

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
December 2006
MINUTES**

NO MEETING

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
November 9, 2006
MINUTES**

PRESENT

Victoria Haynes
Stephen McKeon
Sherm Steed
Sandy Ocker

ABSENT

Jeff Bushey

I. CALL TO ORDER

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 7:58 p.m. at the Lockheed Martin Trailmark Child Care Center, 9743 S. Carr Way. Beth Shambaugh representing Hammersmith Management, Inc. was also present.

II. APPROVAL OF MINUTES

Ms. Ocker motioned and Ms. Haynes seconded to approve the minutes from the September 14, 2006 Board of Directors meeting as amended. The motion carried unanimously.

III. FINANCIAL REPORTS

Financial Statements – The financial statements for the period ending October 31, 2006 were reviewed. As of month end, the US Bank operating bank account had a balance of \$44,005, the UMB bank reserve account had a balance of \$119,647, the 1st Bank accounts have a combined balance of \$256,393, and the CD's at Citywide had a total balance of \$105,414.

The month end income received was higher than budgeted by \$1,821 due to higher collection income, posting of legal fees, social and newsletter revenue. Overall, expenditures were under budget.

Delinquencies reflect a total month end balance of \$23,533. Of this amount, \$5,230 represents accounts at the attorneys.

Mr. Steed motioned to transfer \$90,000 from operating to be deposited into the 1st Bank reserve accounts and to maintain a balance of \$25,000 in the operating account. Ms. Haynes seconded and the motion carried unanimously.

Mr. McKeon moved and Ms. Haynes seconded to accept the financial statements for October 31, 2006 as presented. The motion carried unanimously.

IV. MANAGEMENT REPORT

The written management report was reviewed and accepted.

V. UNFINISHED BUSINESS

- A. 9882 W. Athens Lane** – The Board reviewed the update regarding the status of the lawsuit against the company that installed the retaining walls at 9882 W.

Athens per the Board's agreement with the homeowner to update the Board regarding the status of the case. Ms. Haynes motioned to file suit against the homeowner of 9882 W. Athens Lane to insure that the backyard landscape is completed after the lawsuit is settled. Mr. Steed seconded and the motion carried unanimously. The Board requested that the managing agent send a letter of notification to the homeowner regarding the suit being filed.

VI. NEW BUSINESS

- A. Landscape Improvements/S. Carr and Independence** - Ms. Haynes motioned to approve the improvement plans for S. Carr and Independence. Ms. Ocker seconded and the motion carried unanimously.
- B. Landscape Contract** - Ms. Ocker motioned to approve the landscape proposal with Rocky Mountain Landscape for the 2007 landscape season for the cost of \$17,231. Mr. Steed seconded and the motion carried unanimously.
- C. Snow Removal** - Mr. Steed motioned to approve the snow removal contract with Rocky Mountain Landscape for the 2006 to 2007 snow season. Ms. Haynes seconded and the motion carried unanimously.
- D. Payment Plan/9855 S. Garland** - The Board reviewed the payment plan information from the attorney for the homeowner of 9855 S Garland. Mr. Steed motioned to approve the payment plan as presented by the Association's attorney. Ms. Haynes seconded and the motion carried unanimously.
- E. Correspondence/Dog Waste** - The Board reviewed the correspondence from a homeowner concerned with homeowners not cleaning up after their pets around the mail kiosk. The Board directed the managing agent to send a letter to the homeowner stating that an article will be included in the newsletter regarding the problem.
- F. Correspondence/ Waive Late Fee/ 9354 W. Finland Drive** - Ms. Haynes motioned to approve the waiving of the late fee and interest from account 142-9354 in the amount of \$51.44. Ms. Ocker seconded and the motion carried unanimously.
- G. Correspondence/Waive Late Fee/9425 W. Freiburg Place** - Ms. Haynes motioned to approve the waiving of the late fee and interest from account 142-9425 in the amount of \$51.44. Ms. Ocker seconded and the motion carried unanimously.
- H. Bad Debt Write Off/9865 S. Garland Court** - The Board reviewed the Association's attorney recommendation to write off the bad debt for account #142-9865260 due to foreclosure. Mr. Steed motioned to approve the bad debt write off for 142-9865260 in the amount of \$2,168.07. Ms. Ocker seconded and the motion carried unanimously.
- I. Corn Maze** - Mr. Steed motioned to pay \$2,000 to Botanical Gardens for the Corn Maze in 2007. Ms. Ocker seconded and the motion carried unanimously.
- J. Correspondence/Waive Late Fee/9505 S. Flower Way** - Ms. Haynes motioned to waive the late fee in the amount of \$27.88 for account #142-9505 due to good payment history. Ms. Ocker seconded and the motion carried unanimously.
- K. Correspondence/Waive Late Fee/9671 S. Johnson Street** - Ms. Haynes motioned to waive the late fee in the amount of \$26.44 for account #142-9671 due to good payment history. Ms. Ocker seconded and the motion carried unanimously.
- L. Correspondence/Waive Late Fee/9795 W. Freiburg #B** - Ms. Haynes motioned to waive the late fee in the amount of \$26.00 for account #142-97958B0 due to good payment history. Ms. Ocker seconded and the motion carried unanimously.
- M. Open Space/Trash Cans** - Mr. Steed presented information regarding the installation of five green trashcans in the open space.

