

LUPTON VILLAGE RESIDENTIAL METROPOLITAN DISTRICT

Regular Board Meeting Minutes

Meeting Date: Thursday, September 14, 2023

Meeting Time: 5:06 pm to 7:01 pm

Meeting Location: Fort Lupton Recreation Center (203 S Harrison Ave, Fort Lupton, CO 80621)

Online meeting access was available at www.gotomeet.me/Wolfersberger

I. Roll Call (5:06 pm)

A regular meeting of the Board of Directors of the Lupton Village Residential Metropolitan District (District) was called and held as shown above and in accordance with the statutes of the State of Colorado. The following Directors, having confirmed their qualification to serve on the Board, were in attendance:

Directors	Office	Attendance
Jeana Hughes	President	Present
Jordan Wipf	Treasurer	Present
Bradly Kaatz	Secretary	Present
William Johanningmeier	Assist. Secretary	Present (online)
Andrew Gerk	Assist. Secretary	Absent (excused)

Other individuals attending the meeting in person was District Managers Charles Wolfersberger and Jessica Reynolds (Wolfersberger, LLC) and the following eight homeowners: Paul Whitmer (503 S Rollie Ave #8D), Austin Salinas and Adria Jimenez (1353 Reynolds St #4C), Juan and Ana Espino (1353 Reynolds St # 17B), Joshua Walmsley (1353 Reynolds St # 7A), Rafael Ortega (1353 Reynolds St #13C) and Chee (1353 Reynolds St #13A).

II. Declaration of quorum

The District Manager noted that a quorum of the Board was present, and the Directors confirmed their qualification to serve. Director Hughes, therefore, called the meeting of the Board of Directors of the District to order.

III. Present disclosures of potential conflicts of interest

The Board reviewed the agenda for the meeting, following which Director Hughes and Director Kaatz disclosed no conflicts of interest with the business to be discussed and conducted at the meeting. Director Wipf disclosed that he is a part owner of J&J Lawn Services, LLC – a contractor that has a landscape maintenance contract with the District. Director Johanningmeier disclosed that no changes were needed to his existing conflict of interest disclosure filings with the Colorado Secretary of State.

IV. Administrative Matters:

1. Approval of meeting agenda: The Board reviewed the meeting agenda. Director Hughes motioned to move the Public Comments portion of the meeting to the beginning of the meeting. Director Wipf motioned to approve the agenda as amended. Director Kaatz seconded the motion and the Board voted 4-0 to approve the motion.

V. Public Comments:

Mr. Salinas, Ms. Jimenez, Mr. Espino, Ms. Espino and Mr. Walmsley – neighbors living near Director Kaatz - shared with the Board certain recent negative interactions they have each had with Director Kaatz and each homeowner demanded Director Kaatz resign from the Board.

Director Kaatz read a prepared response in defense of his recent interactions with these homeowners. Director Kaatz stated he would not be resigning from the Board.

The Board closed public comments at 5:22pm.

VI. Administrative Matters continued:

1. Review and consider May 02, 2023 board meeting minutes. The Board reviewed the May 02, 2023 board meeting minutes. Director Kaatz requested additional time to review the meeting minutes. The Board agreed to table the approval of the minutes to the next meeting.
2. Review and consider May 25, 2023 board meeting minutes. The Board reviewed the May 25, 2023 board meeting minutes. Director Wipf motioned to approve the minutes as presented. The motion was seconded by Director Kaatz and the Board voted 3-0 in favor of the motion with Director Johanningmeier abstaining from the vote.
3. Review and consider July 07, 2023 board meeting minutes. The Board reviewed the May 25, 2023 board meeting minutes. Director Wipf motioned to approve the minutes as presented. The motion was seconded by Director Kaatz and the Board voted 3-0 in favor of the motion with Director Johanningmeier abstaining from the vote.
4. Review and consider proposed Email Policy: The District Manager reviewed with the Board the proposed Board Email Policy. The Board discussed the policy and agreed to defer discussion and action on this topic to the next meeting.

Action Item 01 – District manager will work on setting up emails for the Board on the District's new website domain.

5. Review and consider proposed Meeting Conduct Policy: The District Manager reviewed the proposed Board Meeting Conduct Policy. After Board discussion, Director Wipf motioned to approve the proposed Board Meeting Conduct Policy. Director Kaatz seconded the motion and the Board voted 4-0 in favor of the motion.

