# RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF
TIMBERS ESTATES METROPOLITAN DISTRICT

HELD
June 18, 2026

The Regular Meeting of the Timbers Estates Metropolitan District was held via Zoom on Thursday, June 18, 2026, at 6:30 p.m.

ATTENDANCE

Directors in Attendance:
Dave Hingtgen, President
Gary Elliott, Vice President
Sam Hillin, Treasurer & Secretary
Rob Ginieczki, Asst. Secretary
Josh Skinner, At Large

Also in Attendance:
Kenny Parrish, John Callahan III and Matt Sorenson; Pinnacle Consulting Group, Inc.
Mary Anne Thaxton, Dave Hartvigsen; Members of the Public



ADMINISTRATIVE ITEMS

Declaration of Quorum/Call to Order: Mr. Parrish noted that a quorum was present, with five out of five Directors in attendance. The Regular Meeting of the Board of Directors of the Timbers Estates Metropolitan District was called to order by Director Hingtgen at 6:31 p.m.

Director Qualifications/Disclosure of Potential Conflicts of Interest: 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. Mr. Parrish requested a revision to Financial Item III.A to review the May Budget-to-Actual Report in place of the April report due to availability of updated financial information. Following review and discussion, upon a motion duly made by Director Skinner, seconded by Director Ginieczki, and upon vote, unanimously carried, it was

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

Public Comment: Ms. Thaxton expressed concerns regarding the timing and distribution of meeting notices, noting that the general community email announcing the meeting had been received on the day of the meeting and provided limited advance notice to residents. Concern was raised that the timing did not provide sufficient opportunity for community members to become aware of and plan to attend the meeting.

Mr. Parrish clarified that the District complies with state-required posting requirements through use of the District website as the designated official posting location. Mr. Parrish explained that Board packets are distributed directly to Board members and are separate from public notices. Mr. Parrish further acknowledged that physical postings at the Gatehouse had historically occurred as an additional communication practice but noted that such postings were supplemental rather than statutory requirements.

Board members discussed the value of providing additional notice and maintaining community awareness beyond minimum legal requirements. Discussion included consideration of distributing meeting notifications earlier when practical and continuing supplemental communication practices to encourage resident participation.

No formal action was taken.



Director Comment: Board members provided comments regarding community maintenance concerns, neighborhood appearance matters, and wildlife-related issues occurring within the District.

Discussion focused primarily on visibility and storage of residential trash containers throughout the community and increased wildlife activity within the community.

President Hingtgen noted that he intended to follow up with residents through a community communication reminding property owners of expectations regarding timely storage and screening of trash containers.

No formal action was taken.

CONSENT AGENDA

Mr. Parrish reviewed the items on the consent agenda with the Board. Mr. Parrish 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 Elliot, Seconded by Director Skinner, the following items on the consent agenda were unanimously approved, ratified and adopted:

A. Minutes – March 26, Regular Meeting.
B. Payment of Claims.

FINANCIAL ITEMS

Review April 2026 Budget to Actual Report: Mr. Sorenson presented the May 2026 Budget-to-Actual Report in place of the April report originally listed on the agenda due to updated financial information being available. Mr. Sorenson reported that District revenues through May remain on track with the budget. The final property tax distribution is due in July. Mr. Sorenson noted that roadway maintenance expenditures had not yet significantly impacted the budget and stated that the District remained in a favorable financial position with expenditures tracking below budget expectations.



Discussion also included expenditures associated with Gatehouse repairs and the ability to adjust between budget line items should reallocations become necessary. Following review and discussion, upon a motion duly made by Director Hillin, seconded by Director Hingtgen, and upon vote, unanimously carried, it was

**RESOLVED** to accept the May 2026 Budget vs. Actual Report, as presented.

2025 Audit Exemption: Mr. Sorenson presented the 2025 Application for Exemption from Financial Audit to the Board and answered questions. Following review and discussion, upon a motion duly made by Director Elliot, seconded by Director Ginieczki, and upon vote, unanimously carried, it was

**RESOLVED** to accept the 2025 Audit Exemption, as presented.

DISTRICT MANAGER ITEMS

District Manager's Report: Mr. Parrish presented his report and provided updates regarding District activities and operational matters occurring since the March 26, 2026, Board meeting. Mr. Parrish provided an update regarding Solitude Lake Management and reported that routine inspections, monitoring, and treatment activities continued throughout the District pond system. Ongoing efforts remained focused on management of invasive buttercup growth and other vegetation concerns.

Mr. Parrish next provided an update regarding Gatehouse repairs and reported that coordination with contractors and vendors had continued, deposit payments had been processed, and scheduling for remaining repair work was underway. Mr. Parrish also discussed future landscaping and maintenance planning efforts, including development of a competitive bid process and the importance of establishing clearly defined maintenance standards and contractor responsibilities to improve consistency and accountability.

