Metro District is going to stain the fences this year and it would be in the best interest of the Association to use the same vendor to do the areas of fence that are maintained by the Association at the same time. Sherm Steed provided the proposals that were requested for the areas of fence that are maintained by the Association.

III. APPROVAL OF MINUTES

Mr. Glade made a motion and Mr. Birkey seconded the motion to approve the minutes from the January 10, 2008 Board of Directors meeting as amended. The motion carried unanimously.

IV. FINANCIAL REPORTS

Financial Statements – The financial statements for the period ending January 31, 2008 were reviewed.

Mr. Birkey made a motion and Mr. Glade seconded to accept the financial statements for January 31, 2008 as presented. The motion carried unanimously.

V. MANAGEMENT REPORT

The written management report was reviewed and accepted.

VI. UNFINISHED BUSINESS - NONE

VII. NEW BUSINESS

- A. Appointment of Board Member** – Mr. Birkey made a motion and Mr. Glade seconded to appoint the Sharon Gambrell Elms to finish the term of Ms. McMahan. The motion carried unanimously.
- B. Solar Panels** - The Board reviewed the information provided by the homeowners of 9441 W. Athens Lane and 9341 S. Johnson Lane regarding

the installation of solar panels on the roofs of the homes. Sherm Steed reported that the DRC Committee has met with a contractor to obtain more information regarding the installation and the Committee will have a final draft of the Design Guidelines within the next week and an answer regarding the solar panels will be sent out to the homeowners.

- C. Reservoir** – Mr. Glade reported that there have been some legal issues raised regarding the ownership of the water rights regarding the reservoir. Mr. Glade will communicate with some of the parties involved and will have an updated report for the Board at the March meeting.
- D. Waive Legal and Late Fee/9635 S. Flower Way** - The Board reviewed the homeowner's requested for the Board to consider waiving the legal and late fees on account 142-9635. Ms. Millspaugh made a motion and Mr. Glade seconded to approve the waiving of the \$400.59 from account 142-9635 to bad debt. The motion carried unanimously.
- E. Shutter/9884 S. Garland Court** - The Board reviewed the correspondence from the homeowner of 9884 S. Garland Court regarding the shutter not being replaced. Ms. Gambrell Elms made a motion and Mr. Birkey seconded to send a letter stating that the homeowner has 30 days from the date of the letter to replace the shutter. If the shutter is not replaced a fine of \$100 will be imposed and a \$10 per day fine will be assessed until the shutter has been replaced. The motion carried unanimously.
- F. Fences** - The Board reviewed the reserve study regarding the cost of painting the fences that are maintained by the Association. Mr. Birkey made a motion and Ms. Millspaugh seconded to approve \$22,250 for the staining of the fences per the reserve study for both the privacy and open railed fences. The motion carried unanimously.
- G. Tree Grant** – Mr. Birkey made a motion and Ms. Millspaugh seconded to pursue the matching tree grant with South Suburban for \$2,000. The motion carried unanimously.

VIII. CORRESPONDENCE & REPORTS

The Board reviewed various correspondence received, as well as the work order, architectural and violation reports.

IX. ADJOURNMENT

There being no further business to discuss, Ms. Millspaugh made a motion and Mr. Birkey seconded to adjourn the meeting at 8:11 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
March 13, 2008
MINUTES**

PRESENT

Karen Millspaugh
John Birkey
Sharon Gambrell Elms
Stephen McKeon

ABSENT

Michael Glade

I. CALL TO ORDER

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:30 p.m. at the Trailmark Child Care Center, 9743 S. Carr Way. Beth Lovato, CMCA, AMS representing Hammersmith Management, Inc. was also present.

II. HOMEOWNERS FORUM

- A.** Tim Strunk announced that Sherm Steed is a Board member elect for the Metro Board. He reported that treatment for the beaver pond will continue and aerators will be installed to help circulate the water. The aerators will be solar powered and requested that an article be put in the TrailMark newsletter requesting that homeowners use a lower phosphorous fertilizer on their lawns to help prevent issues with the beaver pond.
- B.** Sharon Gambrell Elms informed homeowners and Board members that the newsletter articles are due by March 25th and that volunteers are needed for the Social Committees. Sherm Steed informed the Board that there were some homeowners that cleaned up trash in the community and requested that a thank you be placed in the newsletter.
- C.** John Birkey provided an update regarding the Common Area committee stating that the committee is in the process of having the monument sign repaired; the new equipment for the play ground should be installed in a month; TrailMark has submitted for the matching tree grant again; fencing will be stained this year; and the utility boxes will be painted.
- D.** Stephen McKeon informed the homeowners that the DRC Committee has finalized the addendum to the Design Guidelines and the addendum will be mailed out to all homeowners.

