

**RECORD OF PROCEEDINGS (DRAFT)**  
**OF THE SPECIAL MEETING OF THE**  
**TABLE MOUNTAIN METROPOLITAN DISTRICT**

**HELD:** Monday, November 6, 2023, at 6:00 p. m., via teleconferencing:

**ATTENDANCE:**

A regular meeting of the Board of Directors of Table Mountain Metropolitan District was called and held as shown above and in accordance with the applicable statutes of the State of Colorado, with the following directors present and acting:

Ryan Tanner, President (absent)  
Ben Moore, Treasurer (by teleconference)  
Kendra Milton, Director (by teleconference)  
Mike Epke, Director (by teleconference)  
Vacant, Director

Also present: Lisa Mayers, District Counsel, Spencer Fane, LLP, (by teleconference); Joy Tatton, District Accountant, Simmons & Wheeler, (by teleconference) Angela Elliott, District Manager, Joe Saunders, Community Manager, Lucie Stuchlikova and Marlene Pappas, Teleos Management Group (teleconference); 3 members of the public attended.

**CALL TO ORDER:**

On behalf of the Board, District Counsel Mayers noted that a quorum was present, and the meeting was called to order at 6:00 p.m.

**DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST:**

District Counsel Mayers noted that no conflict disclosures needed to be filed.

**Excuse Director Ryan Tanner from Meeting:**

Following discussion and upon motion duly made by Director Moore, seconded by Director Epke, and unanimously carried, the Board approved excusing Director Tanner from meeting.

**PUBLIC COMMENT:**

No comments or questions were presented.

**APPROVAL OF MINUTES:**

The Board reviewed the minutes of the regular meeting held on July 24, 2023.

Following discussion and upon motion duly made by Director Moore, seconded by Director Milton, and unanimously carried, the Board approved the minutes and authorized Director Tanner to execute the minutes as constituting a true and correct record of the proceedings of the meeting.

**APPROVAL OF AGENDA:**

Following discussion, upon motion duly made by Director Moore, seconded by Director Milton, upon vote and unanimously carried, the Board approved the agenda as presented.

**FINANCIAL MATTERS:**

**Ratify Payment of Claims:**

The Board received the Payment of Claims, check #'s 3142 - 3168, totaling \$ 111,645.69 for claims paid from July 2023 and ending September 2023.

Following discussion, on motion duly made by Director Moore, seconded by Director Milton, and upon vote unanimously carried, the Board ratified the claims through September 2023, in the amount of \$111,645.69.

**Financial Statements:**

District Accountant Tatton distributed the September 30, 2023, financial statements and walked the Board through the financials. The General Fund ending balance as of September 30, 2023, was \$173,156. As of the end of September 2023, the Capital Fund balance was \$46.00, and there was an ending balance of \$497,467 in the Debt Service Fund.

Following discussion, upon motion duly made by Director Moore, seconded by Director Milton, upon vote and unanimously carried, the Board accepted the financial statements as presented.

**Conduct Public Hearing and consider adoption of Resolution to adopt the 2024 Budget:**

Upon motion duly made by Director Moore, seconded by Director Milton, upon vote and unanimously carried, the Board opened the hearing of the 2024 Budget.

It was noted that the publication of a Notice stating that the Board would consider adoption of the budget and the date, time and place of the public hearing was placed in a newspaper having general circulation within the District. No written objections were received by the District prior to this public hearing.

District accountant Tatton discussed that the assessed valuation had increased to \$15,439,929. Further discussion by the Board followed on lowering the mill levy or leaving the mill levy the same for this year.

After reviewing the 2024 Budget and comparing it to 2023 financials, a discussion followed to lower the mill levy for operating revenues from 18 mills to 14 mills and lower the debt service mill levy from 26 mills to 25 mills.

No public comments were made, and upon motion duly made by Director Moore, seconded by Director Milton, and upon vote unanimously carried, the public hearing was closed.



Following discussion, the Board considered the Resolution to adopt the 2024 Budget, Set Mill Levies and Appropriate Sums of Money.

