

MINUTES OF THE SPECIAL MEETING OF THE BOARD  
OF DIRECTORS OF INSPIRATION METROPOLITAN  
DISTRICT

Held: Tuesday August 11, 2020, at 5:30 p.m. via  
Zoom.com video conference.

**Attendance**

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

Aaron Curtiss, President  
Sandi Thomas, Vice President  
Holly Svetz, Secretary  
Dennis Colwell, Treasurer  
Lindsey Linkow, Assistant Secretary

Also present virtually were:

Heather L. Hartung, Esq., White Bear Ankele Tanaka & Waldron, Attorneys at Law, District General Counsel; Lisa Bradley, DMB Community Life, District Manager; Christine Jakupovic, DMB Community Life, Community Engagement Manager; Brennan Knapp, DMB Community Life Landscape and Facilities Manager; and Kendell Johnson, District Coordinator

A list of members of the public in attendance at the meeting and who signed in by means of registration on the Zoom.com website, is attached.

**Call to Order**

It was noted by Director Curtiss that a quorum of the Board was present, and the meeting was called to order at 5:32 p.m.

**Conflict of Interest  
Disclosures**

Director Curtiss advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Bradley confirmed disclosures for those directors with potential or existing conflicts of interest were filed with the Secretary of State's Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Director Curtiss inquired into whether members of the Board had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted.

## **Approval of Agenda**

Director Curtiss presented the Agenda to the Board for consideration and upon a motion duly made by Director Thomas to approve the amended agenda, and seconded by Director Svetz, the Board unanimously approved the agenda as presented.

## **Community Management Update**

Ms. Bradley presented the DMB Community Life management report for the period of July 1 - 31, 2020.

Ms. Bradley updated the Board on the District's application to the State of Colorado, Department of Local Affairs, for relief funds for the extra costs incurred due to COVID-19. At the time of the meeting, the application was in the final stages of approval. As he is the Designated Elected Official, Director Curtiss will be notified by DOLA for subsequent steps.

Ms. Bradley notified the Board Community Life was working to hold a Retreat and training for the IMD Board of Directors. Community Life will provide content and dates to the Board. Ms. Bradley also stated the 2021 strategic planning session would be scheduled concurrently with the Retreat and that the Retreat would be called as a special meeting since it would include a quorum of the Board

As of this meeting, Ms. Bradley notified the Board telephones were installed for the District Team. Phone numbers will be published to the District website and sent in the community eblast scheduled for August 18, 2020.

## **Public Comment**

- Owners present virtually discussed reconsideration of holiday light rules and the timing for installation and removal of the lights.
- An owner requested an explanation of the purpose and a schedule to removal of the tree stakes installed on District property.
- A request was made to the Residential Improvement Guidelines Committee to reconsider section 3.1 specific to flags.

## **Consent Agenda**

The following items on the consent agenda were considered routine or administrative. Following a summary by Director Curtiss, the items on the consent agenda as amended, were approved by one motion duly made by Director Svetz, seconded by Director Colwell. The motion was approved unanimously.

- a. Approval of Minutes for the Special Board Meeting: July 30, 2020
- b. Approval of Minutes for the Finance Committee Meeting; June 8, 2020
- c. Approval of Minutes for the Residential Improvement

Guidelines Committee: July 21, 2020.

- d. Approval of Minutes from the Social Committee Meetings June 4 and July 16, 2020
- e. Acceptance of Unaudited Monthly Financial Statements dated June 30, 2020 prepared by DMB Community Life.

Discussion and  
Consideration of the Special  
Meeting Minutes

After discussion and noted correction of the Special Meeting Minutes; July 14, a motion was made by Director Svetz to approve the minutes, as amended and seconded, by Director Colwell. The motion was unanimously approved.

### **Residential Improvement**

Residential Improvement  
Guidelines Committee  
Meeting Update

Director Svetz presented the update from the July Residential Improvement Guidelines Committee meeting. Director Svetz noted the District's legal counsel sent a cease and desist letter on behalf of the District to an owner who was making improvements on their lot without approval.

Director Svetz stated the RIG Committee was actively looking for additional new member for the RIG Committee. Director Svetz reminded residents that the Guidelines permit xeriscaping and encouraged them to view the xeriscape gardens near the Inspiration Club and to review the Aurora Water rebate program. She also stated, the RIG Committee was working on a revised scope of work for DMB Community Life that will be reviewed at the next RIG Committee meeting.

### **Common Area**

Common Area Committee  
Meeting Update

Mr. Knapp presented the update from the July Common Area Committee meeting. He stated he and the District's account representative from Brightview have completed an inventory of District dead trees, which will be replaced cyclically over the next few years.

Discussion and Update  
Native Grass Reseeding  
Project

Mr. Knapp stated that temporary irrigation was installed at the Del Norte tract and would soon be seeded. Mr. Knapp stated the other areas that were seeded were showing minimal growth.

Discussion and Update  
Adopt-A-Tree Program  
project.

