

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF TIMBERS ESTATES METROPOLITAN DISTRICT

HELD  
September 23, 2024

The Regular Meeting of the Timbers Estates Metropolitan District was held via Zoom and Teleconference and in person at the Timbers Estates Gatehouse on Monday, September 23, 2024, at 6:30 p.m.

### ATTENDANCE

#### Directors in Attendance:

Dave Hartvigsen, President & Chairperson  
Gary Elliott, Director  
Bob Latham, Secretary  
Glenn Curtis, Treasurer

#### Directors Absent but Excused:

Rob Ginieczki, Assistant Secretary

#### Also in Attendance:

Kenny Parrish, Jennifer Ondracek, Matt Sorenson, and Andrew Kunkel;  
Pinnacle Consulting Group, Inc.  
Mary Anne Thaxton, Zaida Nunez, and Todd Nunez; Members of the  
Public.

### ADMINISTRATIVE ITEMS

Call to Order: The Regular Meeting of the Board of Directors of the Timbers Estates Metropolitan District was called to order by Mr. Parrish at 6:37 p.m.

Declaration of Quorum/Director Qualifications/Disclosure of Potential Conflicts of Interest: Mr. Parrish noted that a quorum was present, with four out of five Directors in attendance. All Board Members confirmed their qualifications to serve on the Board. Mr. Parrish noted there were no Conflicts of Interest for any members of the Board of Directors.

Approval of Agenda: The Board considered the approval of the agenda. Following review and discussion, upon a motion duly made by Director Latham, seconded by Director Elliot, and upon vote, unanimously carried, it was

**RESOLVED** to approve the agenda, as presented.

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Public Comment: There were no Public Comments received.

Director Comment: Director Curtis commented regarding fire mitigation and ongoing efforts to retain a Firewise designation to mitigate insurance cost for residents. Director Curtis discussed needed mitigation efforts on Tract F.

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## CONSENT AGENDA

June 24, 2024, Regular Meeting Minutes: Director Curtis presented the June 24, 2024, Regular Meeting Minutes to the Board. Following review and discussion, upon a motion duly made by Director Curtis, seconded by Director Latham, and upon vote, unanimously carried, it was

**RESOLVED** to approve the June 24, 2024, Regular Meeting Minutes, as presented.

Payment of Claims: Director Curtis presented the Payment of Claims to the Board. The Board discussed reclassifying expenses for Sanchez Landscaping, LLC. Following further review and discussion, upon a motion duly made by Director Hartvigsen, seconded by Director Latham, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Payment of Claims, as presented.

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## FINANCIAL ITEMS

Financial Statements: Ms. Ondracek and Mr. Sorenson reviewed the unaudited Financial Statements for the period ending June 30, 2024, with the Board and answered questions. Following review and discussion, upon a motion duly made by Director Hartvigsen, seconded by Director Latham, and upon vote, unanimously carried, it was

**RESOLVED** to accept the unaudited Financial Statements for the period ending June 30, 2024, as presented.

District Payables, Status of EFT for Vendors, Debt Card Discussion: Mr. Parrish and Ms. Ondracek discussed the District's Payables, the Status of EFT set up for Vendors, and the potential implementation of a District Debt Card with the Board and answered questions.

2025 Budget Discussion: The Board reviewed and discussed considerations for the 2025 Budget.

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## DISTRICT MANAGER ITEMS

District Manager's Report: Mr. Parish presented the District Manager's report to the Board.

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Outstanding Reimbursement Payments: Mr. Parrish provided an update regarding Outstanding Reimbursement Payments to the Board. Director Hartvigsen thanked the Board for reimbursing his purchase of a new saw.

Solitude Lake Management Report: Mr. Parrish presented the Solitude Lake Management Report to the Board.

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### OPERATIONS ITEMS

1. Perimeter Fence: Mr. Parrish provided the Perimeter Fence update on behalf of Director Ginieczki to the Board. Mr. Parrish highlighted efforts for fence painting, the installation and painting of address posts, the installation of new address numbers, damaged guard rail repairs, damaged rail fence repairs and options for lock replacements at the Gate House.
  2. Gatehouse: Director Latham provided the Gatehouse update to the Board. Director Latham highlighted efforts for gate system upkeep, HVAC repairs and roof repairs.
  3. Roadway Maintenance: Director Elliott provided the Roadway Maintenance update to the Board. Director Elliot highlighted snow removal and the Board discussed the operations of the District's snow removal contractor and potential options for an updated snow removal contract.
  4. Tree Maintenance: Director Hartvigsen provided the Tree Maintenance update to the Board. Director Hartvigsen highlighted Tree Maintenance and fuel brake efforts on Tracts C, D, E, and H. Director Hartvigsen recommended a communication be distributed to residents of the District regarding downed trees and slash accumulation. Director Hartvigsen discussed a preliminary Fire Wise proposal response and noted a comprehensive response will follow. Director Hartvigsen discussed the annual reservoir No. 1 water release and pump operations and reiterated the need to purchase flow meters. Director Hartvigsen discussed mowing completed for fire and noxious weed mitigation. The Board briefly discussed street maintenance crack filling operations. The Board further discussed the distribution of a communication to residents of the District regarding downed trees and slash accumulation, discussed alignment with the covenants of the community and the importance of the tree and slash removal.
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DIRECTOR ITEMS

Director Hartvigsen requested Board ratification of the purchase of his new saw. Following review and discussion, upon a motion duly made by Director Latham, seconded by Director Elliot, and upon vote, unanimously carried, it was

**RESOLVED** to ratify the purchase of Director Hartvigsen's saw.

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OTHER  
MATTERS

There were no Other Matters to come before the Board.

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ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Latham, seconded by Director Elliot, and upon unanimous vote, the meeting was adjourned at 8:09 p.m.

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

Respectfully submitted,

*Andrew Kunkel*

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Andrew Kunkel, Recording Secretary for the Meeting