III. APPROVAL OF MINUTES

Ms. Gambrell Elms made a motion and Ms. Millspaugh seconded the motion to approve the minutes from the February 12, 2008 Board of Directors meeting as amended. The motion carried unanimously.

IV. FINANCIAL REPORTS

Financial Statements – The financial statements for the period ending February 29, 2008 were reviewed.

Ms. Gambrell Elms made a motion and Mr. McKeon seconded to accept the financial statements for February 29, 2008 as presented. The motion carried unanimously. The Board directed the managing agent to contact Gene West with Dain Rauscher to invite him to the next meeting and to contact Joyce with 1st Bank regarding the balances in the savings accounts.

V. MANAGEMENT REPORT

The written management report was reviewed and accepted.

VI. UNFINISHED BUSINESS

A. Solar Panels – Stephen McKeon announced that the final draft of the addendum to the Design Guidelines was completed. Mr. Birkey made a motion and Mr. McKeon seconded to approve the addendum to the Design Guidelines regarding the installation of solar panels approved as presented. The motion carried unanimously.

B. Update Reservoir – Tabled until next Board meeting.

VII. NEW BUSINESS

A. Waive Late Fee/8750 W. Eden Drive- The Board reviewed the homeowner request to waive the late fee from their account. Mr. McKeon made a motion and Ms. Gambrell Elms seconded to waive the late fee in the amount of \$26.44 from account 142-8750160. The motion carried unanimously.

B. Waive Late Fee/9856 W. Freiburg Drive 3E - The Board reviewed the information provided by the homeowners of 9856 W. Freiburg Drive 3E requesting that the late fees be waived. Mr. Birkey made a motion and Ms. Millspaugh seconded not to approve the waiving of the late fees from account 142-98563E. The motion carried unanimously.

C. Attorney Information – The Board reviewed the updated information from the attorney regarding changes in the laws and the requirements. Mr. McKeon requested that the managing agent send a list of required documents that need to be on the Association's website.

D. Waive Late Fee/9590 S. Field Way – The Board reviewed the request from the homeowner of account 142-9590210 to have the late fees waived. Mr. McKeon made a motion and Mr. Birkey seconded to waive the late fees from account 142-9590210 as long as there have been no previous late fees waived in the past eighteen months. The motion carried unanimously.

VIII. CORRESPONDENCE & REPORTS

The Board reviewed various correspondence received, as well as the work order, architectural and violation reports.

IX. ADJOURNMENT

There being no further business to discuss, Mr. McKeon made a motion and Ms. Millspaugh seconded to adjourn the meeting at 8:35 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
May 8, 2008
MINUTES**

PRESENT

Karen Millspaugh
John Birkey
Sharon Gambrell Elms
Stephen McKeon
Michael Glade

ABSENT

I. CALL TO ORDER

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:25 p.m. at the Trailmark Child Care Center, 9743 S. Carr Way. Beth Lovato, CMCA, AMS representing Hammersmith Management, Inc. was also present.

II. HEARINGS

- A.** 9889 S. Field way Way/Shed – The homeowner was present to present the information regarding why the shed has not been removed. Mr. McKeon made a motion and Mr. Birkey seconded that the shed must be down by May 31, 2008 and removed from the property by June 30, 2008. If the shed has not been taken down by May 31, 2008 a fine will be assessed to the account. If the shed is not removed from the property by June 30, 2008 a covenant violation will be sent to the Association’s attorney for enforcement. The motion carried unanimously.
- B.** 8840 W. Eden Drive/Fishing Boat – The homeowner was not in attendance for the hearing. Mr. McKeon made a motion and Ms. Millspaugh seconded that a fine will be assessed if the boat has not been removed from 8840 W. Eden Drive. The motion carried unanimously. Karen Millspaugh will verify if the boat has been removed.
- C.** 9641 W. Belfast Drive/Commercial Vehicle - The homeowner was not in attendance for the hearing. Mr. McKeon made a motion and Ms. Millspaugh seconded that a fine will be assessed if the commercial vehicle has not been removed from 9641 W. Belfast Drive. The motion carried unanimously. Karen Millspaugh will verify if the commercial vehicle has been removed.