VI. HEARINGS

- A. 9859 S. Field Way/Fishing Sign** - The homeowner was in attendance and presented information regarding the reason for the installation of the sign in the front yard. The Board reviewed the information and directed the managing agent to send a letter stating that the sign must be moved into the backyard.
- B. 9890 S. Flower Court/Door Color** - The homeowner was not in attendance. The Board requested that a violation letter be sent to the homeowner stating that a \$25 fine has been imposed due to non-compliance.
- C. 9826 W. Baden Drive/Landscaping** - The homeowner was not in attendance.

VII. 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. Steed moved and Ms. Haynes seconded to adjourn the meeting at 8:29 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
October 2006
MINUTES**

NO MEETING

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
September 14, 2006
MINUTES**

PRESENT

Victoria Haynes
Stephen McKeon
Jeff Bushey
Sandy Ocker

ABSENT

Sherm Steed

I. CALL TO ORDER

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:33 p.m. at the Lockheed Martin Trailmark Child Care Center, 9743 S. Carr Way. Beth Shambaugh representing Hammersmith Management, Inc. was also present.

II. HOMEOWNER VIOLATION HEARING

- A. 9715 W. Danzig Place/Pop Up Camper – The homeowner was not in attendance and did not provided a response to the violation letter regarding the pop up camper.
- B. 9153 W. Finland Drive/Shed - The homeowner was not in attendance and submitted for the shed. The Design Review Committee did not approve the plan and the homeowner has 30 days to remove the shed.
- C. 9788 S. Johnson Way/Landscape Not Completed – The homeowner was in attendance and provided a response that the backyard has been completed. The homeowner stated that the Design Review form will be submitted for the backyard landscaping within a few days.
- D. 9796 W. Baden Drive/Landscape Maintenance – Homeowner attended the hearing and presented information regarding the completion of the landscaping in the backyard. The Board requested that landscape plan be submitted within two weeks and the weeds be removed. The homeowner stated that the proposed completion date is June 30, 2007.
- E. 9525 W. Avalon Drive/Backyard Landscape/Pond – Homeowner was not in attendance and no response has been received.

III. HOMEOWNER FORUM

Mr. McKeon presented the proposed plan for the sign monument at the entrance of the community and that the Common Area Committee is in the process of obtaining more proposals for review by the Board.

Lisa with the Common Area Committee updated the Board regarding the installation of the concrete steps and landscaping off of Independence and that the committee is in the process of creating a list of all missing plants, trees, and shrubs.

Ms. Haynes updated the Board regarding the Safety and Social Committees. Some of the up coming social events included the Halloween Costume Sale, corn Maze, and requested that homeowner provide ideas for the winter holiday season for events. Safety Committee is still working on the issues with the

response times for the emergency vehicles and announced that the issue will be on the agenda again for the City Council meeting. Ms. Haynes encouraged homeowners to attend the meeting in support.

Rich Matkins presented information regarding the non-warranty for the windows that have been installed in the first phase of the community due to the company Alanco is out of business and homeowners are having problems with the seals of the Alanco windows.