Upon motion duly made by Director Moore, seconded by Director Milton, upon vote and unanimously carried, the District (1) approved the 2024 budget as discussed, (2) approved the appropriation and expenditure of funds as detailed therein, (3) approved and adopted a total mill levy of 39.000 mills to be certified by the District for collection in 2024, (4) authorized Director Tanner as President to sign the necessary documentation, and (5) directed District Accountant Tatton to submit the certification of tax levy to the Board of County Commissioners of Jefferson County no later than December 15, 2023 and District Manager to file the 2024 budget with the Division of Local Government prior to January 30, 2024.

**Conduct Pubic Hearing on the Amendment to the 2023 Budget.**

The Accountant noted it was not necessary to amend the 2023 Budget.

**Discussion and possible action on 2023 Audit Fee Agreement:**

Following discussion, upon motion duly made by Director Moore, seconded by Director Epke, upon vote and unanimously carried, the Board approved the 2023 Audit Fee Agreement as presented.

**LEGAL MATTERS:**

**Consider adoption of Exclusion of Workers Compensation Coverage Resolution:**

Following discussion, upon motion duly made by Director Moore, seconded by Director Milton, upon vote and unanimously carried, the Board adopted the Resolution Excluding Workers Compensation Coverage.

**Approval of Renewal of Property and Liability Schedule & Limits, SDA**

**Membership:**

Following discussion, upon motion duly made by Director Moore, seconded by Director Milton, upon vote and unanimously carried, the Board ratified the Renewal of Property and Liability Schedule & Limits and renewal of SDA Membership.

**DIRECTORS ITEMS:**

**Guidelines for Tree Lawns:** Tabled

**Snow Removal Map and McIntyre Sidewalks:**

Following discussion of the snow removal map, it was decided by the Board to allow the snow removal contractor to continue removing the snow on the sidewalk located on McIntyre Street from 48<sup>th</sup> Avenue to 50<sup>th</sup> Avenue.

**Playground mulch:**

Following discussion, upon motion duly made by Director Moore, seconded by Director Epke, upon vote and unanimously carried, the Board accepted the two Express Mulch proposals, with the following conditions:

- 1) Contractor will include a map of all mulch beds as part of the agreement.
- 2) The proposals are accepted as presented, with a contingency of no more than \$500.

- 3) The proposal for the playground will have the mulch installed within the next 30 days.
- 4) The proposal for the community beds will be installed between Mother's Day and Memorial Day in 2024.

**Approval of 2024 Landscape Maintenance Contract**

Following discussion, upon motion duly made by Director Moore, seconded by Director Milton, upon vote and unanimously carried, the Board accepted Keesen's 2024 Landscape Maintenance Contract with the condition that all irrigation repairs over \$300 must be approved by Director Milton or a representative of Teleos Management Group prior to work being performed.

**MANAGERS ITEMS:**

**a. Management Report and Violations**

The report was presented, there were no questions asked of management.

**b. 2024 Meeting Dates/Times and 2024 Administrative Resolution**

Manager Elliott presented the Resolution concerning 2024 Annual Administrative Matters for Manager, Accountant and Legal Counsel to perform certain tasks on a recurring basis in the operation of the District.

The Board discussed retaining the same newspaper for publications, and online website posting.

Further discussion followed on officers for 2024:

Ryan Tanner, President  
Ben Moore, Treasurer  
Kendra Milton, Director  
Mike Epke, Director  
Angela Elliott, secretary to the Board

Following discussion, upon motion duly made by Director Moore, seconded by Director Milton, upon vote and unanimously carried, the Board adopted the 2024 Meeting Dates, Times and 2024 Administration Resolution as presented.

**c. Ratify 2023-2024 snow removal contract**

Following discussion, upon motion duly made by Director Moore, seconded by Director Epke, upon vote and unanimously carried, the Board accepted the ratification of 2023-2024 Snow Removal Contract, with removing the snow on the sidewalk on McIntyre between 48<sup>th</sup> Avenue and 50<sup>th</sup> Avenue.

