

**PUBLIC NOTICE OF A SPECIAL MEETING OF THE  
BOARD OF DIRECTORS OF THE  
WESTOWN METROPOLITAN DISTRICT**

PUBLIC NOTICE IS HEREBY GIVEN that a special meeting of the Board of Directors of the Westown Metropolitan District, City of Arvada, County of Jefferson, Colorado, will hold a Special Meeting at 6:00 p.m. on Monday, December 6, 2021, via Zoom, for the purpose of addressing those matters set out in the agenda attached, as the same may be amended at the meeting, and conducting such other business as may properly come before the Board. The meeting is open to the public.

**DATE:** Monday, December 6, 2021

**TIME:** 6:00 PM

**PLACE:** Zoom Conference

**JOIN ZOOM MEETING:** <https://zoom.us/j/92904864224>

**PHONE NO.:** 1-346-248-7799

**MEETING ID:** 929 0486 4224

IN WITNESS WHEREOF, this notice is given and duly posted pursuant to statute.

**WESTOWN METROPOLITAN DISTRICT**

By: */s/ Hunter Owen*  
Secretary for the District

# WESTOWN METROPOLITAN DISTRICT

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

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

## SPECIAL MEETING AGENDA

DATE:	December 6, 2021
TIME:	6:00 p.m.
ACCESS:	<b>You can attend the meetings in any of the following ways:</b>  <b>1. To attend via Zoom Videoconference, use the following link:</b> <a href="https://zoom.us/j/92904864224">https://zoom.us/j/92904864224</a> <b>2. To attend via telephone, dial 1-346-248-7799 and enter the following additional information:</b> <b>a. Meeting ID: 929 0486 4224</b>

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Cindy Baldwin	President	May 2023
Samantha Pearson	Treasurer	May 2022
Hunter Owen	Secretary	May 2022
Ashley Copenhaver	Assistant Secretary	May 2022
Rajeswary Iruthayanathan	Assistant Secretary	May 2022

### I. ADMINISTRATIVE MATTERS

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

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

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C. Public Comment.

Members of the public may express their views to the Board on matters that affect the District that are otherwise not on the agenda. Comments will be limited to three (3) minutes per person.

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- D. Discuss meeting preparation and statutory compliance matters and allocation of related responsibilities.
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- E. Review and consider approval of minutes from the August 25, 2021 special board meeting (enclosure).
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- F. Discuss business to be conducted in 2022 and location (virtual and/or physical) of meetings. Schedule regular meeting dates and consider adoption of Resolution Establishing Regular Meeting Dates, Time, and Location, and Designating Posting Location for 24-Hour Notices (enclosure).
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- G. Discuss and authorize renewal of District's insurance and Special District Association membership for 2022.
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- H. Discuss requirements of Section 32-1-809, C.R.S., and direct staff regarding compliance for 2022 (District Transparency Notice) (post on SDA and District websites).
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## **II. FINANCIAL MATTERS**

- A. Review and consider ratification and/or approval of claims (to be distributed).
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- B. Review and consider acceptance of September 30, 2021 Unaudited Financial Statements (to be distributed).
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- C. Conduct Public Hearing to consider Amendment to 2021 Budget and consider adoption of Resolution to Amend the 2021 Budget and appropriate expenditures (enclosure).
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- D. Conduct Public Hearings on the proposed 2022 Budget and consider adoption of Resolution to Adopt the 2022 Budget and Appropriate Sums of Money and Resolution to Set Mill Levies (enclosures –preliminary assessed valuation, draft 2022 Budget and Resolutions).
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- E. Authorize District Accountant to prepare and sign DLG-70 Certification of Tax Levies form for certification to the Board of County Commissioners and other interested parties.
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- F. Discuss and consider adoption of Resolution Authorizing Adjustment of the District Mill Levy in Accordance with the Service Plan (if necessary).
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- G. Consider appointment of District Accountant to prepare the 2023 Budget.
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- H. Discuss and consider engagement of Crady, Puca & Associates to perform the 2021 Audit (to be distributed).
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**III. DISTRICT MANAGEMENT MATTERS**

- A. Review pool parking lot signs for snow event (enclosure).
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- B. Discuss off-season pool security and access matters.
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- C. Discuss Holiday Décor contest and set parameters for same.
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- D. Review and consider approval of a Service Agreement between the District and Keesen Landscape Management, Inc. for Winter Watering (enclosure).

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- E. Review and consider approval of a Service Agreement / Change Order between the District and Keesen Landscape Management, Inc. for 2022 Landscape Maintenance Services (to be distributed).

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- F. Review and approve replacement alleyway light fixtures (enclosure).

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- G. Discuss matters related to the pet waste stations.

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1. Discuss status of pet waste station map.

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2. Discuss whether additional pet removal stations are needed and whether a new service provider should be engaged.

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- H. Discuss irrigation repair matters.

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**IV. COVENANT ENFORCEMENT MATTERS**

- A. Discuss trash removal services.

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- B. Review and approve Architectural Review Request form (enclosures).

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- C. Discuss potential amendments to the *Policies and Procedures Governing the Enforcement of the Protective Covenants of Westown* (as previously adopted pursuant to Resolution No. 2017-07-02) (enclosure). Consider directing staff to draft the proposed amendments and a proposed Resolution regarding adoption of same.
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- D. Discuss parking matters.
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1. Discuss potential updates to the Resolution Regarding Parking Rules and Regulations and parking map (enclosures).
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2. Discuss and consider approval of Service Agreement with Towing Operations, LLC d/b/a Wyatt's Towing for towing services (enclosure).
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- E. Review of outdoor grills within the District.
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## V. LEGAL MATTERS

- A. Discuss May 3, 2022, Regular Director Election regarding new legislative requirements and related expenses for same.
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1. Review and consider adoption of Resolution Calling May 3, 2022 Election for Directors, appointing Designated Election Official ("DEO") and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election. Self-Nomination Forms are due by February 25, 2022 (enclosure). Discuss the need for ballot issues and/or questions.
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- B. Discuss options to authorize the District Manager to perform certain administrative and operations and maintenance matters on behalf of the Board between Board meetings. Consider directing staff to draft a proposed Resolution adopting policies and procedures regarding same.
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- C. Discuss status of Cost Certification and Infrastructure Acquisition report by Independent District Engineering Services, LLC (“IDES”), and related Assignment of Revocable License Agreement between the District and Park 5th Avenue Development Co., LLC (collectively, the “Acquisition Items”).
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1. Discuss status and recommendations of Drainage Committee and Concrete Committee.
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2. Discuss irrigation repair matters.
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- i. Discuss and consider approval of Service Agreement / Change Order between the District and Keesen Landscape Management, Inc. for Drainage Repairs (enclosure – building 15526).
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- ii. Discuss concrete repair matters.
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3. Convene in executive session pursuant to Sections 24-6-402(4)(a) and (b), C.R.S. to receive legal advice related to the Acquisition Items (if necessary).
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4. Discuss public bidding threshold requirements and direct staff regarding same.
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- D. Discuss status of the lawsuit captioned as: Amanda Summers v. Westown Metropolitan District, Case No. 2020cv31387, District Court, Jefferson County, Colorado (the “Summers Lawsuit”).
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1. Convene in executive session pursuant to Section 24-6-402(4)(b), C.R.S. to receive legal advice related to the Summers Lawsuit (if necessary).
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**VI. OTHER BUSINESS**

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**VII. ADJOURNMENT**

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**There are no more regular meetings scheduled for 2021.**