

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

April 7, 2022

The Board of Directors of High Prairie Farms Metropolitan District, Douglas County, Colorado, met on Thursday, April 7, 2022, at the home of Roger Christensen, Board Member, 9140 Windhaven Drive, Parker, CO. The meeting was called to order by President, Richard Nelsen at 9:02 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 E. D'Ambrosio
Sheldon Irish
Ashleigh Farrell

Also present were:

Matt Miller, Grounds Land Manager of the District
Stephanie Odewumi of Clifton-Larson Allen LLP (CLA), Public Manager for the District
Stephen L. Brown of Brown & Taylor, PC, Attorney for the District
Stephen Van Meter, Timbers 23 resident
Bob Gall, Timber's resident and President of HOA Filing 24

Present by Zoom video screen with sound were:

Nancy Bach of Clifton-Larson Allen LLP (CLA), Accountant for the District
Colleen Potton – South Metro Fire District (beginning at 10:00 a.m.)
Jill Alexander – Douglas County Wildfire Specialist (beginning at 10:00 a.m.)
Meg Halford – Colorado State Forest Service (beginning at 10:00 a.m.)

Disclosure of Potential Conflicts of Interest:

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 March 3, 2022 regular meeting. The Directors decided to continue having the minutes signed by the Secretary only, and not by all Board members. Following discussion and review, Director Irish MOVED, and Director Christensen SECONDED a motion to approve the minutes of the March 3, 2022 meeting, as presented. Upon a roll call vote, Directors Nelsen, Irish, D'Ambrosio, Farrell, 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 April 6, 2022, and payment of claims on the disbursement schedule with the Board and answered any questions. She mentioned that the expenses are in line with the YTD budget. The disbursement schedule is for invoices currently due in the amount \$42,747.09, and the payment of the directors' fees for the current meeting. Following discussion and review, Director Christensen 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 \$42,747.09, and for the payment of the directors' fees for the current meeting. Upon a roll call vote, Directors Nelsen, Christensen, Irish, Farrell, and D'Ambrosio voted "AYE." The motion was declared PASSED.

Ms. Bach then mentioned that CLA has filed the annual audit with the State Auditor. Mr. VanMeter spoke about his review of the Audit Report. Director D'Ambrosio then questioned whether the \$50,000 payment by the District to Mile High Flood Control for the Timbers Creek project should not only be included in the budget, but in the balance sheet as a prepaid expenditure or deposit. Ms. Bach at CLA and Mr. VanMeter will review the IGA regarding a refund of the payment should it not be expended. They will investigate how this should be handled and report back to the Board.

New Business taken out of order: CWPP (Colorado Wildfire Prevention Program)

Director Nelsen introduced this topic and mentioned that the Board was fortunate to have Colleen Potton, with South Metro Fire District, Jill Alexander, with Douglas County, and Meg Halford with the Colorado State Forest Service, to address the board about wildfire mitigation efforts, and the updating of the Colorado Wildfire Prevention Program (CWPP). It was mentioned that the District maintains its Firewise USA community designation by the National Fire Protection Association (NFPA). Highlights of the discussion were:

- Acknowledgement by Jill Alexander that the District has maintained and done a lot of work on District property in order to mitigate wildfires.

- Discussion about how to educate and engage residents. Ideas were communication from websites, HOAs, brochures, webinars.
- Pros and cons of opening up a dumpster for processing of organic material.

Old Business:

Traffic Patrols: Director Irish mentioned that there were two traffic patrols in March. He does not yet have the results of these patrols and whether any tickets or warnings were issued. He also mentioned that since this is his last meeting as a Board member, having been term limited, he would be willing to keep scheduling these patrols and report back to the Board with results. Director Nelsen thought this was a wonderful offer and thanked him.

Website Update: Director Farrell discussed her work on the website, and Directors went to the website to see the work done, and all were quite impressed with the changes. The Board encouraged her to spend the \$50 necessary to obtain updated software to make revisions easier. Ms. Farrell will coordinate her work with Director D'Ambrosio and CLA.

District Brochures: Director Irish passed out brochures he revised and that were recently printed by CLA.

Oaths of Office: Mr. Brown reminded the board that Oaths of Office for the newly elected Directors would be done at next month's meeting.

