

Blackstone Metropolitan District
REGULAR MEETING OF THE BOARD OF DIRECTORS
MINUTES
August 15, 2023

I. ATTENDANCE & CALL TO ORDER

Board Members in attendance were Shawn McGoff, Perry Deeds, Lee McCall, and Lisa Monahan. Marty Liles was absent.

Others in attendance were Clint Waldron (WBA), Curtis Bourgouin (CLA), Ben Zand (LandTech), and Jordan Devine with Westwind Management. The meeting was called to order at 6:03 pm by President, Shawn McGoff.

II. DISCLOSURE OF ANY CONFLICTS OF INTEREST – There were no conflicts to disclose.

III. AGENDA REVIEW / UPDATES OR APPROVAL – There were no updates, and the Agenda was approved as provided.

IV. PUBLIC COMMENT

Board President, Shawn McGoff reminded those in attendance that the Regular Meeting of the Board of Directors is a District meeting and not an HOA meeting and reviewed the expectations of Public Comment including limiting individual comments to 3 minutes. Director Manahan offered to act as a timekeeper during Public Comment. Director McGoff opened the meeting for public comment.

- 86572 – Requested a variance for a raised garden bed in their front yard. The Board established that this would be discussed later in the meeting when considering amendment to the Residential Improvement Guidelines Concerning Water-Wise Landscaping and requested Westwind to follow up with the owner after the meeting to confirm compliance with the amended guidelines.
- 86741 – Requested an appeal for a variance to not replace a tree in their treescape. Director McGoff noted that the owner would need to comply with an official appeal process and Westwind agreed to follow up with the owner via email with instructions.
- 85932 – Reported that their neighbor was running a business out of their home. The Board determined this to be a violation of the District covenants.

The Board discussed the current enforcement of covenant violations and requested a meeting with Westwind to review the rules and enforcement process with Director Liles and Director Monahan.

V. CONSENT AGENDA

A motion was duly made by Lee McCall, seconded by Lisa Monahan, and unanimously carried, with Director McGoff abstaining from the vote due to a conflict of interest, to approve and ratify the consent agenda items as follows:

- a. Approve June 20, 2023, Regular Meeting Minutes
- b. Approve and Ratify Payment of Claims in the amount of \$290,587.47.
- c. Ratify Independent Contractor Agreement with Port A Luxe Potties, LLC for \$2,079.00.
- d. Ratify Amended and Restated Cross-Easement Agreement.

VI. COMMITTEE REPORTS

a. Landscape

1. Landscape Maintenance Report and Update on Approved Work Orders - Ben Zand,

Account Manager, LandTech, presented the monthly landscape report. The Board expressed concern with the current landscaping and asked that LandTech include proposed solutions in the monthly landscape report.

2. Consider Gravel Repair Proposal from LandTech for \$6,575 – Director Liles to meet with Ben to discuss an alternative proposal to include crushed stone for consideration at the September 2023 Regular Meeting.
 3. Discuss Sod Replacement – Ben Zand presented the option to replace sod along the treescape on East Alder Drive.
 4. Discuss whether the Board is interested in acquiring a license/easement interest to allow the District to maintain the property currently managed by Club Corp – The Board expressed interest in maintaining property currently managed by Club Corp.
 5. Consider Work Order No. 2 with Tree Analysis Group, LLC for Tree Planting Oversight – Following discussion, upon a motion duly made by Director McGoff, and seconded by Director Deeds, upon vote, unanimously carried, the Board approved the Work Order No. 2 with Tree Analysis Group, LLC for Tree Planting Oversight.
 6. Review Mapping Delineating Club Corp. vs. Private Property Lines – Attorney Waldron presented the mapping delineating Club Corp vs. private property lines to the Board and requested that the map be posted to the District website.
 7. Other Landscape Maintenance
- b. Architectural / Design Review
1. Discuss and Consider Amendment to Residential Improvement Guidelines Concerning Water-Wise Landscaping (SB23-178) – Attorney Waldron presented the amended guidelines. Following discussion, upon a motion duly made by Director McGoff, and seconded by Director Deeds, upon vote, unanimously carried, the Board approved the Amendment to Residential Improvement Guidelines Concerning Water-Wise Landscaping (SB23-178).
- c. Social
1. May and June Social Committee Meeting Minutes – The Board reviewed the May and June Meeting Minutes and discussed the Social Committee regular meeting times.