III. HOMEOWNERS FORUM

- A.** Sherm Steed asked the Board if the flags will be placed at the entry of the community by the Boy Scouts. Mr. McKeon informed Mr. Steed that Sunny Puckett has already planed to have the flags placed at the entry.
- B.** Several homeowners were present at the meeting. A homeowner informed the Board that some of the sprinklers within the community were spraying the streets and shooting straight in the air. John Birkey stated that the landscape company has been made aware of these issues and the irrigation system will be corrected. A homeowner asked if they could reserve the soccer field for a star gazing function. The Board informed the homeowner that they must contact South Suburban and that the area can be reserved but other homeowner could still be in the area and to inform the police department regarding the night. A homeowner requested information regarding the painting of the perimeter fences and if the project has been completed.

Sherm Steed with the Metro Board informed the homeowners that the project has not been completed and that the perimeter fence will be painted along pond A. Homeowner reported major issues with the mosquitoes in the area of pond A. Karen Millspaugh informed the homeowner that minnows may be put in the pond to assist with the mosquitoes issues.

- C. Karen Millspaugh informed the homeowners that the aerators will be installed in the pond to help with the circulation of the water.
- D. John Birkey provided an update regarding the utility boxes by S. Carr have been painted, the monument sign should be repaired in the next few weeks, and once the engineers report regarding the screening of the utility boxes at S. Carr Way fencing will be installed around the boxes and trees will be plants to help screen the area.

IV. APPROVAL OF MINUTES

Mr. McKeon made a motion and Ms. Gambrell Elms seconded the motion to approve the minutes from the March 13, 2008 Board of Directors meeting as amended. The motion carried unanimously.

V. FINANCIAL REPORTS

Financial Statements – The financial statements for the period ending April 30, 2008 were reviewed.

Mr. McKeon made a motion and Ms. Millspaugh seconded to accept the financial statements for April 30, 2008 as presented. The motion carried unanimously.

VI. MANAGEMENT REPORT

The written management report was reviewed and accepted.

VII. UNFINISHED BUSINESS - NONE

VIII. NEW BUSINESS

- A. **Painting Inspection**- The Board requested that the managing agent proceed with a new inspection and compare the new inspection to the spreadsheet from last year.
- B. **Opinion/Investment Policy** - The Board reviewed the opinion letter provided by Mark Payne, the Association's attorney, regarding the investment policy.
- C. **Appeal/DRC/9738 S. Johnson Way** - The Board reviewed the homeowner's request to make minor changes to the submittal for the play structure at 9738 S. Johnson Way. Mr. McKeon made a motion and Mr. Glade seconded to require the homeowner to re-submit the architectural request for the play structure to include the following requirements: siding, roofing, doors, and trim must match the house, the structure must compliment the community, and the structure must comply with the design guidelines form the installation of a shed. A vote was tallied. There were four yes votes and one no vote. The motion carried.
- D. **Landscape Improvements/Rocky Mountain Custom Landscaping** - John Birkey present landscape improvements to the Board. Mr. McKeon made a motion and Ms. Millspaugh seconded to approve the cost of \$24,990.82 for landscape improvements done per Rocky Mountain Custom Landscape's proposal and to have the payment made from the reserve account. The motion carried unanimously. Mr. McKeon made a motion and Ms. Millspaugh seconded to have Sharon Gambrell Elms, the treasurer, with draw \$24,990.82 from the reserve account at first bank and deposit into the

operating account at US Bank to cover the landscape improvement cost. The motion carried unanimously.

IX. CORRESPONDENCE & REPORTS

The Board reviewed various correspondence received, as well as the work order, architectural and violation reports.

X. ADJOURNMENT

There being no further business to discuss, Mr. McKeon made a motion and Mr. Birkey seconded to adjourn the meeting at 9:04 p.m. The motion carried unanimously.