

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

**NO MEETING**

**BOARD OF DIRECTORS MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
November 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 6:32 p.m. at the Trailmark Child Care Center, 9743 S. Carr Way. Beth Lovato, CMCA, AMS representing Hammersmith Management, Inc. was also present.

**II. APPROVAL OF MINUTES**

Mr. McKeon made a motion and Mr. Birkey seconded the motion to approve the minutes from the August 12, 2008 and September 11, 2008 minutes as presented and to approve the October 26, 2008 minutes as amended. The motion carried unanimously.

**III. FINANCIAL REPORTS**

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

Mr. McKeon made a motion and Ms. Gambrell-Elms seconded to not make reserve contributions for November and December of 2008 because the Association has met the budget for reserves for 2008. The motion carried unanimously.

Mr. Birkey made a motion and Ms. Gambrell-Elms seconded to accept the financial statements for October 31, 2008 as presented. The motion carried unanimously.

**IV. MANAGEMENT REPORT**

The written management report was reviewed and accepted.

**V. UNFINISHED BUSINESS**

**A. Governing Document Revisions** – Tabled for further review.

**B. Regulating Alternative Energy Devices** – Tabled for further review.

**VI. NEW BUSINESS**

**A. Appointment Of Officers** – Tabled until January 2009 Board meeting.

**B. Contract Covenant Inspections** – Mr. McKeon made a motion and Mr. Birkey seconded to approve the contract for covenant inspections with an independent contractor who is a resident within the TrailMark Master Association for the cost of \$75 per hour. The motion carried unanimously.

**C. Management Contract** - Tabled for further review.

**D. Trash Removal Proposals** – Mr. McKeon made a motion and Ms. Gambrell-Elms seconded to approve the contract with Alpine Waste for the term of one year to begin December 1, 2008 to November 30, 2009 for the monthly cost of \$10,099.80. The motion carried unanimously.

- E. **Split Rail Fence Proposal** - Ms. Millspaugh made a motion and Mr. McKeon seconded to approve the Split Rail Fence proposal for the installation of the fence at TrailMark Parkway and S. Carr Way and the replacement of two 6X6 angle beveled posts for the cost of \$1,951. The motion carried unanimously.
- F. **Floyd Masonry** - Mr. McKeon made a motion and Ms. Millspaugh seconded to approve the proposal for Floyd Masonry to install 3 five foot high columns for the cost of \$5,985. The motion carried unanimously.

**VII. CORRESPONDENCE & REPORTS**

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

**VIII. ADJOURNMENT**

There being no further business to discuss, Mr. McKeon made a motion and Ms. Millspaugh seconded to adjourn the meeting at 8:50 p.m. The motion carried unanimously.

BOARD OF DIRECTORS REVIEW MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
October 26, 2008  
Village Inn, Littleton, CO  
Meeting Minutes

Present

Stephen McKeon  
Karen Millspaugh  
Sharon Gambrell Elms  
Michael Glade

Absent

John Birkey  
Hammersmith Management, Inc. representative.

I. CALL TO ORDER

A review meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 10:00 AM at the Village Inn, Littleton, Colorado.

II. REVIEWED ITEMS

- A. Social Committee submitted expenses totaling \$487.13. Sharon will process.
- B. Team reviewed the Volunteer Recognition Party and agreed that it should be done again in some form or another. It was believed that it was appreciated by those attending.
- C. 2009 Budget was reviewed in detail but it was noted that it is already accepted. However, some discussion points and action items include the following:
  - a. Stephen noted that the Social Committee budget is ½ of what it was in 2008. The team determined that each committee should have a more defined and transparent approach to spending (i.e., outline activities and associated budgets for submittal) as we move forward. It was also agreed that some committees may want to look for sponsors for events and/or activities to help offset some of the costs. In general, it appears that some of the committee costs are escalating.
  - b. The Reserve Account was quickly discussed and it was again noted that it is 486% “overfunded” according to outside consultants. It was admitted that we need to determine what a reasonable or minimum reserve should be. It was also discussed that some of the capital projects performed by the Common Area Committee may be appropriate to come out of the

Reserve account. In addition, it was noted that any construction of a Community Center would likely lower the Reserve significantly.

