

HIGH PLAINS METROPOLITAN DISTRICT

Special Meeting (via Teleconference)

Thursday, June 18 2020, at 6:00 p.m.

www.highplainsmetro.org

Shawn McGoff, President	Term to May 2022
Diane Kelly, Vice President	Term to May 2023
Josie O'Neill, Treasurer	Term to May 2022
Jill Shadwell, Secretary	Term to May 2023
Maria Elena Daniels, Assistant Secretary	Term to May 2022

Due to Executive Orders issued by Governor Polis, and Public Health Orders implementing the Executive Orders issued by the Colorado Department of Health and Environment, and the risk posed by COVID 19, this meeting will be held via teleconferencing and can be joined through the directions below:

<https://zoom.us/j/93600008226?pwd=OWxzZUg1ekZYNUpvS1pxNURER0R2Zz09>

Call in Number: 720-707-2699

Meeting ID: 936 0000 8226

Password: 647827

NOTICE OF SPECIAL MEETING AND AGENDA

1. Call to Order
2. Declaration of Quorum/ Conflict of Interest Disclosures
3. Approval of Agenda
4. Consent Agenda –The items listed below are a group of items to be acted on with a single motion and vote by the Board. An item may be removed from the consent agenda to the regular agenda by any Board member. Items on the consent agenda are then voted on by a single motion, second, and vote by the Board.
 - a. Approve May 18, 2020 Board Orientation Minutes, June 3, 2020 Special Meeting Minutes and June 9, 2020 Work Session Minutes
 - b. Approve Claims Listing in the Amount of \$746,657.46
 - c. Approval of Change order No. 3 from Arrow – J Landscape & Design, Inc.
 - d. Ratification of Pay Application No. 8 from Arrow – J Landscape & Design, Inc.
 - e. Ratification of Pay Application No. 2 from Cox Professional Landscape Services LLC
5. Capital Improvements (15 minutes)
 - a. Update on Park Construction and Schedule
 - b. Update on Monument Sign Construction and Schedule
 - c. Update on Entryway Project Construction and Schedule
 - d. Discuss Park Signs and Consider Proposal from Creative Visions
 - e. Discuss and Consider Selection of Park Names
6. Landscape Maintenance Matters (15 minutes)
 - a. Landscape Maintenance Report
 - b. Discuss, Review and Approve Work Orders/Proposals
 - i. Review Proposals/Bids for Tree Planting per Master Plan and Dead Tree Removal
 - c. Other Landscape Maintenance

1336.0008: 1048817

*Regular and Special Meeting Agendas will be posted to the District's website at www.highplainsmetro.org

7. Facilities Management/District Operations (15 minutes)
 - a. District Manager’s Report
 - b. Review and Discuss Outstanding Projects List
 - c. Discuss Proposal for Lighting over Mailboxes
 - d. Discuss Community Events Survey and Community Events
 - e. Discuss Security Proposal
 - f. Other Facilities Management
8. Covenant Enforcement/Architectural Review (20 minutes)
 - a. Discuss Covenant Enforcement Process
 - b. Review and Discuss Updated Residential Improvement Guidelines
9. Legal Matters
 - a. Other Legal Matters
10. Financial Report/Financial Matters (10 minutes)
 - a. Review and Consider Acceptance of Unaudited Financial Statements
 - b. Other Financial Matters
11. Public Comment – Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes. Please sign in. As a general practice, the Board will not discuss/debate these items, nor will the Board make any decisions on items presented during this time, rather it will refer the items for follow up.
12. Director Items/Other Business (20 minutes)
 - a. Review and Approve Committee Assignments
 - i. Web Design/Website Committee (Jill and Diane)
 - ii. Landscape Committee (Maria Elena and Diane)
 - iii. Safety Committee (Jill and Maria Elena)
 - iv. New Resident/Welcome/Social & Community Events Committee (including Town Halls) (Diane and Josie)
 - v. DRC Committee (Maria Elena and Shawn)
 - vi. Advisory Committee (Shawn and Jill)
 - b. Discuss Community Survey
 - c. Traffic Complaints – Monaghan Rd
 - d. SARIA/WPRA Meeting Updates
 - e. Board Emails from Residents – Round Robin
13. Adjournment

2020 Regular Meetings	Meeting Location
Third Thursday of each month at 6:00 p.m.	Blackstone Country Club 7777 S. Country Club Parkway Aurora, CO 80016

MINUTES OF A SPECIAL MEETING OF THE BOARD
OF DIRECTORS

OF

HIGH PLAINS METROPOLITAN DISTRICT

Held: Monday, May 18, 2020, at 5:00 p.m. via
Teleconference.

Due to Executive Orders issued by Governor Polis and Public Health Orders implementing the Executive Orders, issued by the Colorado Department of Health and Environment (CDPHE), and the threat posed by the COVID-19 coronavirus, the meeting was held via teleconference.

Attendance

A special meeting of the Board of Directors of the High Plains Metropolitan District was called and held as shown above and in accordance with the applicable statutes of the State of Colorado. The following directors, having confirmed their qualification to serve on the Board, were in attendance:

Shawn McGoff
Diane Kelly
Jill Shadwell
Josie O'Neill
Maria Elena Daniels

Also present were Clint C. Waldron, Esq. and Megan J. Murphy, Esq., White Bear Ankele Tanaka & Waldron, District General Counsel; Ben Houghton, CliftonLarsonAllen, LLP, District Accountant; and Irene Borisov, Summit Management.

Call to Order

Director McGoff noted that a quorum of the Board was present and called the meeting to order.

Declaration of Quorum/Director
Qualification/Reaffirmation of
Disclosures

Mr. Waldron reported that disclosures for those directors that provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest were filed with the Secretary of State's Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Mr. Waldron inquired into whether members of the Board had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were

noted. The participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

Agenda

The Board reviewed the proposed agenda. Following discussion, upon motion duly made and seconded, the Board unanimously approved the agenda as presented.

Administration of Oaths of Office

Director O'Neill administered oaths of office to the newly elected directors.

Consider Election of Officers

The Board engaged in general discussion regarding the Election of Officers. Following discussion, upon a motion duly made and seconded, the Board elected Director McGoff as President, Director O'Neill as Treasurer, Director Kelly as Vice President, Director Shadwell as Secretary and Director Daniels as Assistant Secretary.

Board Member Training and Orientation

Mr. Waldron, Ms. Murphy, Ms. Borisov and Mr. Houghton provided the Board Member Orientation.

Adjourn

There being no further business to be conducted, the meeting was adjourned.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

Secretary for the Meeting

The foregoing minutes were approved on the 18th day of June, 2020.

MINUTES OF A SPECIAL MEETING OF THE BOARD
OF DIRECTORS

OF

HIGH PLAINS METROPOLITAN DISTRICT

Held: Wednesday, June 3, 2020, at 6:00 p.m. via
Teleconference.

Due to Executive Orders issued by Governor Polis and Public Health Orders implementing the Executive Orders, issued by the Colorado Department of Health and Environment (CDPHE), and the threat posed by the COVID-19 coronavirus, the meeting was held via teleconference.

Attendance

A special meeting of the Board of Directors of the High Plains Metropolitan District was called and held as shown above and in accordance with the applicable statutes of the State of Colorado. The following directors, having confirmed their qualification to serve on the Board, were in attendance:

Shawn McGoff
Diane Kelly
Jill Shadwell
Josie O'Neill
Maria Elena Daniels

Also present were Clint C. Waldron, Esq. and Megan J. Murphy, Esq., White Bear Ankele Tanaka & Waldron, District General Counsel; Irene Borisov, Summit Management and Consulting, District Manager; Kevin Cox and Jerry Maness, Cox Landscaping Inc.; Erik Hofstetter, Creative Visions; Bob Howey, Tree Analysis Group; and homeowners.

Call to Order

Director McGoff noted that a quorum of the Board was present and called the meeting to order.

Declaration of Quorum/Director
Qualification/Reaffirmation of
Disclosures

Mr. Waldron reported that disclosures for those directors that provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest were filed with the Secretary of State's Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Mr. Waldron inquired into whether members of the Board had any additional disclosures of potential or existing conflicts

of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted. The participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

Agenda

The Board reviewed the proposed agenda. Following discussion, upon motion duly made and seconded, the Board unanimously approved the agenda as amended.

Consider Approval of May 21, 2020 Special Meeting Minutes

Director McGoff reviewed the May 21, 2020 meeting minutes with the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the May 21, 2020 minutes.

Capital Improvements

Discuss Park Signs and Consider Proposal from Architerra

Ms. Murphy reviewed the park sign proposal from Architerra. Director McGoff inquired about coordination with the City. Mr. Waldron and Ms. Murphy provided background on the City's Framework Development Plan and Contextual Site Plan processes.

Mr. Hofstetter reviewed his revised sign proposal with the Board. The Board engaged in general discussion of whether to have a large and/or a smaller sign designed for the park. Following discussion, the Board requested Creative Visions to prepare a proposal for construction of four signs (one large and one small at Central Park and one small sign at Creekside and High Ridge Park) to be presented at the next meeting.

Discuss Survey Results for Park Names

Ms. Borisov reviewed the survey results for the Park Names with the Board. Following discussion, the Board directed Ms. Borisov to send one last email blast and the Board will pick the name at the June meeting.

Discuss Entryway Paving (Blackstone)

Mr. Waldron provided background on the Entryway Paving Project to the Board, noting that this project discussion was left over from the last meeting. Director Shadwell noted that this was a project decision made by the previous Board. Ms. Murphy noted that Ms. Hendrickson from Consilium Design has been monitoring onsite progress and this project is scheduled to be completed on July 1st.

The Board engaged in general discussion regarding changing the black concrete bands near the entryway. Ms. Hamilton with the Landscape Committee suggested

someone reach out to Ms. Hendrickson to see if changes can be made to the plans. Director O'Neill requested that the Landscape Committee provide proposed change to make the area look nicer.

Landscape Maintenance Matters

Discuss Tree Master Plan and Consider Approval of Work Order from Cox Landscaping

Mr. Howey reviewed the Tree Master Plan with the Board. Director Shadwell noted that the plan shows all Ash trees are to be removed over the next 5 years, and inquired about the plan to remove the trees that don't have the disease. Mr. Howey stated that he was working through the Tree Master Plan by area, noting that a lot of the Ash trees are in the last half of the 5 year plan and maintenance of Ash trees has been deprioritized.

Director Shadwell inquired about the Linden trees that attract bees on the pathway. Mr. Howey noted that most of the newly planted Lindens are where there are already Lindens so there is a consistent block of trees.

Ms. Murphy reviewed the proposal from Cox Landscaping with the Board, noting that very often the landscape maintenance contractor will install new trees so that it is clear that all maintenance and warranty issues are tied to one contractor. Mr. Cox stated that he would provide a warranty for any newly installed trees for so long as Cox holds the maintenance contract.

Director Shadwell requested that the tree installation project be bid to ensure the District receives the best price for trees. Mr. Howey will work with Ms. Borisov and Director Shadwell to get additional tree bids and will provide proposals at the next meeting. Mr. Howey noted that there are 62 dead ash trees due to freeze events in October 2019 and April of 2020, and he recommends removing these and then following through on the planting plan. Ms. Borisov will request the costs of removing dead trees in bid proposals from additional contractors.

Other Landscape Maintenance

None.

Facilities Management/District Operations

Update on Community Events (Garage Sale, Dumpster Day,

Ms. Borisov updated the Board on upcoming community events. Following discussion, upon a motion duly made and seconded, the Board directed Ms. Borisov to send out a

Shredding, Electronics Recycling, etc.) community survey to determine community interest in each event.

Discuss Updated Residential Improvement Guidelines

Ms. Borisov reviewed the updated Residential Improvement Guidelines with the Board. The Board determined to review the Residential Improvement Guidelines at the next meeting. Board members were requested to provide comments to Ms. Borisov by next week, so all Board comments could be incorporated prior to the next Board meeting.

Discuss Violation for Flags in Garage Windows

Ms. Murphy reviewed the covenant violation regarding flags in garage windows with the Board, noting that legal counsel does not see this as a violation under the current covenants. Legal counsel's recommendation is that the violation be dismissed and the file closed. Following discussion, upon a motion duly made and seconded, the Board unanimously dismissed the violation and requested the file closed.

Discuss Sports Courts in Backyards and Consider Adoption of Guidelines

The Board engaged in general discussion regarding adding guidelines for backyard sport courts to the revised Residential Improvement Guidelines. The Board discussed a pending request for a sports court. Following discussion, Director Shadwell made a motion to approve the sports court. Director Daniels seconded the motion. The motion failed 2-3.

Discussion Regarding Opening Playgrounds

Mr. Waldron noted that playgrounds are not open yet under State and Tri-County guidelines, but that the State and CDPHE are supposed to be issuing final guidelines by June 4th. Mr. Waldron reviewed the draft CDPHE guidance. Mr. Waldron suggested a committee of two Board members be authorized to implement the guidelines for the community. Following discussion, upon a motion duly made and seconded, the Board unanimously authorized Director O'Neill and Director Kelly to implement the guidelines from the state.

Other Facilities Management

None.

Discuss Board Communication

Welcome Letter

Deferred.

Email Blasts

Deferred.

