

# RECORD OF PROCEEDINGS

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

HELD  
November 18, 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, November 18, 2024, at 6:30 p.m.

### ATTENDANCE

#### Directors in Attendance:

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

#### Also in Attendance:

Kenny Parrish and Matt Sorenson; Pinnacle Consulting Group, Inc.  
Mary Anne Thaxton; Member 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 Director Hartvigsen at 6:31 p.m.

Declaration of Quorum/Director Qualifications/Disclosure of Potential Conflicts of Interest: Director Hartvigsen noted that a quorum was present, with five out of five Directors in attendance. All Board Members confirmed their qualifications to serve on the Board. Director Hartvigsen 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 Curtis, and upon vote, unanimously carried, it was

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

Public Comment: There were no Public Comments received.

Director Comment: There were no Director Comments received.

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### CONSENT AGENDA

Director Hartvigsen reviewed the items on the consent agenda with the Board. Director Hartvigsen advised the Board that any item may be removed from the consent agenda to the regular agenda upon the request of any Director. No items were requested to be removed from the consent agenda. Upon a motion duly made by Director Curtis, Seconded by Director Latham, the following items on the consent agenda were unanimously approved, ratified and adopted:

- A. Minutes – September 23, 2024, Regular Meeting.
  - B. Payment of Claims.
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### 2024 AMENDED BUDGET HEARING

Mr. Sorenson reported that notice of the budget hearing was published on November 7, 2024, in the Canyon Courier, in accordance with state budget law. Upon a motion duly made by Director Curtis, seconded by Director Latham, and upon vote, unanimously carried, the 2024 Amended Budget Hearing was opened. Mr. Sorenson reviewed the amended budgets and answered questions. Upon a motion duly made by Director Curtis, seconded by Director Latham, and upon vote, unanimously carried, the 2024 Amended Budget Hearing was closed. The amended budgets for the District are as follows:

Combined Fund: \$144,034.00

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 Resolution to Adopt the 2024 Amended Budget and appropriate funds for Timbers Estates Metropolitan District and authorize such further actions of the officers and consultants necessary to sign related documents and submit and file such documents required to finalize the amended budget.

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### 2025 BUDGET HEARING

Mr. Sorenson reported that notice of the budget hearing was published on November 7, 2024, in the Canyon Courier, in accordance with state budget law. Upon a motion duly made by Director Curtis, seconded by Director Elliott, and upon vote, unanimously carried, the 2025 Budget Hearing was opened. Mr. Sorenson reviewed the proposed budgets in detail and answered questions. Upon a motion duly made by Director Curtis, seconded by Director Elliott, and upon vote, unanimously carried, the 2025 Budget Hearing was closed. The 2025 budgets for the Districts are as follows:

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Mill Levy: 32.668 mills  
Combined Fund: \$193,928.00

Following review and discussion, upon a motion duly made by Director Curtis, seconded by Director Elliott, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Resolution to Adopt the 2025 Budgets for Timbers Estates Metropolitan District, set the mill levy, and appropriate budgeted funds upon final certification of values being received by the County of Jefferson on or before December 15, 2024, and approve all other documents related to the 2025 budget. The District Manager is authorized to make minor modifications that may be necessary following receipt of final assessed values.

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DISTRICT MANAGER  
ITEMS

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

2025 Master Service Agreements with Operations and Maintenance Service Contractors: Mr. Parrish presented the 2025 Master Service Agreements with Operations and Maintenance Service Contractors to the Board.

1. A. Sanchez Landscaping.
2. Jehn Water Consultants, Inc.
3. Mark J. Ryan, Inc.
4. Solitude Lake Management.

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OPERATIONS ITEMS

1. Gatehouse: Director Latham provided the Gatehouse update to the Board. Director Latham highlighted repairs to a motion sensor, the potential need for a replacement boiler, considerations for snow removal, and mail delivery requirements. Director Hartvigsen thanked Director Latham for his dedication to ensuring smooth operations at the Gate house. Director Elliot asked if keypad issues persist, and Director Latham responded.
2. Perimeter Fence: Director Ginieczki provided the Perimeter Fence update to the Board. Director Ginieczki highlighted fence painting, minor repairs, guardrail repairs, the addition of a keypad to the Gatehouse restroom, and the addition of a stop signpost.
3. Street Number Signage Replacements: Director Ginieczki reported receiving numbers for the new address posts and

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discussed the plan for finalizing replacements during the winter season.

4. Roadway Maintenance: Director Elliott provided the Roadway Maintenance update to the Board. Director Elliot highlighted the completion of crack sealant for 2024 with the Board.
5. Tree Maintenance: Director Hartvigsen provided the Tree Maintenance update to the Board. Director Hartvigsen highlighted the distribution of a communication to residents of the district regarding downed trees and slash accumulation and the removal of a beetle killed tree.
6. Landscape Maintenance: Director Elliot asked who installed the District's Christmas lights and Director Hartvigsen responded. Director Hartvigsen commented regarding the excellent condition of the District's landscaping during the 2024 season.
7. Fire Mitigation: Director Hartvigsen discussed the need to address tree thinning in Tract F, the condition of Tracts D, E and H, and the need to thin trees in Tract G.
8. Reservoir & Pond Matters: Director Hartvigsen discussed the annual release of water from the Districts reservoirs and ponds and considerations for pumping with the Board.
9. HOA Update: Director Hartvigsen provided the HOA update to the Board. Director Hartvigsen highlighted the finalization and the resounding approval of the rewritten declaration. The vote passed with 21 in favor, 0 opposed and 7 abstaining.
10. Other:

### LEGAL ITEMS

2025 Annual Administrative Matters Resolution: Mr. Parrish presented the 2025 Annual Administrative Matters Resolution 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 2025 Annual Administrative Matters Resolution, subject to modifications to the 2025 meeting schedule.

Resolution Calling May 2025 Election: Mr. Parrish presented the Resolution Calling May 2025 Election to the Board. Following review

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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 Resolution Calling May 2025 Election, as presented.

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### DIRECTOR ITEMS

Director Hartvigsen discussed challenges recruiting volunteers and suggested the District might consider hiring an employee to assist with day-to-day District operations.

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### OTHER MATTERS

Director Hartvigsen and Mr. Parrish discussed the implementation of the District's credit card with 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 8:13 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