

RECORD OF PROCEEDINGS

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**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
PARK MEADOWS METROPOLITAN DISTRICT  
HELD  
DECEMBER 19, 2011**

A special meeting of the Board of Directors of the Park Meadows Metropolitan District was held on Monday, December 19, 2011 at 5:00 p.m., at the Lone Tree Civic Center, 8527 Lone Tree Parkway, Lone Tree, Colorado 80124.

Attendance: In attendance were Directors:

John Herbolich  
Mark Thomas  
Dale Norblom  
Greg Kelly

Also in attendance were:

Bob Blodgett; Clifton Gunderson LLP  
Tamara Seaver; Icenogle Seaver Pogue, P.C.  
John Cotten; TST, Inc. of Denver  
Matt Bevill; The Brickman Group  
Jack Hidahl; Lone Tree City Manager  
Sharon Van Ramshorst; Lone Tree City Council  
Susan Squyer; Lone Tree City Council  
Paul Squyer

Call to Order

Director Herbolich called the meeting to order at 5:00 p.m.

Declaration of  
Quorum/Director  
Qualifications/  
Disclosure Matters

A quorum was declared present, all Directors are qualified, and there are no disclosure matters. The board excused the absence of Director Pearson.

Approval of  
Agenda

Upon a motion duly made by Director Norblom, seconded by Director Kelly, and upon vote unanimously carried, the Board approved the agenda as submitted.

Public Comments

None.

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### CONSENT AGENDA

Upon a motion duly made by Director Thomas, seconded by Director Norblom, and upon vote unanimously carried, the Board approved the Consent Agenda as submitted:

- V. Review and Approve Minutes of the November 28, 2011 Regular Meeting
- VI. Ratify Approval of Engagement Letter with Clifton Gunderson LLP for 2012 Accounting Services
- VII. Approve Records Retention Policy Resolution
- VIII. Approve Capital Project Report
- IX. Information Items

### DISCUSSION AGENDA

- X. Landscape Maintenance/Construction Items
  - A. Accept December Landscape Maintenance Report

Mr. Bevill distributed his December landscape maintenance report to the Board. He reported Brickman has determined that under the agreement with the City of Lone Tree and the Highlands Ranch Metropolitan District, the District has responsibility for the maintenance of the beds on the four sides of the Quebec/C470 interchange. Weeds will be addressed this week, weather permitting.

Two large spruce trees were run over in the median in Yosemite just south of Lone Tree Parkway at the beginning of the month. The trees have been removed and a work order will be submitted to replace these trees in March. The irrigation system will be checked to ensure it is still operational also. Mr. Bevill estimated the cost of the replacement spruce trees at approximately \$1,200 to \$1,400 each for 10 foot trees.

- B. Work Order Requests

Mr. Bevill submitted an invoice in the amount of \$1,240 for Dogipot bags to restock the stations within the District.

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Upon a motion duly made by Director Herbolich, seconded by Director Kelly, and upon vote unanimously carried, the Board approved the payment of \$1,240 to Brickman for the Dogipot bags.

C. Other

None.

### XI. Construction Project Items

#### A. Lone Tree/PMMD Joint Cooperative Projects

##### 1. Under Construction

###### a. Pedestrian Lights on South Side of Lincoln (Yosemite to Highland Ranch Boundary)

Mr. Cotten reported they are no longer under construction as they are complete. The District attempted to conduct a lighting ceremony at 4:30 p.m. today. Due to the snowfall, the ceremony was cancelled. Mr. Cotten turned the lights on.

###### b. Parkway Drive Reconstruction

Mr. Cotten reported the completion of this project has been delayed until the spring.

##### 2. Under Design

###### a. None.

##### 3. Under Study

###### a. 1601 Projects (Park Meadows Center Drive and County Line Road) Submittal to CDOT

Mr. Cotten reported the Lone Tree staff is working with the Centennial staff on the draft IGA. The IGA is close to completion. Attorneys are making final comments.

###### b. Other City of Lone Tree/PMMD Projects

None.

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### B. Other City of Lone Tree/PMMD Projects

None.

## XII. Financial Items

### A. Review and Approve the December 12, 2011 Cash Position Report

Mr. Blodgett reviewed the Cash Position Report with the Board. After discussion, upon a motion duly made by Director Thomas, seconded by Director Kelly, and upon vote unanimously carried, the Board approved the December 12, 2011 Cash Position Report.