Website Updates	Deferred.
Social Media	Deferred.
Community Survey(s)	Deferred.
Public Comment	None.
Directors Items/Other Business	
Discuss Committees	Deferred.
Discuss Teleconference Meeting Options	Deferred.
Consider Scheduling of Work Session	The Board engaged in general discussion regarding coordination of a work session meeting. Following discussion, upon a motion duly made and seconded, the Board unanimously determined to schedule a work session for June 9, 2020 at 2:30 p.m.
Discuss Agenda Tracking	Mr. Waldron discussed how agenda items are tracked over time with the Board. No action taken.
Adjourn	There being no further business to come before the Board and following discussion and upon motion duly made and seconded, the Board determined to adjourn the meeting.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting

Secretary for the Meeting

The foregoing minutes were approved by the Board of Directors on the 18th day of June, 2020.

MINUTES OF A WORK SESSION AND SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF

HIGH PLAINS METROPOLITAN DISTRICT

Held: Tuesday, June 9, 2020, at 2:30 p.m. via Teleconference.

Due to Executive Orders issued by Governor Polis and Public Health Orders implementing the Executive Orders, issued by the Colorado Department of Health and Environment (CDPHE), and the threat posed by the COVID-19 coronavirus, the meeting was held via teleconference.

Attendance

A work session and special meeting of the Board of Directors of the High Plains Metropolitan District was called and held as shown above and in accordance with the applicable statutes of the State of Colorado. The following directors, having confirmed their qualification to serve on the Board, were in attendance:

Shawn McGoff
Diane Kelly
Jill Shadwell
Josie O'Neill
Maria Elena Daniels

Also present were Clint C. Waldron, Esq., White Bear Ankele Tanaka & Waldron, District General Counsel; and homeowners.

Call to Order

Director McGoff noted that a quorum of the Board was present and called the meeting to order.

Declaration of Quorum/Director Qualification/Reaffirmation of Disclosures

Mr. Waldron reported that disclosures for those directors that provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest were filed with the Secretary of State's Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Mr. Waldron inquired into whether members of the Board had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted. The participation of the members present was

necessary to obtain a quorum or to otherwise enable the Board to act.

Approval of Agenda

The Board reviewed the proposed agenda. Following discussion, upon motion duly made and seconded, the Board unanimously approved the agenda as amended.

Discussion Regarding Board and Community Goals, Objectives and Vision

The Board members each discussed their goals, objectives and vision for the community and District.

Community Relations

Community Input and Feedback

Listening Tour – Community Forum

The Board engaged in general discussion regarding holding Town Hall Meetings where community members could ask questions and meet the Board members in a more informal setting. The Board will look at scheduling the first Town Hall as soon as possible, taking into account the current restrictions on gatherings.

Surveys and Polls (annual satisfaction survey)

The Board engaged in general discussion regarding using surveys as a tool to solicit community feedback and gauge community interest in serving on committees. It was noted that the survey responses will also assist the Board in ranking community priorities.

Board Emails

It was noted these have been set up and added to the website.

Meeting Location and Method(s)

The Board engaged in general discussion regarding board meeting locations and meeting formats.

Community Information and Communication Tools

Website

The Board engaged in general discussion regarding redesigning parts of the website in order to make it more user friendly.

Welcome Letter

The Board engaged in general discussion regarding making the welcome letter more inviting and discussed providing welcome bags to new residents.

Email Blasts

The Board would like to look at updating the website first, and then discuss other potential communication platforms.

Newsletters

The Board would like to look at updating the website first, and then discuss other potential communication platforms.

Social Media

The Board engaged in general discussion regarding the use of social media, noting the current non-District social media pages, and how best to distribute accurate information and direct people to the District's website. Following discussion, the Board determined to include a question on the survey regarding community use of social media platforms.

Community Involvement

Committees

The Board engaged in general discussion regarding committees and determined to establish the following committees, with the director(s) noted leading the committee:

1. Web Design/Website Committee; Director Shadwell and Director Kelly
2. Landscape Committee; Director Daniels and Director Kelly
3. Safety Committee; Director Shadwell and Director Daniels
4. New Resident/Welcome/Social & Community Events Committee (including Town Halls); Director Kelly and Director O'Neill
5. DRC Committee; Director Daniels and Director McGoff
6. Advisory Committee; Director McGoff and Director Shadwell

Capital Improvement Plan (CIP)

Ranking Priorities

The Board engaged in general discussion regarding an updated capital improvement plan, but would like community input before setting any priorities.

Operations and Maintenance

Areas of concern? How are we doing? What can we do better? Priorities? What are we hearing from the community?

The Board engaged in general discussion regarding the following areas:

- Landscape and Grounds Maintenance
- Annual Flowers
- Tree Master Plan
- Covenant Enforcement
- Architectural Review

- Snow Removal
- Safety and Security

Budget and Finances

Budget Priorities

As the 2020 budget has been set, the Board would like to address budget priorities in the fall, as part of the 2021 budget process.

Roles and Responsibilities

The Board engaged in general discussion regarding how to best use consultant time efficiently and setting a communications protocol. Following discussion, the Board determined that all questions should be sent to the Board President, and he will aggregate the questions and coordinate responses.

The Board engaged in general discussion regarding meeting agendas. Following discussion, the Board determined that the Board President will prepare and circulate meeting agendas going forward.

Action-item Tracking

The Board engaged in general discussion regarding how to best track action-items to ensure accountability and make sure ongoing matters are not slipping through the cracks. Following discussion, the Board requested Director Shadwell coordinate a tracking mechanism with Ms. Borisov.

Assignments and Follow up

The Board engaged in general discussion regarding assignment and follow-up matters.

Concluding Thoughts

The Board expressed appreciation for everyone's time and input.

Adjourn

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

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting

Secretary for the Meeting

The foregoing minutes were approved by the Board of Directors on the 18th day of June, 2020.

High Plains Metro District Interim Claims 5/14/20 - 6/15/20

<u>Process Date</u>	<u>Vendor</u>	<u>Invoice Number</u>	<u>Amount</u>
5/21/2020	Cox Professional Landscape Services LLC	Multiple	\$ 79,141.30
5/21/2020	Verizon Wireless	9353915551	169.20
5/21/2020	Waste Management of Denver	0813566-0178-1	10,728.50
5/21/2020	Xcel Energy	680772765	675.81
5/27/2020	ArborScape, Inc.	Multiple	4,800.00
5/27/2020	ARCHITERRA GROUP,INC	6716	6,756.10
5/27/2020	Arrow J. Landscape & Design, Inc.	Pay App 7	178,621.42
5/27/2020	CliftonLarsonAllen LLP	2486919	4,200.68
5/27/2020	Full Spectrum Lighting, Inc.	1542	100.00
5/27/2020	Lee Design Group LLC	BST20/04	460.00
5/27/2020	Pet Scoop, Inc.	285068	252.00
5/27/2020	Star Playgrounds, Inc.	INV8838	97,248.50
5/27/2020	Summit Management & Consulting, LLC	3684	3,837.95
5/27/2020	White Bear Ankele Tanaka & Waldron	Multiple	24,371.59
6/5/2020	Cox Professional Landscape Services LLC	Multiple	7,227.07
6/5/2020	Full Spectrum Lighting, Inc.	1592	400.00
6/5/2020	Pet Scoop, Inc.	289894	252.00
6/5/2020	Sequoia Golf Blackstone Country Club	HPMD22020	866.71
6/5/2020	Sequoia Golf Blackstone Country Club	HPMD32020	2,634.46
6/5/2020	Xcel Energy	684676329	570.42
6/12/2020	Arrow J. Landscape & Design, Inc.	Pay app 8	238,429.90
6/12/2020	Cox Professional Landscape Services LLC	28605	84,913.85
		Total	\$ 746,657.46



arrow - j landscape & design inc
 909 East 68th Avenue
 Denver, CO 80229

(303) 289-4388
 Fax (303) 289-4363

**IN PROGRESS
 DO NOT EXECUTE**

Contract Change Order

Owner: High Plains Metro District Address: 2154 E. Commons Ave Suite 2000 Centennial, CO 80122 Phone: (303) 858-1800 Email: Clint Waldron cwaldron@wbapc.com	Contractor Project #: <u>1925</u> Change Order Number: <u>3</u> Change Order Date: <u>5/6/2020</u> Date: _____
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Project: High Plains Park Renovation & Blackstone Sign Location: 8270 S Country Club Parkway, Aurora, CO 80016
7504 S Powhatan. Rd, Aurora, CO 80016

Description of Change Order:

CHANGE ORDER DETAIL

Item	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1	Dowel Into Basketball Court	1	LS	\$ 674.63	\$ 674.63
2	New Bike Rack	1	LS	\$ 558.00	\$ 558.00
3	Electrical Power to Irrigation Controller	1	LS	\$ 4,404.00	\$ 4,404.00
4	Irrigation Valve For Existing Area	1	LS	\$ 516.00	\$ 516.00
5	Credit Wood Mulch at Contract Unit Price	-275	CY	\$ 88.00	\$ (24,200.00)
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
11					\$ -
12					\$ -
13					\$ -
14					\$ -
15					\$ -
16					\$ -
17					\$ -
18					\$ -
19					\$ -
20					\$ -
21					\$ -
22					\$ -
23					\$ -
Total					\$ (18,047.37)

Previous Contract Total	\$ 1,244,986.28
Change Order Amount	-\$18,047.37
Net Contract Price including Change Orders	\$1,226,938.91
Time will (Increase) (Decrease) with this Change Order	<u>0</u> Days

NOT VALID UNTIL SIGNED BY BOTH PARTIES

Owner High Plains Metro District 2154 E. Commons Ave Suite 2000 Centennial, CO 80122 (303) 858-1800	General Contractor Arrow J Landscape & Design, Inc. 909 E. 68th Ave Denver, CO 80229 (303) 289-4388  _____
Name: _____ Title: _____ Date: _____	Name: Chester Jones Title: President Date: 4/9/2020

APPLICATION FOR PAYMENT

OWNER: High Plains Metro District 2154 E Commons Ave. Suite 2000 Centennial, CO 80122	PROJECT: High Plains Park - Blackstone Sign	APPLICATION NUMBER: 8 PERIOD TO: 5/31/2020 PROJECT NUMBER: 1925 CONTRACT WORK: Landscaping BILLING REFERENCE: 6867	DISTRIBUTION: CONTRACTOR ◀ ARCHITECT ◀ File ◀
CONTRACTOR: Arrow J Landscape & Design, Inc. 909 E. 68th Ave. Denver, CO 80229	ARCHITECT: Architerra Group 5881 S DeFrame St. Littleton, CO 80127		

APPLICATION FOR PAYMENT - SUMMARY

Refer to continuation sheets attached for detailed breakdown.

1. ORIGINAL CONTRACT AMOUNT:	1,204,215.00
2. NET CHANGES TO CONTRACT:	40,771.28
3. TOTAL CONTRACT AMOUNT:	1,244,986.28
4. TOTAL COMPLETED AND STORED TO DATE:	1,128,609.78
5. RETAINAGE:	
a. 5.0 % of Completed Work	56,430.49
b. 5.0 % of Stored Material	0.00
Total Retainage:	56,430.49
6. TOTAL COMPLETED LESS RETAINAGE:	1,072,179.29
7. LESS PREVIOUS APPLICATIONS:	833,749.39
8. CURRENT PAYMENT DUE:	238,429.90
9. BALANCE TO FINISH INCLUDING RETAINAGE:	172,806.99

EXTRA WORK SUMMARY	ADDITIONS	DELETIONS
Changes From Prev Applications:	51,369.00	10,597.72
Changes From This Application:	-	-
Total:	51,369.00	10,597.72
Net Changes:	40,771.28	

CONTRACTOR'S CERTIFICATION:

The undersigned Contractor to the best of his knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid to him for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Chet Jones DATE: 6/2/2020
 Chet Jones

USE THIS AREA FOR ANY MISC NOTES OR COMMENTS.

ARCHITECT'S CERTIFICATION:

The Architect hereby confirms that based on site observations & to the best of his/her knowledge, this payment application accurately reflects the progression of work and that this work meets contract requirements sufficient enough to justify payment in the amount certified below:

AMOUNT CERTIFIED: \$238,429.90
 Provide explanation below or attached if amount certified does not match this application amount. Initial all figures & markups to agree with certified amount.

ARCHITECT: Katherine Schutte DATE: 6/4/20

The Amount Certified is payable to the contractor listed above.

