

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

HELD: Tuesday, November 18, 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

Also in attendance were:

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

Upon a motion duly made by Director Hilton and seconded by Director Jansen, the Board excused Director Lynn Severson's absence.

**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. Mr. Mielke asked that the Board add consideration of an updated Resolution regarding the Colorado Open Records Act Rules and Policy. Following discussion, upon a motion duly made by Director Hilton and seconded by Director Jansen, the Board unanimously approved the revised agenda.

**Public Comment**

The Board opened the meeting for public comment. There were no members of the public present. The public comment period was closed.

**Minutes**

The Board reviewed the minutes of the Annual Meeting and Regular Meeting held on October 21, 2025. A motion was presented by Director Jansen for approval of both sets of minutes. Director Hilton seconded the motion and upon vote, the minutes were unanimously approved.

**2026 Annual Administrative Matters**

Mr. Mielke reviewed with the Board the Statement of Qualifications and Conflict of Interest Disclosures required for Board Members, and asked each Board Member to complete and return the forms to his office. No Board action was required.

Next, Mr. Mielke reviewed a 2026 Annual Administrative Resolution with the Board. After review and discussion, a motion was presented by Director Foristal to adopt the 2026 Annual Administrative Resolution.

Director Hilton seconded the motion and upon vote, the 2026 Annual Administrative Resolution was unanimously adopted as discussed.

Then, Mr. Mielke reviewed an updated Colorado Open Records Act Rules and Policy Resolution with the Board. After review and discussion, a motion was presented by Director Hilton to adopt the updated Colorado Open Records Act Rules and Policy Resolution. Director Foristal seconded the motion and upon vote, the Colorado Open Records Act Rules and Policy Resolution was unanimously adopted.

The Board considered approval of the Mulhern MRE, Inc. 2026 Management and Accounting contract for \$30,000, \$2,500 monthly for Management and \$12,000, \$1,000 monthly for Accounting. Upon a motion duly made by Director Hilton and seconded by Director Jansen, the Board approved the 2026 Mulhern MRE, Inc. Management and Accounting contract.

### **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 1110-1113, and ratify the Core Electric, Payroll Specialists, and Cottonwood Water & Sanitation District invoices that were paid via ACH. Upon vote, the motion was unanimously approved.

Staff reviewed with the Board the challenges that we have had getting the 2024 Audited Financial Statements. The auditor believes that it can be finalized by the end of the year.

### **2026 Budget Hearing**

A motion was presented by Director Foristal and seconded by Director Hilton to convene a public hearing to consider and adopt the 2026 Budget, appropriate sums of money and authorize the certification of the tax levy. There being no public comments on the proposed budget, and upon motion duly made, seconded and upon vote unanimously carried, the Board closed the public hearing. The Board reviewed the proposed 2026 Budget. Noting that there may be modifications when final assessment numbers are certified by Douglas County, upon motion duly made, seconded and upon vote, unanimously carried the Board approved the 2026 Budget, appropriated sums of money and authorized the certification of the tax levy at 10.00 mills for Operations and 41.00 mills for Debt.

### **Legal Matters**

Mr. Mielke updated the Board regarding Exclusion discussion with the Town of Parker and a work session scheduled for December 1, 2025

### **Manager Matters**

The Board discussed the following Action Items.

- 1) 2025 Landscape Maintenance Contract with OnePro Services for \$144,840, \$12,070.00 monthly for 12 months.
- 2) Approval of the proposal from OnePro Services to wrap all smooth barked trees 4" in diameter or less for \$7,955.00.
- 3) Authorization to spend \$1,126.07 for Keesen to decorate the Monument Sign at Parker House Road and Lance leaf Street and \$1,00 to supply solar power station at the monument signs without power.

Upon motion duly made, seconded and upon vote, unanimously carried, the Board authorized Action Items 1, 2, and 3.

**Director Items**

None.

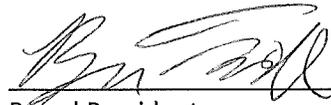
**Next Meeting**

The next regular meeting is scheduled for December 16, 2025 at 7:00 pm, to be held 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 December 16, 2025, and constitute a true and correct copy of the minutes of the above-referenced meeting.

