

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

**April 14, 2021**

The Board of Directors of High Prairie Farms Metropolitan District, Douglas County, Colorado, met on Wednesday, April 14, 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 9:05 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., Stephen Brown of Brown & Taylor, PC, attorneys for the District  
Matt Miller, Manager of the District  
Steve VanMeter, homeowner within the District joined the meeting at 9:21AM  
Kevin Collins, former Accountant for 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 March 3, 2021 Special Meeting. Following discussion and review, Director Irish MOVED, and Director D'Ambrosio SECONDED a motion to approve the minutes of the March 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 February 28, 2021 and payment of claims on the disbursement schedule with the Board and answered any questions. The disbursement schedule is for invoices currently due in the amount of \$56,140.51 and the payment of the directors' fees for the current meeting. The Board discussed the need to authorize additional funds from fire mitigation and tree spraying. Ms. Bach will update those numbers on the financial statement. Following discussion and review, Director Irish MOVED and Director D'Ambrosio 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 \$56,140.51 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:** Director Nelsen advised the Board that an onsite meeting to discuss the needed the spring maintenance will be held at 10:00 AM on Monday, April 19, 2021. He and Matt Miller will attend. Mr. Miller reported that given the weather and snow fall, the water has not yet been turned on. He anticipates that it would be turned on in late April or early May depending upon the rainfall.

Steve VanMeter, homeowner in the District, joined the meeting at 9:21 AM.

**Black Hills Electric Abandoned Gas Line:** Mr. Brown and Director Nelsen reported that they met with an employee of Black Hills and with representatives from Douglas County at the site of the exposed gas line and it was confirmed that the line was abandoned and capped in two places. They also discussed the erosion. Douglas County has agreed to make some modifications to the drainage structures that would lower the opening for runoff drainage to help ameliorate the erosion. It is anticipated that the work will be completed in late 2021.

**New Business:**

**Contact the District & Website Usage:** Ms. Honea provided an update to the website usage. Ms. Honea and Mr. Urkoski discussed the need for updates to the website to deal with

security risks. She indicated that the annual expense of \$2,100.00 remains the same and will include updates to the security issues. Following discussion and review, Director Nelsen **MOVED**, and Director Christensen **SECONDED** a motion to approve the annual expenditure for the website of \$2,100.00. Upon a roll call vote, Directors Nelsen, Irish, D'Ambrosio and Christensen voted "AYE". The motion was declared **PASSED**.

**Vacant Board Positions:** Ms. Elkins discussed the two vacant board positions. Two people remain interested in the position and Director Irish agreed to speak with both candidates and report back to the Board at the May meeting.

**Traffic Patrols:** Director Irish reported that there were 9 stops and 3 tickets issued. No detail was provided. He had no other feedback from Officer Adams. He also summarized the agreement with Filing 23 HOA to share the costs of the extra patrols. Director Irish will convey the request that the patrol cars be marked and clearly visible as patrol cars (not the black with the lettering that not so visible) as a visible presence tends to slow down the speeds. He will also emphasize that the patrols focus on Pinery Parkway, Fox Sparrow and Windhaven and be during school hours. The Board continues to be frustrated with the inability to have regular patrols as the availability is dependent upon officers wanting extra hours above their job requirements. The Board noted that homeowners still are concerned about the speeding along the Parkway and noted the frustration of not have officers available.

**COVID Protocols:** The Board discussed the possibility of having in person meetings as all of the Board members will be fully vaccinated by the next Board meeting. It was felt that since the weather will be warmer that outdoor meetings at Director Christensen's home may work. CLA indicated that the Board could continue to make the meetings available by Zoom for the public and anyone unable to physically be present or uncomfortable meeting as a group. The logistics of having both options was discussed because when all board members are not on Zoom it is difficult to have the visual presence. The Board expressed the desire to meet in person.

**DC Referral re Home Building on South Boundary of the District:** Ms. Elkins indicated that the District had received a referral from a home owner of a 20-acre parcel adjacent, but not within, the District. The homeowner wants to build a second home on his parcel. Director Nelsen reviewed the referral and did not have any concerns that there was any impact that would affect the District. The District made no response.

**Damage to Open Space Adjacent to 5886 Hidden Oaks:** The homeowner of the property removed the improvements on the open space adjacent to his property because he thought that his property line abutted the neighbor's property. The open space is a small strip of land between two lots and contains a sewer line. The County had required the developer to provide erosion control consisting of top soil that was tilled and seeded with native grass mix with erosion mats and three large rock dams. The District had a letter agreement from the

developer guaranteeing the growth of the required grasses for one year which was voided by the actions of the homeowner removing the improvements. The homeowners indicated that they did not like appearance of the developer's improvements required by the County. Mr. Nelsen, Mr. Brown and Mr. Miller met with the homeowner with a representative of the County to discuss the concerns. The parties discussed the issue and the homeowner was advised to provide plans for the improvements to restore the vegetation and provide erosion control to the District representatives and the County. It was the consensus of the Board that the homeowner needs to draft a plan and provide the District with those plans for the District's approval. The homeowner will be required to restore the property with vegetation and rocks to assure that there will not be drainage issues. The Board wants an indemnification and agreement to the terms including a one-year warranty. The costs of the improvements and vegetation is at the cost of the homeowner. The seed required for vegetation should be the native grass approved by Douglas County. Mr. Brown will send a letter to the homeowner setting forth the District requirements, providing an official notification of the damage and required remedy. The letter will also request a homeowner response acknowledging this agreement.

**Manager's Report:**

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

**Other Business:**

None

**Adjournment:** The meeting was adjourned at 11:31 AM. The next regular meeting is scheduled for May 12, 2021 at 9AM. 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. The preference is to meet in person if allowed by the Governor's guidelines at Director Christensen's home with Zoom attendance provided for anyone uncomfortable with meeting as a group.

DocuSigned by:  
*Ines E. D'Ambrosio*  
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Ines D. Ambrosio, Secretary