**d. Davey Tree Bid for winter watering and deep root fertilization**

Following discussion, upon motion duly made by Director Moore, seconded by Director Milton, upon vote and unanimously carried, the Board accepted the Davey's Tree Bid for winter watering and deep root fertilization as presented.

**e. Cummins Generator Maintenance Agreement and Coolant problem**



Following discussion, upon motion duly made by Director Moore, seconded by Director Milton, upon vote and unanimously carried, the Board approved Cummins Generator Maintenance Agreement as presented.

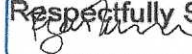
**Other Business:** None

**Adjournment:**

There being no further business to come before the Board of Directors at this time, upon motion duly made by Director Moore, seconded by Director Epke, and unanimously carried, the meeting was adjourned at 7:45 p.m.

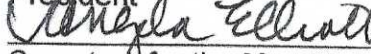
The foregoing minutes constitute a true and correct copy of the minutes of the meeting held on November 6, 2023 and was approved by the Board of Directors of the Table Mountain Metropolitan District.

DocuSigned by:  
Respectfully Submitted,



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President



Secretary for the Meeting

**RECORD OF PROCEEDINGS  
MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF  
TABLE MOUNTAIN METROPOLITAN DISTRICT**

**HELD:**

Monday, July 24th, 2023, at 6:00 p.m., via telephone and videoconference.

**ATTENDANCE:**

A special meeting of the Board of Directors ("Board") of the Table Mountain Metropolitan District (the "District"), City of Golden, Jefferson County, Colorado, was called and held as shown above and in accordance with the applicable statutes of the State of Colorado, with the following directors present and acting:

Ryan Tanner, President (videoconference)  
Ben Moore, Treasurer (videoconference)

There are three (3) vacancies on the Board.

Also present: Lisa Mayers, District Counsel, Spencer Fane, LLP, (videoconference/phone); Angela Elliott, District Manager, Joe Saunders, Community Manager, and Marlene Pappas, Teleos Management Group (videoconference); Joy Tatton, District Accountant, Simmons & Wheeler; Kendra Milton (videoconference), Mike Epke, (videoconference), and Mary Elizabeth Goodwin (videoconference).

**CALL TO ORDER:**

On behalf of the Board, District Counsel Mayers noted that a quorum was present, and the meeting was called to order at 6:01 p.m.

**DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST:**

District Counsel Mayers noted that no disclosures needed to be filed on behalf of the resident Board members.

**PUBLIC COMMENT:**

None.

**APPROVAL OF MINUTES:**

The Board reviewed the minutes of the regular meeting held by the Board of District on February 6, 2023. Following discussion and upon motion duly made by Director Tanner, seconded by Director Moore, and unanimously carried, the Board approved the minutes and authorized Director Tanner to execute the minutes as constituting a true and correct record of the proceedings of the meeting.

**APPROVAL OF AGENDA:**

Following discussion, upon motion duly made by Director Moore, seconded by Director Tanner, upon vote and unanimously carried, the Board approved the agenda, as presented.

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**DISCUSSION ON VACANCIES/APPOINTMENT OF DIRECTORS:**

Discussion ensued regarding the Board vacancies and possible appointments. Following discussion, and upon motion duly made by Director Moore, seconded by Director Tanner, upon vote unanimously carried, the Board appointed: Kendra Milton, Mike Epke and Mary Elizabeth Goodwin. Ms. Milton, Mr. Epke, and Ms. Goodwin were administered their oaths of office and accepted positions to serve on the Board until the next regular election to be held May 2025.

**ELECTION OF OFFICERS:**

Discussion ensued. Tabled until next meeting. No action was taken.

**KEESEN UPDATE:**

Brian Peck and Angie Sherman of Keeson Landscaping were present to discuss the outstanding work orders and condition of the property.

Work Order #97505 – Description: South side of Juniper Way, foot traffic ruining naïve grass, with solution to construct breeze pathway, cost: \$11,365.00.