  
\_\_\_\_\_  
Board President

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

HELD: Tuesday, October 21, 2025 at 7:00 p.m.  
At 8334 Sandreed Circle and 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, Luis Tovar and Erika Stasko, Mulhern MRE; and Colin Mielke, Seter, Vander Wall & Mielke, P.C. and members of the public Robert Stevens, Scott Schmidt and Pam Wager.

**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 Jansen, the Board unanimously approved the agenda.

**Public Comment**

The Board opened the meeting for public comment. The members of the public in attendance stated that they were attending to observe and had no comments. The public comment period was closed.

**Minutes**

The Board reviewed the minutes of the special meeting held on September 11, 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 Jansen, to approve the proposed payables, checks numbered 1105-1109, and ratify the Core Electric, Payroll Specialists, and Cottonwood Water & Sanitation District invoices that were paid via ACH. Upon vote, the motion was unanimously approved.

The Board reviewed and discussed the draft 2026 Budget with staff. The 2026 Budget Hearing will be held on Tuesday, November 18, 2026

**Legal Matters**

Upon a motion duly made by Director Hilton and seconded by Director Severson, the Board unanimously ratified the First Amendment to the IGA Regarding Funding for Parks and Rights-of-Way Maintenance with the Cottonwood Metropolitan District.

Mr. Mielke updated the Board regarding his meeting with the Town of Parker’s Metropolitan District Service Plan consulting attorney Kim Crawford and the Town of Parker’s staff attorney, Jamie Wynn. They will be preparing some questions with the intent of discussing the Cottonwood Highlands Metropolitan District No. 1’s exclusion from the Cottonwood Metropolitan District at an upcoming Town of Parker Executive Session Workshop.

**Manager Items**

Upon a motion duly made by Director Hilton and seconded by Director Jansen, the Board ratified the award of the Keesen Holiday Decorations Proposal in the amount of \$3,540.

Luis Tovar explained that the Cottonwood Water and Sanitation District is advertising bids to provide weekly trash removal and bi-weekly recycling services for areas not served by an HOA. This will be an opt-in service and will include homes in Alder Village.

**Director Items**

The Board asked that staff to get pricing for paths connecting Century Paired and Lennar Paired Homes just south of the drainageway that is along Cottonwood Drive and for a concrete path from Azalea Court to Cottonwood Drive.

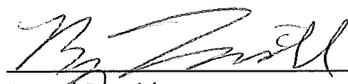
**Next Meeting**

The next regular meeting is scheduled for November 18, 2025 at 7:00 pm, to be held 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 November 18, 2025, and constitute a true and correct copy of the minutes of the above-referenced meeting.

  
\_\_\_\_\_  
Board President

RECORD OF PROCEEDINGS

**MINUTES OF THE ANNUAL MEETING  
PURSUANT TO §32-1-903(6), C.R.S.  
OF THE BOARD OF DIRECTORS OF THE COTTONWOOD HIGHLANDS METROPOLITAN DISTRICT NO. 1**

HELD: Tuesday, October 21, 2025 at 6:30 p.m.

The meeting was held virtually via Teams and in person at 8334 Sandreed Circle, Parker, CO.

**Attendance:**

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

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

Also in attendance were:

Luis Tovar, Laurie Tatlock, and Enika Stasko, Mulhern MRE, and Colin Mielke, Seter, Vander Wall & Mielke, P.C. and members of the public, Robert Stevens, Scott Schmidt and Pam Wager.

**Call to Order:**

The meeting was called to order at 6:30 p.m.

**Presentation Regarding the Status of Public Infrastructure Projects with the District**

It was noted that the District's public infrastructure projects are complete.

**Presentation Regarding Outstanding Bonds**

Staff presented the Debt Schedule for the General Obligation Refunding Bonds, Series 2024.

**Review of Unaudited Financial Statements**

Staff presented the Unaudited Financial Statements for the period ending September 30, 2025. No action was taken by the Board.

**Open Floor for Questions**

The Board opened the meeting for public questions and comments.

