

# WESTOWN METROPOLITAN DISTRICT

P.O. Box 351929  
3051 W. 105th Avenue  
Westminster, Colorado 80031  
Tel: 303-359-9330

<http://Westownmd.Colorado.gov/>

## REGULAR MEETING AGENDA AND NOTICE

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires / Next Election</u>
Cindy Baldwin	President	2027 / May 2027
William (“Bill”) Whitney	Treasurer	2027 / May 2025
Pamela (“Pam”) Benigno	Assistant Secretary	2027 / May 2025
VACANCY		2025 / May 2025
VACANCY		2025 / May 2025
Lisa A. Jacoby	Secretary	Non-elected

**DATE:** Wednesday, November 15, 2023

**TIME:** 6:00 p.m.

**LOCATION:** VIA ZOOM

You can attend the meeting in any of the following ways:

**1. To attend via Zoom Videoconference, use the following link:**

<https://us02web.zoom.us/j/89160342178?pwd=QnJZQ1ZzUEJTYkJPk1jenMyNDIndz09>

Meeting ID: 891 6034 2178

Passcode: 314190

**2. To attend via telephone, dial 1-346-248-7799 and enter the following additional information:**

Meeting ID: 891 6034 2178

Passcode: 314190

**I. ADMINISTRATIVE MATTERS**

A. Confirm quorum. Present disclosures of potential conflicts of interest.

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B. Approve agenda, confirm location of meeting and posting of meeting notices.

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- C. Discuss vacancies on the Board of Directors. Review Candidate Questionnaire(s) received (if any).
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- D. Public Comment - Comments will be limited to three (3) minutes per person.
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- E. Review and consider approval of Minutes from the August 16, 2023 Regular Board meeting (enclosure).
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- F. Discuss business to be conducted in 2024 and location (virtual and/or physical) of meetings. Schedule Regular meeting dates and consider adoption of a Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Posting Location for 24-hour Notices (enclosure) [Suggested meeting dates are February 21, May 15, August 21 and November 20, 2024].
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- G. Insurance Discussion

1. Cyber Security and Increased Crime Coverage.
  2. Establish Insurance Committee to make final determinations regarding insurance, if necessary.
  3. Authorize renewal of District's insurance and Special District Association ("SDA") membership for 2024.
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- H. Discuss requirements of Section 32-1-809, C.R.S. (District Transparency Notice) and direct staff regarding compliance for 2024 [post on SDA and District website].
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- I. Discuss website matters related to Timberline.
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**II. FINANCIAL MATTERS**

A. Review and consider ratification and/or approval of payment of claims (enclosure).

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B. Review and consider acceptance of Unaudited Financial Statements and Statement of Cash Position 2023 (enclosure).

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C. Conduct Public Hearing to consider Amendment to 2023 Budget and consider adoption of Resolution to Amend the 2023 Budget and appropriate expenditures, if necessary.

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D. Conduct Public Hearing on the proposed 2024 Budget and consider adoption of Resolution to Adopt the 2024 Budget and Appropriate Sums of Money and Resolution to Set Mill Levies (enclosures – preliminary assessed valuation, draft 2024 Budget and Resolutions).

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F. Authorize District Accountant to prepare and sign the DLG-70 Certification of Tax Levies form (“Certification”), and direct District Accountant to file the Certification with the Board of County Commissioners and other interested parties.

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G. Discuss statutory and loan requirements for an audit. Consider engagement of Auditor to perform the 2023 Audit, or authorize Accountant to obtain proposals to perform the 2023 Audit.

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H. Consider appointment of District Accountant to prepare 2025 Budget.

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**III. COMMUNITY MANAGEMENT / COVENANT ENFORCEMENT MATTERS**

- A. Discuss Committee Matters.
1. Report from Landscape Committee [Richard Caudell and Courtney Hubert] (enclosure).
  2. Discuss potential amendments to the Committee Rules and Regulations.
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- B. Discuss status of installation of “dangerous ice conditions” signage.
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- C. Discuss landscape maintenance matters.
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- D. Discuss and consider approval of DACS Corp. Change Order No. 3 to Concrete Contract for the removal and replacement of concrete ADA ramps at 15385 W.64<sup>th</sup> Ave., for an amount of \$4,895.00 (enclosure).
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- E. Discuss Covenant Violations matters, including status of Delinquent Accounts referred to Covenant Enforcement Counsel (enclosures).
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- F. Discuss status of insurance claim against driver related to monument sign and tree damage.
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**IV. LEGAL MATTERS**

- A. Discuss Xfinity Communities Service Agreement (enclosure).
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- B. Discuss and consider adoption of Resolution Amending Policy on Colorado Open Records Act Requests (enclosure).
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- C. Discuss request for installation of bollard(s) at Townhome(s).
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**V. OTHER BUSINESS**

- A. Director Comments.
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**VI. ADJOURNMENT**

**There are no further Regular Meetings scheduled in 2023.**