

Lewis Pointe Metropolitan District Regular Board Meeting Minutes

Meeting Date: Tuesday November 08, 2022

Meeting Time: 5:33pm to 8:38pm

Meeting Location: Online

I. Roll Call (5:33 pm)

A regular meeting of the Board of Directors of the Lewis Pointe Metropolitan District (District) was called and held as shown above and in accordance with the statutes of the State of Colorado. The following Directors were in attendance:

Directors	Office	Attendance
Amy Jones	President	Present
Tony Garcia	Secretary	Present
Robert Maples	Assistant Secretary	Present
Chris Deines	Treasurer	Present
Erika Christopher	Assistant Secretary	Present

Also, in attendance were district managers Charles Wolfersberger and Jennifer Brink, Wolfersberger; Michael Hoefler (Landscape Manager) with Environmental Designs; Carlos Gracian (Environmental Design) and Susie Ellis (Covenant Enforcement Manager) with Community Preservation Specialists.

II. Call to Order

The meeting was called to order by Director Jones who noted that a quorum of the Board was present and the Directors had confirmed their qualification to serve, the meeting notice was duly posted on the District's website, and therefore called the regular meeting of the Board of Directors of Lewis Pointe Metropolitan District to order.

III. Disclosure Matters

The District Manager reminded the board that pursuant to Colorado law, certain disclosures by the Board members may be required prior to taking official action at the meeting. The Board reviewed the agenda for the meeting, following which each Board member disclosed no conflicts of interest.

IV. Public Comments – None

V. Administrative and Contractual Matters

- 1) Review and approve meeting agenda: The Board reviewed the agenda as presented by the District Manager. Director Jones requested the agenda be amended to move the covenant

enforcement discussion portion of the meeting up before the financial matter section of the meeting. Director Maples moved to approve the agenda as amended per Director Jones' request. Director Garcia seconded the motion and the Board voted 5-0 to approve the agenda as amended.

- 2) Review and consider minutes from the August 31, 2022 board meeting: The Board reviewed the draft of the minutes as presented by the District Manager. Director Maples moved to approve the minutes as presented. Director Garcia seconded the motion and the Board voted 5-0 to approve the motion
- 3) Review and consider 2023 Administrative Resolution: The District Manager presented and the Board reviewed and discussed the 2023 administrative resolution. The Board discussed officer positions and agreed to keep positions the same with the exception of adding Director Christopher as Assistant Secretary. Director Jones motioned to approve the 2023 administrative Resolution as adjusted by the Board. Director Deines seconded the motion and the Board voted 5-0 to approve the motion

Action Item #1: The District Manager will post the 2023 administrative resolution on the District's website.

- 4) Review and consider 2023 Election Resolution: The District Manager presented and the Board reviewed and discussed the 2023 election resolution. Director Christopher motioned to approve the 2023 Election Resolution as presented. Director Deines seconded the motion and the Board voted 5-0 to approve the motion.

Action Item #2: The District Manager will post the 2023 election resolution on the District's website.

VI. Landscaping Matters

- 1) Status update- landscape maintenance: Mr. Gracian reported that the irrigation has been turned off, they are working on fall clean up.
 - Mr. Hoefler reported that he is working on preparing a bid to install an electric meter on the West side of Fairfax
 - Native Mow Service – 2023 Landscape Contract Addendum: Director Maples motioned to approve the addendum as presented. Director Deines seconded the motion. The Board voted 5-0 to approve the motion
 - The Board reviewed and discussed the holiday lighting service contract submitted by Environmental Designs. Director Jones motioned to approve the contract as presented and Director Garcia seconded the motion. The Board voted 5-0 to approve the motion. Director Christopher and Director Maples will meet with Carlos to discuss the locations for the holiday lights. EDI will hang lights after the Thanksgiving holiday.
 - Director Maples requested Mike Hoefler with EDI inspect the drain pan installed on the west side of Fairfax to determine whether the pan is properly draining water to the street. Director Maples stated that it appears the drain is channeling water to the grass and not the curb.

- 2) Status update –Install/upgrade landscaping at 144th/Fairfax Ave: Mr. Hoefer reported that this landscape install project is complete.
- 3) Review and consider the 2023 landscaping service contract with EDI: The Board reviewed and discussed the 2023 landscape maintenance contract submitted by Environmental Design. Director Maples motioned to approve the service contract as presented and Director Christopher seconded the motion. The Board voted 5-0 to approve the motion.
- 4) Review and consider the 2022/2023 snowplow contract with EDI: The Board reviewed and discussed the 2022/23 snow plow service contract submitted by Environmental Design. The Board agreed to keep the trigger depth at 2 inches. Director Jones motioned to approve the service contract as presented and Director Garcia seconded the motion. The Board voted 5-0 to approve the motion
- 5) Status Update- brick column install project at SE corner of Fairfax & 144th Ave: The District Manager reported that Miguel will start construction of the column on Thursday of this week