The Adopt-A-Tree program was moving forward within the community. Mr. Knapp stated he would be collecting final payment from individual owners for the program from the owners and Brightview would be in touch with the owners for tree and irrigation installation.

Discussion and Updates  
Drop Structure Update

Director Curtiss provided an update on the progress of the drop structure project. He stated after a meeting with representatives

from Naranjo Civil Contractors, Manhard Consulting, Mile High Flood District, and Community Life at the project site to discuss additional work to the structure, there would be additional work required to stabilize an area on the north side of the project with a boulder cascade.

Director Colwell made a motion to approve an amount not to exceed \$45K for the additional required work. Director Svetz seconded the motion which was unanimously approved by the Board,

The concrete for the sculpted concrete portion of the project was newly poured at the time of the meeting and the project was overall progressing appropriately.

Discussion and Update 2020  
Holiday Light Proposal

Mr. Knapp stated he was in contact with multiple lighting companies for proposals for holiday lights for the District. The proposals will be presented at the September Board meeting.

Discussion and Update Tract  
Turnover Guidelines

Director Curtiss stated the final draft of the tract turnover guidelines would be presented at the next Common Area Committee meeting and would be presented to the Board at the September Board meeting.

## **Finance**

Finance Committee Meeting  
Update

Director Colwell presented the update from the July Finance Committee meeting. He stated the Finance Committee was in process to create an amended draft for the Committee Charter. Director Colwell also stated the Finance Committee was in discussion surrounding combining two of the four District funds. Those funds under consideration are the Operating Fund and General Fund. The Finance Committee would make their formal recommendation at the September meeting. Director Colwell also presented dates for community education specific to the finances for the District. The Finance Committee has scheduled four date from the time of the meeting to the end of 2020 for these education seminars.

Discussion and  
Consideration of the Reserve  
Study Proposal

Director Colwell discussed the steps taken by the Finance Committee sub-committee group to establish a recommendation for Board for a Reserve Study. Those steps included a complete request for proposal for each potential vendor partner, reference checks, and select interviews. SBSA was the vendor partner the Finance Committee recommended to the Board. Director Curtiss made a motion to approve the proposal for a level 1 reserve study to be completed by SBSA. That motion was seconded by Director Svetz and unanimously approved by the Board.

Discussion of Restricted Funds for Insurance Claim

The matter of the restricted insurance proceeds for hail damaged trees was discussed by the Board. As the trees have already been replanted, the invoice was paid from the operating account. The total cost of the tree replanting the trees was more than insurance proceeds, as such, the District paid the difference of approximately \$800. Director Svetz made a motion to transfer funds from the restricted account to the operating account to reimburse for the tree replacement. This motion was duly seconded by Director Colwell.

The Board requested for future transfers of restricted funds, that matter be put before the Board for discussion and vote.

Discussion of District Financial Services Scope

Director Colwell informed the Board the Finance Committee provided Community Life with a spreadsheet with specific duties and tasks for a portion of the financial service for the District. The purpose was to ensure the needs of District are met efficiently, effectively and at the most reasonable cost to the District. Community Life met with Director Colwell for further discussion of the tasks. Director Colwell indicated he would provide Clifton Larson Allen with a similarly outlined duties and tasks for discussion.

Director Svetz noted a similar request was made of legal counsel, White Bear Ankele; landscape contractor, Brightview; and community management, DMB Community Life.

Discuss and Consider Revised Engagement Agreement for Legal Services

Director Svetz presented and reviewed an engagement letter as provided by the White Bear Ankele law firm. The letter proposes a fixed monthly fee for a schedule of regular legal services as well as a reduced hourly rate for the primary attorney working on District matters outside the listed fixed fee services. Director Svetz explained that the fixed monthly fee amount was a 15% reduction from the cost of the services included for last year. After discussion, Director Svetz duly made a motion to approve the engagement letter. The motion was seconded by Director Curtiss and the motion was unanimously approved by the Board.

Consider Acceptance of Unaudited Financials Prepared by Clifton Larson Larson

Ms. Dawn Jones, with CLA presented the District's monthly financial statements ending June 30, 2020. After review and discussion, Director Colwell made a motion to accept the unaudited financials ending June 30, 2020. This motion was seconded by Director Curtiss and was unanimously approved by the Board.

**Social and Engagement**

**Social Committee Updates**

Ms. Jakupovic provided a recap of the most recent community event, the BBQ Bash. 88 owners reserved Bash kits for the event. The events planned for the rest of the year are framed to observe proper social distancing.

**Legal**

There was no legal update for this meeting.

**Next Meeting**

The next special meeting is scheduled for September 8, 2020 at 5:30 p.m. The meeting is scheduled for a Zoom video conference in compliance with the State of Colorado Safer at Home Order.

**Adjournment**

There being no further business to come before the Board, and following discussion and upon motion duly made by Director Colwell, and seconded by Director Curtiss and unanimously carried, the Board determined to adjourn the meeting at 7:25 p.m.

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



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Secretary for the Meeting