Cox Professional Landscape Services LLC
 14051 E Davies Avenue Unit A
 Centennial, CO 80112

Invoice

Date	Invoice #
5/22/2020	28605

Bill To
High Plains Metro District c/o Summit Management & Consulting 4950 S Yosemite St, F2-506 Greenwood Village, CO 80111

P.O. Number	Terms	Rep
	Due on receipt	House

Quantity	Item Code	Description	Price Each	Amount
		Progress Billing-Smoky Hill and Country Club Parkway entry project,		
	Hardscapes	Hardscapes--Paver installation	12,800.00	12,800.00
	Tree Planting	Tree Planting--Decicuous	4,680.00	4,680.00
	Tree Planting	Tree Planting--Evergreen	9,360.00	9,360.00
1	Shrub Planting	Shrub Planting--#5 Shrubs	28,765.00	28,765.00
1	Perennial Planting	Perennial Planting--#1 Plants	4,225.00	4,225.00
1	Irrigation Installs	Irrigation systems Installation	10,417.50	10,417.50
1	Compost, Crown	Crown Compost	1,080.00	1,080.00
	Hardscapes	Hardscapes--Circular Planters @ Columns	8,880.00	8,880.00
1	Site Furnishings	Installation of site furnishings--Urns & Planters	9,175.50	9,175.50
		Subtotal		89,383.00
1	Retainage	Retainage	-0.05	-4,469.15
		Subtotal		84,913.85

Phone #
303.693.6878

YOU CAN NOW PAY ONLINE!
www.coxprolandscape.com
 Click on "MAKE A PAYMENT" in the top right corner

Total \$84,913.85

Balance Due \$84,913.85

Email: coxoffice@coxprolandscape.com

*All Commercial Applicators are licensed by the Colorado Department of Agriculture

HIGH PLAINS PARK RENOVATION BLACKSTONE ENTRY MONUMENT

ID	Task Name	Duration	Start	Finish	June 2020																												July 20
					31	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	31												
1	HIGH PLAINS PARK	160 days	Mon 11/11/19	Fri 6/19/20																													
2	Erosion Control	3 days	Mon 11/11/19	Wed 11/13/19																													
3	Demolition	5 days	Thu 11/14/19	Wed 11/20/19																													
4	Earthwork	31 days	Wed 12/18/19	Wed 4/22/20																													
5	Drainage	5 days	Mon 1/13/20	Fri 1/17/20																													
6	Underground Electrical	2 days	Fri 1/10/20	Mon 1/13/20																													
7	Electrical Poles	5 days	Mon 4/27/20	Fri 5/1/20																													
8	Shelter Footings	7 days	Wed 12/18/19	Thu 12/26/19																													
9	Shelter Installation	8 days	Tue 2/11/20	Thu 2/20/20																													
10	Picnic Area Concrete Flatwork	8 days	Mon 5/4/20	Wed 5/13/20																													
11	Playground Seatwalls	25 days	Mon 1/20/20	Tue 3/17/20																													
12	Bball Court Walls	20 days	Wed 3/18/20	Wed 4/22/20																													
13	Post Tension Bball Court	5 days	Mon 1/27/20	Fri 1/31/20																													
14	Playground Equipment	12 days	Fri 4/3/20	Mon 4/20/20																													
15	Subgrade Prep & Concrete Flatwork	34 days	Tue 4/7/20	Fri 5/22/20																													
16	Site Amentities	3 days	Wed 5/20/20	Fri 5/22/20																													
17	Chase Drains & Curb/Gutter	10 days	Mon 5/11/20	Fri 5/22/20																													
18	Masonry	3 days	Fri 5/15/20	Tue 5/19/20																													
19	Irrigation	23 days	Wed 5/20/20	Fri 6/19/20																													Irrigation
20	Soil Prep & Grading	10 days	Wed 5/20/20	Tue 6/2/20																													Soil Prep & Grading
21	Landscaping	11 days	Fri 6/5/20	Fri 6/19/20																													Landscaping
22	FINISH	0 days	Fri 6/19/20	Fri 6/19/20																													◆ 6/19
23	BLACKSTONE SIGN	136 days	Wed 11/6/19	Wed 5/13/20																													

**High Plains Metropolitan District
Water Tank Park Project (revised 6.15.2020)**

Item	Price	Contractor	Contract
General Contract	\$ 886,593.95	AJI	Yes
Shelter Structure Install	\$ 4,884.00	AJI	Change Order #1
Playground Boundary Expansion	\$ 360.00	AJI	Change Order #1
Relocate City Irrigation Mainline	\$ 16,080.00	AJI	Change Order #1
Credit Concrete Curb Ramp	\$ (8,590.00)	AJI	Change Order #1
Revised Concrete Curb Ramp	\$ 19,170.00	AJI	Change Order #1
Pickleball Lines	\$ 1,140.00	AJI	Change Order #1
Playground Equipment and Installation	\$ 143,719.00	Star Playgrounds	Yes
Playground Equipment and Installation	\$ 26,677.92	AtoZ Recreation	Yes
Shelter	\$ 41,425.00	ICON	Yes
Misc. Park Changes and Mulch Credit	-18,037.47	AJI	Change Order #3
Subtotal	<u>\$ 1,113,422.40</u>		
Contingency @ 15%	\$ 167,013.36		
Total	<u>\$ 1,280,435.76</u>		
Master Plan	\$ 24,930.00	Architerra	Yes
Design Development	\$ 12,920.00	Architerra	Yes
Construction Documents	\$ 63,590.00	Architerra	Yes
Construction Administration	\$ 19,845.00	Architerra	Yes
Additional Coordination & Design	\$ 10,080.00	Architerra	Yes
Additional Constuction Administration	\$ 9,590.00	Architerra	Yes
City Minor CSP Amendment	\$ 931.00	Aurora	N/A
City Civil Plans review	\$ 3,294.00	Aurora	N/A
City Preliminary Drainage Letter Fee	\$ 910.00	Aurora	N/A
Subtotal	<u>\$ 146,090.00</u>		
TOTAL	<u>\$ 1,259,512.40</u>	(without contingency)	
TOTAL	<u>\$ 1,426,525.76</u>	(with contingency)	

**High Plains Metropolitan District
Monument Sign Project (revised 5.21.2020)**

Item	Price	Contractor	Contract
General Contract	\$ 317,621.05	AJI	Yes
Rolled Lintel	\$ 3,900.00	AJI	Change Order #1
Substitute Stucco	\$ (2,007.72)	AJI	Change Order #1
Back of Sign Stucco	\$ 2,250.00	AJI	Change Order #2
Landscaping Changes	\$ 3,585.00	AJI	Change Order #2
Subtotal	<u><u>\$ 325,348.33</u></u>		
Contingency @ 15%	\$ 32,534.83		
Total	<u><u>\$ 357,883.16</u></u>		
Design Development/CD's	\$ 24,400.00	Architerra	Yes
Construction Administration	\$ 9,030.00	Architerra	Yes
Additional Coordination & Design	\$ 10,900.00	Architerra	Yes
Subtotal	<u><u>\$ 44,330.00</u></u>		
TOTAL	<u><u>\$ 369,678.33</u></u>	(without contingency)	
TOTAL	<u><u>\$ 402,213.16</u></u>	(with contingency)	

**High Plains Metropolitan District
Entryway Project (revised 5.21.2020)**

Item	Price	Contractor	Contract
General Contract	\$ 212,328.00	Cox	Yes
Subtotal	<u>\$ 212,328.00</u>		
Contingency @ 15%	\$ 31,849.20		
Total	<u>\$ 244,177.20</u>		
Concept Planning and Design	\$ 25,000.00	Consilium	Yes
Irrigation Audit	\$ 3,500.00	Consilium	Yes
Landscape CD's	\$ 4,680.00	Consilium	Yes
Irrigation CD's	\$ 2,560.00	Consilium	Yes
Subtotal	<u>\$ 35,740.00</u>		
TOTAL	<u>\$ 248,068.00</u>	(without contingency)	
	<u>\$ 279,917.20</u>	(with contingency)	

High Plains Metropolitan District
Signage Project (revised 5.21.2020)

Item	Price	Contractor	Contract
General Contract	\$ 55,238.00	Creative Visions	Yes
Total	<u>\$ 55,238.00</u>		

**High Plains Metropolitan District
Capital Projects Summary
2017 - 2020 YTD April**

2017-2020 Budget To Actual

Project	Budget	2017	2018	2019	2020 YTD	Total	Remaining
Monumentation	\$ 395,000	\$ -	\$ 27,470	\$ 77,873	\$ 242,007	\$ 347,350	\$ 47,650
Park Improvements	1,470,305	21,185	31,926	267,729	618,330	939,169	531,136
Entryways	400,000	-	-	35,247	5,877	41,124	358,876
Entryways - Sign	55,000	-	-	27,619	25,368	52,987	2,013
Medians	250,000	-	-	-	-	-	250,000
Total	\$ 2,570,305	\$ 21,185	\$ 59,396	\$ 408,467	\$ 891,582	\$ 1,380,630	\$ 1,189,675

Capital Projects by Vendor

Vendor	2017	2018	2019	2020 YTD	Total
Arrow J. Landscape	\$ -	\$ -	\$ 158,421	\$ 719,210	\$ 877,631
Architerra	21,185	58,792	70,881	24,483	175,341
Star Playgrounds	-	-	103,818	97,249	201,066
AtoZ Recreation	-	-	12,482	12,482	24,964
City of Aurora	-	604	-	-	604
White Bear Ankele	-	-	-	9,628	9,628
Consilium	-	-	35,247	3,162	38,409
Creative Visions	-	-	27,619	25,368	52,987
Total	\$ 21,185	\$ 59,396	\$ 408,467	\$ 891,582	\$ 1,380,630

High Plains Metropolitan District
 Park Improvements Detail
 2017 - 2020

Arrow J. Landscape

Date	Invoice	Amount	Contract Balance
			\$ 919,637.95
10/31/2019	Payapp 1	17,190.54	902,447.41
11/30/2019	Payapp 2	28,241.82	874,205.59
12/31/2019	Payapp 3	40,251.56	833,954.03
1/31/2020	Payapp 4	204,656.31	629,297.72
2/29/2020	Payapp 5	62,987.87	566,309.85
3/31/2020	Payapp 6	57,091.91	509,217.94
4/30/2020	Payapp 7	153,264.20	355,953.74

Architerra

Date	Invoice	Amount	Contract Balance	Direct Costs
			\$ 140,955.00	
5/8/2017	5969	1,453.75	139,501.25	1,816.59
10/5/2017	5994	3,495.00	136,006.25	5.95
10/5/2017	6010	5,025.00	130,981.25	367.47
10/5/2017	6033	1,177.50	129,803.75	10.50
10/6/2017	6078	3,252.50	126,551.25	9.45
11/10/2017	6105	1,401.25	125,150.00	-
12/31/2017	6120	3,117.50	122,032.50	52.07
4/30/2018	6194	2,860.00	119,172.50	-
6/30/2018	6256	2,676.25	116,496.25	34.88
6/30/2018	6280	6,472.50	110,023.75	40.40
8/21/2018	6296	3,630.00	106,393.75	2.31
9/30/2018	6327	4,033.75	102,360.00	37.62
10/31/2018	6348	3,398.75	98,961.25	99.63
11/30/2018	6373	1,805.00	97,156.25	33.84
12/31/2018	6388	6,150.50	91,005.75	46.37
1/31/2019	6410	3,525.00	87,480.75	55.72
2/18/2019	6434	3,972.50	83,508.25	73.96
3/12/2019	6445	7,493.75	76,014.50	70.99
4/30/2019	6462	5,665.00	70,349.50	167.63
5/31/2019	6484	4,491.25	65,858.25	-
6/30/2019	6498	8,728.75	57,129.50	-
7/31/2019	6504	10,352.00	46,777.50	-
8/31/2019	6538	2,500.00	44,277.50	-
9/10/2019	6560	5,946.25	38,331.25	140.38
10/9/2019	6581	6,197.50	32,133.75	-
11/5/2019	6594	3,068.75	29,065.00	59.28
12/11/2019	6620	3,158.75	25,906.25	77.72
1/6/2020	6633	4,515.00	21,391.25	177.70
2/3/2020	6645	3,522.50	17,868.75	198.90
3/4/2020	6667	1,805.00	16,063.75	2.10
3/10/2020	6681	3,450.00	12,613.75	-
4/6/2020	6687	3,741.25	8,872.50	314.44
5/5/2020	6716	6,131.25	2,741.25	624.85

High Plains Metropolitan District
 Park Improvements Detail
 2017 - 2020

Star Playgrounds

Date	Invoice	Amount	Contract Balance
			\$ 201,066.00
9/1/2019	8838 Deposit	103,817.50	97,248.50
4/30/2020	8838 Final	97,248.50	-

AtoZ Recreation

Date	Invoice	Amount	Contract Balance
			\$ 26,677.92
12/18/2019	2740	12,482.00	14,195.92
1/28/2020	2748	12,482.00	1,713.92

iCON

Date	Invoice	Amount	Contract Balance
			\$ 41,425.00
			41,425.00

City of Aurora

Date	Invoice	Amount	Contract Balance
8/31/2018	550032	604	N/A

WBA

Date	Invoice	Amount	Contract Balance
1/31/2020	8957	3,479.37	N/A
2/29/2020	9271	813.34	N/A
3/31/2020	9715	1,823.48	N/A

High Plains Metropolitan District
 Monument Sign Detail
 2017 - 2020

Arrow J. Landscape

Date	Invoice	Amount	Contract Balance
			\$ 325,348.33
10/31/2019	Payapp 1	1,515.80	323,832.53
11/30/2019	Payapp 2	22,116.80	301,715.73
12/31/2019	Payapp 3	49,104.10	252,611.63
1/31/2020	Payapp 4	90,110.14	162,501.49
2/29/2020	Payapp 5	33,683.80	128,817.69
3/31/2020	Payapp 6	82,657.74	46,159.95
4/30/2020	Payapp 7	34,758.35	11,401.60

