

LUPTON VILLAGE RESIDENTIAL METROPOLITAN DISTRICT

Regular Board Meeting Minutes

Meeting Date: Thursday, February 13, 2025

Meeting Time: 5:30 pm to 7:55 pm

Meeting Location: Ft Lupton Library (370 S Rollie Ave Ft Lupton, CO 80621)

I. Roll Call (5:30 pm)

A 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	Absent (excused)
Jordan Wipf	Treasurer	Present
Bradly Kaatz	Secretary	Present
Joe Lanute	Director	Present
Vacancy	Director	

Other individuals attending the meeting was District Manager Jessica Reynolds (Wolfersberger, LLC), District's Legal Counsel, Katie James (Folkestad Fazekas Barrick & Patoile); Lance Thompson and Oscar (Tend-It) and the following homeowners: Douglas Bacon (503 S Rollie #12B), Michael Sarrasin (500 S Denver 4A), Selina Maes (500 S Denver Ave #17A), Joshua and Bethany Walmsley (1353 Reynolds St. #7A), Mark and Lauren Morrison (1353 Reynolds St #14B) and Carolina Lechuga (Denver Ave # 15D). Lauren attended online, but did not provide their address when requested.

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 Wipf, 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 the Directors affirmed that they had no conflicts of interest with the business to be discussed and conducted at the meeting.

IV. Administrative Matters

1. Approval of meeting agenda: The Board reviewed the meeting agenda. Director Wipf motioned to approve the agenda as presented. Director Lanute seconded the motion and the Board voted 3-0 to approve the motion.
2. Review and consider October 23, 2024 board meeting minutes: The Board reviewed the October 23, 2024 board meeting minutes. Director Wipf motioned to approve the minutes as presented. Director Lanute seconded the motion and the Board voted 3-0 in favor of the motion.
3. Review and consider October 23, 2024 town hall meeting minutes: The Board reviewed the October 23, 2024 town hall meeting minutes. Director Wipf motioned to approve the minutes as presented. Director Lanute seconded the motion and the Board voted 3-0 in favor of the motion.

V. Landscape Maintenance:

1. Status update – snow removal services and landscaping services : Mr. Thompson updated the Board on the recent snow removal services and landscaping services. Mr. Thompson stated that he had not received any further emails from homeowners regarding the pre-emergent product that had mistakenly been distributed on the town home's private property. Mr. Thompson reported that the District's day for service will be Thursdays each week. The Board requested pricing to add slicer to the alley ways of the town homes as part of their snow removal service. Mr. Thompson agreed to submit the requested pricing.

VI. Administrative Matters Continued:

1. Board discussion – bond repayment schedule: The Board discussed the bond repayment schedule. The Board decided no action was needed regarding the bond repayment schedule.
2. Board discussion – trucks in parking lots: The Board discussed the parking of trucks in the parking lots of the town home areas. The Board determined to issue violations for loud or noxious trucks in the parking lot. The District Manager requested photos with time stamps and the addresses of the owners of the trucks when reporting violations.
3. Review and consider Parking Tags: The Board reviewed and discussed the possibility of issuing parking tags to the town home communities. Though this would not solve the issue of limited parking in the area, it would eliminate the parking of multiple vehicles from a single unit. Director Wipf requested different color parking tags for each of the different town home groups in the District. Director Wipf motioned to approve the purchase and distribution of the parking tags. Director Kaatz seconded the motion and the Board voted 3-0 in favor of the motion.

Action item 01 – The District Manager will order and distribute the parking tags to the town home residents.

4. Board discussion – Letter from Fire Marshall: The Board reviewed and discussed the letter received from the Fort Lupton Fire Marshall. The Board tabled this item of business to the next meeting.

5. Review and consider quotes for Fire Lane – No Parking Signs: The Board reviewed the quotes for the purchase and installation of the no parking signs. The District Manager noted that she is requesting an additional quote for the Board to consider. Ms. James reported that the SDA may have some safety grants available to the community and that she would forward the information to the District Manager for review. The Board tabled this item of business to the next meeting.
6. Review and consider Parking Enforcement Policy: The Board reviewed the Parking Enforcement Policy. Director Kaatz motioned to approve the Parking Enforcement Policy subject to legal revisions. Director Wipf seconded the motion and the Board voted 3-0 in favor of the motion.
7. Board discussion – Parking Enforcement Service: The Board discussed the parking enforcement service contracted with Park It Right. The Board selected March 1st, 2025 as the beginning date for the parking enforcement service if possible. The Board requested a letter be mailed regarding the beginning of parking enforcement services in addition to a community email blast.

Action item 02 - The District Manager will coordinate with Park It Right to begin service.

