

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

**July 1, 2021**

The Board of Directors of High Prairie Farms Metropolitan District, Douglas County, Colorado, met on Wednesday, July 1, 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 9:03 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 (virtually)

Also present were:

Paul Niedermuller, 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 L. Brown of Brown & Taylor, PC,  
attorneys for the District  
Matt Miller (virtually), Grounds Manager of the District  
Bob Gall, homeowner within the District  
Ashleigh Farrell (virtually), homeowner 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. None of the Directors voiced any conflicts of interest with respect to any items listed on the agenda.

**Approval of Minutes:** Each Director present acknowledged receipt of a copy of the minutes of the June 3, 2021 Special Meeting. Following discussion and review, Director Irish

MOVED, and Director Nelsen SECONDED a motion to approve the minutes of the June 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:** Mr. Neidermuller reviewed the Financial Statement and Schedule of Cash Position updated as of June 30, 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 \$35,040.02 and the payment of the directors' fees for the current meeting. Following discussion and review, Director Christensen 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 \$35,040.02 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.

**Manager's Report:**

Director Nelsen again suggested that the Manager's report be moved up to the top of the agenda. Mr. Miller reviewed his report with the Board which is attached to these minutes. High points from Mr. Miller's discussion were as follows:

- There was much discussion on removal of dead or diseased trees. Many more trees appear to have died or are dying than last year due primarily to adverse weather and drought conditions. Based on input from Matt Miller, it was decided to only remove trees that are clearly dead and to leave the other sickly trees as they are until the end of summer and monitor their condition.
- There was discussion on the District's need to possibly purchase a new wood chipper. Director Christensen requested that the Board have Mr. Miller investigate the purchase of a chipper under the amount of \$50,000. Director D'Ambrosio suggested that this could be a part of the 2022 budget process reviewed in the fall.
- Mr. Miller mentioned that a 7.5 HP single phase motor has been purchased for the entrance pond fountain for \$2,000 and having an estimated three year life.
- Mr. Miller mentioned the plan for the walking path extension for filings 30 A/B.
- Director Nelsen mentioned that the mowing along trails and right of way had been done and looks terrific.
- There was discussion on having Mr. Brown again make contact with homeowner Black at 5886 Hidden Oaks Ct. regarding the reclamation process that does not appear to be happening.
- It was mentioned that the annual District tour would take place after the regular Board meeting on September 2<sup>nd</sup>.

Matt noted that more and more homeowners and/or their contractors are accessing their properties from District open space causing significant damage to the natural areas including creating tire ruts, trampling and destroying native grasses and other vegetation. He expressed frustration with not being able to contact the offending homeowner to either stop the trespass or to tell the HO they are responsible for the damage. It was suggested and supported by the Board that Matt prepare a list of the worst offenders so that they could be contacted by mail and put on notice for the trespass and their responsibility for the damage. Director Nelsen will assist Mr. Brown (Districts attorney) to develop language to be used in the letter.

#### **Old Business:**

**Dissemination of District Information to HOAs:** On the issue of disseminating information to HOAs and homeowners, director Irish produced an old flyer used in the past by the District that CLA has now digitized. It was agreed that updates to the flyer should be made for future use, with CLA to send out digitized version to Board for updates. Director Irish provided feedback from his contact with various HOAs regarding their receipt of the District's information. Director Irish stated that the District contact list was not up to date with recent HOA property management company and HOA Board email address changes. Contact list updates have been provided to CLA for incorporation.

**Use of special emails for Board Members:** The Board continued its discussed on whether it should use personal emails for District business or CLA assigned emails for District Members. The consensus of the Board was to continue using their personal email addresses.

**Traffic Patrols:** Director Irish indicated no off duty patrols were conducted in June.

**Reclamation Status at 5886 Hidden Oaks (Black):** From site visits by certain Board members, the Mr. Miller and S. Brown, it was observed that there has been a lack of landscaping progress on the District's open space parcel as well as the entire residential property. Attorney Brown will contact the homeowner and work with Director Nelsen to try and get an update on expected progress and completion of this reclamation.