- c. A need to stabilize the budget was discussed. This includes general fiscal responsibility regarding expenses and also a more detailed review of the Operating versus Reserve funds.
- d. The Board will ask all committees for proposals on how they plan to meet the 2009 budget in January, 2009. The Board will also be more proactive in requesting this same input and a budget in July, 2009 for the 2010 budget.
- e. It was noted that the budget is now established and set and any requests by committees etc. must be inline with the approved budget.

D. Hammersmith management was discussed

- a. All agreed that we need a representative to attend monthly Board or Planning meetings.
- b. It was noted that we rely on Beth to support our efforts.
- c. Discussed that we may need to clarify expectations in writing regarding Hammersmith.

E. Trash Collection was reviewed

- a. The current submittals of 3 trash collection companies were reviewed. Sharon also provided additional detail based on clarifications she had received from these companies.
  - i. Alpine Waste and Recycling was discussed in detail. Sharon reviewed them online and felt comfortable that the information indicated they were reputable. Alpine can also provide altogether recycling. Their salesperson (Jamie) is willing to come out to our Annual Board Meeting. They can contract for 1 year; but they would prefer 3.
  - ii. Discussed that we would prefer a pickup day rather than Friday but that Monday was not available.
  - iii. Noted that we would need to notify the neighborhood appropriately if we change the pickup day through a letter or insert within the newsletter.
  - iv. Stated that we wanted recycle and trash pickup on same day.
  - v. Thought that any new contract should begin in the first week of December since the existing contract is ending in November.
  - vi. In the future we believe we need to issue a formal Request for Proposals to more than 3 contractors. A process will be discussed at future meetings.

F. Reviewed Hammersmith Management Contract

- a. Insurance was discussed and it was noted that we indemnify them.
- b. It was noted that we need to tighten up the guidelines set within the contract.
- c. Noted that the contract is for 12 months, but extends as needed unless the Board deems otherwise.
- d. Want to make an effort to have the contract ready for signature by the Annual Board Meeting.

- G. Independent Contract for Trailmark Covenant Monitor was discussed.
  - a. Want to do for a year starting immediately. Will sign off at next meeting and send Michael a copy of the signed contract.
  - b. Would request a monthly report of what he has done.
  - c. Would ask Hammersmith to share his invoice with us for review.
  - d. Would ask that the monitor attend working session meetings on an as-needed basis to discuss progress, concerns, ideas etc.
- H. Reviewed letter submitted by a lady regarding her desire to publish an article in the monthly newsletter that discusses the negatives of “light pollution” and the impacts on the neighborhood.
  - a. It was noted that this was more editorial in nature and since we don’t publish editorials, it was not publishable at this time. We discussed that we focus on news, educational/safety information and advertisements.
  - b. Concerned this was more hobbyist related (star gazing) and not appropriate for the newsletter.
- I. Solar panels around the pond were discussed.
  - a. A homeowner has complained about the glare from the panels.
  - b. The Board thought the panels were glare resistant.
  - c. Will need to look into either re-tilting the panels or looking into some type of block (trees, fencing etc.).

**BOARD OF DIRECTORS MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
September 11, 2008  
MINUTES**

**PRESENT**

Karen Millspaugh  
John Birkey  
Sharon Gambrell Elms  
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 6:32 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.** Larry Vickerman with the Denver Botanic Gardens informed homeowners of some upcoming events including the Corn Maze, the Pumpkin Festival, and the Deer Creek Discovery.
- B.** Sherm Steed informed the homeowners that the Metro District is working with Dr. Stevens with Jefferson County regarding the school site and the Association should have an answer by Spring of 2009 if Jefferson County will release the land to the Metro District.
- C.** The Homeowner of 9510 Everett informed the Board of the drainage issues and weeds by their home. John Birkey informed the homeowner that he will follow-up.
- D.** Karen Millspaugh informed homeowners that Sunny Puckett had the flags placed at the entrance and a thank you will be put in the newsletter.

