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# RECORD OF PROCEEDINGS

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## Minutes of the Annual Member Meeting Timber Springs Property Owners Association October 15, 2025

The 2025 Annual Meeting of the members of the Timber Springs Property Owners Association was held on October 15, 2025 at 9:00 am., concurrent with the Timber Springs POA Executive Board and Timber Springs Metropolitan District meetings, via electronic Zoom meeting , Meeting ID: 871 6708 0444.

### Attendance

The following Members were present and acting:

- Michael Barry for Bangor LLC, Lots 4 and 5
- Robert Samit for Timber Springs Road LLC, Lot 6
- John Turner for JTT Partners LTD, Lot 7
- Patrick Martin, Lot 8

The following members were present by Proxy:

- JMCG Colorado LLC (Chen), Lots 1, 2 and 3

Also in attendance were:

- Alina Maruri, proxy for JMCG Colorado LLC
- Ken Marchetti, Marchetti & Weaver, Association Manager
- Beth Johnston, Marchetti & Weaver, Secretary for the meeting
- Brian Brandl, Sabra Services, Property Manager
- Adrian Garcia, assistant to Mary Chen

### Call to Order

The annual meeting of the Timber Springs Property Owners Association was called to order by Ms. Johnston on October 15, 2025 at 9:04 a.m. Ms. Johnston called roll and confirmed a quorum was present.

Ms. Johnston certified for the record that notice of the meeting was provided as required by the Association's bylaws. The members, by attending, acknowledged receipt of the notice.

### Minutes

By motion duly made and seconded, it was unanimously

**RESOLVED** to approve the minutes of the October 22, 2024, Annual Member Meeting as presented.

### Owner Education

Mr. Marchetti explained the state requirement that Associations provide at least one owner education training per year. The education topic chosen is Road Overlay plans and timing. Mr. Brandl reviewed the process for the road inspection and cost estimate by Alpine Engineering explaining that troublesome areas would be addressed without needing to grind and resurface the entire road. Ms. Johnston explained the project would be completed by the Metropolitan District and reviewed the timing of the project with notice of the public bid going out at the end of January, the Board deciding on a contractor at a special meeting in March, and the

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## Timber Springs Property Owners Association October 15, 2025 Annual Meeting Minutes

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project being completed in May once asphalt is available. General discussion continued on using the grindings to build up the road shoulders, especially around the corners and benefits of funding the project through the POA assessment and transferring to the Metropolitan District for project completion.

### **Financial Statement & 2026 Budget**

The 2026 preliminary budget was discussed and approved during the Executive Board meeting, held concurrently. There was no motion to veto the budget and the 2026 budget was approved as presented.

**Election of Directors** The floor was opened for nominations for two Director seats up for election in 2025. Following discussion, John Turner and Robert Samit were nominated. There being no other nominations, Mr. Turner and Mr. Samit were elected by acclamation, each for a 3-year term expiring in 2028.

### **Adjournment**

There being no further business to come before the Association, upon motion duly made and seconded it was unanimously

**RESOLVED** to adjourn the annual meeting of the members of Timber Springs Property Owners Association on this 15th day of October, 2025.

Respectfully submitted,

Beth Johnston  
Secretary for the meeting

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# RECORD OF PROCEEDINGS

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## Minutes of Executive Board Meeting Timber Springs Property Owners Association October 15, 2025

A meeting of the Executive Board of the Timber Springs Property Owners Association was held on October 15, 2025 at 9:00 am., concurrent with the Timber Springs POA Annual Member and Timber Springs Metropolitan District Board meetings, via electronic Zoom meeting, Meeting ID: 871 6708 0444.

### Attendance

The following Directors were present and acting:

- John Turner, President term ends 2025
- Pat Martin, Treasurer term ends 2027
- Michael Barry, Secretary term ends 2027

The following Director was present via proxy:

- Mary Chen, Asst Sec/Asst Treas term ends 2026

Also in attendance were:

- Robert Samilt, owner Lot 6
- Alina Maruri, Proxy for Mary Chen
- Ken Marchetti, Marchetti & Weaver, Association Manager
- Beth Johnston, Marchetti & Weaver, Secretary for the meeting
- Brian Brandl, Sabra Services, Property Manager
- Adrian Garcia, assistant to Mary Chen

### Call to Order

The meeting of the Executive Board of the Timber Springs Property Owners Association was called to order by Ms. Johnston on October 15, 2025 at 9:04 a.m. confirming a quorum was present.

### Changes to Agenda

Discussion on the Facilities License Agreement was added to Other Business.