Work Order #97164 – Description: 2023 Enhancement- Tree and Shrub Replacement, several specific areas noted replacement of trees, rose bushes, ornamental grasses, daylilies, correct grading etc., cost: \$30,236.00.

Work Order #97924 – Description: East end drainage channel clean-up, cost: \$2,343.66.

Work Order #96715 – Description: Inlet and outlet cleanup per Jefferson County Case #15-101638sw, cost: \$2,739.79.

Work Order #96887- Description: Native mow. Chemical application along fence line and tree removals-south side of Patio Villas, cost: \$3,324.88.

Work Oder #96142 – Description: 2 applications, 2023 Additional Native Weed Control, cost: \$723.43.

Following discussion, upon motion duly made by Director Moore, seconded by Director Tanner, upon vote unanimously carried, the following Work Orders were approved: #96887, #96715, #97924, and Work Order #96142 was ratified.

**FINANCIAL MATTERS:**

**Ratify Payment of Claims.** The Board reviewed the Payment of Claims, check numbers 3124 through 3141 totaling \$28,410.21 for claims paid through February 2023 and ending June 2023.



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Following review and discussion, upon motion duly made by Director Moore, seconded by Director Tanner, and upon vote unanimously carried, the Board ratified the claims through June 2023, totaling \$28,410.21.

**Financial Statements.** District accountant Tatton supplied the March 30, 2023 Financial Statements in the Board packet. The General fund balance as of March 30, 2023, was \$140,020. At the end of March 2023, the Capital fund balance was \$46.00, and the balance of the Debt Service Fund was \$371,114. The next Bond interest payment is due December 1, 2023. It was confirmed that all property taxes have been received.

Following discussion, upon motion duly made by Director Moore, seconded by Director Tanner, and upon vote unanimously carried, the Board accepted the financial statements as presented. The Board also reviewed the draft audit and upon motion duly made by Director Tanner, seconded by Director Moore, and upon vote unanimously carried, the Board approved the filing of the audit.

**ATTORNEY ITEMS:**

**Legislative Update.** District Counsel Mayers referred the Board to the summary of 2023 legislative updates in the Board packet which included the requirement to schedule an annual meeting and give notice of the task force committee created for resident transparency.

**Board Member Orientation.** Tabled. District Counsel Mayers will forward the 2023 SDA Board manual to all directors for review and following up at next meeting with questions/orientation. Ms. Mayers briefly discussed applicability of open meetings and open records laws.

**DIRECTORS ITEMS:**

**Discussion on Patio Villa roads.** Director Moore provided an update on HOA matters. He discussed with the Board the HOA has requested the District take over maintenance of the roads in the patio villa area. The Board was not inclined to assume maintenance obligations since it does not own the roads. The Board is going to request a copy of the arbitrator's decision which addressed ownership and maintenance of the roads at issue.

**Discussion on composition of design review committee.** Following discussion, upon motion duly made by Director Moore, seconded by Director Tanner, upon vote unanimously carried, the Board appointed Directors Moore and new Director Milton to the design review committee.

**Review of covenant enforcement since last meeting.** District Manager Elliott reviewed the status of the violations: weeds, parked trailers/RVs, basketball hoops blocking sidewalks, and trash cans with other debris. Ideas were discussed concerning amending the basketball hoop blocking sidewalks violation. District Manager Elliott will send the Design Guidelines to the Board to consider amending at the next meeting.



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**Discussion on Guidelines for Tree Lawns.** The Board discussed having more consistent enforcement, further discussion was tabled.

**Landscape Matters:**

1. Removal of trees along fence for patio homes - Board approved Keesen's Work Order #97164 that includes tree replacement.
2. Replacement of trees - Board approved Keesen's Work Order #97164 that includes tree replacement.
3. Status on Mulch installation - Completed.

**MANAGERS ITEMS:**

**Management Report.** District Manager Elliott introduced Joe Saunders as the new Community Manager. Following discussion there were no further questions asked of management.

