

HIGH PLAINS METROPOLITAN DISTRICT
www.highplainsmetro.org

Special Meeting (via Teleconference)
 Thursday, August 20, 2020, at 6:00 p.m.

2020 Regular Meetings – Third Thursday of each Month at 6:00pm
Location to be Provided in Agenda

Shawn McGoff, President	Term to May 2022
Josie O’Neill, Treasurer	Term to May 2022
Jill Shadwell, Secretary	Term to May 2023
Maria Elena Daniels, Assistant Secretary	Term to May 2022
Vacant	Term to May 2023

Due to Executive Orders issued by Governor Polis, and Public Health Orders implementing the Executive Orders issued by the Colorado Department of Health and Environment, and the risk posed by COVID 19, this meeting will be held via teleconferencing and can be joined through the directions below:

<https://zoom.us/j/91590419041?pwd=cDJDZDRiMWRDNWtMQkNhYzU0TWhkQT09>

Call In Number: 720-707-2699
 Meeting ID: 915 9041 9041
 Passcode: 369200

NOTICE OF SPECIAL MEETING AND AGENDA

1. Call to Order
2. Declaration of Quorum/ Conflict of Interest Disclosures
3. Agenda Revisions, Approval
 - a. **Total Targeted Meeting Time = 158 minutes/~2.5 hours**
4. New Suggested Agenda Format

Table format: (2 minutes)

Topic to Discuss	Lead Speaker (total Mins)	Discussion Notes
Content/Topic Section		<ul style="list-style-type: none"> · Notes will be made here for ease of Minutes recordings
Voting Section		<ul style="list-style-type: none"> · Note taker will record Voting Topic and note each vote by Board member. · Add new sections of more than 1 vote is needed per section
Action Items		<ul style="list-style-type: none"> · Item · Owner · Target Due Date

1336.0008: 1060475

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5. **Public Comment** – Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes. Please sign in. As a general practice, the Board will not discuss/debate these items, nor will the Board make any decisions on items presented during this time, rather it will refer the items for follow up.

<p>6. Consent Agenda (2 minutes)</p> <p>The items listed below are a group of items to be acted on with a single motion and vote by the Board. An item may be removed from the consent agenda to the regular agenda by any Board member. Items on the consent agenda are then voted on by a single motion, second, and vote by the Board</p> <p>a. Approve July 29, 2020 Special Meeting Minutes b. Approve Claims Listing in the Amount of \$_____</p> <p>c. Approve Resolution Establishing a Social Committee d. Approve Resolution Establishing an Advisory Committee e. Approve Resolution Establishing a Website Committee f. Approve Resolution Establishing a Landscape Committee g. Approve Resolution Establishing a Safety Committee h. Approve Resolution Establishing a DRC Committee i. Discuss 2020 Legislative Memorandum</p> <p>Votes (Yes/No/Abstain) Shawn McGoff – Josie O’Neill – Jill Shadwell – Maria Elena –</p>

7. Financial Report/Financial Matters (18 minutes)	Speaker (mins)	Notes/Minutes
Review and Consider Acceptance of Unaudited Financial Statements	Accountant (8)	
2021 Budgeting Process	Accountant (5)	Timeline, preparations, special meeting(s)
Accounts Payable flow - reviews/approvals	Accountant (5)	Discuss how to go about getting this process, responsible parties, Board’s role
<p>Votes (if needed)</p> <ul style="list-style-type: none"> - Topic - How did each board member vote 	Yes/No/Abstain	<p>Topic - <ADD HERE> - Shawn McGoff – Y/N/AB Josie O’Neill – Y/N/AB Jill Shadwell – Y/N/AB Maria Elena – Y/N/AB</p>
ADD HERE (if more votes needed/copy/paste above, make note and record vote)		
New Action Items Discussed		<ul style="list-style-type: none"> · Action Item · Named/Responsible party for action · Target delivery date

