

# CUMBERLAND GREEN METROPOLITAN DISTRICT

## REGULAR MEETING MINUTES

December 7, 2020 – 5:30 PM

**HELD:** As Teleconference using Zoom and Conference Dial in Number for residents and Board members unable to use Zoom.

The meeting was called to order and 5:30 p.m. All Board members were present.

### **ATTENDEES:**

President Terry Wherry, Directors, Michel Takatz, Shawn Simmons, Brian Self, and Thomas Garside were present. Also, in attendance was District Manager Jim McGrady, Covenant Enforcement Officer Susie Ellis. There were not any residents present.

### **APPROVAL OF AGENDA:**

A motion to approve the agenda was made by Director Garside. The motion was duly seconded by President Wherry. A vote was taken, and the motion passed unanimously.

**DISCLOSURE OF CONFLICTS:** None

**QUORUM:** Present

**CONSENT AGENDA:** These items are to be acted upon as a whole and approved with one motion. There will be no separate discussion, unless a specific item is called upon for discussion by a Board member or citizen.

- a) Approval of Board Meeting Minutes: November 9, 2020.
- b) Financial Reports/Cash Analysis,

A motion to approve the Consent Agenda as amended was made by Director Garside. The motion was duly seconded by President Wherry. A vote was taken. The motion carried unanimously

**ACTION ITEMS:**

A. Approve payables – November, 2020

i. General Fund 2020 Expenses	\$	11,216.73
ii. General Fund 2021 Expenses	\$	8,692.17
iii. Debt Service Fund	\$	-0-
iv. Capital Improvement Fund	\$	-0-
v. Total Expenditures	\$	<u>20,340.75</u>

A motion to approve the November 2020 payables in the amount of 20,340.75 was made by Director Garside. The motion was duly seconded by President Wherry. A vote was taken. The motion carried unanimously.

B. Review and Consider Approval of Resolution 2020-05, Certified Record of Proceedings Adopting 2021 Budget, Certifying the 2021 Mill Levy, and Appropriating 2021 Expenditures relating to the Cumberland Green Metropolitan District El Paso County, Colorado. (Enclosure).

A motion to approve resolution 2020-05 was made by President Wherry. The motion was duly seconded by Director Garside. A vote was taken. The motion carried unanimously.

C. Review and Consider Approval on the Audit Engagement letter between the Cumberland Green Metropolitan District and Haynie and Company to provide Audit Services, in the amount of \$6,100.00, for the District 2020 Financial Statements.

A motion to approve the Audit Engagement Letter between the Cumberland Green Metropolitan District and Haynie and Company was made by President Wherry. The motion was duly seconded by Director Garside. A vote was taken. The motion carried unanimously.

D. Review and Approval of a Professional Services Agreement between the Cumberland Green Metropolitan District and Community Preservation Specialists Inc., to provide Covenant Enforcement Services and assist with Design Review Committee submittals for a total amount of \$19,860 annually plus expenses and special services.

A motion to approve a professional services contract between the Cumberland Green Metropolitan District and Community Preservation Specialists Inc. was made by President Wherry. The motion was duly seconded by Director Garside. A vote was taken. The motion carried unanimously.

- E. Review and Consider Acceptance of a Proposal to provide Accounting Services between the Cumberland Green Metropolitan District and Fromm and Company.

A motion to approve a professional services contract between the Cumberland Green Metropolitan District and Fromm and Company was made by President Wherry. The motion was duly seconded by Director Garside. A vote was taken. The motion carried unanimously.

- F. Review and consider Landscape Maintenance Proposals as submitted by Timberline Landscaping (Timberline) and Superior Lawn and Landscape Services (Superior).