6. Review and consider proposed Policy Regarding Adoption of Policies and Procedures: The District Manager reviewed with the Board the proposed Board policy regarding the Adoption of Policies and Procedures. After Board discussion, Director Wipf motioned to approve the proposed Board Policy regarding Adoption of Policies and Procedures. Director Kaatz seconded the motion and the Board voted 4-0 in favor of the motion.
7. Review and consider proposed Records Inspection and Retention Policy: The District Manager reviewed with the Board the proposed Records Inspection and Retention Policy. After Board discussion, Director Wipf motioned to approve the proposed Records Inspection and Retention Policy. Director Kaatz seconded the motion and the Board voted 3-0 in favor of the motion with Director Johanningmeier abstaining from the vote.
8. Review and consider proposed Board Collection Policy: The District Manager reviewed the proposed Board Collection Policy. After Board discussion, Director Wipf motioned to approve the proposed Collection Policy. Director Kaatz seconded the motion and the Board voted 3-0 in favor of the motion with Director Johanningmeier abstaining from the vote.
9. Review and consider proposed Covenant Enforcement Policy: The District Manager reviewed with the Board the proposed Covenant Enforcement Policy. After Board discussion, Director Wipf motioned to approve the Covenant Enforcement Policy. Director Kaatz seconded the motion and the Board voted 3-0 in favor of the motion with Director Johanningmeier abstaining from the vote.
10. Review and consider proposed Design Guidelines and Standards for Single Family Homes: The District Manager briefly discussed with the Board the proposed Design Guidelines and Standards for Single Family Homes. Director Hughes requested additional time be provided for the Board to fully review the proposed Design Guidelines. The Board agreed to defer further discussion and action on this item to the next meeting.
11. Review and consider proposed Design Guidelines and Standards for Townhomes: The District Manager briefly discussed with the Board the proposed Design Guidelines and Standards for Townhomes. Director Hughes requested additional time be provided for the Board to fully review the proposed Design Guidelines. The Board agreed to further discussion and action on this item to the next meeting.

VII. Financial and Contractual Matters:

1. Status update – District bank accounts: The District Manager reported to the Board that the District's five checking accounts with CIT Bank have been closed and replaced with one checking account with Vectra Bank. The District's investment account with CSAFE was opened in August and the District's monthly tax deposits are now being received into this account.
2. Review and consider Fort Lupton Recreation Center sidewalk quote from Gerardo Concrete: The Board reviewed the quote from Gerardo Concrete for the Fort Lupton Recreation Center sidewalk project. Director Hughes suggested that the District request the project be funded by the Lupton Village Commercial Metro District. Director Johanningmeier said he would discuss this option with the Lupton Village Commercial Metro District Board Members. Director Wipf motioned to request the project to be funded by the Lupton Village Commercial

Metro District. The motion was seconded by Director Kaatz and the Board voted 3-0 in favor of the motion with Director Johanningmeier abstaining from the vote.

Action Item 02 - The District Manager will send a request to the Lupton Village Commercial Metro District

3. Review and discuss July 26th default notice and FTL response to default notice: The District Manager briefly reviewed with the Board the July 26th default notice sent to the developer FTL and FTL's response to default notice.
4. Review and discuss status of landscape installation and related contractor warranties: The Board discussed the status of the installation of landscaping on District-owned open spaces and related contracted warranties. The District Manager reported that Miller Landscaping had confirmed that warranty landscape items at the Reynolds Street townhomes would be replaced by Miller within the next week, after which, a final walk through would be scheduled with the District's landscape contractor. Director Johanningmeier reported that Leo Landscaping is currently addressing the open space landscaping install issues, irrigation damage and leaks and the separation of the Residential and Commercial irrigation systems. The

Action Item 03 - District Manager will continue to closely monitor the situation with both landscaping companies.

5. Review and consider snow removal bids for 2023 – 2024 season: The Board reviewed the quotes for the 2023 – 2024 snow removal service submitted by Leo Landscaping, TendIt, Curascapes. The District Manager reported that Miller Landscaping was asked to submit a bid for the service, but Miller did not submit a bid before this meeting. Director Hughes requested additional bids be collected from other contractors to review. The Board discussed expected snow plow services to be provided by a contractor – sand rather than salt should be used on sidewalks, a high snowfall threshold should be set (4 inches?) to trigger automatic snow removal services and the Board would decide whether the contractor should provide snow plow services for weather events resulting in less than 4 inches of snowfall.

Action item 04 – The District Manager will prepare a snow plow map and post it on the District's website. Map will show where snow for townhome parking lot should be piled up.

Action item 05 – The District Manager will request snow removal services bids from additional contractors.

VIII. Director Matters

Director Hughes requested a Special Meeting to be called on Monday, October 2, 2023 at 4:00pm to finalize the tabled items from this meeting. Director Hughes also asked for an update on the Board's ability to process covenant enforcement. The District Manager confirmed that covenant enforcement will be available after the Board approves the Design Guidelines for the community.

Action item 06 – The District Manager will obtain a bid from Altitude Law to serve as the District’s legal counsel regarding covenant enforcement matters.

Director Hughes discussed the District’s current policy of charging a review fee to homeowners who submit to the District design review request (DRR) forms and indicated she desired to eliminate this fee. The Board expressed concern that charging a review fee could discourage homeowners from submitting design request forms for various home exterior improvement projects. Director Wipf motioned to eliminate the DRR review fee and Director Kaatz seconded the motion and the Board voted 4-0 to approve the motion.


Director Johanningmeier reported that the Mountain Man statue that will be installed at the Rollie Ave and 12th St intersection has been shipped for installation.

Director Wipf asked that the payment processing fees be lowered or eliminated.

Action item 07 – The District Manager will look into options for payment processing fees.

IX. Meeting adjournment (7:01pm)

There being no further business to come before the Board, and upon motion duly made by Director Wipf, seconded by Director Kaatz, and unanimously carried, the meeting was adjourned. The next board meeting will be held on Monday October 02, 2023 at 4:00pm online at www.gotomeet.me/Wolfersberger . Members of the public may also participate via phone using the dial-in number (571) 317-3112 and access code #937-865-597).


3E543FFBC86D4FD...
Secretary

10/5/2023
Date