

RECORD OF PROCEEDINGS
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**MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
COTTONWOOD HIGHLANDS METROPOLITAN DISTRICT NO. 1**

HELD: Tuesday, January 21, 2025 at 7:00 p.m.

Virtually Via Zoom.us and in person at 8334 Sandreed Circle, Parker, CO

**Call To Order/Attendees:**

A public meeting of the Cottonwood Highlands Metropolitan District No. 1 Board of Directors was called and held as shown above in accordance with the applicable statutes of the State of Colorado. The following District Board members were in attendance:

- Ryan Foristal
- Ron Hilton
- Conrad Jansen
- Lynn Severson

Upon a motion duly made and seconded, the Board unanimously excused the absence of Director Kelsey Seaman.

Also in attendance were:

Luis Tovar, Laurie Tatlock, and Erika Stasko, Mulhern MRE, and Colin Mielke, Seter, Vander Wall & Mielke, P.C.

**Disclosure Matters**

It was noted that a quorum of the Board was present. It is the responsibility of each Director to disclose any potential conflict of interest with the District to the Board prior to each meeting and any such potential conflict must also be filed with the Secretary of State. The board members confirmed that no conflict of interest existed with regard to any items on the meeting agenda.

**Approval of the Agenda**

The Board reviewed the agenda for the meeting. Following discussion, upon a motion duly made by Director Hilton and seconded by Director Severson, the Board unanimously approved the agenda.

**Public Comment**

The Board opened the meeting for public comment. There being no public comment, the public comment period was closed.

**Minutes**

The Board reviewed the minutes of the annual meeting held on December 17, 2024 and the public meeting held on December 17, 2024. A motion was presented by Director Hilton for approval of the minutes. Director Jansen seconded the motion and upon vote, the minutes were unanimously approved.

**Financial Matters**

Staff reviewed with the Board the payables presented for payment.

After Board discussion, a motion was presented by Director Jansen and seconded by Director Hilton, to approve the proposed payables, checks numbered 1052-1056, and ratify the Payroll Specialists, Core

Electric and Cottonwood Water & Sanitation District invoices that were paid via ACH. Upon vote, the motion was unanimously approved.

After Board discussion, a motion was presented by Director Jansen and seconded by Director Hilton to accept the Financial Statements for the period ending December 31, 2024.

#### **Legal Matters**

Mr. Mielke advised that the Town of Parker legal staff was of the opinion that the District's Service Plan would not allow the District to engage Flock Safety to lease license plate reading cameras.

#### **Executive Session**

At 7:46 p.m. upon motion duly made by Director Hilton, seconded by Director Jansen, and upon vote, the Board unanimously moved into Executive Session pursuant to § 24-6-402(4)(b) and (e), C.R.S. for the purpose of receiving legal advice and discussing negotiating positions and strategies regarding intergovernmental agreement with Cottonwood Metropolitan District for parks and rights-of-way maintenance.

The session was recorded.

Upon motion duly made by Director Hilton, seconded by Director Jansen and upon vote, unanimously carried, the Executive Session ended at 8:36 p.m.

#### **Manager's Report**

Laurie Tatlock reviewed with the Board the specifics of Safety and Loss Prevention Grant funds available from the Colorado Special District's Liability Pool. The Board ask staff to see if playground inspections and park identification signs would be eligible to receive grant funds.

Director Foristal asked staff to look into the water meter shared with the District and Compark and put Compark on notice that they need to have their own service.

#### **Next Meeting**

The next regular meeting is scheduled for February 18, 2025 at 7:00 pm, via Zoom.

#### **Adjournment**

There being no further business to come before the Board, and upon motion duly made, seconded, and upon vote, unanimously carried, the Board determined to adjourn the meeting.

The foregoing minutes were approved by the Board on February 18, 2025, and constitute a true and correct copy of the minutes of the above-referenced meeting.

