

**SPECIAL MEETING**  
**ESTANCIA METROPOLITAN DISTRICT**

6800 South Liverpool Street, Suite A

Aurora, Colorado

Wednesday, October 3, 2018

1:00 P.M.

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Harvey Alpert, President	Term to May 2020
Carol Bransfield, Secretary/Treasurer	Term to May 2020
Rodney Alpert, Assistant Secretary	Term to May 2020
Kevin T.K. Sullivan Assistant Secretary	Term to May 2022
Jason Dassinger, Assistant Secretary	Term to May 2022

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**AGENDA**

**1. ADMINISTRATIVE MATTERS**

- a. Call to Order
- b. Declaration of Quorum and Confirmation of Director Qualifications
- c. Reaffirmation of Disclosures of Potential or Existing Conflicts of Interest
- d. Approval of Agenda

**2. PUBLIC COMMENT (Items Not on the Agenda)**

**3. CONSENT AGENDA ITEMS (These items are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless requested, in which event the item will be removed from the Consent Agenda and considered in the regular agenda. Enclosures included in electronic packets only; hard copies available upon request.)**

- a. Approval of Minutes from October 11, 2017 Meeting (**enclosure**)
- b. Adoption of Resolution No. 2018-10-01: 2019 Administrative Matters Resolution (**enclosure**)
- c. Approval of Tenth Amendment to Funding and Reimbursement Agreement with Estancia 80, LLC and Issuance of Promissory Note to Estancia 80, LLC (**enclosures**)
- d. Approval of Payables (October 11, 2017 – October 3, 2018) (\$28,075.85) (**enclosure**)
- e. Ratification of Payment of Claims (\$34,696.30) (**enclosure**)
- f. Acceptance of Financial Statements as of June 30, 2018 (**enclosure**)
- g. Consider Adoption of Resolution No. 2018-10-02: Amendment to Fifth Amendment to Resolution Concerning the Imposition of Operations and Capital Facilities Fees (**enclosure**)
- h. Approval and Renewal of Consultant Agreements for 2019 Services
  - i. Summit Management & Consulting Services, LLC for District Management Services
  - ii. Simmons & Wheeler, P.C. for Accounting Services (**updated letter enclosed**)
  - iii. WHITE BEAR ANKELE TANAKA & WALDRON, Attorneys at Law, for General Counsel Services (**updated letter enclosed**)
  - iv. Keesen Landscape Management for Landscape Maintenance Services

- v. Todd Companies, Inc., for Septic System Inspection and Reporting Services
- vi. Church Onsite Wastewater Consultants for Onsite Wastewater Treatment Engineering Services
- i. Approval of Independent Contractor Agreement with Keesen Landscape Management for Snow Removal Services for 2018-2019 Winter Season (**enclosure**)
- j. Ratification of Independent Contractor Agreement with Sterling Design Associates for Architectural Design Review Services (**enclosure**)
- k. Ratification of Termination of Norris Design for Architectural Design Review Services
- l. Consider Adoption of Resolution No. 2018-10-03; Adopting a Person Data Privacy Policy (**enclosure**)

#### **4. FINANCIAL MATTERS**

- a. Conduct Public Hearing on 2019 Budget and Adoption of Resolution No. 2018-10-04 Adoption 2019 Budget, Imposing Mill Levy and Appropriating Funds (**enclosure**)
  - i. Preliminary Assessed Valuation from County Assessor (**enclosure**)

#### **5. LEGAL MATTERS**

#### **6. COVENANT ENFORCEMENT AND COLLECTIONS MATTERS**

- a. General Update from Manager
- b. Discuss and Consider Approval of Limited Amendment to Article 3, Section 3.13 of the Covenants and Restrictions of Estancia to change the required landscape installation date from one year within acquisition of title to a Lot by the first Owner (other than the Developer or Builder) to one year from the receipt of a Certificate of Occupancy (**enclosure**)
- c. Discuss and Consider Approval of Consent Form to be utilized for voting on the Limited Amendment to Article 3, Section 3.13 of the Covenants and Restrictions of Estancia (**enclosure**)
- d. Discuss and Consider Approval of Revisions to Section 3.3(a) of the Estancia Community Design Standards to address the time frame in which landscaping is required to be installed
- e. Discuss collection of legal fees for closed covenant enforcement file, Account Number 1004001401 (distributed under separate cover)

#### **7. LANDSCAPE COMMITTEE MATTERS**

#### **8. DISTRICT MANAGER MATTERS (enclosure – Manager’s Report)**

- a. General Update

- b. Consider Approval of Independent Contractor Agreement with Keesen Landscape Management for Holiday Lights and Discuss Other Options and Lighting Issues (\$1,848.17) (**enclosure**)
- c. Consider Approval of First Addendum to Independent Contractor Agreement with Keesen for Landscape Maintenance Services for Plant Health Care (\$901.66) (**enclosure**)
- d. Review and Consider Proposal from Denver Metro Protective Services for Security Cameras (\$12,119.80) (**enclosure**)
- e. Review and Consider Proposal from Buddy Holley Contracting Services for Installation of Mail Kiosk (\$8,750) (**enclosure**)

**9. OTHER BUSINESS**

- a. Next Regular Meeting—October 9, 2019, at 1:00 P.M. (2020 Budget Hearing)

**10. ADJOURNMENT**