

# RECORD OF PROCEEDINGS

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## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE PARK MEADOWS METROPOLITAN DISTRICT

Held: Monday, July 22, 2019 at 6:00 P.M. at the Lone Tree Civic Center, 8527 Lone Tree Parkway, Lone Tree, Colorado.

Attendance:

A special meeting of the Board of Directors of the Park Meadows Metropolitan District was scheduled in compliance with the laws of the State of Colorado, with the following directors in attendance:

Sharon Van Ramshorst, President  
Martha Sippel, Vice President  
Steve Parry, Treasurer  
Bryan Glenn, Secretary  
Gary Godden, Assistant Secretary/Treasurer

Also present were:

Justin Schmitz and Jay Carpenter; City of Lone Tree  
Mike Crespino; BrightView Landscape Services, Inc.  
Taylor Goertz; IMEG  
Anna Wool; Icenogle Seaver Pogue, P.C.  
Chuck Reid, Christine Harwell, and Paige Cipperly;  
CliftonLarsonAllen LLP

Call to Order/Declaration of Quorum:

Director Van Ramshorst noting the presence of a quorum, called to order the special meeting of the Board of Directors of Park Meadows Metropolitan District at 6:00 P.M.

Directors Matters/  
Disclosure Matters:

None.

Public Comments:

None.

City of Lone Tree  
Comments/Project Updates:

Mr. Carpenter addressed the Board regarding ongoing City projects, including traffic signalization and Ridgeway Parkway expansion. Director Sippel inquired about the status of a draft agreement between the City and the District concerning maintenance of four City monument areas. Mr. Carpenter said he would contact legal counsel regarding this item.

Director Van Ramshorst asked about dirt storage east of

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Furniture Row. Mr. Goertz reported that the dirt stockpile will be used to fill an existing pond area.

Changes to and  
Approval of Agenda:

There were no changes to the agenda.

Consent Agenda:

Director Van Ramshorst moved to revise the June 24, 2019 meeting minutes to reflect that the Board directed staff and legal counsel to respond to Muirfield at Lone Tree Homeowners Association, Inc. regarding District maintenance of the entryway area to the HOA. The motion was seconded by Director Sippel and unanimously approved by the Board.

Director Sippel then moved to approve the consent agenda comprising minutes of the June 24, 2019 regular meeting, as revised, and June 2019 claims and director fees. The motion was seconded by Director Glenn and unanimously approved by the Board.

Financial Items:

June 30, 2019 Unaudited  
Financial Statements and  
Cash Position:

Ms. Harwell reviewed the June 30, 2019 financial statements, cash position, and property tax schedule with the Board. She noted that specific ownership tax collections were lagging behind projections and that the District generally was under budget on its expenditures. Director Sippel moved to accept the June financial statements as presented. The motion was seconded by Director Parry and unanimously approved by the Board.

Landscape Items:

July Landscape Maintenance  
Report:

Mr. Crespin reviewed the July landscaping report with the Board. Weekly maintenance is continuing and going well. Weed control is ongoing, and fertilizer was applied to shrubs and perennials to encourage growth. Mr. Crespin will start pruning shrubs the week of July 22 and expects to be finished by the end of the month. Perennials will be pruned through the rest of the season.

Removal of approved trees commenced July 17, and new trees will be planted the week of July 22. Mr. Crespin reported that he and Director Sippel discussed improving the appearance of the median on Yosemite Street between Heritage Hills Circle and Fairview Drive. Director Van Ramshorst commented that plantings in this area should have a low profile so as to not impair traffic safety and further requested that all medians be reviewed, as some have bare areas. Director Glenn asked about the medians along Lincoln and south of Fairview Drive. Mr. Crespin responded that enhancements to this area could be planned for

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when preparing the budget.

Mr. Crespin reported that there were two mainline breaks in the irrigation system the previous week, including one break off Lincoln Avenue east of Heritage Estates and one closer to Lone Tree Parkway and Timberline.

Site policing of trash, debris and doggie stations is being completed weekly. Director Van Ramshorst asked Mr. Schmitz if he had looked at sight line issues at Lone Tree Parkway and Club Terrace Drive. Mr. Schmitz responded that trimming is an option but not necessary. Mr. Crespin stated that thinning the pine trees in the area would not be aesthetically pleasing.

## July Work Orders:

Mr. Crespin reviewed with the Board a proposed work order to prune out deadwood, shape and thin out trees on Lincoln, Yosemite, Lone Tree Parkway, Timberline and Park Meadows Drive, in an amount not to exceed \$9,235.00.

Thereafter, Director Sippel moved approval of the work order as presented. The motion was seconded by Director Godden and unanimously approved by the Board.

