

# **LUPTON VILLAGE RESIDENTIAL METROPOLITAN DISTRICT**

## **Regular Board Meeting Minutes**

Meeting Date: Thursday, April 10, 2025

Meeting Time: 5:32 pm to 8:36 pm

Meeting Location: Online at [https://meet.goto.com/district\\_meeting\\_room\\_04](https://meet.goto.com/district_meeting_room_04)

### **I. Roll Call (5:32 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:

<b>Directors</b>	<b>Office</b>	<b>Attendance</b>
Jeana Hughes	President	Present
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, Joe Kinlaw (Folkestad Fazekas Barrick & Patoile); Lance Thompson and Oscar (Tend-It) and the following homeowners: Lauren Morrison (1353 Reynolds St #14B), Bethany Walmsley (1353 Reynolds St. #7A), Stephan Calaway and Annette Warner (1312 Leroux St), and Christina Borrego (422 Beckwourth Ave).

### **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 Director Hughes, Director Kaatz and Director Lanute affirmed that they had no conflicts of interest with the business to be discussed and conducted at the meeting. Director Wipf reported a conflict of interest with a portion of business to be discussed at the meeting, and that he had filed the conflict of interest with the Secretary of State.

#### **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 4-0 to approve the motion.

#### **V. Landscape Maintenance:**

Status update – snow removal services and landscaping services : Mr. Thompson updated the Board on the recent snow removal services and landscaping services. The spring clean up of the community has been completed. Fertilizer will be laid on the turf near the end of April, just before irrigation is turned on for the season. Mr. Thompson reported that the District's day for service will be Thursdays each week.

#### **VI. Administrative Matters Continued:**

1. Review and consider February 13, 2025 board meeting minutes: The Board reviewed the February 13, 2025 board meeting minutes. Director Kaatz motioned to approve the minutes as presented. Director Lanute seconded the motion and the Board voted 3-0 in favor of the motion with Director Hughes abstaining as she was not in attendance of that meeting.
2. Consider filling Board vacancies: The Board discussed filling the vacant seat on the Board of Directors. The Board determined to appoint individuals to the vacant seats after the May 6<sup>th</sup> election date.
3. Review and consider Parking Enforcement Policy: The Board reviewed the Parking Enforcement Policy. The Board determined to only utilize the parking permits at the Rollie town homes. Director Wipf motioned to approve the Parking Enforcement Policy upon final review of legal. Director Hughes seconded the motion and the Board voted 4-0 in favor of the motion.
4. Status update - Parking Tags: The District Manager reported that parking tags have been ordered as directed by the Board. Distribution of the tags will be completed once the Parking Enforcement Policy has been signed.
5. Status update - Parking Enforcement Service: The Board discussed the parking enforcement service contracted with Park It Right. The Board selected May 1<sup>st</sup>, 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 blasted to all residents.
6. Status update - 2025 Election: The District Manager reported that there were two seats up for election and only one self-nomination form was received. The 2025 election has been cancelled, and the cancellation has been published as required. Director Lanute's term will end on May 6<sup>th</sup>, 2025. At that time, there will be two vacant seats on the Board of Directors.

#### **VII. Public Comments: none**

**VIII. Director Matters:**

Director Wipf requested clarification about paver stones in the Design Guidelines. The Board discussed the issue and added clarification to the Design Guidelines for the townhomes regarding paver stones. Director Kaatz motioned to approve the update to the Design Guidelines for the townhomes. Director Hughes seconded the motion and the Board voted 3-1 in favor of the motion with Director Wipf voting against the motion.

Director Wipf requested that an email be sent to the Lupton Village Commercial Metro District reporting that the backflow irrigation is still connected to the District's irrigation system.

**Action item 01** - The District Manager will send an email to the Lupton Village Commercial Metro District regarding the connected irrigation systems.

**IX. Social Events:**

The Social Committee presented to the Board their plan to host a Community Garage Sale this spring. The committee will order banners and prepare flyers to be distributed to the community. After discussion, Director Kaatz motioned to approve a \$2,000.00 budget for the 2025 social events for the community. Director Hughes seconded the motion and the Board voted 4-0 in favor of the motion.

**X. Financial and Contractual Matters:**

1. Review and consider Payment of Claims: The Board reviewed the schedule of check payments (#100072 to 100080) totaling \$29,491.90. Director Wipf motioned to approve the payment of claims. Director Lanute seconded the motion and the Board voted 4-0 to approve the motion.
2. Review District's Financial Reports: The District Manager presented and reviewed with the Board the District's financial statements. Through February 28, 2025, the District has collected 46.7% of property tax assessments and 19.3% of projected specific ownership tax revenue.

