

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

**November 4, 2021**

The Board of Directors of High Prairie Farms Metropolitan District, Douglas County, Colorado, met on Thursday, November 4, 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 9:02 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  
Ashleigh Farrell  
Ines D'Ambrosio  
Sheldon Irish (present by telephone/speaker phone)

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  
Bob Gall, Timbers resident

**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. Reference was made to possible conflicts referenced in last month's minutes concerning Mr. Brown and Mr. Christensen with respect to relationships with Timbers Development Group, Inc.

**Approval of Minutes:** Each Director acknowledged receipt of a copy of the minutes of the October 7, 2021 regular meeting. Following discussion and review, Director Christensen MOVED, and Director Nelsen SECONDED a motion to approve the minutes of the October meeting, as presented. Upon a roll call vote, Directors Nelsen, Irish, D'Ambrosio, Farrell, and Christensen voted "AYE". The motion was declared PASSED.

**Old Business Matter** (taken out of order to accommodate guest, Dave Perkins)

**Request to have District take over Filing 29 GESC Permit with Douglas County:** Following up on last month's discussion, Director Nelsen summarized that status of the developer's request to have the District take over the Filing 29 GESC Permit with Douglas County. He discussed the revised letter from the developer, Timbers Development Group, Inc., procured by Director Christensen following last month's meeting to include requested changes by the Board. Director Nelsen then asked Dave Perkins, developer representative, to explain the request from the developer. Mr. Perkins explained that the County's release of the permit is essentially a waiting period for the grass to grow.

Director Nelsen asked Mr. Perkins how many GESC permits remain outstanding, and he replied that Filings 31 and Section 30B remain outstanding, each to take approximately six months to close out.

Mr. Perkins explained that the contingencies in the developer's letter of tearing out the rock on the road, reseeding the road, and repairing the fence bordering Democrat Rd. should be completed next week. Director Nelsen then asked Mr. Miller to give his thoughts on this request. Mr. Miller confirmed that Jake at the County is waiting for grass to grow before releasing the permit.

Following discussion and review, Director Christensen MOVED and Director moved D'Ambrosio SECONDED a motion approving the Developer's revised letter dated October 25, 2021, authorizing Mr. Nelsen to sign the letter once the above referenced contingencies have been completed, and that Mr. Brown prepare a letter to the County stating that the District agrees to take over the GESC Permit. Upon a roll call vote, Directors Nelsen, Christensen, Irish, and D'Ambrosio voted "AYE." The motion was declared PASSED.

**Payment of Bills:** Ms. Bach reviewed the Financial Statement and Schedule of Cash Position updated as of September 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 \$33,573.89 and the payment of the directors' fees for the current meeting. Following discussion and review, Director Nelsen MOVED and Director Christensen 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 \$33,573.89, 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.

### **Old Business:**

**Traffic Patrols:** Director Irish mentioned that traffic patrol occurred on October 4<sup>th</sup> and 12<sup>th</sup>, and that three tickets were issued on the 4<sup>th</sup>. He has not yet heard if tickets were issued on the 12<sup>th</sup>.

**Vandalism - Vehicle Donuts in Parking Lot:** The vehicle that caused damage to the parking lot owned by Pinery Water, and used by the District, has not appeared recently. It was decided to remove this item from the Agenda.

**Letter from Troy Carmann of ICON Engineering, Inc.:** As a follow up from last month's presentation by Troy Carmon of ICON Engineering, Director Nelsen discussed the letter set to him from Mr. Carmann dated October 21, 2021. The letter outlined ICON's evaluation of the stormwater infrastructure within the District with respect to annual maintenance. The letter/memo summarized the planning and execution steps for the District Board and staff to complete between now and April 15, 2022. Mr. Miller confirmed that he annually obtains a GESC Permit from the County for the District's maintenance on Timbers Creek. The Board embraced the idea of having a representative from Urban Drainage come to a District Board meeting and give the status of the Timbers Creek project, and the status of our \$50,000 paid by the District. The Board emphasized the intention to do everything it could to be an active partner with Urban Drainage and Douglas County in the Timbers Creek project.

### **New Business:**

**Passing Budget for Year 2022, and Budget Resolutions:** Ms. Bach reviewed the full budget prepared for the Board and answered questions posed. It was discussed that the mill levy is 12 mills set by the Board of County Commissioners based on Douglas County's assessed valuation of properties in the District, which assessment occurs every two years. The Board revised the budget by adding \$20,000 for a possible future election of Board members. The three Budget Resolutions were reviewed. Following discussion and review, Director Nelsen MOVED and Director D'Ambrosio SECONDED a motion to accept the Budget, and to approve the three Resolutions: Resolution to Adopt Budget, Resolution to Set Mill Levies (pending Assessment to be provided in December), and Resolution to Appropriate Sums of Money. Upon a roll call vote, Directors Nelsen, Christensen, Farrell, and D'Ambrosio voted "AYE." The motion was declared PASSED. Director Irish did not vote due to having to leave the meeting (telephone call) prior to the budget discussion.

The Board then discussed briefly the proposed CLA Master Service Agreement, Statement of Work, and audit letter agreement and request. The possibility of a "not to exceed"

contract with CLA was mentioned. It was decided to discuss and approve the documents at the Board's December meeting.

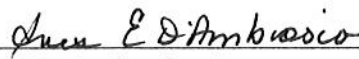
**Manager's Report:**

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

Mr. Miller stated that he would contact Colleen Potton with South Metro Fire regarding setting up a meeting on fire mitigation. Apparently, Ms. Potton was impressed with the fire mitigation efforts noticed at a recent home fire on Windhaven.

Mr. Miller stated that he looked at a new wood chipper, and that he is able to get a favorable governmental discount complete with warranty on a new chipper. He stated that it is a Vermeer BX1000 model, costing approximately \$36,000. Following discussion and review, Director Christensen MOVED and Director Nelsen SECONDED a motion to authorize Mr. Miller to purchase said chipper at a cost not to exceed \$40,000. Upon a roll call vote, Directors Nelsen, Christensen, Farrell, and D'Ambrosio voted "AYE." The motion was declared PASSED.

**Adjournment:** The meeting was adjourned at 11:52 a.m..

  
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Ines 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.

