

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

February 3, 2021

The Board of Directors of High Prairie Farms Metropolitan District, Douglas County, Colorado, met on Wednesday, February 3, 2021, virtually and at the home of Roger Christensen, Board Member, 9140 Windhaven Drive, Parker, CO. The meeting was called to order by President Richard Nelsen at 9:01 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:

Sheldon Irish
Roger Christensen
Richard R. Nelsen
Ines D'Ambrosio

Also present were:

Paul Niedermuller, Accountant and Nancy Bach, of Clifton Larson Allen LLP (CLA)
Matt Urkoski and Jordan Honea of Clifton Larson Allen LLP (CLA), Public Managers for the District
Susan L. Elkins, of Susan L. Elkins, L.L.C., attorney for the District
Matt Miller, Manager of the District
Bob Gall and Steve VanMeter (he arrived at 9:15 AM), homeowners within the District

Disclosure of Potential Conflicts of Interest:

Each Director present has signed a disclosure statement which has been duly filed as required by statute. Since all Directors have conflicting interests, it was noted that participation by all Directors is necessary to obtain a quorum and enable the body to act.

Approval of Minutes:

Each Director present acknowledged receipt of a copy of the minutes of the January 6, 2021 special meeting. Following discussion and review, Director Nelsen MOVED, and Director Irish SECONDED a motion to approve the minutes of the January meeting, as presented. Upon a roll call vote, Directors Nelsen, Irish, D'Ambrosio and Christensen voted "AYE". The motion was declared PASSED.

Payment of Bills: Ms. Bach reviewed the Financial Statement and Schedule of Cash Position updated as of November 30, 2020 and payment of claims on the disbursement schedule in the amount of \$83,068.63 with the Board and answered any questions. The disbursement schedule is for invoices currently due in the amount of \$83,068.63 and the payment of the directors' fees for the current meeting. Following discussion and review, Director Nelsen MOVED and Director Nelsen SECONDED a motion to accept the Financial Statement and updated Schedule of Cash Position and Statement of Revenues, Expenditures and Change in Net Position as presented and to approve payment of the invoices currently due in the amount of \$83,068.63 and for the payment of the directors' fees for the current meeting. Upon a roll call vote, Directors Nelsen, Christensen, Irish, and D'Ambrosio voted "AYE." The motion was declared PASSED. The Financial Statement and Disbursement Schedule are attached to these minutes.

Old Business:

Timbers Creek Update: The Board discussed the water bills that the District pays and then gets reimbursement from Urban Drainage. Kurt Bauer was requesting that the District look into a way to bill so that the monthly amounts are less than \$500 per month as the paperwork for payments over \$500 per month is more time consuming. The Board discussed that the water charges vary over the months because of high water usage during the summer. The Board discussed averaging the billing but there is insufficient historical data to average the bills. The Board will wait to see if there is anything being proposed by Urban Drainage to assuage his concerns. Director Nelsen reported Urban Drainage was inquiring into whether the District will be putting money into the coffers for 2021. The Board requested clarification about whether the monies put in were for future projects on Timbers Creek or for maintenance of the current project. Mr. Bauer's response was still unclear. Ms. Elkins will speak with him about these issues. The Board noted that the budget has earmarked \$50,000 for future work on Timbers Creek.

Rock Walls: Mr. Miller reported that Absolute Design is working on the wall near the water storage tank and across the Parkway from Saddle Creek and Single Tree and the estimate is approximately \$64,000 which includes a contract for the demolition and for removal of the old wall and building of the new wall.

Wildfire Mitigation Efforts: The Board discussed the continuing effort to mitigate wildfire and education of the homeowners as to work that they need to do on their individual property.

High Prairies Tree and Turf will be doing mitigation work in Filings 27, 29, 26 and 24. The District will post signs alerting the homeowners at mail boxes in those filings. Director Nelsen will draft a letter to alert the HOA's in the filings regarding the fire mitigation efforts of the District and the grants available. Ms. Honea will oversee the posting on the Website/Nextdoor/MailChimp. Bob Gall indicated that Filing 24 has a spring newsletter and will include that. The Board also discussed including dog waste concerns. Some people are requesting more stations but Mr. Miller believes that the concerns are that people are not using them. Mr. Miller also suggested putting in a reminder that landscaping materials are not to be dumped in the open space.