The Board discussed the two proposals received. Timberline proposed Spraying of weeds once. Superior proposed one treatment but any additional treatment was \$537.00. The weed treatment needs to include Crack weeds and weed in trail along Jimmy Camp Creek Road along with turf in park. On irrigation repairs the Board requests pictures before and after of major repairs. Ask Superior to do 8 Month term. Edging more for Superior. Need to receive 13 weeks of edging from Superior along Park sidewalks. What is Superior's cost for irrigation repairs? This needs to be determined. What are Normal rates? Extra Fertilization may be needed. What is Irrigation Tech hourly rate? Board Recommendations: Director Self suggested going with a small local business. Director Takatz indicated her approval of Superior as long as the contract is fine tuned and a certificate of insurance is received.

A motion to approve the 2021 Landscape Services Agreement between the Cumberland Green Metropolitan District and Superior Lawn and Landscape Services and authorize the District Manager to sign, was made by President Wherry. The motion was duly seconded by Director Garside. A vote was taken. The motion carried unanimously.

## **OLD BUSINESS:**

### **Design Review Committee (DRC) update. (Ms. Ellis)**

Eleven cases are on hold on hold 35 carried over from last year. Xeriscape design standards need to be developed. Ms. Ellis will work on that over the winter. So far in 2020, 927 notices have been issued. Ms. Ellis informed the Board that people are paying reluctantly. She has Received four letters back that were mailed in July.

### **Covenant Enforcement update.**

December 22, 2020 next inspection

## **NEW BUSINESS:**

Purchase and Installation of a Storage Building and direction to staff to execute a purchase agreement for said structure.

Director Simmons has been researching storage sheds for the District. The shed is needed to store various items such as banners, coolers, Christmas lights, etc. In order for the shed to be installed, a contract needs to be signed and payment received so that the District can be placed on the schedule for installation/fabrication. Assuming payment is received the shed could be installed in approximately two weeks from the time payment is received. Director Simmons needs to tell the contractor the paint colors and roof Colors. The shed will be installed in the far west center of Park. The Board suggested that the shed needs to be a neutral color with a metal roof. Hail resistant shingle or metal roof. The Board also wanted to ensure the shed is secured and can't be blown over. Director Simmons will provide total price to the District Manager so that the District Manager can get the shed paid for and ordered.

The Board voted unanimously to authorize the acquisition of a storage shed and authorize the District Manager to proceed with the contractual arrangements and direct Ms. Eckert to send a check to Tuff Shed so that work can proceed.

## **MANAGERS'S REPORT:**

Transition of District Management. Mr. McGrady will continue on as District Manager for at least 6 months and help with transition of accounting and Landscape Maintenance.

Ms. Ellis was asked to follow up on a policy if someone fails to get permission for improvements. The Board discussed if the fee needs to be based on type of work being done. Perhaps a tiered system. Ms. Ellis indicated that she will write something up regarding requests for approval and will also look at a sliding scale based on the type of work being done.

**BOARD DISCUSSIONS:**

The Board would like to work with Fountain Utilities to see if a power supply could be installed on Squirrel Creek near Link Road. The irrigation near Link and Squirrel Creek will likely need to be repaired after the City's widening project is completed. Director Garside informed the Board that the school will not be available through March, 2021. Also, Superior will need the information in the Rainbird IQ system.

**COUNSEL REPORT:** None

**PLANNED COMMUNICATIONS:**

Normal Website updates. Mr. Kennedy has been retained through February 2022.

**OTHER ACTION ITEMS:** None

**EXECUTIVE SESSION:**

Executive Session §24-6-402(4)(b) Legal Advice. None

**ADJOURNMENT:** Having no other actions to come before the Board, a motion to adjourn the meeting was made by President Wherry. The motion was duly seconded by Director Garside. The motion carried unanimously and the meeting was adjourned at 7:53 p.m.

**NEXT SCHEDULED REGULAR BOARD MEETING**

**February 8, 2021 5:30 p.m.**

**Zoom Video Conference for Board Members and Staff and Conference Dial in  
Number for Residents**

**<http://cumberlandgreenmetro.org/home>**