

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE VISTA RIDGE METROPOLITAN DISTRICT HELD JUNE 27, 2024

A regular meeting of the Board of Directors (the “Board”) of the Vista Ridge Metropolitan District (the “District”) was convened on Thursday, June 27, 2024, at 5:30 p.m. at the Vista Ridge Community Center located at 2750 Vista Parkway, Erie CO 80516. The meeting was open to the public.

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#### **ATTENDANCE**

##### **Directors In Attendance:**

Michael Lund, President  
John Z. Ocwieja, Treasurer  
Valerie Swanson, Assistant Secretary  
Scott Wood, Assistant Secretary  
Todd Sargent, Assistant Secretary

##### **Also In Attendance:**

AJ Beckman, Mark McGarey and David Rees; Public Alliance, LLC  
Jeffrey Erb, Esq; Erb Law, LLC  
Thuy Dam; CliftonLarsonAllen, LLP (“CLA”)  
Craig Watkins and Uriel Nunez; Environmental Designs, Inc. (formerly known as Arrowhead Landscaping)  
Steve Gaines; Resident

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#### **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

The meeting was called to order at 5:30 p.m.

**Disclosure of Potential Conflicts of Interest:** Annual conflict of interest disclosures were filed with the Secretary of State and deemed delivered to the Board. Attorney Erb requested that the Directors consider whether they had any new conflicts of interest which had not been previously disclosed. There were no additional disclosures made.

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#### **ADMINISTRATIVE MATTERS**

**Agenda:** Mr. Beckman reviewed the agenda with the Board.

Following review, upon a motion made by Director Sargent, seconded by Director Swanson, and, upon vote, unanimously carried, the Board approved the agenda.

**Minutes:** The Board reviewed the minutes from the May 23, 2024 Regular Meeting.

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Following discussion, upon motion duly made by Director Ocwieja, seconded by Director Sargent and, upon vote, unanimously carried, the Board approved the minutes of the May 23, 2024 Regular Meeting, as presented.

**Special District Association's ("SDA") Annual Conference:** Mr. Beckman discussed with the Board the Special District Association's Annual Conference on September 10-12, 2024.

Following discussion and review, upon a motion duly made by Director Lund, seconded by Director Sargent and, upon vote unanimously carried, the Board authorized Director Ocwieja to attend the SDA Conference.

**Public Comment:** Mr. Gaines noted that he appreciated the opportunity to meet with the staff and discuss common area landscaping last week when Mr. McGarey was on site.

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### **FINANCIAL MATTERS**

**Payment of Claims:** Ms. Dam presented the payment of claims for the Board's review.

Following discussion, upon motion made by Director Ocwieja, seconded by Director Lund and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending June 24, 2024, in the amount of \$178,138.00.

**Financial Statements and Schedule of Cash Position:** Ms. Dam reviewed with the Board the unaudited financial statements dated March 31, 2024 and schedule of cash position for the period ending March 31, 2024, updated as of June 20, 2024.

Following discussion, upon motion duly made by Director Ocwieja, seconded by Director Lund and, upon vote, unanimously carried, the Board accepted the unaudited financial statements dated March 31, 2024 and schedule of cash position for the period ending March 31, 2024, updated as of June 20, 2024. The Board further requested the General Fund balance to be used for capital improvements, appear in the Capital Fund.

**2023 Audit:** Ms. Dam presented the 2023 Audit to the Board.

Following discussion, upon motion duly made by Director Ocwieja, seconded by Director Lund and, upon vote, unanimously carried, the Board approved the 2023 Audited Financial Statements and authorized execution of the Representations Letter, subject to final legal review and receipt of an unmodified opinion by the Auditor.

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**2025 Budget Hearing:** The Board discussed the 2025 Budget Hearing. Following discussion, the Board determined to hold the public hearing to consider adoption of the 2025 Budget on October 24, 2024, at 5:30 P.M., to be held at Vista Ridge Community Center, 2750 Vista Parkway, Erie, CO 80516.

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### **LEGAL MATTERS**

**Landscaping Tracts from the Town of Erie via Quit Claim Deed:** Attorney Erb reported to the Board that the Town of Erie has the information necessary to grant the trats to the District via Quit Claim Deed. He is waiting for the Town to respond.

**Integrated Water Facilities Common Use Agreement:** Attorney Erb reported that he has thoroughly reviewed the agreement and has discussed the current practices with the District's consultants and the Colorado National Golf Course management team. The agreement should be modified to reflect common practices and understanding among the parties.

