

## RECORD OF PROCEEDINGS

**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
LEWIS POINTE METROPOLITAN DISTRICT  
HELD  
APRIL 9, 2020**

A meeting of the Board of Directors of the Lewis Pointe Metropolitan District was called and held on Thursday, April 9, 2020 at 5:00 p.m., by teleconference.

Attendance In attendance were Directors:  
Amy Jones  
Kress Franzen  
Pete Adler

Absent and excused were Directors Pelkey and Brookshire.

Also in attendance were:  
Kim Herman, Bryce Bierman, Jason Carrol and Mathew Vigil; CliftonLarsonAllen LLP  
Michael Davis; Miller & Associates Law Offices, LLC  
Susie Ellis; CPS  
Tony Garcia; Resident  
Robert Maples; Resident

Call to Order Upon a motion duly made by Director Jones, seconded by Director Adler, and upon a vote, unanimously carried, the meeting was called to order at 5:02 p.m.

Approval of Agenda Upon motion duly made by Director Jones, seconded by Director Adler and, upon vote unanimously carried, the Board approved the agenda as presented.

Public Comment No comments were received by the residents in attendance.

Legal Matters A. Resolution Declaring Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings

Following discussion, upon a motion duly made by Director Adler, seconded by Director Franzen and, upon vote, unanimously carried, the Board adopted the Resolution with a revision to the proposed term of the Resolution.

B. Request for Proposal for Management and Accounting Services

Following discussion, upon a motion duly made by Director Franzen, seconded by Director Adler and, upon vote, unanimously carried, the Board approved the RFP for management and accounting

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services. They noted that they would like submittals to legal by April 23rd, and for Attorney Davis to work with Director Adler to review and present to the Board by May 11th, with a goal of selecting preferred respondents by May 18<sup>th</sup>.

Administrative  
Matters

A. February 18, 2020 Special Meeting Minutes

Upon motion duly made by Director Jones, seconded by Director Franzen and upon vote, unanimously carried, the Board approved the February 18, 2020 special meeting minutes as presented.

Director  
Matters

A. Residential Improvement Guidelines for All Lots and Enforcement of the Same by the Architectural Review Committee

Director Jones reported on suggested changes in enforcement guidelines, including tree setback requirements (**239B**). Following discussion, upon a motion duly made by Director Jones, seconded by Director Adler and, upon vote, unanimously carried, the Board approved to reinstate enforcement of the *Residential Improvement Guidelines for All Lots*, with the exception to the change in tree setback requirements. Further review of the guidelines is still in process.

B. New Website for the District

Director Franzen reported on the status of the website and suggested it go live after all updates are made. Director Adler reported that updates should include checking the accuracy of meeting notices, maps, etc. Consistent correspondence is necessary and keeping social media at a minimum. New pictures should be added.

Financial  
Items

A. Late Fees and Fines

The Board discussed late fees and fines.

Management  
Matters

A. Architectural Review Committee Report / Susie Ellis

Ms. Ellis presented a report from the Architectural Review Committee.

Other  
Business

A. Resignation of Director Barry Brookshire

Following discussion, the Board accepted the resignation of Barry Brookshire from the Board of Directors.

Adjournment A motion duly made by Director Jones, seconded by Director Franzen and, upon vote, unanimously carried, the Board adjourned the meeting at 6:16 p.m.

Respectfully submitted,

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Secretary for the Meeting