

# LUPTON VILLAGE RESIDENTIAL METROPOLITAN DISTRICT

## Board Meeting Minutes

Meeting Date: Thursday, August 14, 2025

Meeting Time: 5:34 pm to 7:43 pm

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

### I. Roll Call (5:34 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	Present
Jordan Wipf	Treasurer	Present
Bradly Kaatz	Secretary	Absent
Martina Varela	Director	Present
Lauren Morrison	Director	Present

Other individuals attending the meeting was District Manager Jessica Reynolds (Wolfersberger, LLC); District Counsel Katie James (FOLKESTAD FAZEKAS BARRICK & PATOILE, P.C); and Jared Ospina (Tend-It). In addition, the following homeowners were in attendance: Brian Yealy and Cheryl Stringhma (1353 Reynolds St #8A), Andrew Parker (503 S Rollie Ave #3E), Paul Whitmer (503 S Rollie Ave #8D), Hayam Safi (503 S Rollie Ave #4C), Ethan Manis (503 S Rollie Ave #7C), Shelby (no last name or address provided) and CD422 (no name or address provided).

### II. Declaration of quorum

The District Manager noted that a quorum of the Board was present and the Directors confirmed their qualifications 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 Director Hughes, Director Kaatz, and Director Varela affirmed that they had no conflicts of interest with the business to be discussed and conducted at the meeting. Director Wipf reported that he had filed his conflict of interest with the Secretary of State as required. Director Morrison reported that she sometimes assists in projects for J & J Landscaping.

#### **IV. Administrative Matters**

1. Approval of meeting agenda: The Board reviewed the meeting agenda. Director Hughes motioned to approve the agenda as presented. Director Wipf seconded the motion and the Board voted 4-0 to approve the motion.

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

Mr. Ospina provided an update on the landscaping maintenance of the community. The backflows were successfully tested and passed inspection. The second mowing of the native areas had been completed. Mr. Opsina confirmed that the District's newly planted trees were receiving adequate water as needed.

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

1. Review and consider June 08, 2025 board meeting minutes. The Board reviewed the June 08, 2025 board meeting minutes. Director Wipf motioned to approve the minutes as presented. Director Morrison seconded the motion and the Board voted 4-0 in favor of the motion.
2. Review and consider Parking Enforcement Policy. The Board reviewed the Parking Enforcement Policy as prepared by legal counsel. Director Wipf motioned to approve the Parking Enforcement Policy. Director Morrison seconded the motion and the Board voted 4-0 in favor of the motion.
3. Status update: Parking Tags. The District Manager reported to the Board that parking tags were issued and mailed to residents at the Rollie Ave townhomes in June 2025.
4. Status update : Parking Enforcement Services. The District Manager reported that parking enforcement services began the week of August 4<sup>th</sup>, 2025. To date, 11 parking violation warnings have been issued. The Board discussed the qualifications of a commercial vehicle and determined that trucks and vans that could fit within the designated parking spaces could be allowed to park in the spaces. Larger commercial vehicles and box trucks would continue to not be allowed to park in the designated spaces.

**Action item 01** – The District Manager will update the parking enforcement services with the added clarification on commercial vehicles.

5. Review and consider resolution to refer ballot issues to the voters regarding the proposed Subdistrict No 1. The Board reviewed the resolution to refer ballot issues to the voters regarding the proposed formation of Subdistrict No 1. This formation would allow to fund special services provided for the subdistrict through a mill levy instead of quarterly dues. The Board tabled this item of business to the next meeting.

#### **VII. Public Comments:**

Mr. Parker expressed his frustration with the parking permit distribution at the Rollie Ave townhomes. Mr. Parker stated that he has multiple adults living in his home and they have more vehicles than can fit in their two car garage and one parking space. Director Wipf explained that

there are 62 homes in the Rollie townhomes and only 58 parking spaces available. After having discussed the parking concerns of homeowners for over a year, the Board determined that issuing a single parking permit to each homeowner would equalize the availability of parking to all homeowners.

Mr. Yealy read a prepared statement regarding two trees on District land near his home that he would like to have replaced. Director Wipf explained that although those two trees are not included in the prior tree replacement list provided by the District's landscaping vendor, a quote was on tonight's meeting agenda to replace those two trees. Mr. Yealy also requested his online access to the Resident Portal be restored as it makes it more difficult for him to pay his quarterly dues without the convenience of online payment. Director Wipf stated that the Board voted to remove Mr. Yealy's access to the Resident Portal because of the disrespectful communication he posted regarding the District Manager and other residents. Director Wipf noted that the Board may determine to restore Mr. Yealy's access to the Resident Portal at a future time.

Ms. Safi requested additional information on the consistency of the parking enforcement service and how that would be monitored. The District Manager reported that the parking enforcement service provides a report with several photos of each warning they issue.

Mr. Manis stated in the chat feature of the meeting that he felt that those residents who purchased the larger homes should have more access to the shared parking spaces. Director Wipf asserted that each homeowner has been issued a single parking permit to be used as they best see fit and that each individual homeowner only has claims to the two parking spaces in the garage.

#### **VIII. Director's Matters:**

Director Hughes asked to review the most recent water bills. The District Manager agreed to forward the water bills for review.