Robert Stevens asked when the General Obligation Refunding Bonds, Series 2024 would be paid in full. Unless the District refinances, the Bonds will be paid in full on December 1, 2054. Scott Schmidt stated that as President of the Lennar Paired Homes HOA, he was working with the District to have the District assume ownership and maintenance of the parks and open spaces in that development.

There being no further questions or comments from the public, the public question and answer session was closed.

**Adjournment**

Upon a 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 November 18, 2025, and constitute a true and correct copy of the minutes of the above-referenced meeting.



---

Board President

RECORD OF PROCEEDINGS

MINUTES OF SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE  
COTTONWOOD HIGHLANDS METROPOLITAN DISTRICT NO. 1

HELD: Thursday, September 11, 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, Luis Tovar and Enika 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 members of the public present, the public comment period was closed.

**Minutes**

The Board reviewed the minutes of the regular meeting held on August 19, 2025. A motion was presented by Director Severson for approval of the minutes. Director Janson 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 Jansen, to approve the proposed payables, checks numbered 1101-1104, and ratify the Core Electric, Payroll Specialists, 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 Severson and seconded by Director Jansen to accept the Financial Statements for the period ending August 31, 2025. Upon vote, the Financial Statements were unanimously accepted.

**Legal Matters**

The Board discussed the draft response to the Cottonwood Metropolitan District (“CWMD”) regarding their support of the Cottonwood Highlands Metropolitan District No. 1’s (CWHL”) Petition for Exclusion, CWMD’s Service Plan Amendment and proposed revisions to the IGA Regarding Funding for Parks and Rights-of-Way Maintenance between CWMD and CWHL. The Board directed legal staff to prepare a response asking for 100% of tax revenues generated by CWHL be reimbursed for taxes collected in 2025 and until the exclusion stopped tax collections by CWMD.

After discussion, the Board directed legal counsel to submit correspondence to the Town of Parker’s attorney and the Town’s special legal counsel for special district matters regarding the District’s proposal for exclusion from the Cottonwood Metropolitan District, including consideration of increasing the District’s mill levy cap from 10 mills to 18 mills.

**Director Items**

The Board asked that staff research the Service Plan regarding fence maintenance responsibility.

Director Hilton asked that staff see if Lennar would provide a path connecting Lennar Paired Homes to the access path between Lennar Paired Homes and Alder Village.

**Next Meeting**

The District’s Annual meeting is scheduled for October 21, 2025 at 6:30 pm. The next regular meeting is scheduled for October 21, 2025 at 7:00 pm. Both meetings will be held in person at 8334 Sandreed Circle and 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 August 19, 2025, and constitute a true and correct copy of the minutes of the above-referenced meeting.

  
\_\_\_\_\_

Board President

RECORD OF PROCEEDINGS

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

HELD: Tuesday, August 19, 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, Luis Tovar 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. Mr. Mielke asked to add an update on the Town of Parker and the Cottonwood Metropolitan District to the Legal Matters. Following discussion, upon a motion duly made by Director Severson and seconded by Director Foristal, the Board unanimously approved the revised agenda.

**Public Comment**

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

**Director Grimsley's Resignation**

A motion was presented by Director Severson to accept Director Grimsley's resignation. Director Jansen seconded the motion and upon vote, the Director Grimsley's resignation was accepted.

**Minutes**

The Board reviewed the minutes of the regular meeting held on July 15, 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 Jansen, to approve the proposed payables, checks numbered 1096-1099, and ratify the Core Electric, Payroll Specialists,

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 Severson and seconded by Director Jansen to accept the Financial Statements for the period ending July 31, 2025. Upon vote, the Financial Statements were unanimously accepted.

**Legal Matters**

Mr. Mielke briefed the Board on the statutory requirements that Metropolitan Districts have for holding an Annual Meeting. After discussion, the Board directed staff to provide the required notice and schedule the 2025 Annual Meeting for October 21, 2025, starting at 6:30 p.m.