IV. APPROVAL OF MINUTES

Mr. Bushey motioned and Mr. McKeon seconded to approve the minutes from the July 13, 2006 Board of Directors meeting as amended. The motion carried unanimously.

V. FINANCIAL REPORTS

Financial Statements – The financial statements for the period ending August 31, 2006 were reviewed. As of month end, the US Bank operating bank account had a balance of \$18,649, the UMB bank account had a balance of \$119,592, the 1st Bank accounts have a combined balance of \$270,380, and the CD's at Citywide had a total balance of \$104,656.

The month end income received was more than budgeted by \$7,950 due to higher collection income, posting of legal fees, social and newsletter revenue. Overall, expenditures were under budget. Administrative expenses were over due to the mailing of the quarterly statements.

Delinquencies reflect a total month end balance of \$15,097. Of this amount, \$9,667 represents accounts at the attorneys.

Mr. McKeon moved and Mr. Bushey seconded to accept the financial statements for August 31, 2006 as presented. The motion carried unanimously.

VI. MANAGEMENT REPORT

The written management report was reviewed and accepted.

VII. UNFINISHES BUSINESS -

A. Maintenance Responsibility – Mr. Bushey stated that he will contact South Suburban regarding the maintenance of the areas behind S. Carr Way.

B. 9882 W. Athens Lane – The Board reviewed the update regarding the status of the lawsuit against the company that installed the retaining walls at 9882 W. Athens per the Board's agreement with the homeowner to update date the Board regarding the status of the case.

VI. NEW BUSINESS

A. Insurance Policy/Farmers - The Board reviewed the insurance policy with Farmers. Mr. McKeon motioned and Ms. Ocker seconded to approve the insurance policy with Farmers. The motion carried unanimously.

B. 2004 Audit - The Board reviewed the final draft of the audit.

C. Notice, Proxy, and Candidate Form – The Board reviewed the notice, proxy and candidate form.

D. American Landscape Maintenance Proposal - The Common Area Committee provided the proposal for the replacement of the concrete steps and installation

of the landscape for the area off of Independence for the cost of \$17,791. Mr. McKeon motioned and Mr. Bushey seconded to approve the proposal with American Landscape Maintenance for the total cost of \$17,791 contingent that the TrailMark Metro District will pay for half of the total cost, if the TrailMark Metro District does not agree in writing to pay half of the cost, TrailMark Homeowners Association, Inc will pay the total cost due to the area being a safety issue. 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

They're being no further business to discuss, Mr. McKeon moved and Ms. Ocker seconded to adjourn the meeting at 8:20 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
August 2006
MINUTES**

NO MEETING

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
July 13, 2006
MINUTES**

PRESENT

Sherm Steed
Stephen McKeon
Jeff Bushey
Sandy Ocker

ABSENT

Victoria Haynes

I. CALL TO ORDER

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:32 p.m. at the Lockheed Martin Trailmark Child Care Center, 9743 S. Carr Way. Beth Shambaugh representing Hammersmith Management, Inc. was also present.

II. APPROVAL OF MINUTES

Mr. Bushey motioned and Mr. McKeon seconded to approve the minutes from the May 11, 2006 Board of Directors meeting as amended. The motion carried unanimously.

III. FINANCIAL REPORTS

Financial Statements - The financial statements for the period ending June 30, 2006 were reviewed. As of month end, the US Bank operating bank account had a balance of \$258,574, the UMB bank account had a balance of \$119,536, and the CD's at Citywide had a total balance of \$129,737.

The month end income received was more than budgeted by \$1,964 due to higher collection income and legal fees. Overall, expenditures were under budget. Trash removal was over by \$5,295.

Delinquencies reflect a total month end balance of \$9,341. Of this amount, \$6,922 represents accounts at the attorneys.

Mr. Bushey moved and Mr. McKeon seconded to accept the financial statements for June 30, 2006 as presented. The motion carried unanimously.

IV. MANAGEMENT REPORT

The written management report was reviewed and accepted.