### Minutes

By motion duly made and seconded, it was unanimously **RESOLVED** to approve the minutes of the October 22, 2024, Executive Board Meeting as presented.

### Policies

Mr. Marchetti explained the state legislation passed in recent years resulting in the need to update the Association's policies to bring them into compliance. Ms. Johnston confirmed that the policies for consideration were updated by Altitude Community Law to be in full compliance with State legislation passed in or before 2025. She also confirmed that the policies had been distributed to all owners on August 1, 2025 for a minimum 30-day comment period in accordance with the Association's current policies amendment policy. Comments received

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## Timber Springs Property Owners Association October 15, 2025 Board Meeting Minutes

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were addressed. Following discussion and upon motion duly made and seconded, it was unanimously

**RESOVLED** to adopt the following updated policies effective immediately:

- i. Procedures for Collection of Unpaid Assessments
- ii. Procedures for the Conduct of Meetings
- iii. Policies and Procedures for Covenant and Rule Enforcement
- iv. Policy and Procedure for Inspection and Copying of Association Records
- v. Policy regarding Registration of Phone Number and Email Address
- vi. Amended and Restated Policy for investment of Reserve Funds and Performance of Reserve Study

### Other Business - Facilities

**License Agreement** Ms. Johnston gave an overview and update on the Facilities License Agreement between the Metropolitan District and Lot 8 currently owned by the Martins. Mr. Marchetti reviewed his role on the Metropolitan District Board and due to that relationship, the District took direction from the POA. Following discussion and upon motion duly made and seconded, it was unanimously

**RESOLVED** to authorize Mr. Marchetti, current MD Board President, to sign the Facilities License Agreement on behalf of the District with the Metropolitan District Secretary and POA President attesting the agreement, once it was finalized

**Operations Report** Mr. Brandl gave the following report on operations:

- Maintenance was completed to dress up the area including painting posts and fixing signs.
- Due to the dry conditions this summer, only one native cut was needed instead of two.
- All owners have been added as administrators on the gate software to allow owners to hold the gate open. Detailed instructions will be prepared and emailed to all owners.
- The tree lights are working. Strings will be replaced starting next year after the road project is completed.
- Completivie bids for snow removal and landscaping were obtained and will be reviewed later in the meeting.

**Financial Report** Mr. Marchetti reviewed financial reports. Operating assessments collected in 2025 are covering expenses and the forecasted fund balances were reviewed.

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**Vendor Contracts** Mr. Brandl reviewed the snow removal and landscaping vendor proposals included for consideration in the meeting packet. Discussion was had on the differences between the proposals, satisfaction with the current contractors, and whether the new contractor would be able to provide the same or better service than they are currently receiving. Mr. Brandl reviewed the management proposal. He confirmed the 15% project fee was rarely used and he was planning to charge the per hour rate for any work done on the road overlay project. Mr. Brandl was put in the waiting room while the Board discussed the Management proposal in more detail. Following discussion, Mr. Brandl was readmitted to the meeting. Upon motion duly made and seconded, it was unanimously

**RESOLVED** to approve the proposal from Premier Landscapes for 2025-2026 snow removal; and

**FURTHER RESOLVED** to approve the proposal from Indios Landscaping for 2026 Landscaping services; and

**FURTHER RESOLVED** to approve the 2026 Management proposal from Sabra Services with the condition that work done for the Road Overlay project would be charged at the regular hourly rate instead of a 15% project fee.

**2026 Budget** Mr. Marchetti reviewed the 2026 budget. Operating fund revenue shows assessments increasing to \$91,000 for 2026 to cover operating expenses which include a small inflation increase over 2025, providing a break-even budget for 2026. There was general discussion on gate enhancements to make it more aesthetically pleasing.

Replacement Reserve Fund – Mr. Marchetti and Ms. Johnston reviewed the Replacement Reserve schedule. Assessments are proposed to increase to \$84,000 for 2026 to cover the Road overlay project but are projected to decrease in future years. Mr. Marchetti reviewed how the Metropolitan District budget works with the POA budget for capital projects, allowing for savings on sales tax on capital projects and income tax savings on interest earnings.

Following discussion, and upon motion duly made and seconded, it was unanimously

**RESOLVED** to approve 2026 Budget as presented; and

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## Timber Springs Property Owners Association October 15, 2025 Board Meeting Minutes

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**FURTHER RESOLVED** to set the 2026 annual Assessments at \$175,000 with \$91,000 for the Operating fund and \$84,000 for the Reserve Fund.