Year-to-date expenses in the operating fund are as follows:

General Fund Expense Category	Actual	Budget	\$ Difference	% of Budget Spent
Administrative Costs	\$13,684	\$64,300	\$50,616	21%
Landscaping Costs	\$6,365	\$75,600	\$69,235	8%
Snow Removal & CovEnf Svs	\$10,248	\$29,800	\$19,552	34%
<b>Total Costs</b>	<b>\$ 30,297</b>	<b>\$ 169,700</b>	<b>\$ 139,403</b>	<b>17%</b>

Town Home Fund Expense Category	Actual	Budget	\$ Difference	% of Budget Spent
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Administrative Costs	\$7,008	\$22,500	\$15,492	31%
Landscaping Costs	\$7,324	\$121,200	\$113,876	6%
Snow Removal & CovEnf Svs	\$7,482	\$38,000	\$30,518	20%
<b>Total Costs</b>	<b>\$ 21,814</b>	<b>\$ 181,700</b>	<b>\$ 159,886</b>	<b>12%</b>

3. 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. Director Hughes motioned to approve the quote from J & J Landscaping with the funds being used from the General Fund account as this is work that should've been completed by the builder. Director Lanute seconded the motion and the Board voted 3-0 in favor of the motion with Director Wipf abstaining from the vote.
4. Review and consider green pipe repair quotes: The Board reviewed and discussed the quote from Tend-It to repair the broken green pipes in the community. Director Hughes motioned to approve the Tend-It quote. Director Lanute seconded the motion and the Board voted 4-0 in favor of the motion.
5. Review and consider irrigation repair quote: The Board reviewed and discussed the quote from Tend-It to repair the irrigation in the community. Director Kaatz motioned to approve the Tend-It quote. Director Lanute seconded the motion and the Board voted 4-0 in favor of the motion.
6. Review and consider Stop Waste valve installation quotes: The Board reviewed and discussed the quote from Tend-It to install the Stop Waste Valves in the town home communities. Director Hughes requested the District Manager send a letter to Baessler Homes regarding the lack of stop waste valves being installed as required by Ft. Lupton City Code.

**Action item 02** – The District Manager will send a letter to Baessler Homes regarding the lack of stop waste valves installed as required by city code.

7. Review and consider Native Areas Weed Treatment quotes: The Board reviewed and discussed the quote from Tend-It to treat the native areas in the community with weed treatment. Director Wipf volunteered to contact an additional vendor for comparative pricing.
8. Review and consider Pet Waste Removal Service quotes: The Board reviewed and discussed the quotes from Pet Scoop and Poo Busters for Pet Waste Removal Services. Director Kaatz motioned to approve a one time service from Poo Busters to better evaluate their service. Director Lanute seconded the motion and the Board voted 4-0 in favor of the motion.

## **XI. Covenant Enforcement Matters:**

1. Review covenant enforcement activity: The Board reviewed the covenant enforcement activity summary and detail reports for the period February 04, 2025 through April 1, 2025. During this period, 35 new violations were identified, and 39 violations were closed. The 47 open violations consisted of the following:

Violation Category	# of open violations	# of violations at the fine stage
Front yard landscaping violations	24	6
Backyard landscaping violations	-	-
Home exterior violations	1	-
Architectural Control violations	3	1
Outside nuisances	15	4
General storage violations	-	-
Fence & mailbox violations	1	-
Shed maintenance violations	-	-
Vehicle violations	1	-
Trash violations	1	-
Seasonal-related violations (snow removal, holiday lights, etc)	21	-
<b>Total Open Violations</b>	<b>47</b>	<b>11</b>


2. Architectural Committee Report: The District Manager reported the Architectural Review Committee has reviewed 6 design review 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. After discussion, Director Hughes motioned to approve the appeal with the condition that 1. the area will never be used to park vehicles on and 2. any drainage issues will be the full responsibility of the homeowner who installed the retention wall. Director Lanute seconded the motion and the Board voted 4-0 in favor of the motion.

**XII. Public Comments: none**

**XIII. Meeting adjournment (8:36 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 June 12th, 2025 online at [https://meet.goto.com/district\\_meeting\\_room\\_04](https://meet.goto.com/district_meeting_room_04).

Signed by:  
  
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 Board Secretary

5/9/2025

Date