

MEADOWBROOK HEIGHTS METRO DISTRICT

SPECIAL MEETING MINUTES

A special meeting of the Board of Directors of the Meadowbrook Heights Metropolitan District was held at 11:30 am on Wednesday February 25, 2026, via Zoom.

Attendance:

Directors:

Nancy Coakley - absent
Larry Linkchorst
Karen Christenson
Clay Gagnon

Public:

Janice Dufford, Resident
Jim Ryan, Resident
Rick Scarpello, Resident

Consultants:

Laura Heinrich, District Legal Counsel
Sarah Shepherd, District Management
Peter Kline, District Management

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

Director Gagnon called the meeting to order at 11:41 am and declared a quorum with 3 of 4 Directors present. The Agenda was approved by acclamation acknowledging that items may be taken out of order.

Community Communications

Resident Janice asked a question regarding property taxes. Discussion followed.

Resident Jim Ryan had questions regarding District Bylaws. Discussion followed. The District doesn't have bylaws, but does follow covenants for the ACC processes. If other community input is provided, it will be discussed at the next Board meeting.

Jim Ryan also had specific questions regarding basketball hoops, boats etc. Additional discussion followed.

Update on maintenance projects related to review Letter requested by Lennar

Laure Heinrich gave the Board an update – Lennar no longer requests that the District sign off on the letter regarding noxious weeds.

Manager report: Snow removal services review

Sarah Shepherd gave the Board an update regarding Jefferson County's snow removal policies regarding the main street, entrance, and neighborhood roads. Neighborhood streets, when plowed, will be cleared up to 6 feet down the middle of the road. Discussion followed.

Contract review for 2026 Summer Landscape Services by Omni Landscape.

Sarah Shepherd presented the services proposal. Discussion followed regarding the Detention pond mowing scope. The Board scheduled a community walk through on April 22nd.

The Board discussed the winter watering proposal from Monster Tree Service. Discussion followed.

Upon motion by Director Christenson, and seconded by Director Linkchorst, the Board voted 3-0 to approve the Omni Landscape proposal and Monster Tree Watering Service proposal, as presented.

Contract review for Waste Management Services

The Board reviewed the contract terms. Discussion followed.

Consider proposals for Audit for December 31, 2025, financial period.

Sarah Shepherd presented the Audit proposals to the Board. Discussion followed regarding the Audit process. An Audit is a required covenant by the District, as the District has an outstanding Bond.

Upon motion by Director Linkchorst, and seconded by Director Gagnon, the Board voted 3-0 to approve the Logan and Associates proposal for Audit Services, as presented.

Management Services Contract Discussion

Sarah Shepherd reviewed management and bookkeeping duties with the Board, especially related to the Annual Administrative Resolution tasks and special services. She suggested walking through the contract in detail. The Board did not wish to walk through the contract in detail at this time. Discussion followed.

Financial Report

Peter Kline presented the claims payable for the period ending February 23, 2026.

Upon motion by Director Christenson, and seconded by Director Gagnon, the Board voted 3-0 to approve the claims for the period ending February 23, 2026, as presented.

Additional Board member/Management items

Upon motion by Director Christenson, and seconded by Director Linkchorst, the Board voted 3-0 to approve minutes from November 19th, 2025, and December 15th, 2025, as corrected.

Adjournment

There being no further business on the agenda, the Board approved by acclamation to adjourn the meeting at 2:00 pm.

The Board scheduled a community walk through on April 22nd which will meet at 11:30 a.m. at the North entrance park area. The next Board meeting is scheduled for Wednesday, June 17, 2026, via Zoom.

Sarah Shepherd

Secretary for the meeting