<u>Review Solitude Lake Management Report for May</u>: District management reviewed the Solitude Lake Management Report and provided an update regarding ongoing maintenance activities associated with the District's ponds and water features. Mr. Parrish explained that Solitude had continued its routine monitoring and treatment efforts designed to maintain water quality, improve pond aesthetics, and manage invasive vegetation throughout the District's pond system.

<u>Discuss Treatment Plan for Ponds 1,2, and 3:</u> Mr. Parrish reported that routine inspections had been completed and treatment efforts had included aquatic vegetation management and monitoring of pond conditions. Solitude continued addressing growth of invasive buttercup and other nuisance vegetation observed around portions of the shoreline and pond areas. Discussions occurred regarding the effectiveness of previous treatments and the need for ongoing monitoring as seasonal conditions progressed. Board members discussed overall pond appearance and expressed a desire to maintain water features in a manner that supported both visual quality and recreational use within the community.

<u>Consider Proposal for aerator in Pond # 3</u>: Mr. Parrish then presented a proposal for installation of an aeration system in Pond #3 and explained that the recommendation was intended to improve overall water conditions within the pond. Discussion included the benefits of aeration systems, including increased oxygen levels within the water, improved circulation, reduction of stagnant conditions, enhancement of fish habitat, and potential reduction in algae growth and nuisance vegetation. Additional discussion occurred regarding operation and maintenance requirements associated with the proposed equipment, including winter removal procedures, electrical requirements, expected maintenance obligations, and overall long-term operating costs. Following discussion, upon motion duly made by Director Elliot, seconded by Director Ginieczki, and unanimously carried, it was

**RESOLVED**, to approve the installation of the aeration system for Pond #3 contingent upon confirmation of maintenance requirements.

Consider Updating Agreement with Solitude: Mr. Parrish presented an amendment to the existing agreement with Solitude Lake Management to formally expand services to include Pond #3. Management explained that inclusion of Pond #3 would provide more consistent maintenance and treatment across all District ponds and would ensure that the pond received the same level of monitoring and preventative maintenance services already being provided to the others. Mr. Parrish reported that inclusion of Pond #3 within the maintenance program would increase annual service costs by approximately $1,677, resulting in a revised annual contract total of approximately $3,993. Board discussion followed regarding the additional expense and expanded scope of services, and Board members agreed that the increased cost represented a reasonable expenditure considering the added maintenance responsibilities and anticipated long-term benefits associated with consistent pond management. Following discussion, upon motion duly made by Director Hingtgen, seconded by Director Hillin, and unanimously carried, it was

**RESOLVED**, to approve the amendment to the existing agreement with Solitude Lake Management to formally expand services to include Pond #3, as presented.

Discuss Landscaping & Maintenance Bid Process: Mr. Parrish discussed the process regarding development of a formal Landscaping and Maintenance Bid Process and emphasized the importance of establishing clearly defined service expectations prior to soliciting proposals from vendors. Mr. Parrish explained that the intent of the process was to create greater consistency in maintenance operations, improve contractor accountability, and ensure that future service agreements accurately reflect the District's operational priorities.

Timber O & M Map: Mr. Parrish presented a preliminary Timbers Operations and Maintenance (O&M) Map, which was being developed as a working document intended to identify and define areas of maintenance responsibility throughout the District, and to reduce uncertainty regarding maintenance obligations and service expectations.

Snow Clearing Services: Mr. Parrish discussed Snow Clearing Services with the Board and noted the importance of identifying specific routes, priorities, and performance expectations before initiating a bid process.

Discussion included defining roadway segments requiring snow removal, identifying potential priority areas and access routes, and establishing expectations regarding response times and service levels during winter weather events.

No formal action was taken, and Mr. Parrish was directed to continue development of the Operations and Maintenance Map and associated scope of service for future Board review.

Street Maintenance Program: Mr. Parrish opened discussion regarding roadway conditions and future street maintenance planning and noted the importance of establishing a proactive strategy for preserving roadway infrastructure throughout the District.

Board discussion focused on roadway areas exhibiting visible deterioration, including cracking, surface wear, and sections of alligator cracking that may require additional attention.. Additional discussion included the use of crack sealing and potential future seal coating efforts as preventative measures intended to reduce water intrusion, slow pavement deterioration, and preserve roadway surfaces.



Former Board member Dave Hartvigsen provided historical context regarding previous roadway projects and maintenance efforts completed within the community. Mr. Hartvigsen emphasized the importance of preserving the District's roadway infrastructure through consistent maintenance practices and discussed prior approaches used by the District to address roadway conditions. Mr. Hartvigsen noted that continued crack sealing efforts and prompt attention to deteriorating roadway areas could help avoid larger and more costly repairs in the future and emphasized that preventative maintenance historically represented a more cost-effective approach over the long term.