V. UNFINISHES BUSINESS -

- A. Sign Policy** - the Board discussed remedies regarding the garage sales signs.
- B. 9882 W. Athens Lane** - The Board reviewed the update regarding the status of the lawsuit against the company that installed the retaining walls at 9882 W. Athens per the Board's agreement with the homeowner to update date the Board regarding the status of the case.

VI. NEW BUSINESS

- A. Waive Late Fees/Account 142-9780350** – The Board reviewed the account 142-9780350 and the request to waive the late fee. Mr. Steed motioned to approve the waiving of one late fee in the amount of \$25 due to the homeowner has never requested to have a late fee waived. Ms. Ocker seconded and the motion carried unanimously.
- B. Waive Late Fees/Account 142-9754260** – The Board reviewed the account 142-9754260 and the request to waive the late fee. Mr. Steed motioned to approve the waiving of one late fee in the amount of \$25 due to the homeowner has never requested to have a late fee waived. Ms. Ocker seconded and the motion carried unanimously.
- C. Correspondence/9679 S. Jellison Way** – The Board reviewed the correspondence from the homeowner of 9679 S. Jellison Way requesting that the Board take care of the rabbit issues throughout the community. The Board requested that correspondence be sent reflecting that the Association is not responsible for the removal of pest and that the homeowner should contact their local nursery for information and prevention tips.
- D. Correspondence/Trash Removal** – The Board requested that a letter be sent to the homeowner reflecting that the larger items are picked up at the cost of the individual homeowner and is not included in the contract with Canyon Waste.
- E. Reserve Study Proposals** – The Board reviewed the proposals from Associate Reserves and Aspen Reserve Specialties. Mr. Steed motioned to approve the proposal with Aspen Reserve Specialties for a level 2, seven week turn around time and the cost of \$760. Mr. Bushey seconded and the motion carried unanimously.
- F. 2004 Draft Audit** – The Board reviewed the 2004 draft audit completed by Weidner and Associates. Mr. Steed motioned to approve the 2004 audit for the final draft. Mr. Bushey seconded and the motion carried unanimously.
- G. Weidner & Associates Proposal** – Mr. Bushey motioned to approve the proposal to have Weidner & Associates draft the 2005 audit for the cost of \$1,675. Mr. Steed seconded and the motion carried unanimously.
- H. Governing Document Revisions** – The Board reviewed the proposal for the revisions for the governing documents and tabled the discussion for further review.

VII. HOMEOWNER VIOLATION HEARING

- A. 9755 W. Flower Way/Landscape Maintenance** – The homeowner was not in attendance, but provided a response to the landscape issue in writing. The Board reviewed the response and determined the homeowner has corrected the issues.
- B. The following hearings the homeowners did not attend the hearing for their landscape maintenance issues:** 9847 S. Holland Street, 9649 S. Jellison Way, 9498 S. Johnson Street, 9965 W. Baden Drive, 9659 W. Cambridge Place, 9709 W. Cambridge Place, 9889 W. Cambridge Place, 8711 W. Cannes Drive, and 8770 W. Eden Drive. The Board requested that the fine policy be followed if the homeowner is not in compliance again.
- C. 9839 W. Cambridge Place/Landscape Maintenance** – Homeowner attended the hearing and presented information regarding the steps that have been taken to resolve the landscape issues. The Board requested that correspondence be sent thanking the homeowner for taking the steps to improve the landscaping issues.

- D. 9702 S. Carr Way/BB Hoop- The homeowner did not attend the hearing. The Board requested that the fine policy be followed if the homeowner is not in compliance again.
- E. 8880 W. Eden Dr./Commercial Vehicle - The homeowner was not in attendance, but the vehicle has been removed.
- F. 9826 W. Baden Dr./Boat - The homeowner did not attend the hearing. The Board requested that the fine policy be followed if the homeowner is not in compliance again.

VIII. CORRESPONDENCE & REPORTS

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

IX. ADJOURNMENT

They're being no further business to discuss, Mr. Steed moved and Mr. Bushey seconded to adjourn the meeting at 8:26 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
June 2006
MINUTES**

NO MEETING

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
May 11, 2006
MINUTES**

PRESENT

Sherm Steed
Stephen McKeon
Jeff Bushey
Victoria Haynes

ABSENT

Sandy Ocker

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 Shambaugh representing Hammersmith Management, Inc. was also present.