Property & Casualty Insurance: Ms. Bach presented her research on the cost of insuring the fence for catastrophic loss due to hail or other causes. The replacement cost of the fence is \$642,000 and the cost for insuring it is \$2,203 annually with a 2% deductible with a maximum amount of \$50,000 per occurrence. The Board agreed to add the fence to the policy now and review this item during the next budget discussions. Directors Christensen and Irish agreed to work with Ms. Honea on this issue.

New Business:

Contact the District & Website Usage: Ms. Honea indicated that the website activity was up. The Board was reminded that for postings on NextDoor, a draft of the posting should be sent to Director Nelsen and Susan Elkins for review and they will send it to Ms. Honea and Mr. Urkoski for review and posting.

Tree Replacement Plan: Mr. Miller reported that he is tracking any dead trees that he is removing. The tree deaths appear to be a result of the drought and Mag Chloride used for snow and ice melt by the County. The Board will consider how best to replace the trees lost.

Audit: Ms. Elkins reported that she received the audit letter request from the auditor and the Board authorized Ms. Elkins to proceed with providing the audit letter. She requested permission to send to the auditor by email. Ms. Bach will advise if that is acceptable to the auditor. Ms. Bach presented the audit review (subject to change if the Attorney Letter indicated any concerns). The audit went well and there was nothing of any concern noted by the auditor. Any Board member can contact the auditor directly if they have any questions or concerns. Following discussion and review, Director Christensen MOVED, and Director Nelsen SECONDED a motion to approve the audit, as presented. Upon a roll call vote, Directors Nelsen, Irish, D'Ambrosio and Christensen voted "AYE". The motion was declared PASSED.

Vacant Board Position: Ms. Elkins discussed that there is a vacant board position and that Steve VanMeter indicated that he was interested in filling that position. Ms. Elkins requested an email indicating his interest and that she would need proof of ownership of property in the District and then she will check to be sure he is a registered voter. This matter will be reviewed at the next meeting.

Attorney Replacement: Ms. Elkins indicated that she had contacted Steven Brown, an attorney in Parker, CO and Andrew Birkeland, an attorney in Castle Rock, CO, regarding the position and had sent to the Board their resumes. The Board has reviewed the resumes. Director Christensen volunteered to schedule an interview with the candidates and he and Director Nelsen will have an in-person interview at his home with Ms. Elkins present virtually. Mr. VanMeter also requested to attend the interview as a homeowner in the District.

District Parks Maintenance: Director Nelsen indicated that he believes that the Board needs to look at what, if any, park area maintenance needs to be done. The Board will look at this during the tour and Mr. Miller will develop a plan for continuing maintenance.

Manager's Report:

Mr. Miller reviewed his report with the Board. Mr. Miller noted that in addition to matters already discussed he wanted the Board to note that the Water District draining overflow into Timbers Creek when the ground is frozen has cause ice to form on the walking trails and the ground around the trails. It is a great deal of work to remove as it is inches thick. Also, it is very slippery. He will be looking or a solution such as a berm along the creek/path to prevent the overflow if possible. The Board discussed signs to indicate that the paths may be icy. He will get some estimates and make suggestions for placement. The Board discussed the tour and Mr. Miller is looking to September for the timing of it. Members of the CLA team will be invited to join.

Other Business:

None

Adjournment: The meeting was adjourned at 11:35 AM. The next regular meeting is scheduled for March 3, 2021. Whether the meeting will be in person or virtual or a combination will be determined prior to the meeting based upon an assessment of the COVID-19 and any mandates from the Governor.

DocuSigned by:
Ines E. D'Ambrosio
676CDF3C82584EE...

Ines D. Ambrosio, Secretary

APPROVED:

DocuSigned by:

Richard R. Nelsen "Rick"

7BE088B384BE446...

Richard R. Nelsen

DocuSigned by:

Sheldon W. Irish

39B6DF30F04E475...

Sheldon Irish

DocuSigned by:

Roger Christensen

D7CC7558779C4F6...

Roger Christensen