Mile High Flood Control and Harvesting Willows: Director Nelsen mentioned that Jim Watt communicated to him that willows would be imported to the Timbers Creek project.

New Business:

8458 Windhaven Drive (English): Mr. Miller explained that the homeowner has an encroachment into District property that would require either removal or a revocable easement from the District in order to obtain a building permit from the County. It was agreed to ask Mr. Brown to prepare a revocable easement allowing the retaining wall and drain encroachment.

8424 Windhaven Drive (Christian): Mr. Miller explained that the homeowner has an encroachment into District property. Discussion by the Board indicated a willingness to grant a revocable easement for certain parts of the encroachment, providing that the fence encroachment be removed in its entirety. Mr. Miller and Mr. Brown are to meet with the homeowners and work towards a resolution.

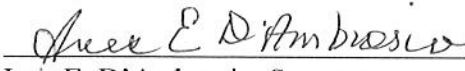
5272 Pinyon Jay Road: Mr. Miller explained that the homeowner has a very slight encroachment of what appears to be a portable grill into District property. Mr. Miller will meet with the homeowner to have the encroachment removed. The property is currently listed for sale.

Beautification Project for High Prairie Farms Entrance Signs: Ms. Farrell explained to the Board the entrance sign upgrades planned for two entrances to High Prairie Farms at Single Tree and Saddle Creek roads. The costs are projected to cost between \$37,000 and \$45,000. Mr. Nelsen explained that the Board historically has participated in such projects at a 50/50 basis, up to a limit. Following discussion and review, Director Christensen MOVED and Director D'Ambrosio SECONDED a motion to pay \$10,000 per entrance sign, for a total of \$20,000, in participation for this sign upgrade. Upon a roll call vote, Directors Nelsen, Christensen, Irish, Farrell, and D'Ambrosio voted "AYE." The motion was declared PASSED.

Manager's Report:

Mr. Miller's presented his Manager's Report to the Board and discussed various items in his report. Highlights of the report were the need for repairing the rock wall at S. Pinery Pkwy and Fox Sparrow, purchasing water fire extinguishers for use with the wood chipper, and the difficulty of growing grass along Highway 83, the soil testing being done, and the possibility of trying rock in its place.

Adjournment: The meeting was adjourned at 1:06 p.m.


Ines E. D'Ambrosio, Secretary

April 2022 Managers Report

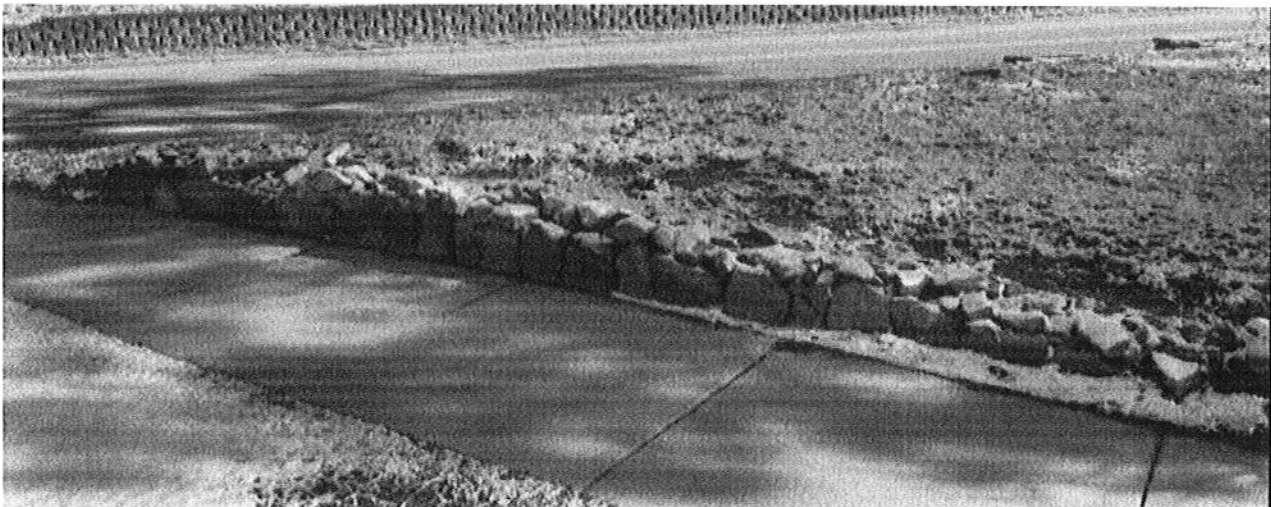
- Spring aeration of all turf areas
- Irrigation systems have all been turned on, irrigation repairs from winter damage have been underway
- Met with Mr. English to request drainage improvements to the drain pipe they installed onto district property
- Tree spraying is nearing completion, area between Thunderhill and Prairie Lake trail has high concentration of beetle, there are several residents of the Pinery and a Vacant lot in Filing 3 that are harboring beetle, this area may need an additional treatment this year. Will continue monitoring
- Removed auto accident debris from entry way, 2x
- Removed downed tree limbs throughout district from winds in April
- Survey of 8424 Windhaven- Christian property completed on 4 May for proposed easement
- Trash pickup throughout district from recent strong winds
- Due to dry conditions weeds are coming in very strong this year, working on treating these areas
- Servicing/preparing equipment for mowing
- Fence repair throughout district
- Major tree removal/trimming has been on hold due to dry and windy conditions
- Repaired several signs throughout district that were downed due to winds, contractor that installed signs used ¼" stainless hardware which has fatigued and failed in several locations. Industry standard is 5/16 galvanized hardware, which we are using when replacing or repairing.
- Working on repairing sign in Median of Powell Rd in Filing 31, I believe a landscape contractor backed over the sign with a skid steer. Sign post is embedded in a stamped concrete median that will need to be removed to replace.
- Reviewed Filing 30A/B park irrigation design with install contractor to make minor changes that will make system common with our existing systems for part interchangeability
- Met with SEFNCO representative that has been contracted to install Fiber Optic cable from the North Pinery into Filing 31/30A along Powell. Douglas County requested that the Metro District review and approve their plans, all of the cabling will be bored, no trenching will be done. All cabling will remain in ROW and will not be on Metro District Property. I did not see any issues with their plan and intend to give approval on behalf of the district.
- Met with contractor to paint light poles at entry way