II. APPROVAL OF MINUTES

Mr. Bushey motioned and Mr. McKeon seconded to approve the minutes from the March 9, 2006 Board of Directors meeting as amended. The motion carried unanimously.

III. FINANCIAL REPORTS

Financial Statements – The financial statements for the period ending April 30, 2006 were reviewed. As of month end, the US Bank operating bank account had a balance of \$243,733, the UMB bank account had a balance of \$118,428, and the CD's at Citywide had a total balance of \$129,737.

The month end income received was more than budgeted by \$549 due to higher collection income and legal fees. Overall, expenditures were under budget. Administrative expenses were over budget due to the mailing of statements.

Delinquencies reflect a total month end balance of \$12,064. This amount is approximately \$3,349 less than last month. Of this amount, \$7,602 represents accounts at the attorneys.

Mr. Steed motioned to open 3 Liquid Asset Accounts with 1st Bank and deposit \$90k in each. Glennita Dixon (Business Service Specialist) with 1st Bank will be required to sending the HOA a letter stating each account will be under a different charter so that all accounts will be FDIC insured to \$100,000. The funds should come from US Bank checking. Transfer \$85k from UMB checking to a UMB Optimum Savings and transfer \$25k to US Bank checking. When the Citywide CD that matures 7/14/06, deposit the amount to US Bank checking. Mr. Bushey seconded and the motion carried unanimously.

Ms. Haynes moved and Mr. Bushey seconded to accept the financial statements for April 30, 2006 as presented. The motion carried unanimously.

IV. MANAGEMENT REPORT

The written management report was reviewed and accepted.

V. UNFINISHES BUSINESS -

- A. Landscape Maintenance Proposals** – Mr. Bushey motioned to approve the landscape proposal from Rocky Mountain Landscape. Ms. Haynes seconded and the motion carried unanimously.
- B. 9525 W. Avalon/Erosion Issues** – the Board discussed with the homeowners the erosion from 9525 W. Avalon was directly impacting. The managing agent updated the Board and the homeowner stating that the new owner is aware of the issues and has stated that a new backyard landscape design to be submitted to the DRC.
- C. 9882 W. Athens Lane** – The Board reviewed the update regarding the status of the lawsuit against the company that installed the retaining walls at 9882 W. Athens per the Board's agreement with the homeowner to update date the Board regarding the status of the case.
- D. 9682 W. Belfast Drive** – The Board reviewed the installation of the landscape plan provided by the homeowner of 9682 W. Belfast Drive. The Board did not approve the plan and requested that a letter be sent to the homeowner reflecting the landscape must be installed by June 30, 2006 and to forward the information to Mark Payne for the drafting of the letter.

VI. NEW BUSINESS

- A. Waive Late Fees/Account 142-9494** – The Board reviewed the account 142-9494 and the request to waive the late fee. Mr. Bushey motioned to approve the waiving of one late fee in the amount of \$25 due to the homeowner has never requested to have a late fee waived. Mr. McKeon seconded and the motion carried unanimously.
- B. Littleton Sign Code** - Mr. Steed motioned to send a letter to the Realtor that work primarily within TrailMark a letter stating that they are not following the Littleton Sign Code. Mr. McKeon seconded and the motion carried unanimously.
- C. 9826 W. Baden Drive/Trailer** – The Board requested that correspondence be sent to the homeowner of 9826 W. Baden Drive stating that the storage of a trailer behind the wing fence was not approved by the DRC Committee and that a new architectural request form must be submitted.
- D. Management Contract** - Mr. Bushey motioned to approve the management contract with Hammersmith Management as presented. Ms. Haynes seconded and the motion carried unanimously.

VII. HOMEOWNER VIOLATION HEARING

- A. 9465 W. Freiburg Place/Broken Picket** – Homeowner did not attend hearing. Mr. Bushey stated that he would check to see if the picket had been repaired and will e-mail the managing agent with the results.
- B. 9363 S. Holland Way/Holiday Lights** – Homeowner did not attend hearing. The lights have been removed.
- C. 9343 S. Holland Way/Recreational Vehicles** – Homeowner did not attend hearing and the vehicles have been removed.