#### **IX. Social Events:**

Director Morrison reported that she had been in communication with the library to coordinate a community movie night.

#### **X. Financial and Contractual Matters:**

1. Review and consider Payment of Claims: The Board reviewed the schedule of check payments (#100093 to 100110) totaling \$46,921.74. Director Varela motioned to approve the payment of claims. Director Hughes seconded the motion and the Board voted 2-0 to approve the motion with Director Wipf and Director Morrison abstaining from the vote.
2. 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 Wipf motioned to approve the installation of a stop waste valve at the Reynolds St. townhomes. Director Varela seconded the motion and the Board voted 4-0 in favor of the motion.

3. Review and consider perennial replacement quotes: The Board reviewed and discussed the quote from J&J Landscaping to remove and replace the dead or dying perennial plants in the District. Director Varela motioned to approve the J&J Landscaping quote to remove and replace the perennial plants. Director Hughes seconded the motion and the Board voted 2-0 in favor of the motion with Director Wipf and Director Morrison abstaining from the vote.
4. Review and consider tree replacement quotes: The Board reviewed and discussed the quotes from J&J Landscaping to remove and replace two dying trees in the District. Director Hughes motioned to approve the J&J Landscaping quote to remove and replace the trees. Director Varela seconded the motion and the Board voted 2-0 in favor of the motion with Director Wipf and Director Morrison abstaining from the vote.
5. Review and consider Rollie and CR 12 corner enhancement quote: The Board reviewed and discussed the quote from Tend-It and J&J Landscaping for the corner landscaping enhancement project at Rollie Ave and CR 12. Director Hughes motioned to approve the J&J Landscaping quote to complete the landscaping enhancement project at the corner of Rollie Ave and CR 12 with the removal of the bushes and plants being included. Director Varela seconded the motion and the Board voted 2-0 in favor of the motion with Director Wipf and Director Morrison abstaining from the vote.
6. Review and consider pet waste removal service quote: The Board reviewed and discussed the quote from Fetch Poop and PetScoop in the District. The Board determined not to pursue this service any further.
7. Review District's Financial Reports: The District Manager presented and reviewed with the Board the District's financial statements. Through June 30, 2025, the District collected 102.3% of property tax assessments and 59.4% 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	\$34,185	\$44,950	\$10,765	76%
Landscaping Costs	\$36,245	\$47,639	\$11,394	76%
Snow Removal & CovEnf Svs	\$16,018	\$17,430	\$1,412	92%
<b>Total Costs</b>	<b>\$ 95,868</b>	<b>\$ 120,019</b>	<b>\$ 24,151</b>	<b>80%</b>

Town Home Fund Expense Category	Actual	Budget	\$ Difference	% of Budget Spent
Administrative Costs	\$14,068	\$16,000	\$1,932	87%
Landscaping Costs	\$27,206	\$73,065	\$45,859	37%
Parking Enforcement Service	\$326	\$7,683	7,357	4%
Snow Removal & CovEnf Svs	\$9,752	\$26,600	\$16,848	37%
<b>Total Costs</b>	<b>\$ 88,071</b>	<b>\$ 162,390</b>	<b>\$ 74,319</b>	<b>54%</b>

## XI. Covenant Enforcement Matters.

1. Review covenant enforcement activity: The Board reviewed the covenant enforcement activity summary and detail reports for the period June 05, 2025 through August 4, 2025. During this period, 44 new violations were identified, and 60 violations were closed. The 38 open violations consisted of the following:

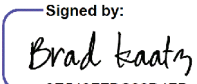
Violation Category	# of open violations	# of violations at the fine stage
Front yard landscaping violations	22	8
Backyard landscaping violations	4	-
Home exterior violations	2	2
Architectural Control violations	2	-
Outside nuisances	6	1
General storage violations	-	-
Fence & mailbox violations	-	-
Shed maintenance violations	-	-
Vehicle violations	-	-
Trash violations	4	-
Seasonal-related violations (snow removal, holiday lights, etc)	-	-
<b>Total Open Violations</b>	<b>38</b>	<b>10</b>

2. Architectural Committee Report: The District Manager reported the Architectural Review Committee has reviewed 22 design request forms since the last Board meeting.
3. Review and discuss Homeowner Appeals:

Account # 1A4903680 appealed the validity of the Front Lawn – weeds in turf violation. The Board reviewed the email sent by the homeowner and the photos from the violations. The Board confirmed the validity of the violation. Director Wipf motioned to refund the \$50.00 fine that has been assessed to the property account if the violation was corrected and closed within the next thirty (30) days. Director Valera seconded the motion and the Board voted 4-0 in favor of the motion.

## XII. Meeting adjournment (7:43 pm)

There being no further business to come before the Board, and upon motion duly made by Director Morrison and unanimously carried, the meeting was adjourned. The next board meeting will be held at 5:30 pm on Thursday October 23<sup>rd</sup>, 2025 at the Fort Lupton Recreation Center (203 S Harrison Ave. Ft. Lupton, CO 80621).

Signed by:  
  
 3E543FFBC86D4FD...  
 Board Secretary

10/31/2025

Date

