

LUPTON VILLAGE RESIDENTIAL METROPOLITAN DISTRICT

Special Board Meeting Minutes

Meeting Date: Monday, October 02, 2023

Meeting Time: 4:01 pm to 6:46 pm

Meeting Location: Online meeting at www.gotomeet.me/Wolfersberger

I. Roll Call (4:01 pm)

A special 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
Andrew Gerk	Assist. Secretary	Present

Other individuals attending the meeting was District Managers Charles Wolfersberger and Jessica Reynolds (Wolfersberger, LLC) and Fred Croci (Director for Lupton Village Commercial Metro District / Owner of FTL Land Assemblage, LLLP).

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 landscape contract with the District. Director Johanningmeier and Director Gerk reported that their conflict of interest disclosure filings were made with the Colorado Secretary of State prior to the meeting.

IV. Public Comments

Mr. Croci read a prepared statement and asked that Director Kaatz resign.

V. Director Matters

Director Hughes noted that the email blast was not sent to the community prior to the special meeting. Director Hughes requested an update on the completion of the website and would like to review the water bills on a monthly basis.

Director Wipf reported that the Budget meeting date was incorrect on the website and requested an update on the issuing of covenant violations.

Director Gerk reported that the community's website needs to be completed and accessible as soon as possible.

VI. Administrative Matters

1. Approval of meeting agenda: The Board reviewed the meeting agenda. Director Wipf motioned to approve the agenda as presented. Director Kaatz seconded the motion and the Board voted 5-0 to approve the motion.
2. Review and consider May 02, 2023 board meeting minutes. The Board reviewed the May 02, 2023 board meeting minutes. Director Wipf motioned to approved the minutes as presented. The motion was seconded by Director Gerk and the Board voted 5-0 in favor of the motion.
3. Review and consider September 15, 2023 board meeting minutes. The Board reviewed the September 14, 2023 board meeting minutes. Director Wipf requested to amend the meeting minutes to correct an address of a homeowner. Director Wipf then motioned to approved the minutes as amended. The motion was seconded by Director Johanningmeier and the Board voted 5-0 in favor of the motion.
4. Review and consider Email Policy: This item was tabled to the next meeting. The District Manager is working on setting up email addresses for the board members using the District website domain.
5. Review and consider Parking Enforcement and Towing Policy: The District Manager reviewed with the Board the Parking Enforcement and Towing Policy. The Board reviewed and discussed the proposed policy and made several amendments to the proposed policy. Director Wipf motioned to approve the Parking Enforcement and Towing Policy as amended by the Board. Director Kaatz seconded the motion and the Board voted 5-0 in favor of the motion.
6. Review and consider Design Guidelines and Standards for Single Family Homes: The District Manager reviewed the Design Guidelines and Standards for Single Family Homes. The Board reviewed and discussed the proposed Guidelines and made certain amendments to the proposed Guidelines. Director Wipf motioned to approve the Design Guidelines and Standards for Single Family Homes as amended by the Board. Director Kaatz seconded the motion and the Board voted 5-0 in favor of the motion.

7. Review and consider Design Guidelines and Standards for Town Homes: The District Manager reviewed the Design Guidelines and Standards for Town Homes. The Board reviewed and discussed the proposed Guidelines and made certain amendments to the proposed Guidelines. Director Wipf motioned to approve the Design Guidelines and Standards for Town Homes as amended by the Board. Director Kaatz seconded the motion and the Board voted 5-0 in favor of the motion.

VII. Financial and Contractual Matters:

1. Review and consider Check Register: The District Manager reviewed with the Board the check register for the District. Director Kaatz motioned to approve the check register. Director Hughes seconded the motion and the Board voted 3-0 in favor of the motion with Director Wipf and Director Johanningmeier abstaining from the vote.
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 Johanningmeier reported that the District has not submitted a funding request regarding this project to Lupton Village Commercial Metro District for consideration.

Action item 01 – The District Manager will submit a payment request to the Lupton Village Commercial Metro District.

3. Review and consider Engagement Letter with Altitude Law. The Board reviewed and discussed the engagement letter with Altitude Law. Director Wipf motioned to approve the engagement letter with Altitude Law on a non-retainer fee basis. Director Kaatz seconded the motion and the Board vote 5-0 in favor of the motion.
4. Review and discuss status of landscape installation and related contractor warranties. The Board discussed the status of landscape installation and related contracted warranties. The District Manager and Director Wipf reported that a final walk through inspection with Miller Landscaping was completed regarding the Reynolds St Townhomes landscape warranty work. The District Manager presented some photos of landscape damage caused by the driveway installation Baessler recently completed on buildings 14 and 15. Director Gerk asked that the photos be sent to him to follow up with Baessler.

Action item 02 – The District Manager will forward the photos of landscaping damage to Director Gerk.

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, Tend It, Curascapes, Miller Landscaping, and Irish Snow Removal. After discussion, Director Kaatz motioned to approve the bid from Miller Landscaping. The motion was seconded by Director Wipf and the Board voted 5-0 in favor of the bid.
6. Review and consider Pet Waste Stations. The Board reviewed and discussed installing additional pet waste stations in the community. Director Hughes motioned to authorize the purchase of 2 pet stations and 6 reminder signs and to hire J&J Landscaping to install the


stations and signs. Director Kaatz seconded the motion and the Board voted 4-0 in favor of the motion with Director Wipf abstaining from the vote.

Action item 03 – The District Manager will order the pet stations and signs.

7. Review and discuss \$50.00 monthly service fee added to J&J Landscaping services for pet waste removal. The Board reviewed and discussed paying an additional \$35.00 monthly fee to J&J Landscaping for each pet waste station services by J&J Landscaping. Director Hughes motioned to approve the additional \$35.00 monthly fee per pet waste station for pet waste removal. Director Kaatz seconded the motion and the Board voted 4-0 in favor of the motion with Director Wipf abstaining from the vote.

VIII. Meeting adjournment (6:46 pm)

There being no further business to come before the Board, and upon motion duly made by Director Wipf and unanimously carried, the meeting was adjourned. The next board meeting will be held on Tuesday November 28, 2023 at 5:00pm at the Fort Lupton Recreation Center (203 S Harrison Ave Ft Lupton, CO 80621).

DocuSigned by:

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Secretary

11/30/2023

Date