The Board expressed support for prioritizing crack sealing activities and evaluating targeted repair work in areas exhibiting more significant deterioration. Mr. Parrish was directed to obtain proposals for crack sealing services, obtain bids for roadway repair work in identified areas, coordinate with Board members regarding roadway measurements and locations requiring attention, and evaluate potential resident interest in opportunities for driveway maintenance work that could potentially be coordinated with future District roadway projects.

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<u>OPERATIONS ITEMS</u>

<u>Gatehouse</u>: Director Skinner provided the Gatehouse update to the Board noting Board of Directors reviewed the current operational status and required maintenance for the community gatehouse. The board also discussed a recent emergency involving the gatehouse fire access system. During a routine or emergency fire inspection, the emergency Knox Box wiring shorted out, requiring the inspector to physically drill the box open to gain entry. A technician has since provided a temporary patch to ensure the exit gate functions properly in the interim.

<u>Perimeter Fence</u>: Director Ginieczki provided an operational update regarding the district's perimeter fence, reporting that it remains in good overall condition.

<u>Roadway Maintenance</u>: Director Elliott provided the Roadway Maintenance update to the Board discussing essential upkeep for the district's driving surfaces. To address localized asphalt degradation, Mr. Parrish will take the lead on securing at least two competitive bids to repair the damaged portion and cracking found around the West spur. Additionally, asphalt crack sealing was identified as a critical seasonal priority. The board noted that this work must be scheduled and completed by late August or the first week of September before plants stop producing the necessary crack-fill materials.



<u>Tree Maintenance</u>: Director Ginieczki discussed critical tree maintenance needs within the district's communal areas. Two massive dead trees showing clear signs of beetle kill were identified near the fence line located behind a residence. Because these trees are situated on district communal areas, Josh Skinner and Rob Ginieczki agreed to coordinate falling them to eliminate safety hazards.

<u>Landscape Maintenance</u>: Director Elliott addressed several pressing issues regarding communal area landscaping and community compliance. It was reported that Sanchez's mowing crew missed several areas, specifically failing to trim along Timbers Drive and around the stone bridges. Mr. Parrish committed to contacting their management immediately to ensure that these roadsides are promptly mowed and that weed spraying is executed among the cobblestone pavers.

<u>Street Number Signage Replacements</u>: Director Ginieczki noted mailbox signage had been replaced. Ms. Thaxton pointed out that many of the current posts only feature street numbers on a single side, creating a visibility issue for vehicles traveling down the street from the opposite direction. Director Ginieczki clarified that the primary intent was to ensure numbers were visible to individuals actively entering the community. Director Ginieczki noted that during their recent installation

work, he had not observed double-sided numbering on the newer post style.

Fire Mitigation: Director Hingtgen reviewed ongoing wildfire mitigation efforts and established long-term preventative strategies for the community. The board highlighted and commended the neighborhood's excellent participation in recent fire safety events, specifically referencing the successful communal area cleanup held on May 16th and the community slash removal program executed on June 1st.

Reservoir & Pond Matters: Director Hingtgen reviewed the current status of the district's water storage systems and discussed long-term sustainability challenges. Under the formal guidance of the water commissioner, the district successfully pumped nearly two acre-feet of water from Turkey Creek into the reservoir this past April.

IT & Web Matters: Director Skinner provided a comprehensive update on the district's ongoing digital transition and website development. He reported that the district's legacy website domain cannot be transferred, which prompted him to purchase a new domain, timbers-estates.com, with plans to eventually set up an auto-forward from the old URL to the new platform.



HOA MATTERS

Ms. Thaxton noted two dead trees near the Gatehouse exit as well as the practical benefit of referencing and sharing contractor work within the community when a vendor delivers high-quality service. The board highlighted that sharing vendor references and coordinating private resident work alongside scheduled district maintenance helps maximize community-wide fire mitigation efforts while ensuring neighbors can reliably select proven contractors.

Ms. Thaxton addressed key scheduling requirements and recent enforcement updates concerning the Homeowners Association (HOA). In an effort to maximize community attendance, the board agreed to combine this annual HOA meeting with the next upcoming district meeting. Under this unified schedule, the HOA meeting will begin at 6:00 P.M. and will be immediately followed by the regular Board of Directors meeting at 7:00 P.M. Mr. Parrish reported a successful resolution to a long-standing covenant violation. Furthermore, the district achieved full financial reconciliation for the neighborhood, as all outstanding past-due HOA member dues have been successfully collected

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:53 p.m.

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

Respectfully submitted,

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John Callahan III, Recording Secretary for the Meeting