Architerra

Date	Invoice	Amount	Contract Balance	Direct Costs
			\$ 44,330.00	
3/31/2018	6172	2,760.00	41,570.00	-
5/29/2018	6196	1,050.00	40,520.00	-
5/29/2018	6231	955.00	39,565.00	-
6/30/2018	6258	2,177.50	37,387.50	129.79
6/30/2018	6282	382.50	37,005.00	2,700.00
8/21/2018	6301	5,895.00	31,110.00	13.56
9/30/2018	6329	5,273.75	25,836.25	106.65
10/31/2018	6349	3,178.75	22,657.50	47.70
11/30/2018	6375	2,800.00	19,857.50	-
1/1/2019	6390	2,450.00	17,407.50	-
1/31/2019	6415	2,000.00	15,407.50	-
6/30/2019	6501	641.25	14,766.25	44.93

WBA

Date	Invoice	Amount	Contract Balance
1/31/2020	8957	29.21	N/A
2/29/2020	9271	87.64	N/A
3/31/2020	9715	680.09	N/A

High Plains Metropolitan District
 Entryway and Median Detail
 2017 - 2020

Consilium

Date	Invoice	Amount	Contract Balance	Direct Costs
			\$ 35,740.00	
1/31/2019	5001	-	35,740.00	2,000.00
3/12/2019	5042	900.00	34,840.00	-
4/1/2019	5062	1,500.00	33,340.00	75.56
5/1/2019	5089	4,000.00	29,340.00	148.68
6/30/2019	5096	10,000.00	19,340.00	88.50
8/31/2019	5145	1,000.00	18,340.00	168.00
9/30/2019	5174	8,100.00	10,240.00	51.06
10/31/2019	5211	5,340.00	4,900.00	-
12/4/2019	5275	1,875.00	3,025.00	-
1/13/2020	5308	2,560.00	465.00	-
1/31/2020	5334	465.00	-	137.10

Cox

Date	Invoice	Amount	Contract Balance
			\$ 212,328.00
			212,328.00
			212,328.00
			212,328.00
			212,328.00

WBA

Date	Invoice	Amount	Contract Balance
1/31/2020	8957	1380.16	N/A
2/29/2020	9271	1034.23	N/A
3/31/2020	9715	300.33	N/A

Creative Visions

Date	Invoice	Amount	Contract Balance
			\$ 52,987.00
10/1/2019	8293	\$ 27,619.00	25,368.00
3/20/2020	8358	25,368.00	-



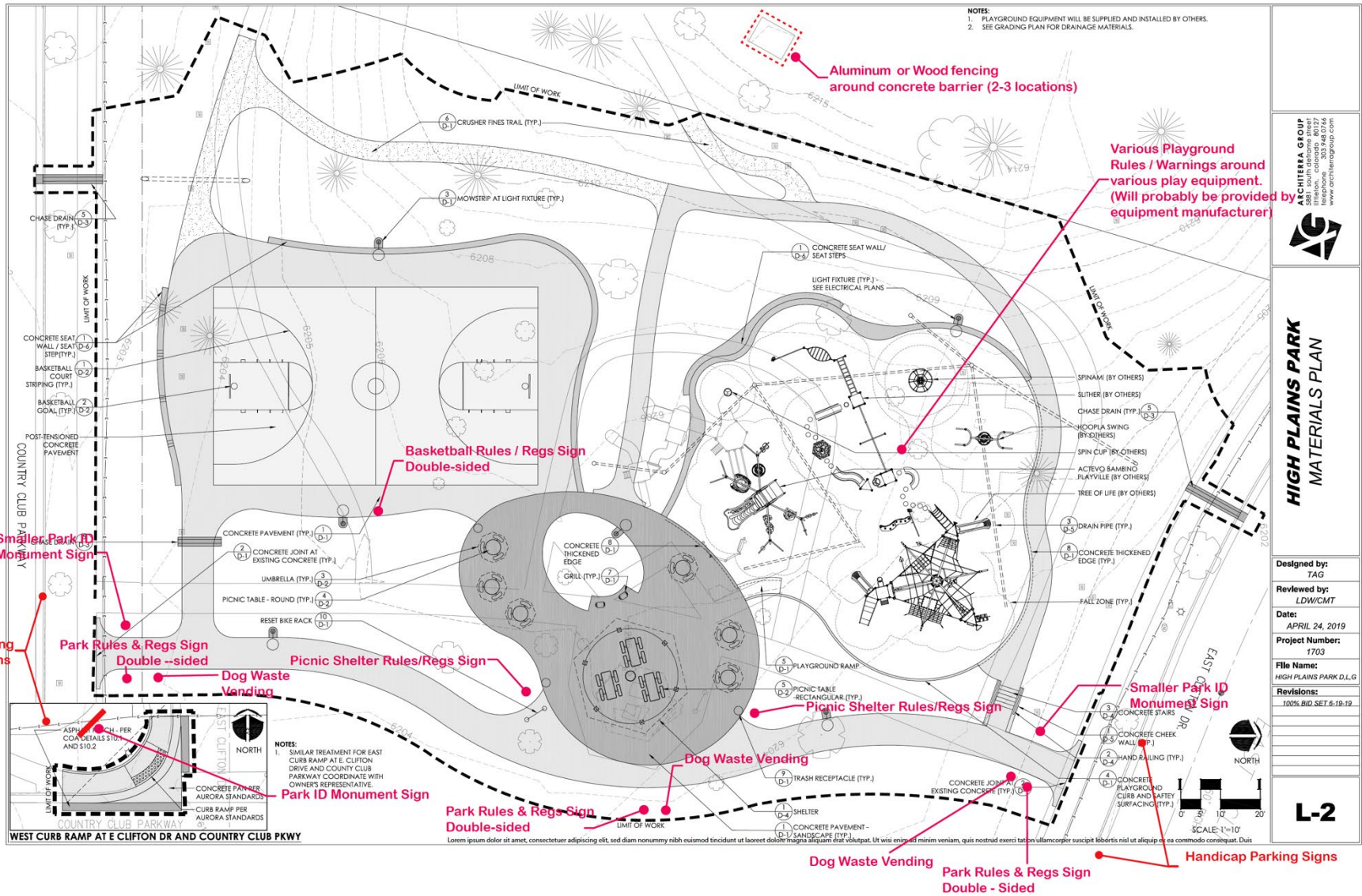
High Plains Park (possibly 'Country Club Park' or other) Initial Sign Considerations

Portions of following originally presented to Blackstone HOA April 16, 2020

Revised June 9, 2020

BLACKSTONE HIGH PLAINS PARK – SIGN MAP

(no fencing will be proposed, not within property)





RECOMMENDED PARK RULES & REG SIGN COPY

PARK RULES & REGULATIONS

Welcome to our neighborhood park. For the enjoyment of all, please respect private property and follow these rules.

Park Hours: 5AM - 11PM Daily

In case of emergency call 911

Use park at own risk

Parking around perimeter of park allowed no closer than 30 feet to crosswalks. Please respect handicap parking spaces.

Pets must be in control on 10' or shorter leashes on all concrete and playground areas. Pet owner must remove all pet droppings and dispose of properly.

Alcoholic beverages limited to beer only. Glass containers or bottles prohibited.

All trash must be disposed of properly.

Portable grills allowed on concrete areas only except basketball court. Charcoal must be doused and disposed of offsite.

Picnic shelter use is on a first come first serve basis unless otherwise posted.

Golf is limited to designated golf courses and driving ranges.

Selling of merchandise or services is prohibited unless a sales license is issued and written permission from the Blackstone Homeowners Association is obtained.

For reservation information contact 303-459-4919. Public meetings, events and/or amplified sound are by permit only.

For more information, visit HighPlainsMetro.org

Thank you, the Homeowners Association



RECOMMENDED PICNIC SHELTER AND PLAY AREA SIGN COPY

PICNIC SHELTER & PLAY AREAS

Park Hours: 5AM - 11PM Daily

Picnic shelter use is on a first come first serve basis unless otherwise posted.

For reservation information contact 303-459-4919.

Portable grills allowed on concrete areas only except basketball court. Charcoal must be doused and disposed of offsite.

Alcoholic beverages limited to beer only. Glass containers or bottles prohibited.

Pets must be in control on 10' or shorter leashes on all concrete and playground areas.

Parking around perimeter of park allowed no closer than 30 feet to crosswalks. Please respect handicap parking spaces.

Thank you, the Homeowners Association



RECOMMENDED BASKETBALL COURT SIGN COPY

BASKETBALL RULES & REGULATIONS

Court Playtime: Sunrise to Sunset Daily

Court use is on a first come first serve basis limited to two hours play time per individual or group, unless otherwise posted. If crowded, conduct half-court rules.

For reservation information contact 303-459-4919.

Glass containers or bottles prohibited.

Please practice good sportsmanship with no verbal abuse, respecting others.

Thank you, the Homeowners Association

SKATEBOARDING ISSUE

Skateboarding is a fun activity but if abused, can harm others and the park itself. Note that the smooth surface of the basketball court and low walls surrounding it will attract skateboarders. You may want to add "No skateboarding allowed", "No skateboarding on walls allowed", or similar to any of the above signs and to really prevent skateboard grinding on walls, add metal bolts along wall edges.

Please provide approval/changes to above sign copy above when convenient.

June 3, 2020

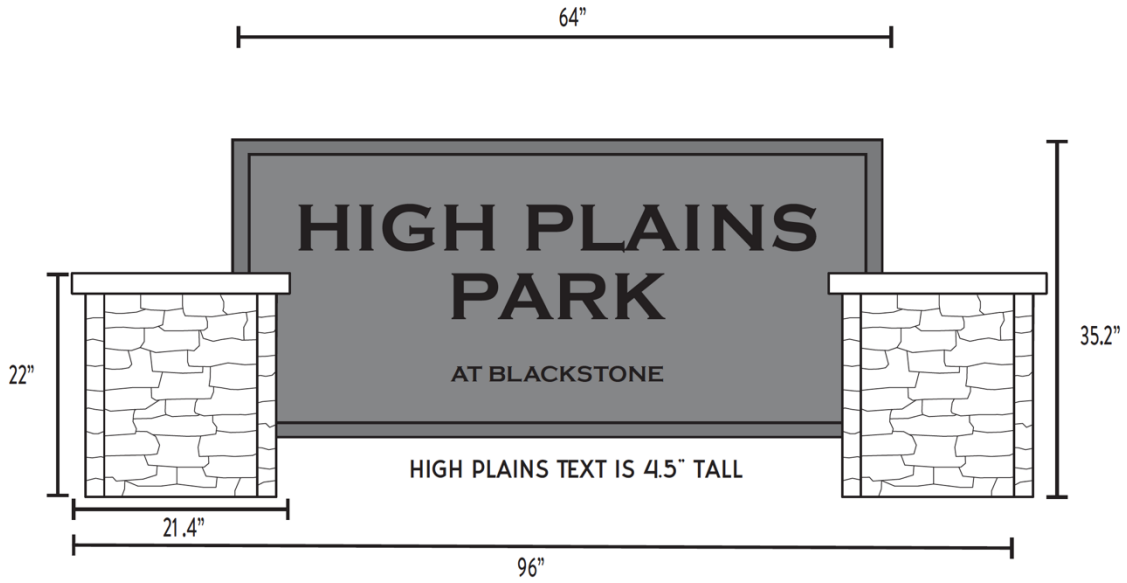
Blackstone High Plains Park Main Sign Proposal Estimates/Options - Revised

- A. Located at corner of South Country Club Parkway and East Clifton Drive after round bushes cleared by HOA. Sign is angled so it faces corner of intersection.
- B. All estimated options include aluminum and stainless-steel anti-rust construction, with exterior cement board skin (similar to image below) to accommodate stone masonry and column cap(s) applied by alternate contractor.

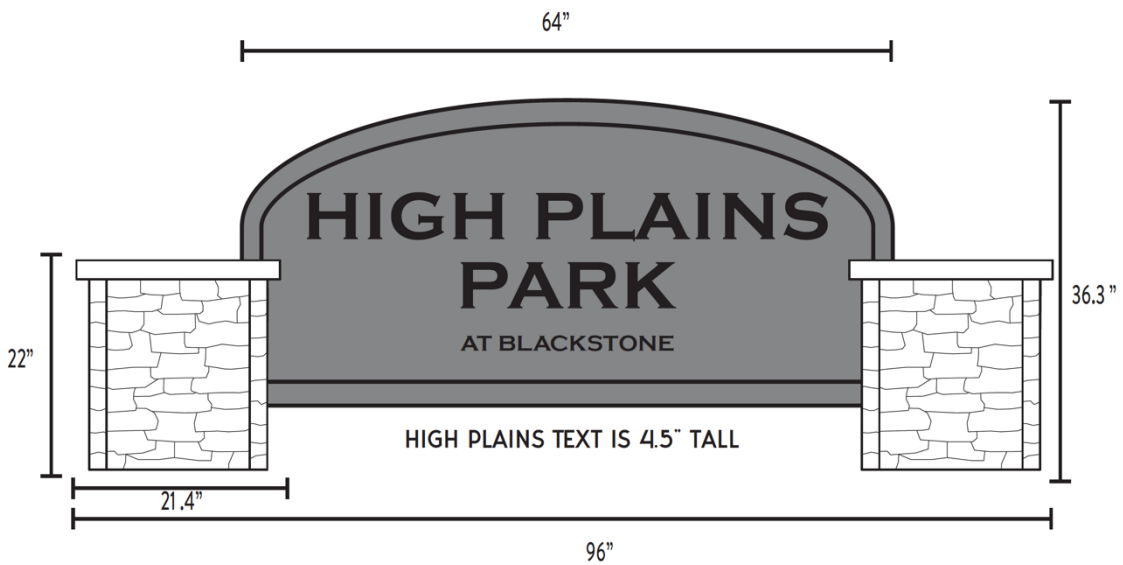


- C. Unlike previous proposal, all sign estimated options here are 1-sided.
- D. Sign colors to be determined allow for -
 - single painted color used for background behind letters.
 - letters made of cut vinyl.
 - single painted border color, different than background behind letters, wrap around sign sides and back.
 - metal posts for options 3 and 4 can be any single color.
- E. "High Plains Park At Blackstone" name change should not alter cost estimates provided here unless sign logo and/or art element(s) are added.
- F. HOA steps needed if proposal accepted:
 - 1. Choose between sign options 1, 2, 3 or 4, or give input on sign design changes.
 - 2. Determine sign color choices.
 - 3. Provide final park name and sign copy, providing approval to any new sign proof if needed.
 - 4. Need HOA Letter of Approval (similar to 2020-01-17 version provided for entry way pillar signs Creative Visions created) to submit to City of Aurora for permit approval.
- G. Submission of final design and HOA Letter of Approval provided to City of Aurora for permit approval. Permitting process should take 1-3 weeks, but there is no guarantee of time frame because of City.
- H. Rough estimated sign permit cost range is currently \$900 to \$1800 depending on option chosen and value of stone masonry.