Upcoming projects

- Tree removal throughout district, dry conditions have been tough on many weakened trees
- Add topsoil and seed a few entry way turf areas to improve turf quality
- Add topsoil, regrade and seed along parkway between Forest View and Songbird, Dave Perkins may have topsoil for this project, waiting to hear back from him

March 2022 Managers Report

- Snow removal throughout district sidewalks and trails
- Completed backflow testing of our 15 backflow prevention devices. A few devices failed the test which required repair or replacement
- Spring aeration of turf areas
- Work at entry way to repair rock wall damaged from car crash has been completed
- Removed Graffiti from Timbers Sales sign at the East entrance to Nuthatch
- Trimmed trees throughout district, cleaned up several broken limbs from heavy snow storm in Mid-March
- Homeowner at 8458 Windhaven installed a drain from their outdoor patio onto our property, County is requesting something from the district to state that this is acceptable to us. Contacted Douglas County GESC department to determine best practice to protect drainage channel from new drain.
- Douglas County GESC inspector Jake Mueller has been assigned to new area, the replacement inspector for our area is now Ken Worthington
- Discovered significant landscaping on Metro District property at 8424 Windhaven, met with all board members to review the property
- Trash pickup throughout district from recent strong winds
- Swept/cleaned most sidewalks after last snow storm, plowing operations left a mess
- Tree spraying will begin soon, winds have prevented spraying for the moment
- Purchased Chemical and Fertilizer for 2022, prices have increased by 100-180% on most products we use, we should expect similar prices for next year as sanctions on Russia have changed Worldwide supply.
- Met with Oscar to review some Rock walls that I am concerned about, small wall along sidewalk East of Fox Sparrow has been deteriorating, Oscar has bid \$2100 to redo the wall and top it with a cap similar to our other Entry Ways. Working to get bid for Forest View entry way.



Upcoming projects

- Add topsoil and seed a few entry way turf areas to improve turf quality
- Add topsoil, regrade and seed along parkway between Forest View and Songbird
- Fire Mitigation, will be waiting for spraying operations to be completed
- Replace dead shrubbery at Entry Way
- Considering solutions to dead patchy grass area along HWY 83 at Entry Way. I am taking soil samples to understand why the ground seems to be sterile in this area. Other possible solutions may be placing a rock border in this area.