VIII. CORRESPONDENCE & REPORTS

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

IX. ADJOURNMENT

They're being no further business to discuss, Ms. Haynes moved and Mr. McKeon seconded to adjourn the meeting at 8:18 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
March 9, 2006
MINUTES**

PRESENT

Sandy Ocker
Stephen McKeon
Victoria Haynes

ABSENT

Jeff Bushey
Sherm Steed

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 Shambaugh representing Hammersmith Management, Inc. was also present.

II. APPROVAL OF MINUTES

Mr. McKeon motioned and Ms. Haynes seconded to approve the minutes from the January 12, 2006 Board of Directors meeting as amended. The motion carried unanimously.

III. FINANCIAL REPORTS

Financial Statements - The financial statements for the period ending February 28, 2006 were reviewed. As of month end, the US Bank operating bank account had a balance of \$196,703, the UMB bank account had a balance of \$118,428, and the CD's at Citywide had a total balance of \$128,915.

The month end income received was more than budgeted by \$841 due to higher collection income and legal fees. Overall, expenditures were under budget.

Delinquencies reflect a total month end balance of \$15,834. This amount is approximately \$9,961 less than last month. Of this amount, \$7,877 represents accounts at the attorneys.

Ms. Ocker moved and Ms. Haynes seconded to accept the financial statements for February 28, 2006 as presented. The motion carried unanimously.

IV. MANAGEMENT REPORT

The written management report was reviewed and accepted. Ms. Shambaugh reported that an inspection of the property was completed and the actual location of the porta potty was not found.

V. UNFINISHES BUSINESS -

- A. Correspondence/Real Estate Signs** - The Board reviewed the information from Mr. Steed regarding the City of Littleton's regulations regarding the real estate signs. The Board agreed that if a homeowner is not in compliance with the City of Littleton's regulations that the City of Littleton should be notified.

VI. NEW BUSINESS

- A. Landscape Maintenance Proposals** – The Board reviewed the proposals from Cocal, Rocky Mountain Landscaping and Murer Landscape. Jeff Bushey is contacting the companies regarding references and report to the Board via e-mail the information obtained. Ocker motioned that after receiving comments from references the Board will accept the proposal from Rocky Mountain Landscaping for the cost of under \$16,000. Ms. Haynes seconded and the motion carried unanimously.
- B. Waive Late Fees** – Mr. McKeon motioned to waive the late fees and interest on the following accounts: 9971020, 9520200, 8525160, 9605240, 9604190, 9590190, 9601140, 9641370, 8551110, 9535160, 9510090, 9675210, 9602180, 9940180, 9646130, 8512160, 9695210, and 856216. Ms. Haynes seconded and the motion carried unanimously. The Board requested that an aging be pulled on March 15, 2006 to review which units paid their account including the late fee, and requested that the late fees on those accounts be waived.

VII. HOMEOWNER VIOLATION HEARING

- A. 9682 W. Belfast Drive/Landscaping** – Homeowner did attend hearing. The Board requested that the Homeowner present a plan that will show a time line on when the landscaping for the backyard will be completed and that the plan must be submitted within fourteen days from the hearing.
- B. 9882 W. Athens Lane/Landscaping** – Homeowner for 9882 w. Athens Lane presented information to the Board regarding the status of the completion of the backyard landscaping. The homeowner is currently in a lawsuit with the company that installed the retaining wall on the property and stated that once the lawsuit is completed that the landscaping in the backyard will be done. The Board requested that the homeowner keep the Board informed of the progress on the lawsuit and the completion of the landscape every two months.

VIII. CORRESPONDENCE & REPORTS

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

IX. ADJOURNMENT

They're being no further business to discuss, Ms. Haynes moved and Mr. McKeon seconded to adjourn the meeting at 8:19 p.m. The motion carried unanimously.

**BOARD OF DIRECTORS MEETING
TRAILMARK HOMEOWNERS ASSOCIATION, INC.
January 12, 2006
MINUTES**

PRESENT

Sandy Ocker
Stephen McKeon
Victoria Haynes
Jeff Bushey
Sherm Steed

ABSENT

None

I. CALL TO ORDER

The meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:33 p.m. at the Lockheed Martin Trailmark Child Care Center, 9743 S. Carr Way. Beth Shambaugh representing Hammersmith Management, Inc. was also present.