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Board President

RECORD OF PROCEEDINGS
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**MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
COTTONWOOD HIGHLANDS METROPOLITAN DISTRICT NO. 1**

HELD: Tuesday, February 18, 2025 at 7:00 p.m.  
Virtually Via Zoom.us

**Call To Order/Attendees:**

A public meeting of the Cottonwood Highlands Metropolitan District No. 1 Board of Directors was called and held as shown above in accordance with the applicable statutes of the State of Colorado. The following District Board members were in attendance:

- Ryan Foristal
- Ron Hilton
- Conrad Jansen
- Lynn Severson

Upon a motion duly made and seconded, the Board unanimously excused the absence of Director Kelsey Seaman.

Also in attendance were:

Luis Tovar, Laurie Tatlock, and Erika Stasko, Mulhern MRE, and Colin Mielke, Seter, Vander Wall & Mielke, P.C.

**Disclosure Matters**

It was noted that a quorum of the Board was present. It is the responsibility of each Director to disclose any potential conflict of interest with the District to the Board prior to each meeting and any such potential conflict must also be filed with the Secretary of State. The board members confirmed that no conflict of interest existed with regard to any items on the meeting agenda.

**Approval of the Agenda**

The Board reviewed the agenda for the meeting. Following discussion, upon a motion duly made by Director Severson and seconded by Director Hilton, the Board unanimously approved the agenda.

**Public Comment**

The Board opened the meeting for public comment. There being no public comment, the public comment period was closed.

**Minutes**

The Board reviewed the minutes of the public meeting held on January 21, 2025. A motion was presented by Director Jansen for approval of the minutes. Director Severson seconded the motion and upon vote, the minutes were unanimously approved.

**Financial Matters**

Staff reviewed with the Board the payables presented for payment.

After Board discussion, a motion was presented by Director Severson and seconded by Director Hilton, to approve the proposed payables, checks numbered 1057-1063, and ratify the Payroll Specialists, Core

Electric and Cottonwood Water & Sanitation District invoices that were paid via ACH. Upon vote, the motion was unanimously approved.

After Board discussion, a motion was presented by Director Hilton and seconded by Director Severson to accept the updated Financial Statements for the period ending December 31, 2024. Upon vote, the Financial Statements were accepted unanimously.

#### **Legal Matters**

Mr. Mielke updated the Board on his research regarding the exclusion of property.

#### **Executive Session**

At 7:15 p.m. upon motion duly made by Director Hilton, seconded by Director Severson, and upon vote, the Board unanimously moved into Executive Session pursuant to § 24-6-402(4)(b) and (e), C.R.S. for the purpose of receiving legal advice and discussing negotiating positions and strategies regarding intergovernmental agreement with Cottonwood Metropolitan District for parks and rights-of-way maintenance and also discuss the possibility of petitioning for exclusion from the Cottonwood Metropolitan District.

The session was recorded.

Upon motion duly made by Director Hilton, seconded by Director Severson and upon vote, unanimously carried, the Executive Session ended at 8:21 p.m. The Board confirmed that no action had been taken in executive session.

#### **Manager's Report**

Laurie Tatlock reviewed with the Board the proposal from Rocky Mountain Playground Services to inspect 3 playgrounds for a fee of \$900. The Board directed staff to authorize the inspections.

#### **Next Meeting**

The next regular meeting is scheduled for March 18, 2025 at 7:00 pm, via Zoom.

#### **Adjournment**

There being no further business to come before the Board, and upon motion duly made, seconded, and upon vote, unanimously carried, the Board determined to adjourn the meeting at approximately 8:25 p.m.

The foregoing minutes were approved by the Board on March 18, 2025, and constitute a true and correct copy of the minutes of the above-referenced meeting.

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Board President

RECORD OF PROCEEDINGS
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**MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
COTTONWOOD HIGHLANDS METROPOLITAN DISTRICT NO. 1**

HELD: Tuesday, March 18, 2025 at 7:00 p.m.  
Virtually Via Zoom.us

**Call To Order/Attendees:**

A public meeting of the Cottonwood Highlands Metropolitan District No. 1 Board of Directors was called and held as shown above in accordance with the applicable statutes of the State of Colorado. The following District Board members were in attendance:

- Ryan Foristal
- Ron Hilton
- Kelsey Seaman
- Lynn Severson

Upon a motion duly made and seconded, the Board unanimously excused the absence of Director Conrad Jansen.