**III. APPROVAL OF MINUTES**

Mr. Birkey made a motion and Ms. Millspaugh seconded the motion to approve the minutes from the July 10, 2008 Board of Directors meeting as presented. The motion carried unanimously.

**IV. FINANCIAL REPORTS**

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

Mr. Birkey made a motion and Ms. Gambrell-Elms seconded to accept the financial statements for August 31, 2008 as presented. The motion carried unanimously.

**V. MANAGEMENT REPORT**

The written management report was reviewed and accepted.

**VI. UNFINISHED BUSINESS**

- A. Governing Document Revisions** – Tabled for further review.

**VII. NEW BUSINESS**

- A. Correspondence/Attorney** – Tabled for further review.
- B. Waive Late Fee/142-9900180** - The Board reviewed the correspondence

from the homeowner requesting that the Board consider waiving the late fee from their account 142-9900180. Mr. Birkey made a motion and Ms. Millspaugh seconded to approve the waiving of one late fee from account 142-9900180. The motion carried unanimously.

- C. 2009 Budget** – Mr. Birkey made a motion and Ms. Millspaugh seconded to approve the 2009 budget pending minor revisions. The motion carried unanimously.
- D. Violation Process** – The Board discussed changes with the Covenants Committee regarding the violation process. The Covenant Committee will present the proposed changes at the next Board meeting.
- E. 2007 Audit** – Ms. Gambrell-Elms made a motion and Mr. Glade seconded to approve the 2007 audit prepared by Weidner & Associates as presented. The motion carried unanimously.
- F. Engagement Letter/2008 Audit** – Ms. Millspaugh made a motion and Mr. Glade seconded to approve the engagement letter to prepare the 2009 audit and taxes for the cost of \$2,275. The motion carried unanimously.
- G. Annual Meeting Notice, Proxy, & Candidate Form** - Ms. Gambrell-Elms made a motion and Mr. Birkey seconded to approve the Annual Meeting Notice, Proxy, and Candidate form as presented. The motion carried unanimously.
- H. Printing Company** – Ms. Gambrell-Elms made a motion and Ms. Millspaugh seconded to approve having 1-Stop Printing print the newsletter for one month. The motion carried unanimously.
- I. Map** – Mr. Birkey made a motion and Ms. Millspaugh seconded to approve to spend up to \$1,500 for a map of the Association showing the areas that are to be maintained by TrailMark Master Association from Carroll Lang. 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, Ms. Millspaugh made a motion and Mr. Glade seconded to adjourn the meeting at 8:31 p.m. The motion carried unanimously.

BOARD OF DIRECTORS PLANNING MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
August 12, 2008  
Meeting Minutes

Present

Stephen McKeon  
Karen Millspaugh  
Sharon Gambrell Elms  
Michael Glade

Absent

John Birkey  
Hammersmith Management, Inc. representative.

I. CALL TO ORDER

A planning meeting of the Board of Directors of the Trailmark Homeowners Association was called to order at 6:30 PM at the Trailmark Child Care Center, 9743 S Carr, Way, Littleton, Colorado.

II. HEARINGS

- A. 9719 South Johnson Way/Painting of Exterior. The homeowner was present (Mellisa Bole) to present her information regarding the approval of the exterior paint that was used on her home. The HOA Board believes that the paint applied to the home may not actually match that which was submitted to the DRC for review and subsequently approved. Ms. Bole provided the submitted application and the cut-out of the paint chip (indicating which paint chip was submitted – Sherwin Williams catalog number 35777 54368). Ms. Bole did not have a copy of the returned approved request and the HOA Board did not have a copy available at the meeting for further review. Ms. Bole stated that the color applied to the house matches that which was submitted and approved. Mr. Wayne Lupton (neighbor to Ms. Bole) was present and stated that the paint applied to the home during a test application and following final application matched that which was submitted by the Bole's. Mr. McKeon stated that the DRC will find the original application and review ASAP. Mr. McKeon informed Ms. Bole that Hammersmith will be providing a communication to her in the near future regarding a decision. Ms. Bole was asked to forward a photo of her home (which she had on a digital camera) to the Board for review.
- B. 9421 W Athens Ln./Dead Grass. The homeowner was not present to address the dead grass and weed issue.