Mr. Mielke updated the Board on his discussions with the Town of Parker’s legal counsel regarding the Cottonwood Metropolitan District’s Proposed Service Plan Amendment. He also updated the Board on his discussions regarding Cottonwood Highlands Metropolitan District No. 1’s pursuit of exclusion from the Cottonwood Metropolitan District. The Board directed that Mr. Mielke coordinate with Directors Hilton and Jansen to prepare and submit correspondence to the Town of Parker’s attorney and the Town’s special legal counsel for service plan reviews regarding the District’s proposal for exclusion from the Cottonwood Metropolitan District, including consideration of revising the District’s mill levy cap from 10 mills to 18 mills.

**Manager’s Report**

The Board considered OnePro Services 2025/2026 Snow Removal Proposal. Understanding that the areas might be expanded if/when the District takes over maintenance of the Lennar Paired Homes parks and tracts, a motion was presented by Director Hilton to award OnePro Services the 2025-2026 Snow Removal contract. Director Severson seconded the motion and upon vote, the contract was unanimously approved.

**Director Items**

Director Severson noted that she would be placing pet waste signage in areas where owners are not picking it up. Director Hilton advised that the prairie dogs were multiplying and asked if something could be done to increase signage and visibility of signage at the Cottonwood Drive pedestrian crossings.

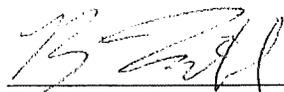
**Next Meeting**

The next regular meeting is scheduled for September 16, 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 August 19, 2025, and constitute a true and correct copy of the minutes of the above-referenced meeting.



Board President

RECORD OF PROCEEDINGS

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

HELD: Tuesday, July 15, 2025 at 7:00 p.m.  
8334 Sandreed Circle, Parker, CO and 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
- Jennie Grimsley
- Ron Hilton
- Conrad Jansen
- Lynn Severson

Also in attendance were:

Laurie Tatlock, Luis Tovar 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 members of the public present, the public comment period was closed.

**Minutes**

The Board reviewed the minutes of the regular meeting held on June 17, 2025. It was noted that the date of the next meeting should be corrected to July 15, 2025. A motion was presented by Director Grimsley for approval of the corrected minutes. Director Hilton seconded the motion and upon vote, the corrected 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 1088-1093, and ratify the 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 Financial Statements for the period ending June 30, 2025. Upon vote, the Financial Statements were unanimously accepted.

**Legal Matters**

Colin Mielke updated the Board on the Termination of the Declaration of Covenants, Conditions and Restrictions for the Alder Village Homeowners Association. An election would be required to impose Covenants in Alder Village and a vote approving such would be unlikely.

Colin Mielke updated the Board regarding Cottonwood Metropolitan District’s proposed Service Plan Amendment and Cottonwood Highlands Metropolitan District No. 1’s pursuit of exclusion from the Cottonwood Metropolitan District.

**Manager’s Report**

The Board considered the following authorizations on the proposal from OnePro Services:

|                         |  |
|-------------------------|--|
| Replacement Trees:      | \$22,696.00                                |
| Shrub/Rose Maintenance: | \$ 3,719.00                                |
| Mulch Maintenance:      | \$10,847.00                                |
| Mulch Tree Rings:       | \$ 3,394.00                                |
| Cul-de-Sac Fencing:     | \$ 5,193.00 (does not include paint/stain) |

After Board discussion, making sure that there is pedestrian access to Cottonwood Drive from all of the cul-de-sacs that are being fenced, a motion was presented by Director Hilton and seconded by Director Severson, to authorize the work proposed by OnePro Services. Subject to the pedestrian access, upon vote, the authorizations were unanimously approved.

The Board discussed Lennar’s desire to have the District take title to certain parks owned by Lennar in order to maintain the parks and tracts in the Lennar Paired Homes HOA. Director Jansen noted that the District’s management team should be part of the inspection team accepting them from Lennar.

**Director Items**

The Board discussed a list of community enhancements that they would like to prioritize and budget for including monument signage, trees along Jordan Road, additional trash receptacles, sidewalk additions in Alder Village and the Lennar Paired Homes, tennis, pickleball and basketball courts. The Board will refine its list of projects at future meetings.

**Next Meeting**

The next regular meeting is scheduled for August 19, 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 August 19, 2025, and constitute a true and correct copy of the minutes of the above-referenced meeting.

