

# CONSERVATORY METROPOLITAN DISTRICT

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## NOTICE OF A REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Laverne Palmer	President	2016/May 2016
Birgit Baldwin	Treasurer	2018/May 2018
Dan Staley	Assistant Secretary	2016/May 2016
Pedro L. Moczo, Jr.	Assistant Secretary	2018/May 2018
Ronald Degenhart	Assistant Secretary	2018/May 2018
AJ Beckman	Secretary	

DATE: January 25, 2016  
TIME: 9:00 A.M.  
PLACE: Conservatory Clubhouse  
2665 South Jebel Way  
Aurora, Colorado

### I. ADMINISTRATIVE MATTERS

A. Present Disclosures of Potential Conflicts of Interest.

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B. Recite Pledge of Allegiance.

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C. Approve Agenda.

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D. CONSENT AGENDA – These items are considered to be routine and will be approved and/or ratified by one motion. There will be no separate discussion of these items unless a Board member so requests; in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda.

- Approve Minutes of the October 19, 2015 Regular Meeting (enclosure)
  - Acknowledge Homeowners' Association Meeting Reports/Updates
  - Determine Director on Duty for the months of June and July 2016
  - Acknowledge the Collections Report through December (enclosure)
  - Adoption of Resolution No. 2016-01-01: Designating 24-Hour Posting Location (enclosure)
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- E. Discuss administrative procedures for 2016, including, but not limited to, statutory payment of Directors, time to review documents, and number of bids for proposed work.
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II. COMMUNITY COMMENTS

- A. \_\_\_\_\_

III. FINANCIAL MATTERS

- A. Review and consider approval of the payment of claims for Check Nos. \_\_\_\_ - \_\_\_\_ for the period ending November \_\_, 2015, in the amount of \$ \_\_\_\_\_ (to be distributed at meeting).
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- B. Review and consider approval of the payment of claims for Check Nos. \_\_\_\_ - \_\_\_\_ for the period ending December \_\_, 2015, in the amount of \$ \_\_\_\_\_ (to be distributed at meeting).
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- C. Review and consider approval of the payment of claims for Check Nos. \_\_\_\_ - \_\_\_\_ for the period ending January 25, 2016, in the amount of \$ \_\_\_\_\_ (to be distributed at meeting).
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- D. Review and accept unaudited financial statements through the period ending December 31, 2015 (to be distributed at meeting).
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- E. Review cash position schedule as of January 25, 2016 and current cash flow projection through \_\_\_\_\_ 2017 (to be distributed at meeting).
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IV. RULES OF ORDER

- A. Discuss memorandum regarding Committee Guidelines and Recommendations (enclosure).
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V. LANDSCAPING MATTERS (10:00 A.M.)

- A. Review monthly report from Valley Crest Landscape Maintenance, Inc. for December 2015 (enclosure).
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- B. Discuss Snow Removal dispatch protocol.
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- C. Landscaping Committee update.
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- D. Discuss status of Request for Proposals for Landscaping Design Services.
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- E. Discuss Proposals for Plant Pruning, Removal of Juniper and Cottleaster, and Shrub and Plant Removal from Valley Crest Landscape Maintenance, Inc. (enclosures).
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- F. Review Proposal for 2016 Holiday Lighting from Swingle Lawn, Tree & Landscape Care (enclosure).
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VI. OPERATIONS AND MAINTENANCE MATTERS

**Note: Board action(s) involving the expenditure of funds will be deferred to the end of the Agenda under Contract Approvals.**

- A. Review Manager's Report (enclosure).
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- B. Fence Committee update (enclosures).
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- C. Update on Final Phase of Wildlife Barrier installation.
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- D. Review proposals for Mailbox Kiosk painting and repairs and Monument Painting from CapCo General Contracting LLC and CertaPro Painters (enclosures).
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- E. Discuss Services for Pet Waste Disposal Stations and Mail Kiosk posting removal (enclosure).
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VII. LEGAL MATTERS

- A.
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VIII. BOARD MEMBER INPUT

- A.
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IX. CONTRACT APPROVALS

- A. Review Landscape Expenditure Budget Tracking Matrix (enclosure).
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- B. Consider approval of Proposal for Plant Pruning from Valley Crest Landscape Maintenance, Inc. (enclosure).
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- C. Consider approval of Proposal for Removal of Juniper and Cottoneaster from Valley Crest Landscape Maintenance, Inc. (enclosure).
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- D. Consider approval of Proposal for Shrub and Plant Removal from Valley Crest Landscape Maintenance, Inc. (enclosure).
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- E. Consider ratifying approval of Independent Contractor Agreement for Mailbox Kiosk Repairs with Capco General Contracting, LLC (to be distributed).
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- F. Consider approval of Independent Contractor Agreement (Fence Replacement Project-Phase III) with Standard Fence Company (enclosure - proposal).
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- G. Consider approval of proposal for pruning shrubs and trees by Valley Crest Landscape Maintenance, Inc., Summit Services, Inc., or Terracare Associates in conjunction with Fence Replacement Project and approval of Independent Contractor Agreement for same (enclosures).
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- H. Consider awarding contract to CapCo General Contracting LLC or CertaPro Painters for mailbox kiosk painting and repair and approval of Independent Contractor Agreement for same (enclosures).
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- I. Consider approval of Independent Contractor Agreement (2016 Holiday Lighting) with Swingle Lawn, Tree & Landscape Care (enclosure – proposal).
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X. EXECUTIVE SESSION MATTERS - §§24-6-402(4)(b) and (e), C.R.S.

- A. Off Site Detention Ponds.
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- B. Bankruptcy Action at 2829 S. Killarney.
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XI. OTHER BUSINESS

- A. Community Outreach:
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- 1. Discuss items for Community Update.
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- B. \_\_\_\_\_

XII. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR FEBRUARY 22, 2016.**