- C. 9294 W Finland Dr./Dead Grass in front yard. The homeowner was not present to address the dead grass.
- D. 9691 S Dover Wy./Dead spots in front yard. The homeowner was not present to address the dead spots.
- E. 8790 W Eden Dr./Dead brown spots in front yard. The homeowner was not present to address the dead spots.
- F. Regarding the dead grass violations, Ms. Millspaugh will manage a final inspection and notify Hammersmith to follow the proper protocols regarding additional notification or initiation of a fine.

### III. FINANCIAL REPORTS

Ms. Gambrell Elms reviewed the financials and Reserve Fund. She also suggested that she review the need for a possible format change or additional reporting with Hammersmith Management. Ms. Gambrell Elms would like to see a revision to how the costs and accounts are broken out and stated. The timing of the costs related to the monthly summaries also appear to be in question. For example, printing costs are showing up in a month when no printing should have occurred. Ms. Gambrell Elms will follow up with Hammersmith Management to discuss potential revisions to the reporting.

Ms. Gambrell Elms will also be looking into a statement by Sherman Steed that Hammersmith Management provides “an extra \$60K” to Trailmark.

### IV. GENERAL BUSINESS

- A The potential for an all color newsletter on white paper was discussed. It was determined that it would be beneficial, but the costs should not escalate by more than 10 percent versus the current total cost to produce and deliver the black and white copy newsletter. Ms. Gambrell Elms will investigate the costs.
- B Ms. Gambrell Elms noted that the bulletin board at the kiddie park is not appropriately utilized. It appears that people are 1.) taping notes on the outside of the display and 2.) taping notes for advertising and sales on the outside. Ms. Gambrell Elms will post a notice that states that approval is required for any item posted “inside” of the bulletin board.
- C Ms. Millspaugh reported on the Covenants Committee meeting, and how their work is progressing. She suggested that it may be appropriate to look into paying an outside party to provide more formal and documented covenant reviews and walk-arounds. This would allow for a more complete documentation and timely review of violations, corrective actions, timing and collection of further evidence. The Board members in attendance agreed and asked her to get a better idea of the cost to do so. A historical Trailmark Newsletter “Covenant Corner” was reviewed that outlined the parking of commercial and junk vehicles in the neighborhood.

- D It was also noted by the Board members that a need for a type of “chain of custody” would be beneficial that tracks, documents and follows the evidence stream for violations and DRC submittals. It would need to be determined what changes or additions may be required.
- E It was also reported that Sherman Steed had mentioned the use of Trailmark logo’s on mailing envelopes and that pre-made envelopes exist. Hammersmith Management will be asked about this.
- F Mr. Glade reported that the fees for the cancellation of the August 16 Volunteer Appreciation Dinner would be less than \$260. Mr. Glade has investigated moving the event to the Manor House in Ken Caryl (which he stated is going into foreclosure), the Denver Botanic Garden’s at Chatfield (which would require a caterer) and at The Fort restaurant (which can handle the estimated numbers of 100 to 125 people). Mr. Glade believes that this can still be accomplished within the budget limitations set forth at previous Board meetings. Mr. Glade suggested that The Fort be selected and the other members in attendance agreed. A date of October 18 is tentatively set. Formal invitations that will require a timely RSVP will be sent. Mr. McKeon requested that Buffalo be a menu choice (just seeing who is still reading my meeting minutes). Mr. Glade will send out an email to the Board confirming the date, contact The Fort and work with other Board members in compiling an invitation card and mailing list etc.
- G Meeting ended at 8:00 PM.

