

# LUPTON VILLAGE RESIDENTIAL METROPOLITAN DISTRICT Board Meeting Minutes

Meeting Date: Thursday, October 23, 2025

Meeting Time: 5:32 pm to 7:24 pm

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

## 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:

Directors	Office	Attendance
Jeana Hughes	President	Present
Jordan Wipf	Treasurer	Present
Bradly Kaatz	Secretary	Present
Martina Varela	Director	Present
Lauren Morrison	Director	Present (online)

Other individuals attending the meeting was District Managers Charles Wolfersberger and Jessica Reynolds (Wolfersberger, LLC); District Counsel Katie James (FOLKESTAD FAZEKAS BARRICK PATOILE & JAMES, P.C); and landscaping contractors Lance Thompson (Tend-It) and Nick Tengler (American Blade). In addition, the following homeowners were in attendance: Mr. Charles Degross (503 S Rollie Ave #4B) and Neil Kline (500 S Denver Ave # 17A).

## II. Declaration of quorum

Director Hughes noted that a quorum of the Board was present and the Directors confirmed their qualifications 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, 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 he is joint owner of J&J Landscaping, a contractor that has submitted a bid for landscaping maintenance for the District. 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 Varela motioned to approve the agenda as presented. Director Wipf seconded the motion and the Board voted 5-0 to approve the motion.
2. Review and consider August 14, 2025 board meeting minutes: The Board reviewed the August 14, 2025 board meeting minutes. Director Varela motioned to approve the minutes as presented. Director Wipf seconded the motion and the Board voted 5-0 in favor of the motion.
3. Review and consider 2026 Administrative Resolution: The District Manager presented and the Board reviewed and discussed the 2026 administrative resolution. The Board agreed that officer positions among the directors remain the same. Director Hughes motioned to approve the 2026 Administrative Resolution as presented. Director Kaatz seconded the motion and the Board voted 5-0 to approve the motion.

**Action Item #01:** The District Manager will post the 2026 administrative resolution on the District's website.

4. Board discussion on Eastman Homes landscaping: The Board discussed the status of the installed landscaping at the Eastman Homes community within the District. The Board noted that the landscaping installation has been in terrible condition for several years and no irrigation had been running on the landscaping until late summer this year. The Board asked bids to be collected to repair the landscaping so that the Board could determine if correcting the landscaping would be more cost effective than legal channels.

**Action Item #02:** The District Manager will request quotes to correct the landscaping and irrigation at the Eastman Homes central sidewalk area.

#### V. Financial and Contractual Matters

1. Review and Consider Payment of Claims: The Board reviewed the schedule of check payments (#100111 to 100125 and checks #12-13) totaling \$36,361.36. Director Hughes motioned to approve the payment of claims and Director Varela seconded the motion. The Board voted 3-0 to approve the motion with Directors Wipf and Kaatz abstaining from the vote.
2. Review and consider management and accounting services with Wolfersberger LLC: The District Manager reviewed with the Board the management and account services contract submitted by Wolfersberger LLC. Director Wipf motioned to approve the management and account services contract submitted by Wolfersberger LLC. Director Kaatz seconded the motion and the Board voted 5-0 to approve the motion.
3. Review and consider 2025 audit engagement letter from Flynn CPA: The District Manager reviewed with the Board the 2025 audit engagement letter submitted by Flynn CPA. Director Wipf motioned to appoint Flynn CPA to audit the District's 2025 financial statements. Director Varela seconded the motion and the Board voted 5-0 to approve the motion.

4. Review and consider engagement letter with FOLKESTAD FAZEKAS BARRICK PATOILE & JAMES: The District Manager reviewed with the engagement letter submitted by FOLKESTAD FAZEKAS BARRICK PATOILE & JAMES. Director Wipf motioned to approve the engagement letter submitted by FOLKESTAD FAZEKAS BARRICK PATOILE & JAMES. Director Hughes seconded the motion and the Board voted 5-0 to approve the motion.
5. Review and consider 2025/2026 snow removal service quotes: The Board reviewed and discussed the 2025/2026 snow removal service quotes submitted by Tend-It and American Blade. Director Kaatz motioned to approve the snow removal service agreement with Tend-It. Director Wipf seconded the motion and the Board voted 5-0 in favor of the motion.
6. Review and consider 2026 landscaping maintenance service agreement: The Board reviewed and discussed the 2026 landscaping maintenance quotes received by Tend-It, American Blade and J&J Landscaping. Director Hughes motioned to approve the 2026 landscaping service agreement with Tend-It. Director Varela seconded the motion and the Board voted 4-1 in favor of the motion with Director Wipf opposing the motion.
7. Review and consider tree wrapping quote from Tend-It: The Board reviewed and discussed the tree wrapping quote submitted by Tend-It. Director Kaatz motioned to approve tree wrapping quote submitted by Tend-It. Director Hughes seconded the motion and the Board voted 5-0 in favor of the motion.
8. Public hearing on District's proposed 2026 budget: Director Hughes motioned to open the public hearing at 6:53pm regarding the proposed 2026 Budget. Director Wipf seconded the motion and the Board voted 5-0 to approve the motion. The District Manager reviewed the proposed 2026 budget. Highlights from the review included the following:
  - The total mill levy will decrease 3.8% from 81.871 mills for 2025 to 78.730 mills for 2026. An increase in the general mill levy will be offset by a decrease in the debt mill levy. The decrease in the debt mill levy is due to the bond Indenture of Trust requiring such mill levy to change to offset tax revenue reductions caused by State Legislature changes to the calculation of taxable value of real property.
  - Property tax revenue in the General Fund will increase 76% to \$189,300. Approximately \$59,600 of the \$81,700 increase is due to the expansion of the District's tax-paying base caused by construction of new townhomes.
  - In the General Fund, 2026 expenses will exceed revenues by \$20,400 causing the General Fund balance at the end of 2026 to drop down to \$40,200. In addition, the General Fund budget reflects no contribution to the Capital Project Fund in 2026. Property values will need to increase approximately 21% in future years to generate sufficient revenue to fund 100% of budgeted expenses and approximately \$20,000 in contributions to the Capital Project Fund.
  - The 2025 budget for the Townhome Fund is a balanced budget – expenditures and contributions to the Capital Fund do not exceed budgeted revenues. Beginning in 2026, the quarterly fee on townhome units will decrease from \$275/qtr to \$250/qtr.