## Water Usage Board Request Follow-up:

Mr. Reid reviewed the water usage report with the Board to follow up on questions raised at the June Board meeting concerning increased usage in December and January.

## GeoLens Update:

Mr. Crespin discussed continuing progress on the mapping project and proposed setting aside time to review the map updates with the Board.

## Engineering Items:

### Monthly Engineering Report/Update:

Mr. Goertz gave his monthly inspection report on the medians. He provided an update on the median retuck work being performed by Chancery Construction along Yosemite Street. Work will proceed first along the north-bound side of the street. He estimated approximately three more weeks of work before completion.

## Manager's Items:

### Update – Brick Fences Meeting with Lone Tree Staff:

Mr. Reid reported that he and Mr. Goertz met with Mr. Hoffman and Mr. Schmitz in early July regarding the brick fence refurbishing project. Mr. Reid stated that Lone Tree acknowledged ownership of the fences and intends to lead the project. The group also discussed funding and project details and

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recommended that the Board and the City Council consider sharing the costs to undertake preliminary evaluation work of the project and its scope, including outreach to owners. Mr. Schmitz noted the need to ascertain details so that the City and District can identify, as a preliminary step, actual costs to complete the project. Mr. Reid requested feedback from the Board on this proposal. Director Glenn expressed general support for this approach and asked for a cost estimate to complete the preliminary evaluation work. Mr. Reid and Mr. Schmitz estimated approximately \$60,000 to perform the work, noting, however, that the costs could be greater given the technical components of the analysis. Director Van Ramshorst commented that the Board would need to consider the proposal further. Mr. Goertz added that there are approximately 5 miles or 25,000 linear feet of brick fence in the City.

Update – Work Being Done  
for 2019 Goal #2:

Ms. Cipperly presented a fiscal analysis to the Board including graphics and spreadsheets detailing the District's historic spending over a ten-year period, specifically noting that this work was preliminary and required a quality assurance and quality control analysis. The Board was supportive of this work and thought the level of detail covered in the data was adequate. Ms. Cipperly explained her methodology and stated that she will refine her work and make it available to the Board at a future date.

2020 Budget Process  
Discussion:

Director Van Ramshorst provided an overview of the budget process. The Board reviewed dates for scheduling of a budget workshop in late August 2019.

Posting Meeting Notice  
Options:

Mr. Reid discussed recent legislation that allows the District to post meeting notices on its website. The Board agreed to transition to website postings. Ms. Wool will prepare a resolution for the Board's consideration at the August meeting to effectuate the change from posting in physical locations to posting online.

Directors' Items:

SDA Annual Conference in  
Keystone:

Mr. Reid requested that Board members let him know if they are interested in attending the SDA annual conference.

New Logo:

Director Glenn presented renderings of the District's new logo. The Board selected its preferred design.

Attorney Items:

Executive Session:

Director Sippel moved that the Board convene in Executive Session pursuant to Sections 24-6-402(4)(b) and (4)(e), C.R.S.

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for the purpose of receiving legal advice on specific legal questions and determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators related to District Agreements. Director Glenn seconded the motion, which was unanimously approved by the Board at 7:31 P.M.

Members of the public departed the meeting at this time. Ms. Wool, Ms. Harwell, and Mr. Reid remained for the entire Executive Session. Mr. Crespin departed at        P.M.

The Board returned from Executive Session to open session at 8:37 P.M.

### Brick Fencing Project:

Upon motion of Director Van Ramshorst, seconded by Director Glenn, and unanimously approved upon vote of the Board, the Board directed staff to prepare a letter to the City setting forth the District's willingness and proposal to share costs to undertake the preliminary evaluation work for the brick fencing refurbishment project specifying in the letter that this undertaking is with the understanding that there is certain information that should be obtained in this research effort and that the contribution of the District's share of funding the research effort will be limited to 50% of the total cost, not to exceed \$50,000, and that this funding is contingent upon agreement between the City and the District as to the information expected to be obtained from this effort.

### Muirfield HOA:

Upon motion of Van Ramshorst, seconded by Director Sippel, and unanimously approved upon vote of the Board, the Board directed staff to contact the manager of the Muirfield at Lone Tree HOA to indicate that the District considers the matter of additional maintenance near the HOA entrance closed and to advise that constituents are always welcome to attend Park Meadows Metropolitan District monthly meetings which are held the fourth Wednesday of each month from 5:00 p.m. until 7:00 p.m. The meetings are held at the Lone Tree Civic Center, Lower Level, Room "A", Lone Tree, Colorado 80124. Time for public comment is allowed at the beginning of the meeting.

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Adjournment:

There being no further business to come before the Board, upon motion by Director Sippel second by Director Glenn and upon vote, the meeting was adjourned at 8:53 P.M.

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Secretary