

MEADOWBROOK HEIGHTS METRO DISTRICT

MEETING MINUTES

A regular meeting of the Board of Directors of the Meadowbrook Heights Metropolitan District was held at 11:30 am on Wednesday July 16, 2025, via Zoom.

Attendance:

Directors:

Nancy Coakley
Larry Linkchorst
Karen Christenson

Other attendees:

Ted Fitzgerald, Resident
Laura Heinrich, Legal Counsel
Sarah Shepherd, Circuit Rider of Colorado
Peter Kline, Circuit Rider of Colorado
Sujata Trehan, Circuit Rider of Colorado

Call to order/approve agenda/notice of meeting/declaration of quorum/conflicts of interest

Sarah Shepherd called the meeting to order at 11:32 am and declared a quorum. The Agenda was approved by acclamation acknowledging that items may be taken out of order.

Items from citizens regarding items not already on the agenda.

No items were presented.

Administrative Matters

New management introduction and discuss Board policies and practices and transition update

Sarah Shepherd and Circuit Rider of Colorado made introductions and gave the Board an update on the transition. Management will include SDA Board Member Manuals in the next packet of information to all board members.

Sarah Shepherd proposed scheduling a Board member and management site visit/walkthrough to review the District's projects in the springtime of each year, as well as quarterly Board meetings. Management will prepare calendar of proposed meetings for the Board to consider.

Sarah Shepherd noted that with a 3-member board, members should not be emailing each other or do a 'reply all'. Laura Heinrich concurred with Sarah's guidelines and will share a memo with the board members.

Approval of minutes from prior Board meetings

The Board reviewed the minutes from the last meeting on December 11, 2024.

Upon a motion by Director Christenson, and seconded by Director Linkchorst, the board voted 3-0 to approve the minutes from December 11, 2024, as presented.

Ratification of past actions of the Board

Upon motion by Director Christenson, and seconded by Director Coakley, the Board voted 3-0 to ratify past actions of the Board including accepting the contract with current management, Circuit Rider of Colorado, and termination of the previous management contract with CRS.

Discuss Annual Meeting

As a Metropolitan District formed after 2000, the District must hold an Annual Meeting, as well as some new requirements are coming in effect on August 6, 2025. Laura Heinrich shared the new Annual Meeting notice requirements. Discussion followed. The Annual Meeting has been tentatively scheduled for **Wednesday August 6th at 11:30am**. Management will post notice on the website.

Discuss website updates

Sujata Trehan reported on the District website updates. The website is fully compliant with current accessibility requirements.

The Design review form has been updated and posted on the website for residents to use. Discussion followed. Management will update the form based on Board review and feedback. Sarah Shepherd noted that new requirements stipulate that a 24-hour contact number to be noted on the website. Discussion followed.

Financial Matters

Ratification of past Financial Claims

Peter Kline shared July 2025 claims with the Board.

Upon motion by Director Christenson, and seconded by Director Linkchorst, the Board voted 3-0 to ratify past claims, and approve current claims, with the amendment as noted regarding the Spencer Fane invoices.

Discuss financial processes and budget planning

The Board reviewed the financial processes – management will provide quarterly financial documents and claims for the Board to review at their quarterly meetings. Discussion followed.

Sarah Shepherd updated the Board on budget planning, approval of annual contract renewals, work with legal counsel on contract forms, and setting the annual budget for the district.

The Budget Hearing will be scheduled and posted in the fall. Management will then file the approved budget with the appropriate entities.

Director Christenson enquired if a Budget Amendment would be required. Management will determine if an amendment is needed and inform the Board. If needed, a Budget Amendment Hearing would be scheduled along with the 2025 Budget Hearing.

Management will also acquire proposals for an Audit and confirm that the 2024 Audit exemption has been accepted by the Office of the State Auditor.

Facilities and Operations

Landscape Report

Sarah Shepherd noted that having an Omni representative attend Board meetings and any upcoming site visits would be helpful. No other landscaping updates were presented. Director Christenson noted that getting updates from the landscape contractor on ongoing projects that have been completed or have been scheduled would be helpful. Visibility on treatment applications specifically would be good to have. Management will also follow up with Omni regarding the 5 CCR regulation coming into effect.

The Board reviewed the proposal from Omni for mulch work. Director Linkhorst noted that it would be helpful to have a map specifying which areas would be addressed. Directory Coakley will share a map with management and the contractor.

Management will request an updated Work Order from the contractor for the mulch work.

Irrigation system repairs update

Sarah Shepherd gave the Board an update on the irrigation system repairs. Management is the process of obtaining proposals from Sundog Electric and landscape contractors for the required trenching. The Board discussed additional options – including a solar panel option as well as the engineering study from Xcel.

ACC work order requests, process, design review form

The Board reviewed the current design review applications. Discussion followed. Management will review if the current guidelines document is accessible and posted on the website. If so, management will add the link to the design review form.

Repairs and Improvements discussion

The Board reviewed the resident request regarding trees along Carr St. Discussion followed. This and other improvements will be considered for future budgets.

Additional Board Member/Management items

Director Christenson noted that 4 residents noted interest in joining the Board. Director Christenson enquired what the process would be to make changes to the Design guidelines. Legal counsel would look into the current documents and the process required to make the amendments.

Adjournment

There being no further business on the agenda, the Board approved by acclamation to adjourn the meeting at 1:38 pm.

The next regular meeting will be scheduled as needed and posted on the District website.

Sarah Shepherd

Secretary for the meeting