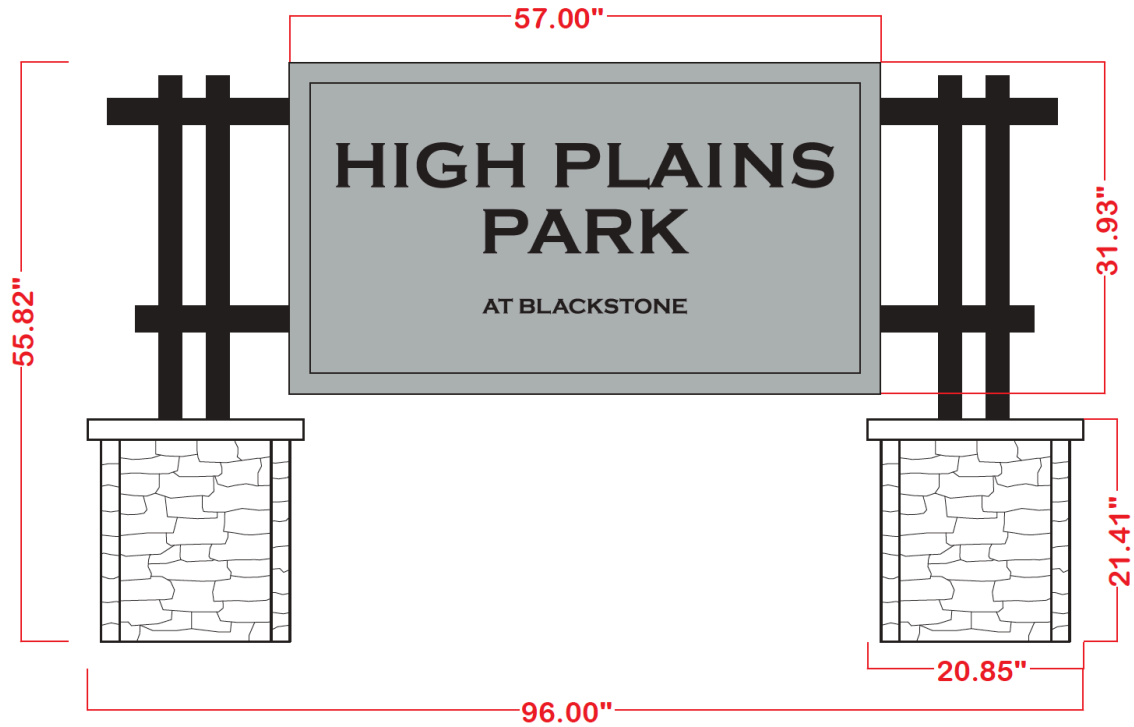
Option 1: \$8399 + permit costs



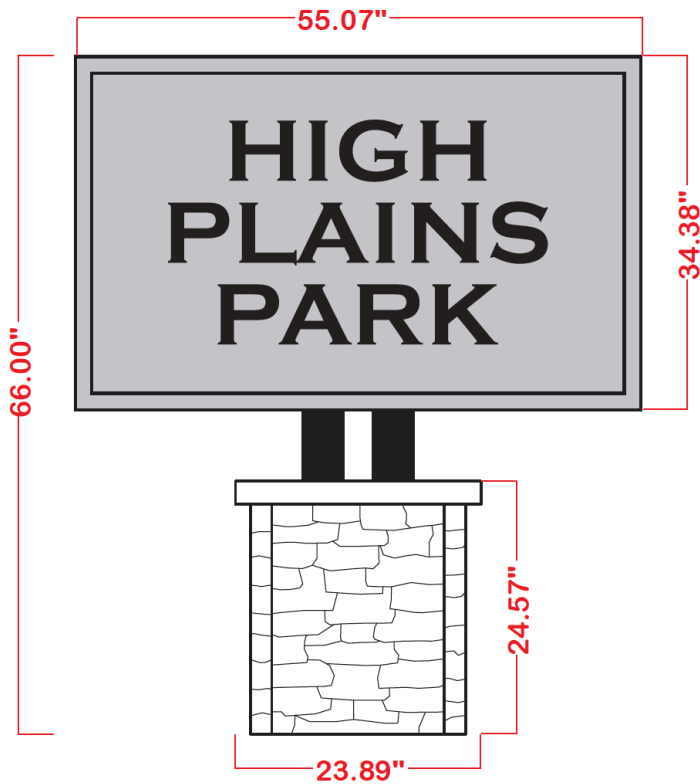
Option 2: \$8685 + permit costs



Option 3: \$10240 + permit costs



Option 4: \$7224 + permit costs



May 26th

Constant Contact Survey Results

Survey Name: Please Help us Name the Community Parks

Response Status: Partial & Completed

Filter: None

6/15/2020 8:00 PM MDT








* Please choose the name you like best for the newly renovated community park on Country Club Parkway and Clifton Dr.?

Answer	0%	100%	Number of Response(s)	Response Ratio
Blackstone Sports Park			21	22.3 %
* Country Club Park			25	26.5 %
Southgate Park			9	9.5 %
Country Club Parkway Park			3	3.1 %
High Plains Park			5	5.3 %
Diamond Park			3	3.1 %
Cooper Park			3	3.1 %
J. Nicklaus Park			3	3.1 %
Mulligan Park			22	23.4 %
No Response(s)			0	0.0 %
Totals			94	100%

* Please choose the name that you like best for the community park located on the corner of Blackstone Parkway and Canyon Pl.

Answer	0%	100%	Number of Response(s)	Response Ratio
* Canyon Park			35	37.2 %
Blackstone Park			14	14.8 %
Northgate Park			6	6.3 %
Blackstone Parkway Park			8	8.5 %
Emerald Park			3	3.1 %
Basalt Park			1	1.0 %
T. Woods Park			4	4.2 %
Tin Cup Park			23	24.4 %
No Response(s)			0	0.0 %
Totals			94	100%

* Please choose the name that you like best for the community park located on the corner of Valleyhead Way and Alder Dr.

Answer	0%	100%	Number of Response(s)	Response Ratio
* Hilltop Park			32	34.0 %
Alder Park			20	21.2 %
Eastgate Park			8	8.5 %
High Prairie Park			5	5.3 %
Graphite Park			2	2.1 %
A. Palmer Park			4	4.2 %
Fairway Park			23	24.4 %
No Response(s)			0	0.0 %
Totals			94	100%

June 6th

Constant Contact Survey Results

Survey Name: Reminder - Please Help us Name the Community Parks

Response Status: Completed

Filter: None

6/15/2020 8:00 PM MDT

* Please choose the name you like best for the newly renovated community park on Country Club Parkway and Clifton Dr.?

Answer	0%	100%	Number of Response(s)	Response Ratio
Blackstone Sports Park			19	20.2 %
* Country Club Park			30	31.9 %
Southgate Park			9	9.5 %
Country Club Parkway Park			2	2.1 %
High Plains Park			3	3.1 %
Diamond Park			8	8.5 %
Cooper Park			4	4.2 %
J. Nicklaus Park			0	0.0 %
Mulligan Park			19	20.2 %
No Response(s)			0	0.0 %
Totals			94	100%

* Please choose the name that you like best for the community park located on the corner of Blackstone Parkway and Canyon Pl.

Answer	0%	100%	Number of Response(s)	Response Ratio
* Canyon Park			32	34.0 %
Blackstone Park			16	17.0 %
Northgate Park			8	8.5 %
Blackstone Parkway Park			4	4.2 %
Emerald Park			13	13.8 %
Basalt Park			2	2.1 %
T. Woods Park			1	1.0 %
Tin Cup Park			18	19.1 %
No Response(s)			0	0.0 %
Totals			94	100%

* Please choose the name that you like best for the community park located on the corner of Valleyhead Way and Alder Dr.

Answer	0%	100%	Number of Response(s)	Response Ratio
* Hilltop Park			29	30.8 %
Alder Park			24	25.5 %
Eastgate Park			6	6.3 %
High Prairie Park			5	5.3 %
Graphite Park			9	9.5 %
A. Palmer Park			2	2.1 %
Fairway Park			19	20.2 %
No Response(s)			0	0.0 %
Totals			94	100%

High Plains Metro District Blackstone

Landscape Monthly Status Report

Project Name	Reporting Cadence
High Plains Metro District (Blackstone)	Monthly (for Board Meetings)
Date	Prepared by:
May 2020	Kevin Cox

III. Lawn Care - Provide updates regarding Mowing/Edging, Fertilization, Weed, Disease and Pest Control – all items listed in contract. Update on any changes, overall maintenance, status and any concerns to be shared with the Board.

-All turf maintenance services started including mowing, trimming, edging, and aeration.

-Fertilization application to turf areas completed.

-Post emergent weed control treatments week of May in all beds, turf and hard surfaces completed.

IV. Shrubs/Plants - Provide update regarding Edging, Pruning, Weed, Disease and Pest Control – all items listed in contract. Update on any changes, overall maintenance, status and any concerns to be shared with the Board.

-Cutting of the ornamental grasses and other seasonal pruning is complete.

-Cutting and removing of dead limbs in plants to be ongoing until complete this spring.

V. Tree Care - Provide update regarding Pruning, Staking, Insect Control, Tree Wells – all items listed in contract. Update on any changes, overall maintenance, status and any concerns to be shared with the Board.

-2020 tree care services including pest preventative applications to trees completed.

-2020 tree replacement and transplant estimate to be provided based on recommendations from Mr. Howey the District's tree consultant.

-Dead tree removals are expected to be extreme in cost and scope this season due to freeze events in fall of last year and April of this year.

Misc items as listed in Contract – Provide update on any changes, overall maintenance, status and any concerns to be shared with the Board.

VI. Wood and Rock Mulched Areas-

-Repairs from snow removal will be ongoing until complete. Any damages from COX operations will be at no charge.

-Mulch replenishments ongoing until complete this spring.

VII. Native Areas-

-Trash removal on a weekly basis or as ground conditions allow.

-Beauty band mowing along residential homes and sidewalks completed.

VII. Irrigation Systems-

-Parts and supplies acquisition for irrigation system projects approved by BOD.

-Flushing and screen replacement project completed.

-Filtration project in process. Filter installation complete with the concrete pad and enclosure still to be completed.

-Inspection of mainlines for leaks completed.

-Inspection of zones for damage from snow removal started with repairs as needed.

IX. Landscape Debris Cleanup-

-Ongoing throughout the year. Excessive trash removed from areas near construction and during high wind events and construction waste.

X. Aeration-

-Aeration of turf areas is complete.

XI. Winter Services- In process.

-Snow removal services performed October 28th – 30th

-Snow removal services completed November 28th, 29th, and 30th.

-Snow removal services completed December 28th and 29th.

-Snow removal services performed February 4th, 7th, 8th, 10th, 11th, 13th, 18th, 19th, and 20th.

-Snow removal services performed on March 3rd and 20th.

XII. Bio Hazards-

XIII. Damages-

Misc Items –

Special Projects (provide an update to any special funding approved by the Board and their status)

Project	Date	Status
Irrigation System- Flushing of lateral lines in turf zones.	October	Complete.
Irrigation System- Drip indicator and flush valve installation project.	October	Complete.
Irrigation System- Filter project.	Spring	In process. Filters installed. Concrete pads and boxes still in process.
Irrigation System- Station valves for annual beds project.	Spring	Complete.