VII. Covenant Enforcement

- 1) Review covenant enforcement reports: Ms. Ellis reviewed the enforcement reports with the Board. Thru the month of October, CPS has opened 243 cases, conducted 749 inspections related to cases, issued 32 notices, and assisted with 6 inquiries needing a field inspection, research, or other information. There are 2 properties at the \$100 fine stage and 2 at the \$250 fine stage

Ms. Ellis reported 73 design request forms have been submitted to the Architectural Review Committee by homeowners in 2022

Director Jones reported the ARC is requesting the Board approve a moratorium on all exterior paint requests until February 28, 2023, when the new neighborhood paint book will be published and available to hoemowners. Director Jones motioned to approve the moratorium. Director Christopher seconded the motion. The Board voted 5-0 to approve the motion.

- 2) Review and consider 2023 Community Preservation Specialist contract: The Board reviewed and discussed the 2023 enforcement service contract submitted by Community Preservation Specialists. Director Jones motioned to approve the service contract as presented and Director Christopher seconded the motion. The Board voted 5-0 to approve the motion

VIII. Financial and Contractual Matters

- 1) Review Payment of Claims: The Board reviewed the schedule of check payments (checks #100112 to #100130 and check #121) totaling \$120,062.07. Director Deines motioned to approve the payment of claims and Director Garcia seconded the motion. The Board voted 5-0 to approve the motion

- 2) Public hearing on District's proposed 2023 budget: Director Jones motioned to open 2023 Budget public hearing at 7:07 pm. Director Christopher seconded the motion and the Board voted 5-0 to approve the motion. The District Manager reviewed the proposed 2023 budget. Highlights from the review included the following Director Garcia motioned to close the 2023 Budget public hearing at 7:44pm. Director Deines seconded the motion and the Board voted 5-0 to approve the motion.
- The 2023 budget reflects a 6% (or \$59,000) increase in property taxes for 2023 compared to 2022. The increase is primarily due to inflation pressures. The largest sources of inflation pressure on the District comes from (1) anticipated increases in water rates (the largest expense line item for the District), (2) anticipated increases in trash pick-up service fees and (3) increases in landscape service rates.
 - The 2023 budget is a break-even budget – meaning revenues equal expenses.
 - Director Garcia pointed out large changes in water costs each year. The District Manager reviewed the history of water costs incurred by the District from 2020 through 2022 and discussed potential factors causing the year-over-year fluctuations in water costs.
 - The District Manager noted that the annual contribution to the capital reserve fund for 2023 is budgeted at \$40,000. The District's largest capital assets in terms of cost is (1) perimeter fence lines and (2) entrance monument signs.
- 3) Consider resolution to adopt 2023 budget, appropriate funds, set mill levies: The District Manager presented the resolution to adopt the 2023 budget, set mill levies and appropriate funds. Director Jones motioned to approve the resolution as presented. Director Garcia seconded the motion and the Board voted 5-0 to approve the motion.
- Action Item #3:** District Manager will file the 2023 budget with the State of Colorado and the mill levy certification with the County Treasurer.
- 4) Review and consider 2022 audit engagement letter from BF Borgers: The District Manager reviewed the engagement letter submitted by BF Borgers CPA to audit the District's 2022 annual financial statements. Director Deines motioned to approve the engagement letter as presented. Director Christopher seconded the motion and the Board voted 5-0 to approve the motion.
- 5) Review and consider 2023 management/accounting contract w Wolfersberger, LLC: The Board reviewed and discussed the 2023 service contract submitted by Wolfersberger, LLC. Director Deines motioned to approve the 2023 service contract as submitted. Director Garcia seconded the motion and the Board voted 5-0 to approve the motion.
- 6) Review and consider 2022 director fee schedule: The District Manager presented and reviewed with the Board the 2022 Director meeting stipend schedule. The Board had no comments regarding the schedule.

Action item #4: The District Manager will cut the stipend check payments and deliver to the individual board members.

IX. Director Matters

- Director Maples discussed concerns regarding an increase in the number of rental homes within the community. The District Manager discussed the process other districts have undertaken to change the neighborhood covenants to add a limit on the number of homes that could be used as a rental unit.
- Director Maples asked the District Manager to notify the homeowner regarding the construction of the stone pillar in the perimeter fence line that borders this homeowner's backyard.
- Director Jones discussed ideas for the District's January Newsletter. Traffic laws/speed limit, social committee. Director Christopher volunteered to manage the process of drafting the next newsletter.

X. Adjournment (8:38pm)

There being no further business to come before the Board, and upon motion duly made by Director Jones, seconded by Director and unanimously carried, the meeting was adjourned. The next board meeting will be held at 5:30 pm on Tuesday February 7, 2023 at the Trail Winds Recreation Center at (13495 Holly St, Thornton, Co 80602)

DocuSigned by:
Anthony Garcia
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Secretary

2/8/2023

Date