**Meeting date and annual meeting.** District Manager Elliott proposed, for ease of scheduling, the annual town hall meeting be held immediately prior to the District's budget hearing and regular meeting. The annual town hall meeting must be the subject of a separate meeting notice. At the annual town hall meeting, the Board cannot conduct any official business or take any action. This annual town hall meeting must include:

1. A presentation regarding the status of the public infrastructure projects within the district, if any.
- 2.
3. A presentation regarding outstanding bonds, if any, and a review of unaudited financial statements showing the year-to-date revenue and expenditures of the district in relation to its adopted budget, as amended (if applicable), for that calendar year.
4. An opportunity for members of the public to ask questions about the district.

Following discussion, upon motion duly made by Director Moore, seconded by Director Tanner, and upon vote unanimously carried, the Board approved to hold its annual town hall meeting at 5:30 p.m. followed by the budget hearing at 6:00 p.m.

**Replacement of trees in tree lawn:** Tabled. Director Moore suggested walking the community to get a better understanding of the District's responsibilities and Jefferson County's requirements, and to look at the curb appeal of entrances, native grass areas, and any other areas of interest. Notice of suggested walking tour can be found on the District's website.

**Other Business:** None.

**Adjournment:**

There being no further business to come before the Board of Directors at this time, and upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 8:40 p.m.

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The foregoing minutes constitutes a true and correct copy of the minutes of the meeting held on July 24<sup>th</sup>, 2023 and was approved by the Board of Directors of the Table Mountain Metropolitan District.

DocuSigned by:  
*Ryan Tanner*  
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\_\_\_\_\_  
President of the Board of Directors

DocuSigned by:  
*Angela Elliott*  
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Secretary for the Meeting



**RECORD OF PROCEEDINGS**  
**OF THE REGULAR MEETING OF THE**  
**TABLE MOUNTAIN METROPOLITAN DISTRICT**

**HELD** Monday, February 6, 2023, at 5:30 p.m., held via videoconference

**ATTENDANCE** A regular meeting of the Board of Directors of Table Mountain Metropolitan District was called and held as shown above and in accordance with the applicable statutes of the State of Colorado, with the following directors present by videoconference:

Ryan Tanner, President  
Ben Moore, Treasurer  
Heather Greene, Asst. Secretary  
Bridget Junkala, Asst. Secretary  
Kenneth Earl, Asst. Secretary

Additional Attendees: Lisa Mayers, District Counsel, Spencer Fane, LLP, Joy Tatton, District Accountant, Simmons and Wheeler; Brad Schuster and Angie Sherman, Keesen Landscape; Angela Elliott and Fallon Redmond, District Managers, Teleos Management Group; Jerry Spann, homeowner.

**CALL TO ORDER** On behalf of the District Board, Director Greene noted that a quorum was present and called the meeting to order at 5:38p.m.

**DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST** District Counsel Mayers noted that no disclosures need to be filed because the board is resident controlled.

**PUBLIC COMMENT** Members of the public may express their views to the Board regarding District matters, comments of which are limited to three (3) minutes.

- Hearing no comment, District Counsel Mayers closed Public Forum

**PERFORMANCE UPDATE BY KEESEN LANDSCAPING:** Brad Schuster and Angie Sherman with Keesen Landscape attended the meeting to address ongoing grounds maintenance concerns including outstanding items from 2022. Mr. Schuster discussed plans for completing needed irrigation repairs resulting from their snow removal services and starting Spring clean-up as soon as this week (weather permitting) and agreed to submission of the Improvement Plan.

**APPROVAL OF MINUTES** The Board reviewed Minutes of the Special meeting held by the Board of Directors of Table Mountain Metropolitan District on November 7, 2022.

- Following discussion and upon motion duly made, seconded, upon vote and unanimously carried, the Board approved the Special Meeting Minutes and authorized Director Tanner to execute the Minutes as constituting true and correct record of the meeting proceedings.

**APPROVAL OF AGENDA**

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Following discussion, upon motion duly made by Director Moore, seconded by Director Junkala, upon vote and unanimously carried, the Board approved the agenda as amended and presented.