8. Legal Matters (11 minutes)	Speaker (mins)	Notes/Minutes
Consider Approval of Settlement, Termination and Acknowledgment Agreement	WBA (5)	
Discuss 2020 Legislative Memorandum	WBA (2)	
District liability on snow removal damage	WBA (2)	Provide status
Lennar turn over plan – update	WBA (2)	
Votes (if needed) - Topic - How did each board member vote	Yes/No/Abstain	Topic - <ADD HERE> - Shawn McGoff – Y/N/AB Josie O’Neill – Y/N/AB Jill Shadwell – Y/N/AB Maria Elena – Y/N/AB
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9. Covenant Enforcement/Architectural Review (10 minutes)	Speaker (mins)	Notes/Minutes
Consider Approval of Amended and Restated Covenant Enforcement Policy	WBA (5)	Summit was going to review this revised policy and their ability to support this from a technical/tracking perspective
Discuss and Consider Approval of Updated Residential Improvement Guidelines	WBA (5)	
Votes (if needed) - Topic - How did each board member vote	Yes/No/Abstain	Topic - <ADD HERE> - Shawn McGoff – Y/N/AB Josie O’Neill – Y/N/AB Jill Shadwell – Y/N/AB Maria Elena – Y/N/AB
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10. Capital Improvements (24 minutes)	Speaker (mins)	Notes/Minutes
Status of lights on new Blackstone sign at front entrance	Cox (2)	<ul style="list-style-type: none"> Who owns these lights? Maintenance, changes, etc. Status on Planting flowers in the sign planter?
Update on Park Signs and Landscaping	Maria Elena (5)	
Smoky Hill & Blackstone Pkwy Entrance Revamp	WBA/Board (5)	<ul style="list-style-type: none"> Status on Punch List (who owns oversight to completion)
Park Renovation - Clifton & County Club Pkwy	WBA/Board (5)	<ul style="list-style-type: none"> Status on Punch List (who owns oversight to completion)? Status on slope and pooling water on the north end of Country Club park
Update on Tree Planting project	Cox (2)	<ul style="list-style-type: none"> Who is the PM for this project? 62 dead tree removal costs. Mr. Howey recommends removing these and continuing with Planting plan
Discuss Oversight/Project Management of Capital Project	Jill Shadwell (5)	
Votes (if needed) <ul style="list-style-type: none"> Topic How did each board member vote 	Yes/No/Abstain	Topic - <ADD HERE> - Shawn McGoff – Y/N/AB Josie O’Neill – Y/N/AB Jill Shadwell – Y/N/AB Maria Elena – Y/N/AB
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11. Landscape Maintenance (7 minutes)	Speaker (mins)	Notes/Minutes
Landscape Maintenance Report	Cox (5)	Discuss any questions the board might have
Discuss, Review and Approve Work Orders/Proposal	Board (2)	
Votes (if needed) <ul style="list-style-type: none"> Topic How did each board member vote 	Yes/No/Abstain	Topic - <ADD HERE> - Shawn McGoff – Y/N/AB Josie O’Neill – Y/N/AB Jill Shadwell – Y/N/AB Maria Elena – Y/N/AB
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12. Facilities Management/District Operations Report (19 minutes)	Speaker (mins)	Notes/Minutes
Review Proposal for Solar Lights at Mailboxes	Summit (5)	
Review Mapping and Proposal for Additional Pet Waste Stations	Summit (5)	New Park, beyond
Discuss Board Email Options	Summit (5)	
Median walkway gaps	Summit (2)	Update on who owns, next steps
Other Facilities Management not covered above	Summit (2)	- Shredding and dumpster events?
Votes (if needed) - Topic - How did each board member vote	Yes/No/Abstain	Topic - <ADD HERE> - Shawn McGoff – Y/N/AB Josie O’Neill – Y/N/AB Jill Shadwell – Y/N/AB Maria Elena – Y/N/AB
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13. Director Items/Other Business (53 minutes)	Speaker (mins)	Notes/Minutes
SARIA	Shawn McGoff (0)	No updates
WPRA Meeting Updates – assignment of new board member	Board (2)	
Board Emails from Residents	Board (2)	
Discuss and Consider Appointments to Committees	Board (5)	
Discuss Letters of Interest and Board Appointment	Board (5)	
SDA Annual Conference	Board (2)	
Milling - top coating for rest of Blackstone	Shawn McGoff (2)	

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Landscaping Variance database	Board (5)	Board to discuss this technology
Vendor RFP process (Requirements definition, selection criteria, communications process)	Board (5)	Next Steps, vendors, process for defining Decision Making Criteria
Discussion on who has access and process for utilizing District's retained Attorney	Board (5)	
Public Comment discussion (when, during votes, efficient approach)	Board (5)	<ul style="list-style-type: none"> When, during votes, efficient approach Handling of 'Raised hands in Chat' Muting/Unmuting during Zoom usage
Process/timeline drafted to set expectations on Meeting Agenda topics, Meeting Minutes, Review/Approval by Board members	Board (5)	Who should own defining this, review next meeting?
Roles & Responsibility discussion for District Board Members	Board (5)	Approach on how to define titles and R&R
Social Media Presence for District	Board (5)	2 nd most important topic from Community survey
Votes (if needed) <ul style="list-style-type: none"> Topic How did each board member vote 	Yes/No/Abstain	Topic - <ADD HERE> - Shawn McGoff – Y/N/AB Josie O’Neill – Y/N/AB Jill Shadwell – Y/N/AB Maria Elena – Y/N/AB
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14. District Committee Updates (12 minutes)	Speaker (mins)	Notes/Minutes
Advisory Committee	Shawn McGoff & Jill Shadwell (2)	
Social Committee	Josie O’Neill (2)	Town Hall status Welcome Letter and Packet status
Website Committee	Jill Shadwell (2)	
Landscape Committee	Maria Elena (2)	
Security/Safety Committee	Jill Shadwell & Maria Elena (2)	
Design Review Committee (DRC)	Maria Elena & Shawn McGoff (2)	
Votes (if needed) <ul style="list-style-type: none"> Topic 	Yes/No/Abstain	Topic - <ADD HERE> - Shawn McGoff – Y/N/AB Josie O’Neill – Y/N/AB

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- How did each board member vote		Jill Shadwell – Y/N/AB Maria Elena – Y/N/AB
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16. **Adjournment**