#### **New Business:**

**Vacant Board Position and Nomination of New Director:** Director Nelsen nominated Ashleigh Farrell to serve as Director for the remainder of the vacated position by Director Simmons. Such Board position is from appointment until the 2022 elections. His motion was seconded by Director Irish. Upon a roll call vote, Directors Nelsen, Christensen, Irish, and D'Ambrosio voted "AYE." The motion was declared PASSED. Ms. Farrell raised her right hand on Zoom and Attorney Brown led her through the recitation of the oath of office. Attorney Brown will file the Oath with Certificate of Coverage with the Douglas County District Court.

**Master ARC and Master and Subsidiary HOA discussion:** Director Irish continued the discussion on the history of the Master ARC and Master HOA, and Director Christensen

discussed his conversation with Steve Small of the Timbers development group. It was explained that the Master HOA was dissolved, the Master ARC approves building designs, landscaping, and permitting for new construction (expected for the next 3-5 years when new construction should be complete), along building envelope ARC questions from properties in existing HOAs. ARC guideline enforcement is by individual HOAs in the District.

**Other Business:**

S. Brown discussed the annual SDA conference and the value to all Board Members, especially new Board Members, and of getting updated SDA Manuals for all Board Members.

There was discussion about planning a gathering to celebrate and thank attorney Susan Elkins for her decades of outstanding and dedicated service for the District.

**Adjournment:** The meeting was adjourned at 11:18AM. The next regular meeting is scheduled for August 5, 2021 at 9AM. Whether the meeting will be in person at Director Christensen's home as well as and virtual.

Ines D. Ambrosio  
Ines D. Ambrosio, Secretary

## June 2021 Managers Report

### June Completed Projects

8 Trees removed, total of 30 for the year. ~10 remaining on watch list for removal

| 2021 Tree Removal Record |        |  |               |                         |
|--------------------------|--------|--|---------------|-------------------------|
| #                        | Date   | Location                                 | Description   | COD                     |
| 23                       | 14-Jun | 22/23A Border, between Pinyon Jay/Towhee | 14" Ponderosa | Signs of Beetle         |
| 24                       | 14-Jun | 23A, N of Pinyon Jay                     | 20" Ponderosa | Unknown/drainage area   |
| 25                       | 14-Jun | 23A, N of Pinyon Jay                     | 18" Ponderosa | Unknown/drainage area   |
| 26                       | 14-Jun | 23A, N of Pinyon Jay                     | 6" Ponderosa  | Unknown/drainage area   |
| 27                       | 18-Jun | 23B, along creek                         | 6" Ponderosa  | Unknown/Signs of beetle |
| 28                       | 22-Jun | 24A, E of Chickadee                      | 18" Ponderosa | Unknown                 |
| 29                       | 22-Jun | 24A, N of trail                          | 10" Ponderosa | Signs of Beetle         |
| 30                       | 22-Jun | 24A, N of trail                          | 8" Ponderosa  | Unknown                 |

- Herbicide spraying for control of noxious weeds in open spaces and in ROW
- Trimming of fence rows
- Entry way fountain pump repair
- Clean/Wax entry way monument
- Tree trimming in open spaces as needed, I have received calls from several home owners requesting tree trimming behind their property. Unclear how they are getting my phone number, some are very persistent.
- Mowing of open spaces
- Irrigation repairs to various areas
- Timbers creek irrigation repairs
- Fence repairs in open spaces, damage likely from Deer
- Staked out walking path extension in filing 30A/B with Dave Perkins, work to begin 1 July
- Trash pickup throughout district and along highway
- Repair Deere 4720 transmission issue
- Clear drains of various detention ponds following rain storms
- Numerous contractors entering open space to work on homeowner's property, difficult to keep up with
- Mulched Fox Sparrow Park

### To Do list

- Entry way median dead planting replacement
- Plant additional maple trees on Autumn Oaks