Additionally, 100% of the cost of management and accounting services will be charged to the District's General Fund.

- The Capital Project Fund balance is projected to be \$38,000 by the end of 2025. The 2026 Budget reflects contributions to the Capital Project Fund totaling \$233,700 - all from the Townhome Fund. Although the Capital Project Fund balance is currently low, the District Manager noted all District assets are relatively new.
- The Debt mill levy will not generate sufficient tax revenue in 2026 to fund 100% of the interest accruing on the 2021 Bonds. Accrued interest in 2026 on the 2021 Bonds will be approximately \$535,200 but the District will generate tax revenue from the debt mill levy sufficient to only pay \$502,400 (or 94%) of interest accruing in 2026. Additional construction and increases in existing property values (resulting in higher property tax assessments in future years on existing homes) will be required to generate sufficient tax revenue to fund the annual interest and principal payments due on the 2021 bonds.

Director Hughes motioned to close the 2026 budget public hearing at 7:16pm. Director Varela seconded the motion and the Board voted 5-0 to approve the motion.

9. Consider resolution to adopt 2026 budget, appropriate funds, set mill levies: The District Manager presented the resolution to adopt the 2026 budget, set mill levies and appropriate funds as presented in the 2026 Budget. Director Hughes motioned to approve the resolution as presented. Director Wipf seconded the motion and the Board voted 5-0 to approve the motion.

**Action Item #03:** District Manager will file the 2026 budget with the State of Colorado and the mill levy certification with the County Treasurer.

10. Public hearing on proposed resolution to certify to the County Treasurer the collection charges on property accounts in accordance with 32-1-1101 CRS: Director Hughes motioned to open the public hearing at 7:17pm regarding the certification of accrued, unpaid fees on property accounts to the Weld County Treasurer for collection. Director Kaatz seconded the motion and the Board voted 5-0 to approve the motion.

The District Manager reported that all homeowners with accrued, unpaid fees exceeding \$500 were notified via certified mail in September regarding the public hearing. Homeowners who pay their accounts in full by October 31, 2025 or otherwise enter into a payment plan with the District will be removed from the list of property accounts to be turned over to the Weld County Treasurer for collection. After noting no appeals have been submitted to the Board for consideration, Director Hughes motioned to close the public hearing at 7:19pm. Director Hughes seconded the motion and the Board voted 5-0 to approve the motion.

11. Review and consider resolution to certify to the County Treasurer the collection of certain accrued and unpaid fees and charges on property accounts in accordance with 32-1-1101: Director Hughes motioned to approve the resolution regarding certification of accrued, unpaid fees on property accounts to the Weld County Treasurer for collection in 2026. Director Wipf seconded the motion and the Board voted 5-0 to approve the motion.

**Action item #04** District Manager will submit all property accounts with accrued, unpaid reimbursable fees to the County Treasurer by December 1<sup>st</sup> for collection through the respective homeowners’ 2026 property tax bills.

**VI. Director’s Matters:**

Director Wipf and Director Varela requested the relocation of two pet stations from their current location to another location in the community. Director Hughes motioned to approve up to \$300 to pay for the relocation of the two pet stations. Director Varela seconded the motion and the Board voted 4-0 in favor of the motion with Director Wipf abstaining from the vote.

**VII. Social Events:**

Director Wipf reported that the social committee is working with the library to hold a community movie night.

**VIII. Public Comments: none**

**IX. Covenant Enforcement Matters.**

1. Review covenant enforcement activity: The Board reviewed the covenant enforcement activity summary and detail reports for the period August 04, 2025 through October 13, 2025. During this period, 41 new violations were identified and 37 violations were closed. The 42 open violations consisted of the following:

Violation Category	# of open violations	# of violations at the fine stage
Front yard landscaping violations	25	12
Backyard landscaping violations	4	4
Home exterior violations	-	-
Architectural Control violations	3	1
Outside nuisances	6	1
General storage violations	1	-
Fence & mailbox violations	-	-
Shed maintenance violations	-	-
Vehicle violations	1	-
Trash violations	2	-
Seasonal-related violations (snow removal, holiday lights, etc)	-	-
<b>Total Open Violations</b>	<b>42</b>	<b>18</b>

2. Architectural Committee Report: The District Manager reported the Architectural Review Committee has reviewed 11 design request forms since the last Board meeting.

3. Review and discuss Homeowner Appeals: None

**X. Meeting adjournment (7:24 pm)**

There being no further business to come before the Board, and upon motion duly made by Director Hughes and unanimously carried, the meeting was adjourned. The next board meeting will be held at 5:30 pm on Thursday February 19, 2026 at the Fort Lupton Recreation Center (203 S Harrison Ave. Ft. Lupton, CO 80621).

Signed by:  
  
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Board Secretary

2/26/2026

Date