VII. FINANCIAL REPORT

- a. Review unaudited July 2023 Financials – Mr. Bourgoiu presented the financials. Upon motion duly made by Director McCall, and seconded by Director McGoff, upon vote, unanimously carried, the financials were accepted as presented.
- b. Discuss District Debit Card – Mr. Bourgoiu presented the option to have a credit or debit card available for Board use. Following discussion, upon a motion duly made by Director Monahan, and seconded by Director McGoff, upon vote, unanimously carried, the Board approved to establish a credit card for District use.
- c. Discuss District Investments – Mr. Bourgoiu presented District investments.
- d. Discuss Invoice Processing Method and Timeline – Mr. Bourgoiu reviewed the current process and timeline for issuing payment for invoices.

- e. Other Financial Matters – The Board discussed dates for the Budget Meeting and requested that Westwind follow up to coordinate possible days and times with the Directors and consultants.

VIII. LEGAL REPORT

- a. Discuss Scheduling Town Hall Meeting Required by SB23-110 – Attorney Waldron reviewed requirements of a Town Hall Meeting. The Board discussed scheduling the Town Hall Meeting virtually and requested that it be held the same day as the Budget Meeting.
- b. Discuss Board Member Attendance at 2023 SDA Annual Conference, September 12-14 at the Keystone Conference Center – Attorney Waldron reminded the Board of the option to attend the 2023 SDA Annual Conference.
- c. Discuss IGA with City Regarding Snow Plowing – Attorney Waldron reviewed the possibility of the City’s Policy Committee moving forward with allowing Districts to provide snow removal services on City streets.

IX. MANAGEMENT REPORT

- a. District Management Report – The report was presented by Ms. Devine along with an Operations Summary Report draft for the Board’s review with no questions.
- b. Westwind Delinquency and Compliance Report – The report was presented by Ms. Devine and the Board rejected a settlement offer from account 88654.
- c. Fine – Fee Waiver Requests – The Board agreed to waive the fine from account 86311 only if it was the first time a late fee had been assessed to the account.
- d. Consider Proposal for Ripped Sail Shade at Park from Star Playgrounds for \$8,308.22 – Following discussion, upon a motion duly made by Director McCall, and seconded by Director Monahan, upon vote, unanimously carried, the Board agreed to request to receive the warrantied fabric and remove the cost of installation from the Star Playgrounds proposal.
- e. Discuss Reserve Analysis – Westwind along with Director McGoff, Director Liles, and Attorney Waldron agreed to meet with the reserve specialist to review the first version of the Reserve Study Report and request changes.
- f. Other Management Matters
 - i. Owner Request for Paved Pathway – The Board declined the owner request to have the pathway paved.
 - ii. Discuss District Newsletter – The Board discussed and turned down the option to create a monthly newsletter to summarize community information and announcements for Blackstone Metro District owners.
- g. Landscape Contract – The Board discussed concerns with landscaping.

X. CAPITAL PROJECTS

- a. Update on Entryway and Median Project – Director Deeds shared that the Entryway and Median Project was going well and as planned.
- b. Consider Proposal for Additional Service Request for Construction Related Support from Design Concepts – The Board reviewed the additional services requested and deferred consideration until the September 2023 regular meeting.

XI. DISTRICT MEMBERSHIP/REPRESENTATIVE REPORTS

- a. SARIA – Shawn McGoff reported no updates.
- b. Wheatlands Park and Rec – No updates were reported.

XII. OTHER BUSINESS

- No other business reported.

II. PUBLIC COMMENT

- Carol Hesketh, on the Landscape Committee, cautioned owners to verify that replaced trees are planted properly due to experience with trees planted without the plastic wrap removed from the roots.

III. ADJOURNMENT

- A motion was duly made by Director McCall, seconded by Director McGoff, and unanimously carried, to adjourn the meeting at 8:11 pm.

Minutes approved: *Lisa Monahan* Date: 10 / 03 / 2023

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SENT

09 / 26 / 2023
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Sent for signature to Lisa Monahan (lmonahan08@gmail.com) from ana@westwindmanagement.com
IP: 50.232.198.250



VIEWED

09 / 26 / 2023
12:35:56 UTC-6

Viewed by Lisa Monahan (lmonahan08@gmail.com)
IP: 67.173.254.21



SIGNED

10 / 03 / 2023
10:39:55 UTC-6

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COMPLETED

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The document has been completed.