

# 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, May 15, 2024

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

**LOCATION**  
**AND** VIA ZOOM  
**ACCESS:**

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

**1.** Join Zoom Meeting

<https://us02web.zoom.us/j/84584782810?pwd=ZzN3K3YvT2FIK2t2VTE1UmIFQkILQT09>

Meeting ID: 845 8478 2810

Passcode: 426256

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

Meeting ID: 845 8478 2810

Passcode: 426256

### **I. ADMINISTRATIVE MATTERS**

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

---

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

---

C. Discuss vacancies on the Board of Directors. Consider appointment of qualified candidate(s) to the Board of Directors. Administer Oath of Director(s).

---

D. Consider appointment of officers.

President:

Secretary:

Treasurer

Assistant Secretary:

Assistant Secretary:

---

E. Public Comment - Comments will be limited to three (3) minutes per person.

---

## II. CONSENT AGENDA

**These routine items will be approved or ratified by one motion. There will be no separate discussion of these items unless a Board member so requests; in which event, the subject item(s) will be removed from the Consent Agenda and considered in the Regular Agenda.**

A. Approve Minutes from the February 21, 2024, Regular Board Meeting (enclosure).

B. Ratify approval of Change Order No. 1 to Foothills Facilities Maintenance Service Agreement for replacement ADA pool chair in the amount of \$9,931.27 + shipping TBD (enclosure).

C. Ratify approval of purchase of new pool umbrellas from Midtown Umbrellas for the amount of \$512.97 (enclosure).

- D. Ratify approval of Change Order No. 5 to High Plains Landscape & Water Systems, LLC Service Agreement for Landscape Maintenance Services (for 2023/2024 season) for Rock and fabric refresh throughout the community in the amount of \$10,000.00 (enclosure).
  - E. Ratify approval of Change Order No. 6 to High Plains Landscape & Water Systems, LLC Service Agreement for Landscape Maintenance Services, dated April 1, 2024 (for 2023/2024 season) for replacement of 16 trees (10 purchased by the District prior), in the amount of \$8,800.00 (enclosure).
  - F. Ratify approval of Service Agreement for Landscape Maintenance between the District and High Plains Landscape & Water Systems, LLC, dated April 1, 2024, for the 2024-2025 season (enclosure).
- 

**III. LEGAL MATTERS**

- A. Update regarding Xfinity Communities Service Agreement (dba Comcast Cable Communications Management, LLC).
- 

- B. Adjourn to Executive Session (if necessary).
- 

**IV. FINANCIAL MATTERS**

- A. Review and consider acceptance of 2023 Audit (enclosure).
- 

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

- C. Review and consider acceptance of Unaudited Financial Statements and Statement of Cash Position (enclosure).
-

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

- A. Review Community Manager Report (enclosure).
1. Discuss Covenant Violation matters, including status of Delinquent Accounts referred to Covenant Enforcement Counsel.
- 

- B. Discuss and consider matters related to pool opening (enclosures).
1. Discuss status of repair and painting of pool storage room doors.
  2. Discuss and consider new trash and recycling containers for pool desk.
- 

- C. Discuss landscape maintenance matters; prioritize and consider approval of enhancement proposals from High Plains Landscape & Water Systems, LLC (“HPL”).
- 

- D. Discuss status of negotiations with HOA related to contribution towards river rock improvements between condo buildings.
- 

- E. Discuss street parking concerns on 64<sup>th</sup> Loop.
- 

- F. Discuss alley stop sign matters.
-

**VI. OTHER BUSINESS**

A. Discuss status of website ADA compliance.

---

B. Discuss and consider rescheduling of the August 21, 2024 Board Meeting.

---

C. Director Comments.

---

**VII. ADJOURNMENT**

**THE NEXT REGULARLY SCHEDULED BOARD MEETING IS AUGUST 21, 2024.**