

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

*Jill Shadwell*

Jill Shadwell (Jun 24, 2020 12:36 MDT)

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Secretary for the Meeting

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






# High Plains MD - Meeting Minutes for Execution

Final Audit Report

2020-06-24

Created:	2020-06-22
By:	Allison Hanson (ahanson@wbapc.com)
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