

# LINCOLN CREEK METRO DISTRICT

## BOARD OF DIRECTORS MEETING MINUTES

APRIL 22, 2021

### CALL TO ORDER

The meeting was called to order at 10:00 a.m. Board Members in attendance were Christy Reynolds, Jennifer Schmidt, Joseph Stice, and Pamela Boscoe. In attendance from MSI, LLC was Diana Jansen. In attendance from Spencer Fane was Lisa Mayer.

### GUEST SPEAKER

Officer Brian McKnight from the Sheriff's office spoke about proactive items the community could be engaged in implementing. These items included:

- Neighborhood Watch program – would involve the entire community
- Security Survey by a Deputy – a safety report could be done for free
- Code Red program – to utilize doorbell cameras when an incident occurs in the neighborhood.
- Join the Douglas County Sheriffs on Facebook

### OPEN FORUM

Two Board members from the Aspen Brook Association joined the meeting. They were concerned with barking dogs across from their Association. They also let the Board of Directors know about their interest to organize a community garage sale.

### APPROVAL OF PREVIOUS MINUTES

The minutes from the January 21, 2021 and April 16, 2021 meetings were approved with no changes.

### MANAGER'S UPDATE

Financials – The Board reviewed the Financials for the month of March. There were no questions.

Delinquencies – The Board of Directors reviewed the Delinquencies and took the following actions: Spencer Fane to proceed with collections on one item from the Aspen Brook Association.

Grounds Update – The parking lot crack sealing was rescheduled for the first week in May due to a snowstorm. The irrigation system has been started up, and the turf has had week killer and fertilizer applied.

## **OLD BUSINESS**

- Item: Park Parking Lot Maintenance
  - Discussion/Summary: The Board reviewed bids from Lift Tech and Chip Seal. Due to Douglas County stating they are responsible for all sidewalks, a general discussion occurred on only doing work that is located on common grounds.
  - Board Decision: The Board would like a new bid from Chip Seal.
  - Action: The Community Manager will reach out to Chip Seal to include the broken curbs in the park parking lot, and a common area stairway that needs attention.
  
- Item: Refinancing Bond thru RBC
  - Discussion/Summary: A general discussion occurred on the need/wish to keep homeowners informed with the Board's decision to refinance the Bond thru RBC.
  - Board Decision: The Board motioned, seconded, and received unanimous consent to sign the engagement letter presented by RBC. The Board would also like Lisa Mayer of Spencer Fane to prepare a message for an eblast about the refinancing needs in the Lincoln Creek Metro District.
  - Action: Lisa Mayer will put together a message and provide it to the Community Manager for blasting to the community as requested. The Community Manager will send the fully executed agreement with RBC to Spencer Fane for processing.

## **NEW BUSINESS**

- Item: Architectural Request Committee Update
  - Discussion/Summary: A general discussion occurred on a vacancy in the Committee and the committee's desire to get more clarity on procedures. One homeowner, Michael Konken expressed interest in volunteering to serve on the Committee.
  - Board Decision: The Board approved unanimously the appointment of Michael Konken to the Committee. Discussion was held about holding a Zoom meeting with all the Committee members to assist the members in understanding their duties.
  - Action: The Community Manager will arrange for a Zoom meeting for all members to attend so that their questions can be addressed at one time.
  
- Item: Reserve Study
  - Discussion/Summary: A general discussion occurred on the desire and need for a reserve study. Bids from Association Reserves and from Miller Dodson Capital Reserve Consultants were reviewed.
  - Board Decision: It was motioned, seconded, and received unanimous consent to order a Reserve Study from Association Reserves for \$2,160.
  - Action: The Community Manager will order the study with an 8-week turnaround time.
  
- Item: Resolution to the Guidelines
  - Discussion/Summary: A general discussion occurred on a proposed amendment to the guidelines allowing for utility pedestals to be covered designed box covers.

- Board Decision: The Board would like to adopt the new guidelines as presented by Spencer Fane. Legal counsel created a Resolution to adopt this change in the guidelines. It was motioned, seconded, and received unanimous consent to adopt a resolution to the guidelines which would allow utility box covers to be installed according to specifications dictated in the updated guidelines.
  - Action: MSI will process the Resolution into the District records and to the District's records.
  
- Item: Rocky Mountain Custom Landscaping Dead Tree
  - Discussion/Summary: The Board discussed a large dead tree on Colony Loop and a bid submitted by the landscape company to remove and replant a tree.
  - Board Decision: The Board would like the dead tree removed, but no new tree planted. No stump grinding is required.
  - Action: The Community Manager will ask Rocky Mountain Custom Landscaping to adjust their bid to reflect removal of the tree with no replanting of any tree.
  
- Item: Property Walk
  - Discussion/Summary: A general discussion occurred on the need for a spring property walk with the landscape company.
  - Board Decision: The Board would like the Community Manager to arrange for the property walk.
  - Action: The Community Manager will send out an invite for a property walk to Rocky Mountain Custom Landscaping.
  
- Item: Agreement with Developers for Audit
  - Discussion/Summary: A general discussion was triggered by an audit that stated that DR Horton payments did not match that of a Resolution passed.
  - Board Decision: The Board would like to sign and ratify the agreement that Spencer Fane put together for the audit to be completed. It was motioned, seconded, and received unanimous consent for the Board President to sign the agreements between DR Horton and Cardel Homes in order to match the Resolution that has already been in affect concerning the fees the Developers need to pay the Lincoln Creek Metropolitan District.
  - Action: The Community Manager will provide the fully executed agreement to Lisa Mayer with Spencer Fane for processing.
  
- Item: Flower Bed
  - Discussion/Summary: A general discussion occurred on the flower bed bid for \$3,875 from Rocky Mountain Custom Landscaping.
  - Board Decision: The Board would like the Community Manager to obtain another bid with less expensive flower options.
  - Action: The Community Manager will reach out to Rocky Mountain Custom Landscaping for a new bid.
  
- Item: Neighborhood Watch

- Discussion/Summary: A general discussion occurred on the neighborhood watch program that the sheriff's department presented to the Board.
- Board Decision: Board member Jennifer Schmidt offered to volunteer to be the point of contact for the program.
- Action: The Community Manager will email Jennifer the relevant information to get the program started.

**NEXT MEETING DATE, TIME & LOCATION**

The next meeting date and time is to be determined.

**ADJOURNMENT**

With no further business to discuss, the meeting was adjourned at 3:37 p.m.