

ORCHARD FARMS METROPOLITAN DISTRICT

8390 E. Crescent Pkwy, Suite 300
Greenwood Village, CO 80111
303-779-5710

NOTICE OF SPECIAL BOARD MEETING AND AGENDA

DATE: December 6, 2023

TIME: 5:00 p.m.

LOCATION: Zoom

ACCESS: Board members, consultants and members of the public may participate by teleconference or by computer/tablet by utilizing the following information:

1. To attend via Zoom Videoconference, use the link: URL:
<https://us06web.zoom.us/j/83612086148?pwd=UDc1Qy84aEZFUkFZT1R Cd0cvd3MyUT09>
2. To attend via telephone, dial 720-707-2699 and enter the following additional information:
 - a. Meeting ID: 836 1208 6148
 - b. Passcode: 332719

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Randy Stutz	President	May 2025
Ben Reiter	Treasurer	May 2025
Brian McNelly	Secretary	May 2027
Nate Watkins	Assistant Secretary	May 2025
Ed Passini	Director	May 2027

I. ADMINISTRATIVE MATTERS

- A. Call to order.
- B. Declaration of quorum & reaffirmation of disclosures.
- C. Approval of agenda.
- D. 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 per person.

E. Consider adoption of 2024 Annual Administrative Matters Resolution (enclosure).

II. CONSENT AGENDA – The items listed below are a group of items to be acted on with a single motion and cote by the Board. An item may be removed from the consent agenda to the regular agenda upon request of any Board member.

A. Approval of October 4, 2023 Minutes and October 4, 2023 Annual Meeting Minutes (enclosure).

B. Approval of claims payable in the amount of \$267,149.70 (enclosure).

C. Acknowledge Playground & Recreation Facility Safety Inspection (enclosure).

III. FACILITIES MANAGEMENT / DISTRICT OPERATIONS

A. District Manager's Report.

B. Committee Reports.

1. Social Committee.

i. Discuss increasing monthly limit on credit card.

2. Landscaping Committee.

3. Advisory Committee.

i. Discuss rules and regulations.

ii. Discuss meeting requirements.

4. Review Committees' members and update as needed.

C. Review Covenant Enforcement Report.

1. Discuss fence compliance.

D. Review and consider approval of Independent Contractor Agreement with Jeremy Jobs LLC for Landscape Maintenance in 2024 (to be distributed).

E. Review and approval of First Amendment to the Landscape Maintenance and Snow Removal with Jeremy Jobs, LLC for 2024 Services (enclosure).

IV. LEGAL MATTERS

A. Discuss Implementation of Accessibility Standards for Individuals with a Disability for Information Technology Systems Employed by the District.

B. Discuss 2023 Legislative Memorandum.

V. FINANCIAL MATTERS

- A. Review and consider acceptance of September 30, 2023 Unaudited Financial Statements (to be distributed).
- B. Conduct Public Hearing to consider amendment of the 2023 Budget. If necessary, consider adoption of Resolution to Amend the 2023 Budget.
- C. Conduct Public Hearing on the proposed 2024 Budget and consider adoption of Resolution to Adopt the 2024 Budget and Appropriate Sums of Money (enclosure).
- D. Consider approval of the engagement letter with Wipfli to prepare the 2023 Audit (enclosure).
- E. Review and consider approval of 2024 Fee Schedule (enclosure).

VI. DIRECTORS' MATTERS

- A. Review and consider approval of Coatings, Inc. proposal for tennis courts crack fill in the amount of \$6,000.00 (enclosure).
- B. Consider new covenant enforcement counsel.

VII. MANAGER MATTERS

- A. Consider approval of CliftonLarsonAllen LLP Master Services Agreement and statement(s) of work for 2024 (enclosure).
- B. Discuss and consider approval of 2024 insurance renewal (enclosure).
- C. Discuss and consider worker's compensation insurance for 2024.
- D. Consider authorization of renewing membership in the Special District Association for 2024.

VIII. OTHER MATTERS

IX. ADJOURNMENT

The next Board meeting is scheduled for February 7, 2024 at 5:00 p.m.