

**NOTICE OF SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HIGHLANDS-MEAD METROPOLITAN DISTRICT**

DATE: September 25, 2023

TIME: 4:00 P.M.

PLACE: Via Teleconference

NOTICE IS HEREBY GIVEN that a special meeting of the Board of Directors of the Highlands-Mead Metropolitan District will be held via teleconference and can be joined through the directions below. The meeting is open to the public.

*Via Teleconference*

<https://us06web.zoom.us/j/82326871931?pwd=ETIbLyccgZtCqUyJW4Rixvs8hZQmHH.1>

Call in Number: 720-707-2699

Meeting ID: 823 2687 1931

Passcode: 927334

Lisa Wiebelhaus	President/Chairman	2027
Serge Goldberg	Treasurer	2025
William Edgington	Secretary	2025
Shannon Engler	Assistant Secretary	2025
Janice Bachmann	Assistant Treasurer	2027
Angela Elliott	Secretary to the Board	

**AGENDA**

1. Call to Order/Declaration of Quorum
2. Conflict of Interest Disclosures
3. Approval of Agenda
4. 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.
5. Director Matters
6. Consent Agenda – 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, if desired. Items on the consent agenda are then voted on by a single motion, second and vote by the Board.
  - a. Approval of June 26, 2023, Special Meeting Minutes (**enclosure**)
  - b. Ratify Approval of 2022 Annual Report (**enclosure**)
  - c. Ratification of Design Guidelines and Homeowner Handbook, revised as of July 13, 2023 (**enclosure**)

7. Insurance Matters

- a. Discuss and Review Proposal for Renewal of General Liability Schedule and Limits and Property Schedule and Consider Approval and Authorization to Bind Coverage (**enclosure**)
  - i. Review Property Schedule

8. Legal Matters

- a. Consider Adoption of 2024 Annual Administrative Resolution (**enclosure**)
- b. Discuss Requirements of SB23-303 Relating to Limitations on Property Tax Revenue
- c. Discuss and Consider Adoption of Resolution Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges (**enclosure**)
- d. Review and Consider Approval of Engagement of Special Counsel for collection of assessments (**enclosure**)

9. Financial Matters

- a. Ratification of Claims and Approval of Claims (**enclosures**)
- b. Conduct Public Hearing on Amendment to 2023 Budget and Consider Adoption of Resolution Amending 2023 Budget (**enclosure**)
- c. Conduct Public Hearing on 2024 Budget and Consider Adoption of Resolution Approving 2024 Budget (**enclosure**)
- d. Approval of the Engagement Letter for 2023 Audit services prepared by Frederick Zink & Associates (**enclosure**)

10. Management Matters

- a. Management Report (**enclosure**)
- b. Discuss extension of current Independent Contractor Agreement with Mill Bros. for Grounds Maintenance through 2024
- c. Consider Approval of Independent Contractor Agreement with CC Landscaping LLC for Snow Removal (**enclosure**)

11. Other Business

12. Adjourn