Also in attendance were:

Luis Tovar, Laurie Tatlock, and Enika Stasko, Mulhern MRE, and Paul Polito, Seter, Vander Wall & Mielke, P.C.

**Disclosure Matters**

It was noted that a quorum of the Board was present. It is the responsibility of each Director to disclose any potential conflict of interest with the District to the Board prior to each meeting and any such potential conflict must also be filed with the Secretary of State. The board members confirmed that no conflict of interest existed with regard to any items on the meeting agenda.

**Approval of the Agenda**

The Board reviewed the agenda for the meeting. Board members asked that Director Items be added to the Agenda. Following discussion, upon a motion duly made by Director Severson and seconded by Director Seaman, the Board unanimously approved the revised agenda.

**Public Comment**

The Board opened the meeting for public comment. There being no public comment, the public comment period was closed.

**Minutes**

The Board reviewed the minutes of the public meeting held on February 18, 2025. A motion was presented by Director Severson for approval of the minutes. Director Seaman seconded the motion and upon vote, the minutes were unanimously approved.

**Financial Matters**

Staff reviewed with the Board the payables presented for payment.

After Board discussion, a motion was presented by Director Severson and seconded by Director Seaman, to approve the proposed payables, checks numbered 1064-1068, and ratify the Payroll Specialists, Core

Electric and Cottonwood Water & Sanitation District invoices that were paid via ACH. Upon vote, the motion was unanimously approved.

After Board discussion, a motion was presented by Director Seaman and seconded by Director Severson to accept the updated Financial Statements for the period ending February 28, 2025. Upon vote, the Financial Statements were accepted unanimously.

The Board considered a Resolution to open a District checking account with BOK Financial Services. After Board discussion, a motion was presented by Director Seaman and seconded by Director Severson to open a District checking account with BOK Financial Services. Upon vote, the Resolution was unanimously approved.

#### **Legal Matters**

None.

#### **Manager's Report**

Laurie Tatlock reviewed with the Board proposals from Rocky Mountain Playground Services to add mulch to and complete repairs at the Dove Village Park for a total fee of \$7,836. Upon a motion duly made and seconded, the Board unanimously authorized the proposals.

#### **Director Items**

Director Severson noted that cars and trucks were parking overnight in Alder Village, probably people living in their vehicles. She has been reporting this to the Parker Police. Pet waste and prairie dogs continue to be an issue.

#### **Next Meeting**

The next regular meeting is scheduled for April 15, 2025 at 7:00 pm, 8334 Sandreed Circle, Parker, CO and via Zoom.

#### **Adjournment**

There being no further business to come before the Board, and upon motion duly made, seconded, and upon vote, unanimously carried, the Board determined to adjourn the meeting.

The foregoing minutes were approved by the Board on April 15, 2025, and constitute a true and correct copy of the minutes of the above-referenced meeting.

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Board President

RECORD OF PROCEEDINGS
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**MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
COTTONWOOD HIGHLANDS METROPOLITAN DISTRICT NO. 1**

HELD: Tuesday, April 15, 2025 at 7:00 p.m.

At 8334 Sandreed Circle Parker, CO and Virtually Via Zoom.us

**Call To Order/Attendees:**

A public meeting of the Cottonwood Highlands Metropolitan District No. 1 Board of Directors was called and held as shown above in accordance with the applicable statutes of the State of Colorado. The following District Board members were in attendance:

- Ryan Foristal
- Ron Hilton
- Conrad Jansen
- Kelsey Seaman
- Lynn Severson

Also in attendance were:

Luis Tovar, Laurie Tatlock, and Erika Stasko, Mulhern MRE, and Colin Mielke, Seter, Vander Wall & Mielke, P.C.