  
\_\_\_\_\_  
Board President

|                       |
|-----------------------|
| RECORD OF PROCEEDINGS |
|-----------------------|

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

HELD: Tuesday, June 17, 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, Luis Tovar and Enika Stasko, Mulhern MRE; and Colin Mielke, Seter, Vander Wall & Mielke, P.C., and Jennie Grimsley, District Resident.

**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. Laurie Tatlock advised that the Declaration of a Quorum and Disclosure of Conflicts was missing and should be added to the agenda. Following discussion, upon a motion duly made by Director Severson and seconded by Director Hilton, 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.

**Board Member Appointment**

The Board reviewed the letter of interest submitted by Jennie Grimsley to fill the Board Vacancy. Upon a motion duly made by Director Hilton and seconded by Director Severson, the Board voted to appoint Jennie Grimsley to the Board and elected her to fill an officer position as Assistant Secretary.

**Minutes**

The Board reviewed the minutes of the regular meeting held on May 20, 2025 and the special meeting held May 27, 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 Severson and seconded by Director Hilton , to approve the proposed payables, checks numbered 1083-1087, with the exception of voided check number 1085, 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 Financial Statements for the period ending May 31, 2025. Upon vote, the Financial Statements were unanimously accepted.

The Board considered approval of the Request for Extension of Time to File the 2024 Audit with the Office of the State Auditor. Following discussion, upon a motion duly made by Director Severson and seconded by Director Hilton, the Board unanimously approved the Request for Extension of Time to File the 2024 Audit with the Office of the State Auditor.

### **Legal Matters**

Colin Mielke explained that with Director Severson's assistance, they had found the Declaration of Covenants, Conditions and Restrictions for the Alder Village Homeowner Association. It would appear that only Lots 23 and 24, Block 4 had the Covenants applied to them. In 2023, the HOA was dissolved. The Board directed that management staff research the dissolution to save legal expenses.

The Board discussed the draft referral response that will be sent to Douglas Planning with regard to Cottonwood Metropolitan District's requested Service Plan Amendment. Subject to final modifications, upon motion duly made by Director Hilton and seconded by Director Severson, the Board approved sending the referral response objecting to Cottonwood Metropolitan District's Service Plan Amendment.

### **Manager's Report**

The Board agreed that Azalea Court and Snowball Way should have fencing similar to the fences installed at other cul-de-sacs adjacent to Cottonwood Drive. Staff will obtain estimates for the installation.

Ms. Tatlock noted that Lennar Paired Homes HOA would like the District to take over certain park maintenance.

### **Director Items**

To prevent spreading more trash, Director Hilton requested that mow crew pick up trash before mowing over trash. He also noted that fiber utility contractors were damaging irrigation lines and heads along Cottonwood Drive.

Director Hilton further noted that there is a damaged tree in the District. Ms. Tatlock confirmed she has notified the District's landscaper of the issue.

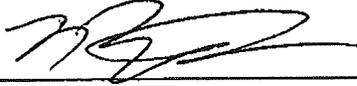
### **Next Meeting**

The next regular meeting is scheduled for July 15, 2025 at 7:00 pm, via Microsoft Teams and in person at 8334 Sandreed Circle.

**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 July 15, 2025, and constitute a true and correct copy of the minutes of the above-referenced meeting.



---

Board President

RECORD OF PROCEEDINGS

**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.

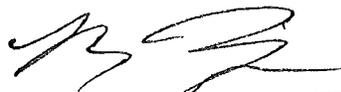
#### **Next Meeting**

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.



\_\_\_\_\_  
Board President

RECORD OF PROCEEDINGS

**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.

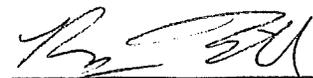
#### **Next Meeting**

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.

  
\_\_\_\_\_  
Board President

RECORD OF PROCEEDINGS

**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.

  
\_\_\_\_\_  
Board President

RECORD OF PROCEEDINGS

**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.

  
\_\_\_\_\_  
Board President

RECORD OF PROCEEDINGS

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.

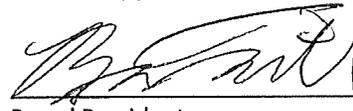
**Next Meeting**

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.



---

Board President