### B. Approve November Claims Totaling \$86,384.94 and Approve Director Fees Totaling \$283.05

Upon a motion duly made by Director Herbolich, seconded by Director Kelly, and upon vote unanimously carried, the Board approved the November claims represented by check numbers 3217 through 3225 totaling \$86,384.94 and director fees represented by check numbers 3214 through 3216 totaling \$283.05.

### C. Denver Water Usage Report

Mr. Blodgett reviewed the Water Usage Report with the Board. After discussion, the Board accepted the Denver Water Usage Report.

### D. Other

Mr. Blodgett reported he contacted Patriot Pest Control regarding services performed within the District. Mr. Ron Burton, owner of Patriot Pest Control, indicated the Lone Tree Parkway median is the only one being treated. Mr. Bevill indicated that the Lone Tree Parkway median is not currently infested. He recommended treatment of the Park Meadows Drive, Quebec/C470, and the Lincoln and Yosemite medians. After discussion, the Board asked that Brickman also provide a proposal for this work at a future Board meeting. The Board will reconsider this issue in the spring.

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### XIII. Manager's Items

#### A. Confirm Maintenance Policy for City of Lone Tree Monument Signs

Director Herbolich reported Director Pearson requested clarification of this policy. Director Pearson questioned whether the District should expend funds on electrical and other repairs at the City of Lone Tree Chuck E Cheese sign in addition to landscape maintenance. Mr. Blodgett reported the District historically has provided landscape maintenance and other repairs to City entry and monument signs which the District has maintained on behalf of the City.

Ms. Seaver reported the District or the City must have ownership or an easement interest in the signs in order for the District to perform the work.

Mr. Cotten reported the City does not own the Chuck E Cheese entry sign, but it does have a public easement for sign maintenance over that property.

Upon a motion duly made by Director Thomas, seconded by Director Kelly, and upon vote unanimously carried, the Board voted to confirm the current District policy of providing landscape and other maintenance services at the City of Lone Tree entry and monument signs so long as the City has a public easement interest, subject to review of the documents by Ms. Seaver.

### XIV. Attorney's Report

#### A. Review and Approve Resolution of the Board of Directors Calling the 2012 Directors' Election

##### 1. Discuss Mail Ballot or Polling Place Election

Ms. Seaver reviewed the two options with the Board. She reported the District has an extremely high percentage of permanent mail in voters, who would receive a mail ballot whether the District calls a mail ballot or a polling place election. The Board asked which other districts might be having an election in May. The City reported there is a City Council election in May. Southgate Water District and Southgate Sanitation District, as well as South Metro

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Fire District and Douglas County Library District will also have director elections in May.

After additional discussion, the Board tabled action on calling a mail ballot or polling place election and asked Clifton Gunderson to prepare a brief cost analysis of the two different options for Board review at the January 23<sup>rd</sup> meeting.

Mr. Blodgett and Ms. Seaver noted that an election will only be required if there are more candidates than the two vacancies which will exist at the May 2012 election.

### B. Other

Ms. Seaver reported she recommended some changes to the Clifton Gunderson engagement letter which Clifton Gunderson has made. The Board reported this letter was approved based on Mr. Blodgett's notation that the revised version had been approved by Ms. Seaver.

## XV. Director's Items

### A. Ratify Approval of 2012 Goals

The Board recommended a change to one word in one of the goals. Mr. Blodgett will do so. The Board confirmed the goals as stated.

### B. Other

Director Herbolich asked Mr. Blodgett to distribute copies of Mr. Lyons' presentation at the SDA Annual Conference regarding effective boards. This will be discussed at a future board meeting.

## XVI. Other Items

Mr. Bevill reported he has spoken with a representative of Chuck E Cheese. Chuck E Cheese is agreeable to allowing the District to make modifications to the irrigation system in the Quebec ROW in the spring.

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XVII. Adjournment

Upon a motion duly made by Director Herbolich, seconded by Director Thomas, and upon vote unanimously carried, having no further business to discuss, the meeting was adjourned at 5:50 p.m.

Respectfully submitted,

  
Secretary for the Meeting

Next Scheduled Meeting: The Next Board Meeting is a Regular Meeting scheduled for January 23, 2012 at 5:00 p.m. at the Lone Tree Civic Center, Meeting Room A, 8527 Lone Tree Parkway, Lone Tree, Colorado.