**Discussion with Colorado National Golf Course Regarding Landscaping Responsibilities and Agreement to Perform Maintenance on Property Owned by Colorado National Golf Course:** Attorney Erb reported to the Board that he has not received a response from the Colorado National Golf Course.

**Other: Website Accessibility:** Attorney Erb noted for the Board a Resolution regarding Website Accessibility Plan and Policy was adopted at the May 23, 2024 Board meeting.

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### **OPERATIONS AND MAINTENANCE MATTERS**

**Update from Environmental Designs, LLC:** Mr. Nunez reviewed with the Board recent landscaping activities and irrigation challenges.

**Proposal from Environmental Designs, LLC for Mowing of Native Grass at the Vista Parkway Pond Entrance:** The Board reviewed a proposal from Environmental Designs, LLC for mowing of native grass at the Vista Parkway pond entrance.

Following discussion, upon motion duly made by Director Ocwieja, seconded by Director Lund and, upon vote, unanimously carried, the Board approved the proposal from Environmental Designs, LLC for mowing of native grass at the Vista Parkway pond entrance, in the amount of \$1,350 per mow or \$4,050 total through September.

**Proposal from Environmental Designs, LLC for Removal and Stump Grinding of 31 Trees:** The Board reviewed a proposal from Environmental Designs, LLC for removal and stump grinding of 31 trees.

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Following discussion, upon motion duly made by Director Lund, seconded by Director Sargent and, upon vote, unanimously carried, the Board approved the proposal from Environmental Designs, LLC for removal and stump grinding of 31 trees, in an amount not to exceed \$4,000.

**Manager's Report:** Mr. McGarey reviewed the June 27, 2024 Manager's and Field Services Report.

**Proposal from Fusion Sign and Design to Replace 80 "Non-Potable" Water Signs throughout the District:** The Board reviewed a proposal from Fusion Sign and Design to replace 80 "non-potable" water signs throughout the District.

Following discussion, upon motion duly made by Director Swanson, seconded by Director Lund and, upon vote, unanimously carried, the Board approved the proposal from Fusion Sign and Design to replace 80 "non-potable" water signs throughout the District, in the amount of \$1,760.

**Proposals from Jones Fencing and Amazing Painting for the Repair Work and Staining of Fencing:** The Board reviewed proposals from Jones Fencing and Amazing Painting for the repair work and staining of fencing.

Following discussion, upon motion duly made by Director Wood, seconded by Director Sargent and, upon vote, unanimously carried, the Board approved the proposals from Jones Fencing and Amazing Painting for the repair work and staining of fencing, in an amount not to exceed \$7,000.

**Proposal from Masterful Masonry, Inc. to Replace a Monument on Reserve Street:** The Board reviewed a proposal from Masterful Masonry, Inc. to replace a monument on Reserve Street.

Following discussion, upon motion duly made by Director Wood, seconded by Director Sargent and, upon vote, unanimously carried, the Board approved the proposal from Masterful Masonry, Inc. to replace a monument on Reserve Street, in the amount of \$7,919.50.

**Proposals from Environmental Designs, LLC for Tree Trimming Services and Trimming of Ash Trees:** The Board reviewed proposals from Environmental Designs, LLC for tree trimming services and trimming of ash trees.

Following discussion, upon motion duly made by Director Lund, seconded by Director Ocwieja and, upon vote, unanimously carried, the Board directed staff to obtain proposals from other companies.

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### CAPITAL PROJECTS

**Concrete Trails Project:** Mr. Rees provided an update to the Board on the status of the Concrete Trails Project. He noted that the project is substantially complete with the exception of a few areas on the North Trail.

**Landscaping Renovations Project:**

*Status of 2024 Landscaping Renovation Project:* Mr. Beckman reported that Environmental Designs has agreed to all of the contract terms and has signed the agreement. The agreement can now be fully executed and the Notice to Proceed issued.

*Status of the Agreement between the District and Environmental Designs, LLC for Landscape and Irrigation Improvements:* Same update as above.

*Communication of Project and Community Outreach Efforts:* The Board entered into discussion regarding the communication of project and community outreach efforts. The Board requested that Public Alliance work with Environmental Designs to prepare poster boards for the Community Center and assist with communications to the residents through email communication with the homeowners association, and postings on the District's website.

### OTHER MATTERS

There were no other matters to discuss at this time.

### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Sargent, seconded by Director Ocwieja and, upon vote, unanimously carried, the meeting was adjourned at 7:45 p.m.

Respectfully submitted,

Signed by:



Secretary for the Meeting