General Comments

<Status Here>

Cox Professional Landscape Services LLC

14051 E Davies Avenue Unit A
Centennial, CO 80112

Estimate

Date	Estimate #
5/15/2020	1197

Name / Address
High Plains Metro District c/o Summit Management & Consulting 4950 S Yosemite St, F2-506 Greenwood Village, CO 80111

Ship To

Project
2020 Enhancements

Description	Qty	U/M	Total
<p>5 Year Tree Planting Plan-Year One. Total number of trees is per Tree Analysis Group. Numbers do not include any new dead trees discovered in the 2020 tree audit.</p> <p>Trees to be spaded and transplanted will vary by size of caliper. Generally \$350.00-\$700.00 each.</p> <p>Tree Planting--104 total trees (various pieces deciduous and evergreen trees).</p>	104		115,400.00
<p>The basic tree planting cost includes: utility locates as needed, removal, new or transplanted tree (2" caliper deciduous or 7 foot evergreen) with materials including staking and first two years of tree wrap, installation labor, a two year guarantee/warranty, and three (3) winter waterings per winter for the first two (2) winters following installation.</p>			
<p>This proposal and estimate is good for thirty (30) days from the date of issue.</p> <p>Acceptance of Contract</p> <p>By my signature below I do hereby accept this proposal dated _____ as presented.</p> <p>Signature: _____ Date _____</p> <p>_____</p> <p>Please Print Name</p>			
Total			\$115,400.00

Phone #
303.693.6878

Email:
coxoffice@coxprolandscape.com

**MANAGEMENT REPORT
HIGH PLAINS METROPOLITAN DISTRICT
BOARD OF DIRECTORS MEETING**

The next Metro Board of Directors meeting will be on **Thursday, June 18, 2020 at 6:00 p.m.** via
Teleconference.

I. ITEMS COMPLETED

- A. The first semi-monthly community/covenant drive has been completed for June by management for property inspections; outstanding property issues will be sent to COX landscaping. Second half will be completed by end of month.
- B. All submitted DRC's were reviewed and sent out to Rachel Lee with Lee Design Group for processing for 1st half of June.
- C. Monthly status letter requests for closings have been completed and title paperwork has been updated per outstanding requests.
- D. Monthly streetlight requests were sent in to xcel to have them fixed and the smaller median lights were repaired by Full Spectrum Lighting as reported by Management.
- E. All emails, phone calls and correspondence from owners has been acknowledged and returned.
- F. **Community Email:** Since Pascal is no longer on the Board – who would like to take over the monitoring of the community website – Board members usually trade off every few months. [Management has created separate emails for all Board members that have been posted to the website. The current Gmail has been turned off.](#)
- G. **DRC Variance Request:**
 - None
- H. **Cox Proposal:**
 - None approved/denied
- H. **Covenant Enforcement:** None
- I. **Management Directives:** All Completed

II. ITEMS PENDING

- A. **Creative Visions:** Vendor has provided the Board with the requested signage proposal for the refurbished park on County Club & Clifton. Proposal is included for the Board to review and Discuss. [Board asked legal to get numbers from the existing vendor that is working on the park renovation for costs and pricing.](#)
- B. **Rules & Regulations Document:** Management will be revising this document shortly. Xeriscape Language will be added per recommendations from Rachel Lee who is the DRC architect has provided some guidelines to “xeriscape” for owners within the community. If the Board is okay with this, I will have it added to the rewrite that I am working on regarding “rules & regulations”. [In Progress – 1st draft has been provided to the Board for their review.](#)
- C. **Owner(s) Request:** We have received several requests from owners to ask the Board to consider adding some lighting to the mail kiosks throughout the community. It gets dark in the fall and wintertime when people come home and want to get their mail. [Management has a few options being tested at a few other communities and if they work, will provide information and cost to the Board. In progress.](#)

III. ITEMS TABLED

- A. **Naming the Park:** Management sent out an email blast asking for owners to come up with creative names for the parks within the community. Two emails were received with name options (included) and one owner responded stating that the Board should consider having names just put out there and let owners vote on which ones they like better. [Management has sent out a survey to the community with names as provided by the Board and several owners.](#)
- B. **Community Soliciting:** An owner has requested that the Board consider creating a District policy that deals with community soliciting, and then add signage at the entrances that this is a “soliciting free” community. [Board will discuss this further.](#)
- C. **Cox Proposal:**
 - **Phase 1 Tree Planting Proposal** – [Cox will send this to the Board for review.](#)
- D. **Cox Proposals: [Tabled to project list.](#)**
 - **Estimate 121:** Cobble Border in Streetscapes: 5 areas totaling **\$194K**
 - **Estimate 201:** Streetscape Xeriscape: Ranges between **\$127K – \$168K** depending on option chosen along all Powhatan (**Possibly use ARI Funds**).
- E. **ET Controllers & Management:** Management has received 2 bids for these systems, one from COX landscaping for \$85K and another from ET Management Specialists for \$80K. Bids are included in your packet for review, discussion at the meeting. [Tabled to project list.](#)
- F. **Reserve Study:** Management has requested 3 bids; We have received one, waiting to get a few more. No formal reserve study has been done for this District per PCMS. [Tabled to project list.](#)
- G. **Street/Tree Lawn Areas:** The Board asked management to contact the city to see if there were any other options that the Board has with these areas along Powhatan as the trees and grass are constantly having to be replaced due to snow and ice melt coming off the streets during plowing season. [Tabled to project list.](#)
- H. **Xeriscape options for Powhatan Street Lawn area:** In progress (\$100K clarification). [Tabled to project list.](#)
- I. **Pulling edger in common areas throughout community:** The Board decided to wait to see what everything looks like when the dead plant material is pulled before deciding if they want to go this route. [Tabled to project list.](#)

IV. ITEMS REQUIRING BOARD DISCUSSION OR DECISION

- A. **Security Proposal:** Discussion at meeting
- B. **Tree R&R Proposals**
- C. Management Items:
 - Welcome Packet
 - Board Emails
 - Committees
 - Survey Update
 - Website Updates/Email Blasts/Communication
- D. **DRC Variance Request/Violation:**
 - Sport Court Variance
- E. **Cox Proposal:**
 - **None.**

V. **CURRENT CONTRACTS**

The following is a list of the current contracts:

High Plains Metro District Contracts

SERVICE	COMPANY	RATE	EXPIRATION	OUT CLAUSE
Snow Removal	Cox Landscape	Included	04/30/20	30 Day
Landscape	Cox Landscape	\$118,597yr	12/31/20	30 Day
Holiday Lighting	Cox Landscape	Included	12/31/20	30 Day
Trash/Recycling	Waste Management	\$11.63 per home	01/01/23	180 Day
HPMD Domain Name	Go daddy	\$63.85 (5yr)	08/10/20	30 Day
Playground Inspections/Repairs	Playground Solutions	T&M	12/31/20	30 Day
Pooper Scooper Services	Pet Scoop Services	\$240 per month	12/31/20	30 Day
Lighting Services	Full Spectrum Lighting	T&M & Monthly	12/31/20	30 Day
Handyman Services	@ Yur Service	T&M & Proposal	12/31/20	30 Day
Handyman Services	Harpster Maintenance	T&M & Proposal	12/31/20	30 Day
DRC Review Services	Rachel Lee	T&M	12/31/20	30 Day
District Management	SMAC	\$4.50 home/mo.	12/31/20	30 Day
District Council	WBA	T&M	12/31/20	30 Day
District CPA	CLA	\$17Kyr + T&M	12/31/20	30 Day

Please let me know if you have any questions or additional agenda items. I look forward to seeing you at the meeting.

Sincerely,
Irene Borisov, CMCA®, AMS®, CAM®
(District Manager)

**Summit Management and Blackstone Board of Directors
Security Patrol Proposal for Blackstone Golf Community**

I am a proud Blackstone homeowner with 25 years of high-level security experience.

I know the recent overnight vehicle break-ins in our community (and many communities) in the area have caused much concern for me and my fellow neighbors. I am proposing that you hire me as an employee and leverage my experience for evening/oversight security patrol.

I would use my newer black SUV to patrol the Blackstone neighborhood from 10pm to 5am Monday night thru Saturday morning.

As an employee of Summit Management, I propose the following (which is significantly less than hiring a security company):

- \$18.00/hour (\$32,760 annually, plus mileage) plus \$65 per year to cover car insurance increase
- \$0.054 cents per mile during patrols to cover gas and wear/tear on my vehicle
- 2 weeks paid vacation/year
- Federal holidays off/paid

I strongly believe that if there is overnight security in Blackstone that our families would feel safer.

My extensive security experience includes 10 years as Director of Security at the Hilton Hotel in Bellevue, WA that was located directly next to a busy highway (I-405). During my tenure, I had a 4-year record of zero vehicle break-ins under my watch. In addition, my experience includes providing security for luxury homes and hotels.

I have a knack for “keeping the bad guys out”. It would be an honor and privilege to work for the highly regarded and beautiful Blackstone Golf community.

My resume is attached. References available upon request.

I appreciate your consideration and look forward to hearing from you.

Don Myers

[REDACTED]
[REDACTED]

DON A. MYERS

8015 S Vandriver Way, Aurora, CO



PROFESSIONAL EXPERIENCE

Security Officer, Advantage Security, Inc., Aurora, Colorado. 2018 – 2020.

Client assignments:

- Cherry Hills III oversight Security Officer. Duties include gatehouse access control for 175 luxury condominiums.
- Manager of Landmark Towers overnight security. Duties included monitoring of all security cameras and respond to emergencies.

Manager of Overnight Operations and Security, Newcastle Golf Club, Newcastle, Washington. 2016 – 2018.

- Protected 350 acres, including two golf courses
- Secured 44,000 square foot clubhouse including restaurants, banquet/meeting space, and retail
- Monitored property with state of the art video surveillance system
- Mobile patrol of property and confront trespassers
- Document and provide written reports of all security incidents
- Supervised overnight custodial crew, banquet and kitchen staff, and all early morning deliveries
- Awards include: Employee of the Month Award (September 2016), Most Caring Employee Award (October 2016), Second place for Employee of the Year (2016)

Corrections Officer, Washington State Department of Health and Social Services Correctional Facility, Kirkland, Washington. 2015.

- Supervised up to 17 inmates during various shifts
- Provided security for administration, visitors, inmates and building facility
- Securely transported inmates on a daily basis

Director of Security, Hilton Hotel, Bellevue, Washington. 2004 - 2014.

- Managed 353 room hotel and staff during 3rd shift
- Co-executive host for the Seattle Seahawks during their training camp stay over three consecutive years
- Worked with U.S. Secret Service to assist with security for President Obama during his visit to the hotel, including one month of pre-visit preparation
- Patrol hotel property and ensure hotel guest, visitor, and employee safety
- Monitor surveillance video system
- Provide first response to all hotel emergencies
- Responsible for miscellaneous guest services including engineering and bellman
- Document and provide written reports of all security incidents
- Awards: 2011 Employee of the Year, 2008 Employee of the Quarter, 2004 Employee of the Month

**PROFESSIONAL
EXPERIENCE**
(continued)

Assistant Chief of Security, Glenmoor Country Club, Cherry Hills Village, Colorado. 1998 - 2004.

- Control entry access for all home owners and visitors
- Document all community entry via computer and paper reports
- Patrol country club and housing community

Chief of Security, Hotel Boulderado, Boulder, Colorado. 1994 - 1998.

- Provided security for 162 room property including three restaurants, three bars, conference center and other banquet functions
- Supervise the day to day activities of ten bouncers and doormen
- Involved in front desk duties including telephone and computer functions
- Provide bell man, concierge and valet services

Security and Patrol Officer, Colorado Security Systems, Boulder, Colorado. 1993 - 1994.

- Provided security for miscellaneous business clients including Ball Aerospace, IBM and Boulder Medical Center.

Room Service Waiter & Supervisor, The Mirage, Las Vegas, Nevada. 1989 - 1993.

- Acted as room service waiter in a 3,000 room hotel
- Supervised the kitchen and food service for the Salon Prive high stakes gambling room

Room Service Assistant, Caesar's Palace, Las Vegas, Nevada. 1989.

- Assisted in all room service duties
- Provided personal service to V.I.P. hotel guests

EDUCATION

Mesa State College, Grand Junction, Colorado. 1988.

Completed one semester of business and psychology courses

Boulder High School, Boulder, Colorado. 1987. G.P.A.: 3.6/4.0.

Boulder Vo-Tech Center, Boulder, Colorado. Classes concentrating on business. 1987. G.P.A.: 4.0/4.0.

Career Development Center, Longmont, Colorado. Cooking school with management concentration. 1986. G.P.A.: 4.0/4.0.

REFERENCES

Available upon request

**AMENDED AND RESTATED
RESOLUTION
OF THE
BOARD OF DIRECTORS
OF THE
HIGH PLAINS METROPOLITAN DISTRICT**

Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges

WHEREAS, High Plains Metropolitan District (the “**District**”) is a quasi-municipal corporation and political subdivision of the State of Colorado; and

WHEREAS, pursuant to § 32-1-1001(1)(j)(I), C.R.S., the Board of Directors of the District (the “**Board**”) is authorized to fix and from time to time increase or decrease, fees, rates, tolls, penalties, or charges for services, programs, or facilities furnished by the District (collectively, the “**Fees**”) to properties within and without (each property individually referred to herein as the “**Property**”) the District’s boundaries; and

WHEREAS, pursuant to § 32-1-1001(1)(j)(I), C.R.S., until paid, the Fees shall constitute a perpetual lien on and against the property served, and any such lien may be foreclosed in the same manner as provided by the laws of the State of Colorado for the foreclosure of mechanics’ liens; and

WHEREAS, by this Resolution (the “**Resolution**”), the District desires to amend the guidelines for the processing and collection of unpaid and/or delinquent Fees imposed by the District, together with any and all Late Fees, Interest, Penalties and Costs of Collections (each defined separately in this Resolution), (collectively, the “**Delinquent Fees and Charges**”); and

WHEREAS, notwithstanding anything in this Resolution to the contrary, the guidelines set forth in this Resolution are intended to create orderly and fair procedures for the processing and collection of Delinquent Fees and Charges and any deviation from the guidelines shall not affect the status of the Lien (as defined below) in any way; and

WHEREAS, on December 8, 2016, the Board adopted the Resolution of the Board of Directors of High Plains Metropolitan District Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges (the “**Prior Policy**”), and the Board desires to adopt this Resolution to amend and restate the Prior Policy in its entirety.