**FINANCIAL MATTERS**

**a. Ratify Payment of Claims** - The Board received the Payment of Claims, check #'s 3103 through #3123 totaling \$62,640.21 for claims paid from November 7, 2022, through January 31, 2023.

- Following discussion, on motion duly made by Director Greene, seconded by Director Earl, upon vote and unanimously carried, the Board ratified the claims through January 31, 2023, in the amount of \$62,640.21.

**b. Financial Statements** - District Accountant Tatton distributed and walked the Board through the December 31, 2022, Financial Statements. The General Fund balance as of December 31, 2022, was \$69,138 the Capital Fund balance was \$46, and the Debt Service Fund balance was \$160,859. Next Bond interest payment is due June 1, 2023.

- Following discussion, upon motion duly made by Director Greene, seconded by Director Tanner, upon vote and unanimously carried, the Board accepted the Financial Statements as presented.

**c. Consider Fee Agreement for 2022 Audit** - District Accountant Tatton discussed she had not received the fee agreement from WIPFLI, LLP for 2022 audit.

- Following discussion, upon motion and duly made by Director Greene, seconded by Director Earl, upon vote and unanimously carried, the Board approved engaging WIPFLI, LLP to prepare the 2022 audit, subject to the fee agreement not exceeding \$4500.

**ATTORNEY ITEMS**

**a. Election Update** - District Counsel Mayers explained the updated Election process and reported that as of this date, February 6, 2023, the district has not received any self-nomination forms. The Board recommended Teleos eblasting the homeowners regarding the self-nomination forms.

**b. Discussion re: DOLA Playground Reimbursement** - District Counsel Mayers and the Board discussed submitting an online application through DOLA for reimbursement of the safety improvement upgrades to the playground. Director Junkala volunteered to execute the online application through DOLA.

**DIRECTORS ITEMS**

**Guidelines for Tree Lawns** - Director Greene reported working on draft revisions to the District Guidelines and will present the proposed revisions to the Board for adoption at the next meeting.



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**MANAGERS ITEMS**

a. Management Report - Manager Elliott walked the Board through the Managers Report, and there were no further questions asked of management.

b. Designation of 24-Hour Posting Location for 2023 Minutes - Manager Elliott discussed the Statute requirement that at a District's first meeting of the year, the District must designate the 24-Hour Posting Location of meetings, and confirmed that the Designated 24-Hour Posting Location will be on the District's website, <https://tablemountainmetrodistrict.com>, twenty-four (24) hours in advance. In the event that the District cannot post meeting notice on the District website, the Designated 24-Hour Posting Location will be on the East side Pump House fence, facing the trail.

- Following discussion and upon motion duly made by Director Tanner, seconded by Director Moore, upon vote and unanimously carried, the Board Designated the 24-Hour Posting Location to be on the District website, <https://tablemountainmetrodistrict.com>, or in the event notice cannot be posted on the website, on the back side of the Pump House fence facing the trail.

c. Davey Tree Plant Health Care - Upon a motion made by Director Tanner, seconded by Director Moore, upon vote and unanimously carried, the Board approved the Plant Health Care contract with Davey Tree provided that Management is contacted for approval prior to each application. Manager Elliott discussed sending Davey Tree's 2023 Plant Health Care contract for signature via DocuSign to Director Tanner.

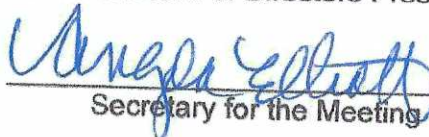
**ADJOURNMENT:** There being no further business to come before the Board of Directors at this time, upon motion duly made, seconded, upon vote and unanimously carried, the meeting was adjourned at 6:55p.m.

The foregoing Minutes constitute a true and correct copy of the Minutes of the meeting held on February 6, 2023, and were approved by the Board of Directors of the Table Mountain Metropolitan District.

Respectfully Submitted,



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District Board of Directors President

  
Secretary for the Meeting