**Election of Officers** Following election of Directors (see Annual Meeting Minutes of same date), and upon motion duly made and seconded, it was unanimously

**RESOLVED** to elect the following officers for 2026:

President	John Turner	term ending 2028
Vice President	Rob Samit	term ending 2028
Secretary	Michael Barry	term ending 2027
Treasurer	Patrick Martin	term ending 2027
Asst Secr/Treas	Mary Chen	term ending 2026

**Future Meetings** Following discussion, the Board set the next annual member meeting and board meeting for fall 2026 with additional Board meetings to be called as needed.

**Adjournment** There being no further business to come before the Association, upon motion duly made and seconded it was unanimously

**RESOLVED** to adjourn the Executive Board meeting of the Timber Springs Property Owners Association on this 15th day of October, 2025.

Respectfully submitted,

Beth Johnston  
Secretary for the meeting

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# RECORD OF PROCEEDINGS

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## Minutes of the Annual Town Hall Meeting of the Timber Springs Metropolitan District October 15, 2025

The Timber Springs Metropolitan District Annual Town Hall meeting per SB23-110 was held Thursday, October 15, 2025, at 9:00 a.m., concurrently with the Timber Springs Metropolitan District Board and Timber Springs Property Owners Association 2025 Combined Annual Member and Board Meetings via electronic Zoom meeting, Meeting ID: 871 6708 0444.

### Attendance

The following Director was present and acting:

- Kenneth Marchetti

Also in attendance were:

- John Turner, owner lot 7, non-elected District Secretary
- Michael Barry, owner lots 5 & 6
- Pat Martin, owner lot 8
- Robert Samit, owner Lot 6
- Alina Maruri, representative for JMCG Colorado LLC, owner lots 1, 2, & 3
- Brian Brandl, Timber Springs Property Manager
- Beth Johnston, Marchetti & Weaver, Recording Secretary
- Adrian Garcia, assistant to Mary Chen

### Call to Order

The Annual Town Hall meeting for Timber Springs Metropolitan District was called to order at 9:04 a.m. by Ms. Johnston, noting a quorum was present.

### SB23-110 Presentation

Mr. Marchetti reviewed the presentation included in the meeting packet including the infrastructure projects, outstanding bonds, and year-to-date financial statements for the District

### Public Input

No was no public input.

### Adjournment

There being no further business, upon motion duly made and seconded, it was unanimously

**RESOLVED** to adjourn the Annual Town Hall Meeting of Timber Springs Metropolitan District Board of Directors this 15th day of October, 2025.

Respectfully submitted,

Beth Johnston  
Secretary for the Meeting

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# RECORD OF PROCEEDINGS

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## Minutes of the Special Meeting of the Board of Directors Timber Springs Metropolitan District October 15, 2025

A Special Meeting of the Board of Directors of Timber Springs Metropolitan District was held Tuesday, October 15, 2025, at 9:00 a.m., concurrently with the Timber Springs Metropolitan District Annual Town Hall Meeting and Timber Springs Property Owners Association 2025 Combined Annual Member and Board Meetings via electronic Zoom meeting, Meeting ID: 871 6708 0444.

### Attendance

The following Director was present and acting:

- Kenneth Marchetti

Also in attendance were:

- John Turner, owner lot 7, non-elected District Secretary
- Michael Barry, owner lots 5 & 6
- Pat Martin, owner lot 8
- Robert Samit, owner Lot 6
- Alina Maruri, representative for JMCG Colorado LLC, owner lots 1, 2, & 3
- Brian Brandl, Timber Springs Property Manager
- Beth Johnston, Marchetti & Weaver, Recording Secretary
- Adrian Garcia, assistant to Mary Chen

### Call to Order

The special meeting of the Board of Directors of Timber Springs Metropolitan District was called to order at 9:04 a.m. by Ms. Johnston, noting a quorum was present.

### Conflict Disclosure

Board members were asked to disclose any potential conflicts of interest in accordance with State Statute. Mr. Marchetti reported that he is an LLC member/manager of Marchetti & Weaver, LLC which serves as the Association Manager for the Timber Springs Property Owners Association and that Marchetti & Weaver, LLC is compensated on an hourly rate basis for the time they spend serving TSPOA and TSMD and that all compensation is paid through TSPOA. There were no other potential conflicts disclosed by any Board members.

### Consideration Of Agenda

Consideration of the 2025 Accounts Payable List was added under Other Financial.

### Annual Meeting per SB23-110

See separate minutes prepared and made part of these minutes.

### Public Input

Mr. Brandl inquired about his role as 24-hour contact for the Metropolitan District. Mr. Marchetti reviewed the new statutory requirement for Special

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## Timber Springs Metropolitan District October 15, 2025 Special Meeting Minutes

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Districts to designate an after-hours contact for emergent matters and confirmed that Mr. Brandl has been designated since he is already filling that role.

