

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

January 20, 2026, at 5:30 p.m. in person and virtual

**Attendance / Qualification**

The regular meeting of the Board of Directors of the Highlands-Mead Metropolitan District was called and held as shown above in accordance with the applicable statutes of the State of Colorado. The following directors, having confirmed their qualification to serve, were in attendance:

Bryon Fessler, President  
Richard Felter, Vice President  
Joshua Crites, Secretary  
Rene Singer, Treasurer  
Janice Bachmann, Assistant Secretary

Also present: Amy Hord, Public Alliance LLC, District Manager; Sean Allen, WBA, P.C., District General Counsel; Alex Fink, Metro District Accounting Services, Inc., District Accountant and members of the public.

**Call to Order / Quorum**

Director Fessler called the meeting to order at 5:30 p.m. Director Crites conducted roll call. Director Fessler noted that a quorum of the Board was present.

**Conflict of Interest Disclosures**

No conflicts of interest were disclosed.

**Approval of Agenda**

The Board reviewed the agenda. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the agenda as presented.

**Public Comment**

None

**Consent Agenda**

The Board reviewed the items on the consent agenda. No items were requested to be removed from the consent agenda. Following discussion and consideration, upon a motion duly made and seconded, the following items on the consent agenda were unanimously approved:

- Special Meeting Minutes for October 20, 2025
- Annual Meeting Minutes for October 20, 2025
- Special Meeting Minutes for December 4, 2025

## Director Matters

- **Board Member Continuity:** The Board has been requesting since May 2025 copies of prior meeting minutes, resolutions, contracts, board packets, and related records. Director Fessler updated the Board on his attempts to secure these records from the previous management company.
- **Winter Watering Contract:** Following discussion and consideration, upon a motion duly made and seconded, the Board unanimously ratified the approval of the winter watering contract with Mill Brothers for an estimated \$2,068.80.
- **Accounting Services Contract:** Following discussion and consideration, upon a motion duly made and seconded, the Board unanimously ratified the accounting services contract with Metro District Accounting Services for \$22,500.
- **Special District Association (SDA):** The Board has been requesting since May 2025 for access to the SDA resources and information. The District Manager renewed the District's SDA membership. Director Fessler encouraged the Board to obtain SDA logins and utilize SDA resources and to coordinate with the District Manager if there are any issues.
- **Board Retreat:** The Board scheduled a retreat (special meeting) for Saturday, March 28, 2026, from 10:00 a.m. to 3:00 p.m. to establish goals and review cost-saving initiatives. The meeting requires public notice and summary minutes. The District Manager will coordinate logistics and provide the required notice.

## Legal Matters

- **Foreclosures and Aging Report:** The District Manager provided a verbal update on the two foreclosures previously authorized by the Board. One account is proceeding with foreclosure, while the other was granted a payment plan but failed to meet the initial deadline. The Board directed the District Manager to provide more detailed updates going forward. The Treasurer summarized the aging report, noting that 19 homeowners are delinquent by at least three quarters of O&M fees and an additional 16 homeowners are delinquent by at least two quarters, with total outstanding receivables of \$57,313.
- **Resolution Regarding Policies, Procedures and Penalties for the Enforcement of the Governing Documents:** The prior Developer/Builder-controlled Board did not adopt a covenant enforcement resolution, leaving the District Manager without a formal mechanism to escalate violations beyond issuing warning letters. Over the past five years, more than 300 warning letters have been sent, with the associated costs borne by all homeowners. The current homeowner-controlled Board engaged Special Counsel to draft a covenant enforcement resolution incorporating updated notice requirements, mandatory cure periods, a revised fine schedule, expanded hearing procedures, and provisions for the recovery of administrative expenses. Beginning in February, all enforcement notices will start as warning letters with applicable cure periods. Repeat violations of the same covenant provision with one year may be subject to fines. Following discussion, and upon motion duly made and

seconded, the Board unanimously adopted the Resolution Regarding Policies, Procedures and Penalties for the Enforcement of the Governing Documents.

- **Design Guidelines & Homeowner Handbook:** Director Fessler updated the document to incorporate previous Board decisions and District General Counsel made several additional revisions and edits to comply with recent changes to Colorado law. Many of the changes remove the restrictions that Districts used to be able to impose regarding flags, signs, parking, satellite dishes, and xeriscape. The Board also revised the basketball hoop provisions based on homeowner feedback. Following discussion, and upon motion duly made and seconded, the Board unanimously adopted the changes to the Design Guidelines & Homeowner Handbook.
- **Resolution Regarding Acquisition of The Highlands Filing No. 1 Final Plat Landscape Improvements For Maintenance, Town of Mead's Conditional Acceptance and Highlands Mead, LLC Need to Obtain Town of Mead's Final Acceptance; Resolution Rescinding Prior Resolution:** The Board of Directors of the Highlands-Mead Metropolitan District adopted a resolution on January 21, 2026 rescinding a prior resolution that had conditionally accepted the Filing No. 1 (Phase 1) public landscape improvements for District maintenance. The Board determined that the conditions under which the original acceptance was granted had materially changed, as the Town of Mead has not provided final acceptance, significant deficiencies remain unresolved, and the developer (Highlands Mead, LLC) has not completed required repairs despite warranty obligations. The Board also noted a lack of enforcement by the Town related to the Subdivision Improvement Agreement and Letter of Credit. As a result, the District concluded that responsibility for the improvements should have remained with the developer and the District should not have assumed maintenance thereof. Following discussion, and upon motion duly made and seconded, the Board unanimously adopted the Resolution Regarding Acquisition of The Highlands Filing No. 1 Final Plat Landscape Improvements For Maintenance, Town of Mead's Conditional Acceptance and Highlands Mead, LLC Need to Obtain Town of Mead's Final Acceptance; Resolution Rescinding Prior Resolution.
- **Updated WBA, PC Engagement Letter per HB25-1090:** HB 25-1090 contains protections against deceptive pricing practices. The total price for legal services to be provided under the engagement letter cannot be precisely determined due to the variable nature of legal work. The expenses will vary and may increase or decrease on a month-to-month basis depending on the needs. Following discussion, and upon motion duly made and seconded, the Board unanimously adopted the Updated WBA, PC Engagement Letter.

## Financial Matters

- **Claims:** Director Singer presented the claims to the Board for consideration. Following discussion, upon motion duly made and seconded, the Board unanimously ratified approval of the current claims as presented.

- **Financial Statements:** Director Singer presented the financial statements to the Board for consideration. Following Discussion, upon motion duly made and seconded, the Board unanimously accepted the December 31, 2025 financial statements.
- **2026 Approved Budget:** Director Singer briefly summarized the 2026 approved budget and answered questions from the Board.
- **Transition to New District Account:** Director Singer updated the Board on the transition to the new District Accountant. The transition is going well and will be completed by the end of January.

### **Management Matters**

The District Manager submitted the 2026 Transparency Notice for the District. The Board asked the District Manager to provide a written report going forward. The report should be concise, informative, and focused on items requiring Board awareness or action. Director Fessler will work with the District Manager on the specifics.


### **Other Business**

The next regular meeting is scheduled for April 20, 2026.

### **Adjourn**

Upon a motion duly made and seconded, the Board unanimously adjourned the meeting at 7:52 p.m.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

DocuSigned by:  
  
EC6E903B359340D...

Joshua Crites, Secretary  
Highlands-Mead Metropolitan District