

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

October 20, 2025, at 5:30 p.m. via In Person and Teleconference

Attendance / Qualification

The special 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
Rene Singer, Treasurer
Janice Bachmann, Assistant Secretary

The following Director was absent: Joshua Crites, Secretary

Also present: Amy Hord, Public Alliance LLC, District Manager; Sean Allen, WBA, P.C., District General Counsel; Eric Weaver and Avery Weaver, Marchetti & Weaver LLP, District Accountants; and members of the public.

Call to Order / Quorum

Director Fessler called the meeting to order at 6:30 p.m., conducted roll call and 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:

- Meeting Minutes for July 29, 2025
- General Liability Renewal for 2026
- SDA Membership Renewal

- Exclusion from Workers' Compensation Coverage

Director Matters

- **Board Member Continuity:** Director Fessler reported that the January 2025 transition from Teleos to Public Alliance was poorly managed, causing a loss of continuity and missing contracts and meeting minutes. The Board will use Google Drive for document storage going forward.
- **Newsletter Update:** Directors Fessler and Singer will create a quarterly newsletter to be distributed via email to homeowners with email addresses on file.
- **USPS Cluster Box Flyers:** Director Singer will post flyers, as needed, on the USPS cluster mailboxes throughout the subdivision.
- **Xeriscaping Front Yards:** The Board asked Director Felter and the District Manager to come back with proposed xeriscape language for possible inclusion in the Design Guidelines & Homeowner Handbook.
- **Other:** Following discussion, upon a motion duly made and seconded, the Board unanimously appointed Ms. Voss as Chair of the Community Garden Committee and Director Felter as the Board liaison to this committee.

Legal Matters

- **Foreclosures:** The Board discussed the matter at length and directed the District Manager to include a complete foreclosure package in the Board packet going forward.
- Following discussion, upon a motion duly made and seconded, the Board unanimously directed the District's Special Legal Counsel to proceed with foreclosure on account #1430004-001 for nonpayment of Operations & Maintenance Fees totaling approximately \$3,923.46 and to take all necessary steps to enforce the District's liens, including recording any updated lien statements and coordinating with the County Public Trustee as required under Colorado law.
- Following discussion, upon a motion duly made and seconded, the Board unanimously directed the District's Special Legal Counsel to proceed with foreclosure on account #1430050-001 for nonpayment of Operations & Maintenance Fees totaling approximately \$4,124.91 and to take all necessary steps to enforce the District's liens, including recording any updated lien statements and coordinating with the County Public Trustee as required under Colorado law.

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.
- **Acceptance of 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 September 30, 2025 financial statements.
- **2025 Budget Amendment Hearing:** Director Fessler opened the public hearing on the proposed Amendment to the 2025 Budget. Ms. Hord noted that the notice of public hearing was provided in accordance with Colorado law. No written objections have been received prior to the meeting. There being no public comment, the hearing was closed. Following discussion, upon a motion duly made and seconded, the Board unanimously adopted the Resolution to Further Amend 2025 Budget.
- **2026 Budget Amendment Hearing:** Director Fessler opened the public hearing on the proposed 2026 Budget. Ms. Hord noted that the notice of public hearing was provided in accordance with Colorado law. No written objections have been received prior to the meeting. There being no public comment, the hearing was closed. Following discussion, upon a motion duly made and seconded, the Board unanimously adopted the Resolution Budget, Appropriating Sums of Money and Certifying Mill Levies for the Calendar Year 2026.
- **RFP for Accounting Services:** The Board aims to significantly reduce administrative expenses. Director Fessler summarized Mr. Weaver's email recommending that the District solicit proposals for accounting services and noting that this could help reduce costs. Following discussion, upon a motion duly made and seconded, the Board directed Director Singer, in consultation with the District Manager, to issue an RFP for accounting services on behalf of the Board.

Management Matters

- **Landscape Report:** The Board discussed the need for winter watering. Ms. Hord will provide the Board with a winter watering proposal. Director Fessler will seek an opinion from the District's Legal Counsel regarding the District's responsibilities, if any, for Phases 1 and 2 during the conditional acceptance periods, including landscaping maintenance and watering, and whether a prior Board resolution transferring landscaping responsibilities to the District is binding or may be rescinded.

- **Covenant Enforcement:** Since May 2025, the Board, now entirely homeowners, has prioritized covenant consistency and fairness. Director Fessler noted that Public Alliance has conducted 7 inspections resulting in 136 reminder letters. Director Fessler stated that many of these violations should have progressed to second or third notices and fines, but the Board currently lacks an approved process to move forward. The Board directed the District Manager to have Special Counsel draft an enforcement resolution.
- **Snow Removal Proposals:** The Board extensively discussed snow removal, noting that costs had become excessive. The District Manager received two hourly bids with varying rates for snow removal. The Board established a 3-inch threshold for clearing common areas and sidewalks and a 4-inch threshold for the District-owned road (Adams Circle). All other roads will be plowed by the Town of Mead according to their standards. After discussion, the Board unanimously approved the hourly snow removal proposal from Mill Brothers and requested that Director Singer closely monitor this expenditure.
- **Landscape Proposal:** The Board received an updated proposal from Mill Brothers for landscaping for 2026. After discussion, the Board unanimously approved the landscaping proposal for 2026 from Mill Brothers at a cost of \$51,539.86.


Other Business

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

Adjourn

Upon a motion duly made and seconded, the Board unanimously adjourned the meeting at 8:44 p.m.

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

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Joshua Crites, Secretary
Highlands-Mead Metropolitan District