There was no other public input.

### Minutes

Upon motion duly made and seconded it was unanimously

**RESOLVED** to approve the October 22, 2024 special meeting minutes as presented; and

**FURTHER RESOLVED** to approve the October 22, 2024, Annual Town Hall meeting minutes as presented.

### Business

Upon motion duly made and seconded, it was unanimously

**RESOLVED** to appoint the following officers for 2026:

President/Treasurer	Ken Marchetti
Secretary (non-elected)	John Turner

### Facilities License Agreement

Ms. Johnston gave an overview and update on the Facilities License Agreement between the Metropolitan District and Lot 8 currently owned by the Martins. Mr. Marchetti reviewed his role on the Metropolitan District Board and due to that relationship, the District took direction from the POA. Following discussion and upon motion duly made and seconded, it was unanimously

**RESOLVED** to authorize Mr. Marchetti, current MD Board President, to sign the Facilities License Agreement on behalf of the District with the Metropolitan District Secretary and POA President attesting the agreement, once it was finalized

### Financial Statements

Mr. Marchetti reviewed the Financial statements included in the packet explaining that the POA replacement reserve funds are being transferred into the District for funding capital projects. There was general discussion on the gate software project, and it was confirmed the project is complete and had come in under budget.

**Road Overlay** The road overlay project was discussed during the Owner Education during the Annual Member meeting. Following discussion, the

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## Timber Springs Metropolitan District October 15, 2025 Special Meeting Minutes

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Board authorized working with Alpine Engineering to proceed with the project.

**Entryway Landscape enhancement** Mr. Brandl presented the landscaping proposal to enhance the entryway. The proposal is an ala carte presentation for future enhancements. General discussion was had on phasing the work over several years, obtaining additional proposals, and adding more color and flowers. It was suggested that the landscaping contractor be directed to deadhead the current entryway flowers to prolong the blooming season.

Discussion turned to the gate and how to make it look less industrial. Following discussion, the Board requested Mr. Brandl paint the gate to remove the rust look and research new designs for consideration.

### 2026 Budget

Mr. Marchetti confirmed the meeting was published as the public hearing for adopting the 2026 budget and the public hearing was opened for comments on the proposed 2026 budget. Mr. Marchetti reviewed the 2026 budget, which includes minimal administration expenditures, and the Road Overlay capital project which will deplete the reserve fund. There is no mill levy proposed, and revenue will be transferred from the POA. Following discussion, the public hearing was closed. Upon motion duly made and seconded, it was unanimously

**RESOLVED** to approve the Resolutions to Adopt the 2026 Budget; and

**FURTHER RESOLVED** to approve the Resolution to Set Mill Levies for 2026 at 0.00 mills for operations; and

**FURTHER RESOLVED** to approve the Resolution to Appropriate Sums of Money for spending in 2026.

### 2025 Audit

Mr. Marchetti explained that the District is required to complete an audit or application for exemption from Audit for 2025. Following discussion, the Board directed Marchetti & Weaver, LLC to prepare the 2025 Application of Exemption from Audit.

### Accounts Payable

Ms. Johnston confirmed the Accounts Payable list was emailed to the Board prior to the meeting. Following discussion, the public hearing was closed. Upon motion duly made and seconded, it was unanimously

**RESOLVED** to approve the 2025 Accounts Payable List as presented.

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## Timber Springs Metropolitan District October 15, 2025 Special Meeting Minutes

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### **24-Hour Posting Resolution**

Mr. Marchetti explained that state statute requires the District to designate a 24-hour posting location for notices each year. The posting location designates the District website for primary posting and designates a backup physical location in case online posting is not available. The Board reviewed the resolution and, upon motion duly made and seconded, unanimously

**RESOLVED** to approve the Resolution Designating Location To Post Notice.

### **Future Meetings**

The Board confirmed that the next meeting would be scheduled for spring 2026 with a date to be determined when the Road Overlay proposals are received. A fall meeting will also be necessary and will be scheduled to coincide with the Timber Springs POA Annual Member meeting, the date of which would be determined closer to that time. The District's 2026 Annual Town Hall meeting would be scheduled for directly before the Board meeting either in the spring or fall.

### **Adjournment**

There being no further business to come before the Board at this time, upon motion duly made and seconded, it was unanimously

**RESOLVED** to adjourn the Special Meeting of Timber Springs Metropolitan District Board of Directors this 15th day of October, 2025.

Respectfully submitted,

Beth Johnston  
Secretary for the Meeting