**Disclosure Matters**

It was noted that a quorum of the Board was present. It is the responsibility of each Director to disclose any potential conflict of interest with the District to the Board prior to each meeting and any such potential conflict must also be filed with the Secretary of State. The board members confirmed that no conflict of interest existed with regard to any items on the meeting agenda.

**Approval of the Agenda**

The Board reviewed the agenda for the meeting. Following discussion, upon a motion duly made by Director Hilton and seconded by Director Foristal, the Board unanimously approved the agenda.

**Public Comment**

The Board opened the meeting for public comment. There being no public comment, the public comment period was closed.

**Minutes**

The Board reviewed the minutes of the public meeting held on March 18, 2025. A motion was presented by Director Hilton for approval of the minutes. Director Severson seconded the motion and upon vote, the minutes were unanimously approved.

**Financial Matters**

Staff reviewed with the Board the payables presented for payment.

After Board discussion, a motion was presented by Director Hilton and seconded by Director Severson, to approve the proposed payables, checks numbered 1069-1073, and ratify the Payroll Specialists, Core Electric and Cottonwood Water & Sanitation District invoices that were paid via ACH. Upon vote, the motion was unanimously approved.

After Board discussion, a motion was presented by Director Hilton and seconded by Director Jansen to accept the Financial Statements for the period ending March 31, 2025. Upon vote, the Financial Statements were accepted unanimously.

### **Legal Matters**

Colin Mielke advised that if the Cottonwood Highlands Metropolitan District No. 1 were to seek a Petition for Exclusion from the Cottonwood Metropolitan District, 50% of the fee owners of real property would need to sign the petition. After a petition is filed with the district court, a special election may be required if 10% or one hundred of the eligible electors of the special district territory proposed for exclusion, whichever number is less, petition the district court for a special election to be held within the special district territory proposed for exclusion.

### **Executive Session**

At 7:25 p.m. upon motion duly made by Director Hilton, seconded by Director Foristal, and upon vote, the Board unanimously voted to enter into Executive Session pursuant to § 24-6-402(4)(b) and (e), C.R.S. for the purpose of receiving legal advice and discussing negotiating positions and strategies regarding intergovernmental agreement with Cottonwood Metropolitan District for parks and rights-of-way maintenance and also discuss the possibility of petitioning for exclusion from the Cottonwood Metropolitan District.

Upon motion duly made by Director Hilton, seconded by Director Severson and upon vote, unanimously carried, the Board exited Executive Session at 7:56 p.m. The Board confirmed that no action had been taken in executive session.

### **Manager's Report**

Laurie Tatlock reviewed with the Board a proposal from OnePRO Services to deep root fertilize approximately 490 trees for a total fee of \$7,333. Upon a motion duly made and seconded, the Board unanimously authorized the proposal.

### **Director Items**

Director Hilton noted that Lennar had installed the new street light on Cottonwood Drive, but the light color was not the warm white color that is on the other lights and that the photo cells did not seem to be all working in unison. Laurie Tatlock advised that she would have Parker Electric scheduled for a service.

### **Next Meeting**

The next regular meeting is scheduled for May 20, 2025 at 7:00 pm, via Microsoft Teams.

### **Adjournment**

There being no further business to come before the Board, and upon motion duly made, seconded, and upon vote, unanimously carried, the Board determined to adjourn the meeting.

The foregoing minutes were approved by the Board on April 15, 2025, and constitute a true and correct copy of the minutes of the above-referenced meeting.

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Board President



RECORD OF PROCEEDINGS
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**MINUTES OF REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
COTTONWOOD HIGHLANDS METROPOLITAN DISTRICT NO. 1**

HELD: Tuesday, May 20, 2025 at 7:00 p.m.  
Virtually Via Microsoft Teams

**Call To Order/Attendees:**

A public meeting of the Cottonwood Highlands Metropolitan District No. 1 Board of Directors was called and held as shown above in accordance with the applicable statutes of the State of Colorado. The following District Board members were in attendance:

- Ryan Foristal
- Ron Hilton
- Conrad Jansen
- Lynn Severson

Also in attendance were:

Laurie Tatlock and Enika Stasko, Mulhern MRE; and Colin Mielke, Seter, Vander Wall & Mielke, P.C.

