

LUPTON VILLAGE RESIDENTIAL METROPOLITAN DISTRICT

Board Meeting Minutes

Meeting Date: Thursday, February 19, 2026

Meeting Time: 5:31 pm to 7:34 pm

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

I. Roll Call (5:31 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 (online)
Jordan Wipf	Treasurer	Present (online)
Bradly Kaatz	Secretary	Present
Martina Varela	Director	Present
Lauren Morrison	Director	Absent

Other individuals attending the meeting was District Manager Jessica Reynolds (Wolfersberger, LLC); District Counsel Katie James (FOLKESTAD FAZEKAS BARRICK PATOILE & JAMES, P.C); and landscaping contractor Lance Thompson (Tend-It). In addition, the following homeowners were in attendance: Margaret Barboza-Stover (335 Josef Cir), David and Shannon Wiens (339 Josef Cir), Judi and Greg French (319 Josef Cir), Grace Conilogue (503 S Rollie Ave 1A), Linda Boyd (363 Josef Cir) Mike Simone for J. Geist (370 Josef Cir), Penni and Dave Dubberly (315 Josef Cir) and Judy Bristou (321 Josef Cir).

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 Kaatz motioned to approve the agenda as presented. Director Varela seconded the motion and the Board voted 4-0 to approve the motion.
2. Review and consider October 23, 2025 board meeting minutes: The Board reviewed the October 23, 2025 board meeting minutes. Director Kaatz motioned to approve the minutes as presented. Director Martina seconded the motion and the Board voted 4-0 in favor of the motion.
3. Review and consider October 23, 2025 town hall meeting minutes: The Board reviewed the October 23, 2025 town hall meeting minutes. Director Kaatz motioned to approve the minutes as presented. Director Varela seconded the motion and the Board voted 4-0 in favor of the motion.
4. Review and discuss website ADA compliance: Ms. James, legal counsel to the District presented and the Board reviewed and discussed website ADA compliance. The Board requested the District Manager to reach out to Streamline to coordinate a quote for their service. Director Wipf motioned to approve a service contract with Streamline if the cost was below \$1500.00 for initial set up and \$200.00 a month service fee. Director Varela seconded the motion and the Board voted 4-0 in favor of the motion.

Action Item #01: The District Manager will coordinate a service contract with Streamline for the website.

5. Board discussion on parking enforcement, fines and vehicle registration: The Board discussed with legal counsel the continued parking issues at the townhome communities in the District. The Board asked for the Parking Enforcement Policy to be amended by legal to include wording on idling time limits and blocking sidewalk access. Ms. James agreed to bring an updated policy to the Board to review at their next meeting. The Board also asked the District Manager to reach out to the Ft. Lupton Police Department to see if the photos taken by the parking enforcement service would suffice to issue a parking citation.

Action Item #02: The District Manager will contact the Ft. Lupton Police Department to see if the photos taken by the parking enforcement service can be used to issue citations from the city.

V. Landscaping Matters

- 1) Status update – Snow Removal Service: Mr. Thompson provided an update to the Board of the snow removal service for the community, noting that there had been limited snow fall thus far in the season. Mr. Thompson warned that the limited in snow fall is going to contribute to grub damage and potential water restrictions this summer.
- 2) Review and consider stop waste installation at Rollie Ave meter quote: The Board reviewed and discussed the quote to install a stop waste at the Rollie Ave meter. Director Wipf motioned to approve the quote to install the stop waste at the Rollie Ave meter. Director Kaatz seconded the motion and the Board voted 4-0 in favor of the motion.

- 3) Review and consider sink hole repair at the detention pond quote: The Board reviewed and discussed the quote to repair the sink hole at the detention pond. Director Kaatz motioned to approve the quote from J&J Landscaping to repair the sink hole at the detention pond. Director Varela seconded the motion and the Board voted 3-0 in favor of the motion with Director Wipf abstaining from the vote.

VI. Public Comments

Mr. Simone expressed his concern regarding the city not enforcing the no parking in fire lanes in the community and recommended attending a Ft. Lupton city council meeting to report the concern to the City Council. Mr. Simone also expressed concern regarding the speeding on Rollie Ave.

Ms. Wiens presented information regarding the damaged landscaping on the central sidewalk within the Josef Cir community. The District Manager provided an update on the efforts of the District to work with Eastman Homes on the restoration of the poorly installed landscaping that did not have irrigation running until June 2025 and had been damaged by the builder's crew while constructing the nearby homes.

Ms. Conilogue requested information regarding the winter newsletter's information about the 2026 Budget and the limited funds available to add to the Capital Project fund. The District Manager provided additional information regarding the budget.

Mr. French asked why the mill levy was higher than noted in the closing documents he received. The District Manager agreed to send additional information to Mr. French.

VII. Director Matters

Director Varela asked for an update on the Best Cleaner Disposal trash services being purchased by APEX trash services and it's affect on the services being provided to all townhome units as well as any changes to the pricing for the services. The District Manager reported that they had reached out to APEX several times but had not yet had any response. The District Manager will continue to reach out to APEX to get the requested information.

Director Wipf reported a large amount of pet waste has accumulated over the winter and requested a one time clean up service be obtained. Director Wipf motioned to approve a pet waste clean up service if the cost was under \$1,000.00. Director Hughes seconded the motion and the Board vote 3-1 in favor of the motion with Director Varela opposing the motion.

VIII. Financial and Contractual Matters

1. Review and Consider Payment of Claims: The Board reviewed the schedule of check payments (#100126 to 100150 and checks #14-16) totaling \$73,846.58. Director Kaatz motioned to approve the payment of claims and Director Varela seconded the motion. The Board voted 3-0 to approve the motion with Director Wipf abstaining from the vote.

2. Status Update – 2025 Financial Reports: The District Manager reported to the Board that the 2025 annual financial reports were in process and once completed, will be submitted to the auditor for their audit.

IX. Social Events – none

X. Public Comments: none

XI. Covenant Enforcement Matters.

1. Review covenant enforcement activity: The Board reviewed the covenant enforcement activity summary and detail reports for the period October 13, 2025 through February 2, 2026. During this period, 17 new violations were identified and 26 violations were closed. The 33 open violations consisted of the following:

Violation Category	# of open violations	# of violations at the fine stage
Front yard landscaping violations	18	13
Backyard landscaping violations	4	1
Home exterior violations	-	-
Architectural Control violations	2	1
Outside nuisances	8	1
General storage violations	-	-
Fence & mailbox violations	-	-
Shed maintenance violations	-	-
Vehicle violations	1	-
Trash violations	-	-
Seasonal-related violations (snow removal, holiday lights, etc)	-	-
Total Open Violations	33	16

2. Architectural Committee Report: The District Manager reported the Architectural Review Committee has reviewed 10 design request forms since the last Board meeting.
3. Review and discuss Homeowner Appeals:

Account # 1A4902460 requests the Board reverse it’s decision to restrict their access to the Resident Portal. The Board discussed the homeowner’s request and decided unanimously to deny the appeal.

XII. Meeting adjournment (7:34 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 9, 2026 at the Fort Lupton Library (370 S Rollie Ave, Fort Lupton, CO 80621).

Signed by:
Brad Kaatz
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4/10/2026

Board Secretary

Date