8. Board discussion – Community Events and Social Committee: The Board discussed the possibility of a Community Garage Sale and possible organization of a Social Committee. The Board requested an email blast sent to the community asking for residents interested in serving on the Social Committee. Director Wipf motioned to approve the purchase of the banners for the Community Garage Sale. Director Lanute seconded the motion and the Board voted 3-0 in favor of the motion.

Action Item 03 - The District Manager will send an email blast to the community asking for residents interested in serving on the Social Committee.

9. Status update – 2025 Election. The District Manager reported that the election notice has been published in the local newspaper and mailed to the property owners and residents within the District via an email blast and a newsletter was mailed to any properties that we did not have email addresses for. The newsletter and self-nomination forms have been posted on the District website. The District Manager reminded the Board that all self nomination forms must be received by February 28th, 2025.

VII. Director Matters:

Director Wipf asked Ms. James to review the CC&Rs regarding limits to rental properties in the community. The District Manager also requested Ms. James to review the CC&Rs regarding limits to short term rental properties in the community.

Director Wipf discussed with the Board the research and data collection Director Wipf and Director Hughes had completed regarding the splitting of the landscaping costs on the Tend-It Landscaping Invoices. Director Wipf motioned to approve the splitting of the Tend-It Landscaping Invoices at 49.2% to be paid from the townhome fund and 50.2% to be paid from the general fund. Director Kaatz seconded the motion and the Board voted 3-0 in favor of the motion.

Director Kaatz reported that the stop sign at the Reynolds town homes was falling over.

VIII. Financial and Contractual Matters:

- 1) Status update – 2024 Financial Audit: The District Manger reported that the 2024 end of year financial reports are still in process of being completed. The reports will be submitted to the auditing firm prior to June 2025.
- 2) Review and consider Payment of Claims: The Board reviewed the schedule of check payments (#100048 to 100070) totaling \$94,982.01. Director Kaatz motioned to approve the payment of claims. Director Lanute seconded the motion and the Board voted 2-0 to approve the motion with Director Wipf abstaining from the vote.
- 3) Review and consider Pest Control Services: The Board reviewed the quote for Pest Control Services from Colorado Pest Pros. Due to the cost required, the Board decided against pest control services.
- 4) Review and consider native grass reseeding quotes: The Board reviewed and discussed the native reseeding quotes. The Board agreed to defer this agenda item to the next meeting.

IX. Covenant Enforcement Matters:

- 1) Review covenant enforcement activity: The Board reviewed the covenant enforcement activity summary and detail reports for the period October 8, 2024 through February 3, 2025. During this period, 119 new violations were identified, and 169 violations were closed. The 51 open violations consisted of the following:

Violation Category	# of open violations	# of violations at the fine stage
Front yard landscaping violations	25	6
Backyard landscaping violations	-	-
Home exterior violations	2	1
Architectural Control violations	1	1
Outside nuisances	18	6
General storage violations	2	-
Fence & mailbox violations	1	-
Shed maintenance violations	-	-
Vehicle violations	2	-
Trash violations	-	-
Seasonal-related violations (snow removal, holiday lights, etc)	-	-
Total Open Violations	51	14

- 2) Architectural Committee Report: The District Manager reported the Architectural Review Committee has reviewed 3 design request forms since the last Board meeting.

3) Review and discuss Homeowner Appeals:

Account # 1A4904350 - The homeowner requested the Board grant the homeowner's appeal for their denied Design Review Request for a driveway extension. Director Lanute requested some additional time to review the project. The Board agreed to complete the appeal via email vote by March 1st, 2025.

X. Public Comments:

Ms. Maes expressed her frustration with the landscaping crew mistakenly spreading pre-emergent treatment in her town home yard. The District Manager confirmed that Ms. Maes has been in contact with the landscaping contractor.

Mr. Sarrasin expressed his frustration with the enforcement of the removal of pet waste from his yard. The District Manager explained that the enforcement inspectors only open or progress the violations if there are four or more piles of waste in the yard at the time of inspection.

Ms. Walmsley stated that she would be willing to pay additional dues to have a Pet Waste Removal service in the town home areas. She also asked if it would be possible to request a guest parking pass for visitors.

Director Wipf asked if it would be possible to have a poll of the community regarding the increase of dues to pay for Pet Waste Removal services.

Mr. Walmsley said that he did not want to submit any license plate information as part of the parking pass process.

Mr. Bacon said that he would like a way to provide his input to the Board before they make decisions.

XI. Executive Session: none

The Board determined that an Executive Session was not needed.

XII. Meeting adjournment (7:55 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 at 5:30 pm on Thursday April 10, 2025 at the Ft Lupton Library (370 S Rollie Ave Ft Lupton, CO 80621).

Signed by:

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Board Secretary

4/17/2025

Date