**Election of Officers**

The Board considered the following slate of officers. President, Ryan Foristal; Treasurer, Conrad Jansen; Secretary, Lynn Severson; Assistant Secretary, Ron Hilton. Upon a motion duly made by Director Hilton and seconded by Director Severson, the following slate of officers was elected. President, Ryan Foristal; Treasurer, Conrad Jansen; Secretary, Lynn Severson; Assistant Secretary, Ron Hilton.

**Disclosure Matters**

It was noted that a quorum of the Board was present. It is the responsibility of each Director to disclose any potential conflict of interest with the District to the Board prior to each meeting and any such potential conflict must also be filed with the Secretary of State. The board members confirmed that no conflict of interest existed with regard to any items on the meeting agenda.

**Approval of the Agenda**

The Board reviewed the agenda for the meeting. Following discussion, upon a motion duly made by Director Jansen and seconded by Director Severson, the Board unanimously approved the agenda.

**Public Comment**

The Board opened the meeting for public comment. There being no public comment, the public comment period was closed.

**Minutes**

The Board reviewed the minutes of the public meeting held on April 15, 2025. A motion was presented by Director Hilton for approval of the minutes. Director Jansen seconded the motion and upon vote, the minutes were unanimously approved.

**Financial Matters**

Staff reviewed with the Board the payables presented for payment.

After Board discussion, a motion was presented by Director Severson and seconded by Director Hilton, to approve the proposed payables, checks numbered 1074-1082, with the exception of voided check number 1076, and ratify the Payroll Specialists, Core Electric and Cottonwood Water & Sanitation District invoices that were paid via ACH. Upon vote, the motion was unanimously approved.

After Board discussion, a motion was presented by Director Hilton and seconded by Director Jansen to accept the Financial Statements for the period ending April 30, 2025. Upon vote, the Financial Statements were unanimously accepted.

#### **Executive Session**

The Board and staff concurred that no Executive Session was needed.

#### **Discussion regarding Cottonwood Metropolitan District Exclusion**

The Board reviewed and discussed the draft proposal for Exclusion from the Cottonwood Metropolitan District. Minor changes were requested. Subject to a final review by Director Foristal and legal counsel, upon a motion duly made by Director Hilton and seconded by Director Severson, the Board unanimously approved submitting the proposal to the Cottonwood Metropolitan District's Board of Directors and staff at their meeting on Tuesday, May 27<sup>th</sup> at 7pm.

#### **Manager's Report**

Laurie Tatlock reviewed with the Board a proposal from OnePRO Services to deep refresh the median in Cottonwood Drive for a total fee of \$8,074. Upon a motion duly made by Director Severson and seconded by Director Jansen, the Board unanimously authorized the proposal. OnePRO Services also has quoted tree replacement at \$1,100 per tree and believes that there are approximately 30 trees to replace. Upon a motion duly made by Director Hilton and seconded by Director Severson, the Board unanimously authorized expenditure of up to \$40,000 for tree replacements.

#### **Director Items**

Director Foristal asked that staff and legal counsel start researching how the District would take over the maintenance of the tracts and common areas in the Dove Village Paired homes community. In addition to researching if the HOA can transfer ownership, staff should obtain a maintenance estimate from OnePRO Services.

#### **Next Meeting**

The next regular meeting is scheduled for June 17, 2025 at 7:00 pm, via Microsoft Teams.

#### **Adjournment**

There being no further business to come before the Board, and upon motion duly made, seconded, and upon vote, unanimously carried, the Board determined to adjourn the meeting.

The foregoing minutes were approved by the Board on May 20, 2025, and constitute a true and correct copy of the minutes of the above-referenced meeting.

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Board President