NOW, THEREFORE, the Board hereby RESOLVES:

1. **Statement of Lien Guidelines:**

a. *Perpetual Lien.* Pursuant to § 32-1-1001(1)(j)(I), C.R.S., all Delinquent Fees and Charges shall constitute a perpetual lien on and against the Property served by the District (the “**Lien**”). All such Liens shall, to the fullest extent permitted by law, have priority over all other liens of record affecting the Property and shall run with the Property and remain in effect

until paid in full. All Liens contemplated herein may be foreclosed as authorized by law at such time as the District, in its sole discretion, may determine.

i. Notwithstanding the foregoing, the guidelines set forth in this Resolution are intended to create orderly and fair procedures for the processing and collection of Delinquent Fees and Charges and to provide additional notice to interested parties, including, but not limited to, title companies and the Property owner. In the event any or all of the guidelines set forth in this Resolution are not followed, such deviation shall not affect the status of the Lien in any way. Further, the Board may waive any guidelines set forth in this Resolution and may amend them from time to time as it deems necessary.

b. ***District's Manager Procedures.*** The District's Manager, Accountant or Billing Agent (any of which are referred to herein as the "**Manager**") is responsible for collecting Fees imposed by the District against the Property. In the event payment of Fees is delinquent, the Manager may perform the procedures listed below. The Fees are considered delinquent when they have not been paid by their corresponding due date (the "**Delinquent Account**"):

i. *Fifteen (15) Calendar Days Past Due:* A delinquent payment "Reminder Letter" may be sent to the address of the last known owner or occupant of the Property according to the Manager's records. In the event the above mailing is returned as undeliverable, the Manager may send a second copy of the Reminder Letter to: (1) the Property; and (2) the address of the last known owner of the Property as found in the real property records of the County Assessor's Office (the "**Assessor**") for the County in which the District is located (collectively, the "**Property Address**"). Said Reminder Letter may: (1) request prompt payment; (2) notify the Property owner that a Reminder Letter Fee, and a Late Fee in the amounts set forth in this Resolution have been assessed; and (3) reference the url address of the District's webpage where this Resolution is displayed, if available and requested by the Board.

ii. *Fifteen (15) Calendar Days From the Postmark Date of the Reminder Letter:* A "Warning Letter" may be sent to the Property Address: (1) requesting prompt payment; (2) warning of further legal action should the Property owner fail to pay the total amount due and owing; and (3) referencing the url address of the District's webpage where this Resolution is displayed, if available. Along with the Warning Letter, a copy of the most recent account ledger reflecting the total amount due and owing to the District according to the records of the Manager may also be sent.

iii. *Ten (10) Calendar Days from the Postmark Date of the Warning Letter:* Once the total amount of Delinquent Fees and Charges owing on the Property has exceeded Four Hundred Dollars (\$400.00), regardless of whether the Manager has performed the tasks outlined in Section 1(b) of this Resolution, the Manager may refer the Delinquent Account to the District's General Counsel (the "**General Counsel**"). At the time of such referral, the Manager may be requested to provide General Counsel with copies of all notices and letters sent pursuant to Section 1(b), if any, as well as a copy of the most recent ledger for the Delinquent Account.

c. ***General Counsel Procedures.*** Upon referral of a Delinquent Account from the Manager, General Counsel may perform the following:

i. *Upon Referral of the Delinquent Account From the Manager:* A “Demand Letter” may be sent to the Property Address, notifying the Property owner that the Property has been referred to General Counsel for further collections enforcement, including the filing of a statement of lien against the Property. Along with the Demand Letter, a copy of the most recent account ledger reflecting the total amount due and owing the District according to the records of the Manager may also be sent.

ii. *No Sooner than Thirty (30) Calendar Days from the Postmark Date of the Demand Letter:* A Notice of Intent to File a Statement of Lien, along with a copy of the statement of lien to be filed, may be sent to the Property Address of the Delinquent Account notifying the Property owner that a statement of lien will be recorded with the clerk and recorder of the County where the Property is located (the “**Clerk and Recorder**”) within no sooner than ten (10) days from the postmark date of the Notice of Intent to File a Statement of Lien.

iii. *No Sooner than Ten (10) Calendar Days from the Postmark Date of the Notice of Intent to File a Statement of Lien:* A Statement of Lien for the total amount due and owing as of the date of the Statement of Lien may be recorded against the Property with the Clerk and Recorder no sooner than ten (10) days from the postmark date of the Notice of Intent to File a Statement of Lien is sent to the Property. Notwithstanding the amount due and owing reflected on the Statement of Lien, all Delinquent Fees and Charges will continue to accrue on the Delinquent Account and will run with the Property until the total amount due and owing the District is paid in full.

d. *Foreclosure or Bankruptcy.* In circumstances where the Property is being foreclosed upon or where the owner of the Property has declared or is declaring bankruptcy and notice of such bankruptcy action has been provided to the District, the Manager may be permitted, in his or her discretion, to refer the Delinquent Account directly to General Counsel in order to avoid unnecessary, costly and time consuming procedures. Upon referral of the Delinquent Account to General Counsel, General Counsel may, in his or her discretion, immediately file a Statement of Lien on the Property. Further, when a Delinquent Account has a balance of Five Hundred Dollars (\$500.00) or greater, General Counsel is authorized to commence foreclosure action against the Property.

2. **Late Fees:**

a. Late Fees are assessed on the Property for failure to make timely payments of Fees. Late Fees are applied, regardless of whether the Fees are assessed on a one-time, monthly, quarterly, semi-annual, annual, or any other basis.

b. Late Fees are assessed on the Property **Fifteen (15) calendar days from the payment due date.** Pursuant to § 29-1-1102, C.R.S., such Late Fee may be charged by either of the following two methods, whichever is greater:

i. One Late Fee of Fifteen Dollars (\$15.00) may be assessed on the Property per each assessment or installment of Fees not fully paid prior to the Fifteenth (15) calendar day following the payment due date; or

ii. In lieu of Section 2(b)(i) above, a Late Fee of Five Percent (5%) per month, commencing on the Fifteenth (15) calendar day following the payment due date, and each month thereafter, may be charged on unpaid Fees until the Late Fee equals Twenty Five Percent (25%) of all outstanding Fees.

c. Partial payment of any outstanding Delinquent Fees and Charges will not prevent the imposition of Late Fees pursuant to this Section 2.

d. Payments received will be applied to the balance due in the following order of priority: (1) Late Fees; (2) Interest; (3) Costs of Collections; (4) Legal Fees and Costs; (5) the earliest imposed and unpaid Fees; (6) any successive unpaid Fees in chronological order from the earliest unpaid Fees to the most recently imposed Fees.

e. No penalty will be assessed on the Property for a credit balance resulting from the prepayment and/or overpayment of Fees. Such credit balances will be carried forward on the account with all subsequent Fees and Delinquent Fees and Charges being deducted until such time as the credit balance is depleted. A Property carrying a credit balance may be assessed Late Fees as provided herein at such time as the credit balance is insufficient to pay the entire amount of Fees due and owing the District.

3. **Interest:** Interest charges accrue on all delinquent Fees at the maximum statutory rate of Eighteen Percent (18%) per annum. Interest shall not accrue and be charged on Late Fees, Interest or Costs of Collections. § 29-1-1102, C.R.S.

4. **Penalties:** May be charged on Delinquent Accounts at a rate determined by the Board and may include, but are not limited to, pro-rated costs associated with collection efforts on behalf of the District for all Delinquent Accounts combined.

5. **Costs of Collections:**

a. Include, but are not limited to, attorneys' fees and all costs, fees and charges associated with the processing and/or collection of Delinquent Fees and Charges, including the following fixed rates and hourly fees and costs:

i. *Action Fees.* The following fixed rate fees are charged to a Delinquent Account once the corresponding action has been taken by either the Manager or General Counsel:

- ◆ *Reminder Letter Fee:* Ten Dollars (\$10.00) per Reminder Letter. This action is typically performed by the Manager.
- ◆ *Warning Letter Fee:* Ten Dollars (\$10.00) per Warning Letter sent. This action is typically performed by the Manager.
- ◆ *Return Check Fee:* Twenty Dollars (\$20.00) per returned payment.

- ◆ *Attorney Transfer Fee:* Thirty Dollars (\$30.00) per Delinquent Account transferred from the Manager to General Counsel. This action is performed by the Manager.
- ◆ *Demand Letter Fee:* One Hundred Fifty Dollars (\$150.00) per Demand Letter sent. This action is performed by General Counsel.
- ◆ *Follow up Demand Letter Fee:* Fifty Dollars (\$50.00) per Follow up Demand Letter sent. This action is performed by General Counsel.
- ◆ *Notice of Intent to File a Statement of Lien Fee:* One Hundred Twenty Dollars (\$120.00) per Notice of Intent to File a Statement of Lien sent. This action is performed by General Counsel.
- ◆ *Lien Recording Fee:* One Hundred Fifty Dollars (\$150.00) per each lien recorded on the Property. This action is performed by General Counsel.
- ◆ *Payment Plan Fee:* Two Hundred Fifty Dollars (\$250.00) per Payment Plan prepared. This action is performed by General Counsel.
- ◆ *Default Letter Fee:* Seventy Dollars (\$70.00) per Default Letter prepared. This action is performed by General Counsel.
- ◆ *Monitoring Bankruptcy Fee:* One Hundred Dollars (\$100.00) for monitoring Chapter 7 bankruptcies. Three Hundred and Fifty Dollars (\$350.00) for monitoring Chapter 13 or Chapter 11 bankruptcies. These actions are performed by General Counsel.
- ◆ *Monitoring Public Trustee Foreclosure Fee:* Two Hundred Dollars (\$200.00) per Public Trustee Foreclosure action monitored. This action is performed by General Counsel.
- ◆ *Attorney Reminder Letter Fee:* One Hundred Dollars (\$100.00) per Reminder Letter. This action is performed by General Counsel.
- ◆ *Certificate of Status Fee:* One Hundred Dollars (\$100.00) per Status Letter prepared. This action is performed by General Counsel.
- ◆ *Foreclosure Warning Letter Fee:* One Hundred Dollars (\$100.00) per Foreclosure Warning Letter prepared. This action is performed by General Counsel.
- ◆ *Lien Release Fee:* One Hundred Fifty Dollars (\$150.00) per lien that is released. This action is performed by General Counsel. It is

recommended that the Lien Release Fee be charged to the Delinquent Account at the same time as the Lien Recording Fee.

ii. *Attorney Hourly Fees and Costs.* Upon transfer of a Delinquent Account to General Counsel, all hourly attorneys' fees and costs, including, but not limited to, litigation and expert witness fees and costs, litigation guarantees, service of process and/or publications incurred by the District to collect or defend the Delinquent Fees and Charges are assessed to the Delinquent Account and become part of the perpetual Lien on the Property. All such hourly attorneys' fees and costs shall be reasonable.

iii. *Recovery of Costs of Collections.* In accordance with § 29-1-1102(8), C.R.S., nothing in this Resolution shall be construed to prohibit the District from recovering all Costs of Collections whether or not outlined above.

6. Waiver of Late Fees, Interest and Costs of Collections:

a. The Manager and General Counsel each have authority and discretion to waive or reduce portions of the Delinquent Account attributable to Late Fees and Interest. Such action is permitted if either the Manager or General Counsel, in its discretion, determines that such waiver or reduction will facilitate the payment of Delinquent Fees and Charges. Notwithstanding the foregoing, neither the Manager nor General Counsel shall have the authority to waive Late Fees and Interest which, in the aggregate, exceeds One Thousand Dollars (\$1,000.00). In such case, the person or entity owing in excess of One Thousand Dollars (\$1,000.00) in Late Fees and Interest combined and requesting such a waiver shall first submit a request, in writing, to the Board, and the Board may make the determination in its sole discretion.

b. Neither the Manager nor General Counsel is authorized to waive any portion of the Fees or Costs of Collections. Should the Property owner desire a waiver of such Fees and/or Costs of Collections, s/he may submit a written request to the Board and the Board may make the determination in its sole discretion.

c. Any waiver or reduction of Late Fees or Interest granted pursuant to Sections 6(a) or (b) hereof shall not be construed as a waiver or reduction of future Late Fees and Interest, or as the promise to waive or reduce future Late Fees or Interest. Nor shall any such waiver or reduction be deemed to bind, limit, or direct the future decision making power of the Board, Manager, or General Counsel, whether related to the Property in question or other properties within the District.

7. Payment Plans: The Manager and General Counsel each have the authority to enter into or establish payment plans for the repayment of a Delinquent Account. Should the Manager or General Counsel elect not to enter into a payment plan with the Property owner, the Property owner may submit a written request to the Board and the Board may make the determination in its sole discretion.

