

# **LINCOLN CREEK METROPOLITAN DISTRICT ASSOCIATION, INC.**

## **BOARD OF DIRECTORS MEETING MINUTES**

**JULY 13, 2016**

### **CALL TO ORDER**

The meeting was called to order at 2:00 p.m. Board Members in attendance were Chuck Vogel, Jay Bakke, David Dunn, Robert Swinney, and Pamela Boscoe. In attendance from MSI was Andre Takacs.

### **OPEN FORUM/GUESTS**

No homeowners were in attendance. Matt from Rocky Mountain Custom Landscapes provided an update on grounds improvements and answered any Board questions regarding landscaping. Pamela provided a list of dead shrubs for Rocky Mountain to remove and approved by the Board. This would be completed within three weeks. Improvements in the grass area near the entrance at Lincoln Street were noted as well as cleaning up underneath the bridge and bike path near Lincoln Street. The cleanout for the retention pond was pushed back.

### **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

There were no conflicts of interest; therefore, the meeting continued.

### **APPROVAL OF AGENDA**

The Agenda was approved as presented.

### **APPROVAL OF PREVIOUS MINUTES**

The minutes from the April 28, 2016 Board meeting were approved as written and signed by the Board. MSI will provide the Board signed copy of the minutes to legal counsel.

### **MANAGER'S REPORT**

Financials – The financials and expense line items in the 2016 budget were reviewed and approved by the Board. The Board asked MSI to check with accounting on a delinquent homeowner to see if they were receiving proper notification.

Delinquencies – Delinquencies were reviewed by the Board.

Maintenance Log – There was no Maintenance Log for Board review.

Covenant Violations – The Violations log was reviewed by the Board.

## **EMAIL RATIFICATIONS**

The Board ratified the improvement proposal from Rocky Mountain Custom Landscapes for the entrance island at Lincoln Avenue.

## **OLD BUSINESS**

- Item: Board of Directors Appointments
  - Discussion/Summary: Forms to appoint David Dunn and Robert Swinney to the Board for Directors were provided.
  - Board Decision: David Dunn and Robert Swinney both signed and dated their individual forms which were notarized by Susan Milbrath from MSI.
  - Action: MSI will provide the signed, dated, and notarized copies of the forms to legal counsel.

## **NEW BUSINESS**

- Item: Grounds Bid Requests
  - Discussion/Summary: The Board received a grounds and snow removal template.
  - Board Decision: The Board will review the template and approve it via email.
  - Action: MSI will send the Board the grounds/snow removal template for Board review.
- Item: Handyman Contractor – Scott Stewart
  - Discussion/Summary: The Board discussed hiring Scott Stewart with SkyOne Property Management Services for monitoring the lights, removing pet waste from the pet waste stations, and remove the trash from the container near the playground area. Supplies will be provided by the District. Also enclosed in the packet are several proposals for Board review. Scott is David's son in law and David abstained from voting due to the conflict of interest.
  - Board Decision: The Board unanimously approved hiring Scott and signed all four proposals for these services as well as additional landscaping projects.
  - Action: MSI will provide the Board signed proposals to Scott. MSI will also ask Scott to provide additional landscaping proposals for pruning the park trees as well as removal of a list of trees that Pamela provided.
- Item: Douglas County Officer Patrols
  - Discussion/Summary: The Board reviewed the possibility of having an off-duty Douglas County officer during the school season to monitor parking and other violations.
  - Board Decision: The Board approved the idea of having an off-duty officer.
  - Action: Chuck will reach out to his contact with the Douglas County Sheriff's office to determine cost and availability.
- Item: Builder Sign Locations
  - Discussion/Summary: The Board discussed having Cardel Homes put up builder signs in the District.
  - Board Decision: The Board approving having Cardel Homes put up builder signs in the District.

- Action: No action was taken as a result of this meeting as Cardel Homes had been previously notified.
- Item: Cost Share Agreement
  - Discussion/Summary: The Board discussed the cost share agreement.
  - Board Decision: No decisions were made as a result of the meeting.
  - Action: No actions were taken as a result of the meeting.
- Item: Landscape Enhancements
  - Discussion/Summary: The Board discussed the landscape enhancements including adding river rock, playground, and potentially cost sharing with a developer for the pool.
  - Board Decision: The Board approved having additional landscaping items done by Scott and hold off on others for Rocky Mountain.
  - Action: MSI will inform Scott about the additional landscape enhancements that were approved and Board signed.
- Item: Lot 2 Transfer to Cardel
  - Discussion/Summary: The Board discussed the Lot 2 transfer to Cardel.
  - Board Decision: No decisions were made as a result of the meeting.
  - Action: No actions were taken as a result of the meeting.
- Item: Parker Water
  - Discussion/Summary: The Board reviewed an email pertaining to Parker Water and Lot 2 that allowed for the purchase of the lot by Cardel Homes from Liberty.
  - Board Decision: There was no decision as a result of the meeting.
  - Action: Chuck will continue to contact Cardel Homes regarding this item.
- Item: Other Business Items
  - Discussion/Summary: This was an opportunity for any additional business items that might need addressing.
  - Board Decision: The Board brought up having the mail boxes moved closer to the street from their current location.
  - Action: MSI will contact the local USPS office.

### **NEXT MEETING DATE/LOCATION**

The next Board meeting will take place on October 27, 2016 at 2:00 p.m. at the MSI Centennial office.

### **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 3:45 p.m.