II. APPROVAL OF MINUTES

Ms. Ocker motioned and Ms. Haynes seconded to approve the minutes from the November 10, 2005 Board of Directors meeting as presented. The motion carried unanimously.

III. FINANCIAL REPORTS

Financial Statements – The financial statements for the period ending December 31, 2005 were not reviewed due to the year-end reconciliation.

IV. MANAGEMENT REPORT

The written management report was reviewed and accepted. Ms. Shambaugh reported that the front yard at 9606 W. Danzig was still causing complaints from neighbors.

V. UNFINISHES BUSINESS - None

VI. NEW BUSINESS

A. Appointment of Officers

Mr. Bushey motioned to appoint the following slate of officers:

Jeff Bushey – President
Stephen McKeon – Vice President
Sandy Ocker – Vice President
Sherm Steed – Treasurer
Victoria Haynes – Secretary

Ms. Ocker seconded and the motion carried unanimously.

B. Correspondence/Real Estate Signs – The Board reviewed the sign regulations drafted by Mr. Steed and tabled the regulations for further review.

- C. **Account #142-9952020/Waive Late Fee** – Mr. Steed motioned to waive \$25 from account #142-9952020 and to inform the Homeowner that only one late fee is waived per account. Mr. Bushey seconded and the motion carried unanimously.
- D. **Account #142-98961A** – The Board reviewed the request from account #142-98961A to waive the late fee on the account. Ms. Ocker presented the check in the amount of \$121 and stated that the check was mailed to the TrailMark P.O. Box. Ms. Ocker motioned to remove the late fees from account 142-98961A in the amount of \$51.82. Mr. McKeon seconded and the motion carried unanimously.
- E. **SB100 Policies** - Mr. Steed motioned to approve the following SB100 policies drafted by Winzenburg, Leff, Purvis and Payne as presented: Adoption and Amendment of Policies, Conduct of Meetings, Director Conflict of Interest, Inspection and Coping of Association Records, and Reserve Fund Investment. Ms. Haynes seconded and the motion carried unanimously.
- F. **Bad Debt Write Off/8701 W. Eden Drive** - The Board reviewed the correspondence from Winzenburg, Leff, Purvis and Payne to write off \$3,612.04 to bad debt for account #142-8701. Mr. Steed motioned to write off the \$3,612.04 to bad debt per the recommendation from the Association’s attorney. Mr. Bushey seconded and the motion carried unanimously.
- G. **Correspondence/9781 S. Johnson Street** – The Board reviewed the correspondence from the homeowner at 9781 S. Johnson Street and requested that a letter be sent to the homeowner reflecting that the Board may be reached via the TrailMark website and contact information is provided in the newsletter.
- H. **Correspondence/9790 W. Cambridge Place** - – The Board reviewed the correspondence from the homeowner reflecting that the commercial vehicle was parked for a few hours over night in the driveway at 9790 W. Cambridge Place, that many other homeowners are in violation, and requested that the fine be removed from the account. The Board requested that a letter be sent reflecting that the vehicle is a commercial vehicle according to the commercial vehicle policy, that the vehicle should never be parked in the driveway according to the Declarations for the Community, and that the fine would not be waived.

VII. HOMEOWNER VIOLATION HEARING

- a) 9682 W. Belfast Drive/Landscaping – Homeowner did not attend hearing. The Board requested that the status of the landscaping plan be checked and a letter be sent to the homeowner reflecting that a fine will be assessed if a plan is not submitted within 30days.
- b) 9600 S. Field Way/Boat in Driveway – Homeowner for 9600 S. Field Way was present for the hearing. The Homeowner stated that the boat had been moved. The Board requested that a letter be sent to 9600 S. Field Way thanking the homeowner for removing the boat from the driveway and bringing the issue to a close

VIII. CORRESPONDENCE & REPORTS

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

IX. ADJOURNMENT

They’re being no further business to discuss, Ms. Haynes moved and Mr. Steed seconded to adjourn the meeting at 8:15 p.m. The motion carried unanimously.