8. Acceleration and Decelerations of Fees: The District reserves the right to accelerate and call due an entire unpaid annual Fee on any delinquent account. Such acceleration shall result in the entire unpaid annual Fee being due to the District immediately. The District also reserves the right to decelerate any accelerated Fee.

9. **Ratification of Past Actions:** All acts, omissions, waivers and/or payment plans heretofor undertaken by the Manager or General Counsel that would otherwise have been authorized by or not required by this Resolution are hereby affirmed, ratified and made effective as of the date said acts, omissions, waivers and/or payment plans occurred.

10. **Additional Actions:** The Board directs its officers, staff and consultants to take such additional actions and execute such additional documents as are necessary to give full effect to the intention of this Resolution.

11. **Deviations:** The District may deviate from the procedures set forth in this Resolution if in its sole discretion such deviation is reasonable under the circumstances.

12. **Supersedes Prior Resolutions:** This Resolution shall supersede and replace in their entirety all prior resolutions addressing the processing and/or collection of Delinquent Fees and Charges, including the Prior Policy. To the extent that any term or provision in this Resolution conflicts with any term or provision in a previously enacted and valid resolution of the District, the term or provision in this Resolution shall prevail.

13. **Severability:** If any term, condition or provision of this Resolution shall, for any reason, be held to be invalid or unenforceable, the invalidity or unenforceability of such term, condition or provision shall not affect any other provision contained in this Resolution, the intention being that such provisions are severable. In addition, in lieu of such void or unenforceable provision, there shall automatically be added as part of this Resolution a provision similar in terms to such illegal, invalid or unenforceable provision so that the resulting reformed provision is legal, valid and enforceable.

14. **Savings Provision:** The failure to comply with the procedures set forth herein shall not affect the status of the Delinquent Fees and Charges as a perpetual Lien subject to foreclosure in accordance with law. Failure by the Manager, General Counsel or other authorized representative to take any action in accordance with the guidelines provided herein shall not invalidate subsequent efforts to collect the Delinquent Fees and Charges.

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ADOPTED this 21st day of November, 2019.

HIGH PLAINS METROPOLITAN
DISTRICT



Officer of the District

ATTEST:



APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys at Law



General Counsel to the District

**RESOLUTION
OF THE BOARD OF DIRECTORS OF
HIGH PLAINS METROPOLITAN DISTRICT**

**REGARDING POLICIES, PROCEDURES AND PENALTIES FOR THE
ENFORCEMENT OF THE GOVERNING DOCUMENTS**

WHEREAS, High Plains Metropolitan District (the “**District**”) is a quasi-municipal corporation and political subdivision of the State of Colorado; and

WHEREAS, pursuant to the terms and conditions of the “Protective Covenants for Blackstone and Mandatory Resident Social Memberships,” recorded at Reception No. B5158103, Arapahoe County, Colorado, on October 20, 2005, and amended by First Amendment, recorded at Reception No. B6170752, Arapahoe County, Colorado, on December 5, 2006 and Second Amendment, recorded at Reception No. B7135187, Arapahoe County, Colorado, on October 19, 2007, as may be further amended from time to time (the “**Protective Covenants**”) the District is authorized to promulgate design and/or architectural standards, rules, regulations and/or guidelines (the “**Guidelines**”); and

WHEREAS, pursuant to the terms and conditions of the Protective Covenants, the District is authorized to adopt, enact, amend, modify and re-enact rules and regulations concerning and governing the Property (as that term is defined in the Protective Covenants) (the “**Rules and Regulations**,”) and collectively with the Protective Covenants and Guidelines, the “**Governing Documents**”), and to establish and enforce penalties for the infraction of the Rules and Regulations, including the levying and collection of fines; and

WHEREAS, pursuant to § 32-1-1001(1)(j), C.R.S., the District is authorized to fix and impose fees, rates, tolls, charges and penalties for services or facilities provided by the District which, until such fees, rates, tolls, charges and penalties are paid, shall constitute a perpetual lien on and against the property served; and

WHEREAS, on September 1, 2010, the Board of Directors of the District (the “**Board**”) adopted by resolution the “Second Amended and Restated Rules and Regulations Governing High Plains Metropolitan District,” establishing policies, procedures and penalties for violations of the Guidelines, the Rules and Regulations, and other policies and procedures of the District, as the same may be amended and supplemented from time to time (the “**Prior Policy**.”)

WHEREAS, the Board desires to amend and restate the Prior Resolution to clarify certain provisions thereof; and

WHEREAS, the Board desires to set forth policies and procedures regarding the enforcement of the Governing Documents and to establish penalties for violations of the Governing Documents.

NOW THEREFORE, the Board hereby adopts this Resolution and the following policies and procedures:

1. Intent of District. This Resolution is adopted to ensure the protection of the health, safety and welfare of the residents and property owners of the District, to preserve property values, enhance the quality of life for all District residents, and provide a fair and consistent enforcement process of the Governing Documents.

2. Enforcement Policy. The District may enforce the Governing Documents through administrative proceedings or judicial action, and any non-compliance with the Governing Documents by any owner, renter or guest will be the responsibility of the owner of the respective property subject to this Resolution (“the **“Owner”**”). This Resolution is for the guidance of the Board and the District’s authorized representative(s) (the **“District Representative”**), and is not intended to limit or restrict the authority of the Board. The Board may intervene at any time with respect to any authority granted to or action undertaken by the District Representative.

3. Investigative Procedure. Upon the District Representative’s observation or receipt of a written complaint alleging a violation of the Governing Documents, the District Representative may, within 14 working days, conduct an investigation to determine whether a violation has occurred, and shall include in the District Representative’s report and findings photo documentation of the alleged violation, if available.

4. Advisory Letter. If the District Representative determines that an alleged violation of the Governing Documents exists, the District Representative will send an “Advisory Letter” to the Owner by first-class United States mail to the address of the Owner on record, notifying the Owner of: (i) the restriction allegedly violated and the nature of the violation, (ii) that the Owner must have the alleged violation corrected with 14 calendar days after mailing, and (iii) that failure to timely cure the alleged violation may result in potential fines or other sanctions. If, in the discretion of the District Representative, the alleged violation requires more than 14 days to cure, the District Representative may extend the cure period or require the Owner to commence such cure within 14 days after the date of the Advisory Letter and diligently prosecute the same to completion. The District Representative may, in its sole discretion, determine that an Advisory Letter is not necessary or appropriate and may instead immediately send a Notice as provided in paragraph 5 below.

5. Notice of Complaint and Opportunity to Be Heard. If an Owner fails to cure (or provide adequate proof that he or she is diligently seeking to cure, if applicable) an alleged violation within 14 days of the date of the Advisory Letter, or if the District Representative determines, in its sole discretion, an Advisory Letter is not necessary or appropriate, the District Representative shall send a notice of complaint and opportunity to be heard (“**Notice**”) to the Owner. The Notice shall be sent to the Owner by first-class United States mail, to the address on record for the Owner.

6. Hearing on Violation. Hearings regarding alleged violations of the Governing Documents shall be conducted by the Board, or a tribunal consisting of District residents or other persons as selected by the Board.

7. Failure to Attend or Request Hearing. In the event any Owner, or his or her authorized representative, fails to request a hearing within 14 days of the mailing of the Notice, or fails to appear, he or she will be deemed to have admitted and acknowledged the violation and will be subject to all fines and penalties assessed in connection with the violation.

8. Decision. After the District has taken the steps as outlined above, upon a finding that an Owner is in violation of the Governing Documents, the District may revoke or suspend the Owner's privileges, impose fines in accordance with the fine schedule set forth below and take such other actions as it may deem necessary or appropriate to assure compliance with the Governing Documents.

9. Fine Schedule. The following fine schedule is adopted for any and all violations of the Governing Documents.

First Violation:	\$ 25.00 per offense
First Notice of Ongoing Violation:	\$ 50.00 per offense
Second Notice of Ongoing Violation:	\$ 100.00 per offense

10. Continuing Violation. In the event that one or more violations continue(s) to exist for more than 30 calendar days uninterrupted, such violation shall be deemed a ("**Continuing Violation**") until cured. In the case of a Continuing Violation, the District may in its discretion, in addition to any other remedy, impose a fine of up to \$100 for each day that a Continuing Violation continues.

11. Violations or Offenses that Constitute a Present Danger. If an alleged violation concerns a serious or immediate risk to the health, safety, or welfare of person or property, the District Representative shall seek to obtain prompt action by the alleged violator to correct the violation and avoid any reoccurrence, and the procedural requirements under this Resolution may be waived by the Board and a hearing scheduled as soon as possible. The Board may impose sanctions as necessary to abate any threat to health, safety or welfare of any person or property.

12. Waiver of Fines and Other Amounts. The District may determine enforcement actions on a case by case basis, and take other actions as it may deem necessary or appropriate to assure compliance with the Governing Documents. The District Representative may, in its sole discretion, waive all or any portion of any fines and other amounts levied under this Resolution. Additionally, the Board may condition waiver of any fine or other amount(s), upon the Owner coming into and staying in compliance with the Governing Documents.

13. Other Enforcement Means. The provisions of this Resolution shall be in addition to all other enforcement means which are available to the District through the Governing Documents, or by law. Application of this Resolution does not preclude the District from using any other enforcement means, including, but not limited to the recording of liens, foreclosure, and any other legal or equitable remedies available to the District.

14. Supersedes Prior Policy. This Resolution shall supersede, repeal and replace in their entirety the Prior Policy and all prior resolutions concerning the policies, procedures and penalties for the enforcement of the Governing Documents.

15. Legal Action. Any violation of the Governing Documents may, in the discretion of the Board, be turned over to legal counsel to take appropriate legal action either in lieu of, or in addition to, the imposition of any fines or other penalties under this Resolution, and Owners shall be responsible for all attorneys' fees and costs incurred in enforcing this Resolution and in collecting amounts due and owing the District.

16. Foreclosure of Lien. All amounts imposed pursuant to this Resolution shall, until paid, constitute a statutory, perpetual lien on and against the property served, and any such lien may be foreclosed in the manner provided by the laws of the State of Colorado for the foreclosure of mechanic's liens, pursuant to § 32-1-1001(1)(j), C.R.S., such lien being a charge imposed for the provision of services and facilities to the property. Said lien may be foreclosed at such times as the District in its sole discretion may determine. The lien shall be perpetual in nature (as defined by the laws of the State of Colorado) on the property and shall run with the land.

17. Deviations. The District may deviate from the procedures set forth herein if, in its sole discretion, such deviation is reasonable under the circumstances.

18. Amendment. The policies, procedures and fine schedule set forth in this Resolution may be supplemented and/or amended from time to time by the District, in its sole and absolute discretion.

19. Payment. Payment for all fines shall be by check or equivalent form acceptable to the District, made payable to "High Plains Metropolitan District" and sent to the following address, on or before the due date: High Plains Metropolitan District, c/o Summit Association Management, 4950 S. Yosemite St., F2-506, Greenwood Village, Colorado 80111. The District may change the payment address from time and time and such change shall not require an amendment to this Resolution.

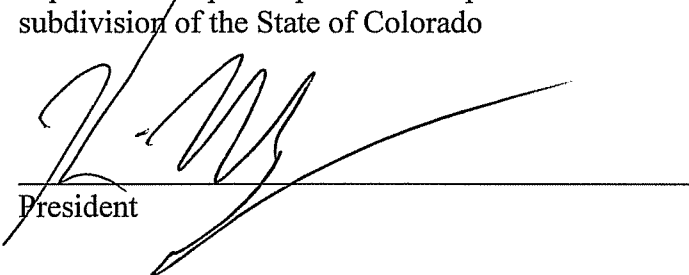
20. Severability. If any portion of this Resolution is declared by any court of competent jurisdiction to be void or unenforceable, such decision shall not affect the validity of any remaining portion of this resolution, which shall remain in full force and effect. In addition, in lieu of such void or unenforceable provision, there shall automatically be added as part of this Resolution a provision similar in terms to such illegal, invalid or unenforceable provision so that the resulting reformed provision is legal, valid and enforceable.

21. Effective Date. This Resolution shall become effective immediately, and shall supersede in its entirety the Prior Resolution.

Signature page follows.

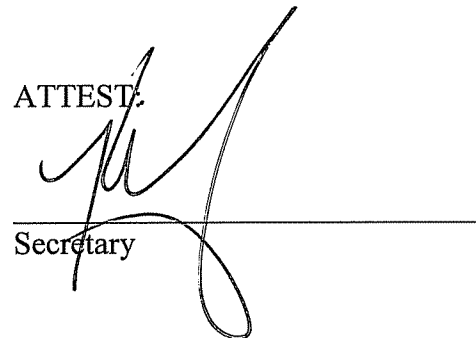
APPROVED and ADOPTED this the 17th day of September, 2014.

HIGH PLAINS METROPOLITAN DISTRICT,
a quasi-municipal corporation and political
subdivision of the State of Colorado



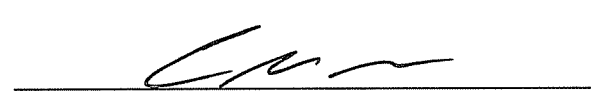
President

ATTEST:



Secretary

APPROVED AS TO FORM:
WHITE, BEAR & ANKELE
Professional Corporation



General Counsel to the District

Signature page to Resolution Concerning Enforcement Policies and Procedures