

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HIGH PRAIRIE FARMS METROPOLITAN DISTRICT
DOUGLAS COUNTY, COLORADO**

December 2, 2021

The Board of Directors of High Prairie Farms Metropolitan District, Douglas County, Colorado, met on Thursday, December 2, 2021, at the home of Roger Christensen, Board Member, 9140 Windhaven Drive, Parker, CO. The meeting was called to order by President, Richard Nelsen at 9:07 AM.

The purpose of the meeting was stated to be consideration of any and all business that may come before the Board of Directors. Notice of the meeting was duly posted as required by law.

The following Directors were present:

Richard R. Nelsen
Roger Christensen
Ines D'Ambrosio
Sheldon Irish
Ashleigh Farrell (present by video screen with sound)

Also present were:

Stephanie Odewumi of Clifton-Larson Allen LLP (CLA), Public Manager for the District
Nancy Bach of Clifton-LarsonAllen LLP (CLA), Accountant for the District
Stephen L. Brown of Brown & Taylor, PC, Attorney for the District
Matt Miller, Grounds Land Manager of the District
Steve VanMeter, Timbers resident (by speaker phone)
Bob Gall, Timbers resident and President of HOA Filing 24
Matt Urokowski of Clifton-Larson Allen LLP (CLA), Public Manager for the District (by video screen until departing at 9:35 a.m.)
Michelle Berry, Timbers resident and VP of HOA Filing 24 (arrived at 11:12 until adjournment)

Disclosure of Potential Conflicts of Interest:

Each Director present has signed a disclosure statement which has been duly filed as required by statute. None of the Directors voiced any conflicts of interest with respect to any items listed on the agenda.

Approval of Minutes: Each Director acknowledged receipt of a copy of the minutes of the November 4, 2021 regular meeting. Following discussion and review, Director Irish MOVED, and Director De'Ambrosio SECONDED a motion to approve the minutes of the November meeting, as presented. Upon a roll call vote, Directors Nelsen, Irish, D'Ambrosio, Farrell, and Christensen voted "AYE". The motion was declared PASSED.

New Business Matter (taken out of order)

CLA Engagement Documents: Mr.. Brown began by explaining the scope of work engagement documents presented by CLA for the Board's review and consideration, and explained that CLA would be revising its engagement documents so that approval would occur at a future date. Matt Urkwoski of CLA then addressed the Board via Zoom explaining that CLA has reformatted and revised its engagement agreement and associated documents nationwide, and especially since its last version with the District from 2016. He stated that he would be sending Mr. Brown revised documents for the Board's review and approval. He stated that CLA bills hourly, never for two people at a time when working on matters or attending meetings, and that there is a 5% technology fee on each bill that covers primarily security matters for clients' information. He explained that there are two invoices each month, an accounting invoice (primarily Nancy Bach) and a management services invoice (primarily Stephanie Odewumi and Matt Urkowski). When asked how often Boards of Districts our size meet, he said it varies, but he could see meeting bimonthly as a possibility. Mr. Christensen suggested that the Board consider appointing subcommittees to handle some business, and Mr. Nelsen suggested that Mr. Christensen and Ms. D'Ambrosio form a financial subcommittee for our District.

Old Business:

Payment of Bills: Ms. Bach explained that she was out of the office when the packet went out and she did not realize that the financials were not included in the packet. She will email the Board the Financial Statement and Schedule of Cash Position updated as of October 31, 2021, and payment of claims on the disbursement schedule. The financials can be approved at the Board's next meeting. Ms. Bach did explain that there is nothing out of the ordinary, and that payables are approximately \$31,000, plus the bill not yet received for legal services from Mr. Brown. The Board confirmed that payables are paid when approval is not possible, and that approval will occur at the next meeting.

Traffic Patrols: Director Irish mentioned that traffic patrols did not occur in November to his knowledge. Mr. Irish confirmed that he requests monthly to the Douglas County Sheriff's Department extra patrols be provided for the District. The Sheriff's Office is quite busy and receives hundreds of such requests, he said.

Request to have District take over Filing 29 GESC Permit with Douglas County: Following up on last month's discussion, Mr. Miller stated that the developer's work is a condition to Mr. Nelsen signing of the letter to have the District take over the Filing 29 GESC Permit. Such work has begun, but is not yet been completed.