V. ITEM TO NOTE

The next work session will be on September 9, at 9815 W. Freiburg Drive A, and the next HOA meeting on September 11 at the KinderCare facility.

**BOARD OF DIRECTORS MEETING  
TRAILMARK HOMEOWNERS ASSOCIATION, INC.  
July 10, 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 6:30 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.** Homeowner was requesting what the next steps will be for the clubhouse/pool. Mr. McKeon informed the homeowner that the survey was mailed by the Metro District and that they are researching obtaining the school site for the building of a possible clubhouse but no decisions have been made. Sherm Steed, a Board member of the Metro District, informed the homeowner that a company has been hired by the Metro District to research the obtaining of the school site.
- B.** Homeowner informed the Board that the Metro District is obtaining incorrect information regarding the ponds.
- C.** Homeowner was present to discuss the violation letter received for the storing of a travel trailer on the property. The managing agent informed the homeowner that if they contact Hammersmith Management a note can be put on their account to help prevent the letter from being sent if the trailer will be on site for the 48 hours.
- D.** Sherm Steed and Bob Chavez provided an update regarding the Metro District. They informed the homeowners that new signs would be installed by the ponds and requested input regarding the size.
- E.** Karen Millspaugh invited Mark Rogers to present information regarding the safety committee's concerns with the response times within the community. Mark Rogers requested that the Board consider having the Association's attorney draft a letter to the City of Littleton regarding the concerns. Council Women Debbie Brinkman and Mayor Doug Clark were present to discuss the topic.

**III. APPROVAL OF MINUTES**

Mr. McKeon made a motion and Ms. Millspaugh seconded the motion to approve the minutes from the May 8, 2008 Board of Directors meeting as amended. The motion carried unanimously.

**IV. FINANCIAL REPORTS**

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

Mr. McKeon made a motion and Ms. Grambrell-Elms seconded to accept the financial statements for June 30, 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. Governing Document Revisions** – Tabled for further review.

**B. Hot Air Balloons/Correspondence** - The Board reviewed the correspondence from the homeowner regarding the hot air balloons landing on TrailMark Parkway. The Board directed the managing agent to send a letter to the homeowner stating that the hot air balloons landing on TrailMark Parkway was out of the Associations control and that more information regarding hot air balloons will be provided in the newsletter.

**C. Waive Late Fe/9896C** - The Board reviewed the homeowner's request to waive late fee due to their good payment history for account 142-9896C. Mr. McKeon made a motion and Mr. Glade seconded to approve the waiving of the late fee in the amount of \$26.44 from account 142-9896C. The motion carried unanimously.

**D. Correspondence/Large Item Pick-up** – The Board reviewed the homeowners concerns regarding the trash company. The Board directed the managing agent to send correspondence to the homeowner stating that the Board apologizes for the issues that they encountered on the large item pick-up day and that the Board is in the process of obtaining proposals for trash companies.

**E. Tree & Shrubs** – John Birkey presented a proposal from Rocky Mountain Custom Landscaping for the replacement of dead trees and shrubs through out the community. Mr. McKeon made a motion and Ms. Millspaugh seconded to approve the proposal from Rocky Mountain Custom Landscaping for the replacement of the trees and shrubs for the cost of \$5,393.10. The motion carried unanimously.

**F. Trash Cans** – John Birkey presented the proposal for the installation of trash cans through out the open space. Mr. McKeon made a motion and Mr. Birkey seconded to approve the installation of the trash cans through out the open space for the cost of \$2,851.18. The motion carried unanimously.

**G. Statement Error** – Mr. McKeon made a motion and Ms. Grambrell-Elms seconded to waive the late fees from all accounts that are on the January 31, 2008 aging report and to send letters informing the homeowners of the error. The motion carried unanimously.

**VIII. HEARINGS**

**A. 9343 S. Holland Way/Truck Topper** – The homeowner was not present at the hearing. The truck topper has been removed and the violation will be closed.

**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 8:45 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.

**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 25<sup>th</sup> 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 1<sup>st</sup> 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.  
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.  
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 1<sup>st</sup> 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.