Board Staggering and Upcoming Election for Board Seats: Mr. Brown explained that all five Board seats are up for election in 2022. He led the Board through the Board Staggering spreadsheet and discussed each Board position and each current Board member with respect to eligibility for future terms. He will add to next month's agenda the processes and timing for notifying the electors of vacant positions. It was discussed that Board seats can be filled by election, acclamation (election with only one candidate), and Board appointment for a vacancy.

Budget Resolutions: Ms. Odewumi and Ms. Bach explained that Douglas County will certify a mill levy by December 15th of this year (2021), and that the final budget for 2022 must be filed by January 31, 2022.

New Business:

SDA Membership: Ms. Bach stated that she would renew our annual membership to Special District Association (SDA).

Manager's Report:

Mr. Miller reviewed his report with the Board which is attached to these minutes.

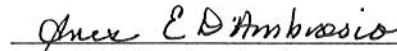
Mr. Miller highlighted the recent damage to District property by the homeowner's landscaper at 5875 Timber Point Way. The homeowners are Ryan and Cariann Komata. Mr. Miller explained that he and Mr. Brown visited the site on Monday, November 29, 2021, and received a promise from the landscape representative on site that the property would be reclaimed within a week. This means that the landscaping material would be removed, topsoil and seeding applied, and erosion control fabric/blanket must be repaired or replaced added. The Board requested that Mr. Brown send a letter to the homeowner demanding reclamation of the property. Following discussion and review, Director Farrell MOVED, and Director Christensen SECONDED a motion to have Mr. Brown draft and send a letter to the homeowners. Upon a roll call vote, Directors Irish, D'Ambrosio, Farrell, and Christensen voted "AYE". Director Nelsen voted "NAY". The motion was declared PASSED. Upon discussion after the motion, it was agreed that Mr. Brown would first reach out to the homeowner to be followed up with a letter.

With such agreement, Director Nelsen stated that he supported the motion. A new motion and vote was not taken.

Other business, Homeowner's Issues: Michelle Berry, VP of Filing 24 HOA appeared at approximately 11:12 a.m. and discussed that fact that certain speed limit signs were fading. Mr. Miller indicated that he would work with Douglas County to get new signs in place. She also expressed neighborhood concerns regarding speeding and aggressive driving. The Board discussed some of the past history related to traffic issues in the District and in her specific HOA.

Ms. Berry agreed to work with Mr. Miller to identify and coordinate with adjoining neighbors a place along Windhaven Drive to place a receiving post, allowing the District portable speed sign to be periodically installed.. Mr. Irish will set up a call with CLA and Ms. Berry to discuss her ideas for District Website updates and other District homeowner communication ideas. Ms. Berry also discussed the District having a social media presence, and the Board discussed the matter.

Adjournment: The meeting was adjourned.


Ines E. D'Ambrosio, Secretary

November 2021 Managers Report

1 Tree removed in November, total of 52 for the year.

52	23-Nov	30B Open Space	20" Ponderosa	Tree damaged during construction
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-Completed mowing of open space tracts for fire mitigation purposes

-Repaired lights at entry way, light poles are in rough condition. They will be painted in 2022 as soon as the weather allows. May consider replacement in coming years, they are over 30 years old.



-Repaired lighting outlets at entry way for Christmas lights

-Repaired lights at S Pinery Drive/S Pinery Parkway Timbers Sign

-Winter watering of trees, have been turning water on/off at Autumn Oaks to water transplanted trees, hand watering other trees.

-Added Dog Waste Station to border of Filing 30A/30B along new trail. HOA from filing 30 contacted me asking for one to be installed.

-Fall cleanup of entry ways, raking of pine needles and trimming trees/grasses

-Cleaned/Waxed entry way Deer monument

-Ordering street sign materials to replenish stock

-Homeowner in Filing 32 at 9218 Lone Timber Ct has contacted me about a drainage issue they are experiencing coming from a neighboring property onto District Property and then onto their property. Looks to be a very poor design by Toll Brothers, we viewed this particular property during our tour in September. I will try to setup a meeting with the Homeowners and the county to determine how to proceed.

-Landscaper in filing 32 has been crossing our property and storing materials on our property at the corner of Timber Pt and N Pinery Parkway.

