

**BLACKSTONE METROPOLITAN DISTRICT**  
**REGULAR MEETING OF THE BOARD OF DIRECTORS | MINUTES**  
**SEPTEMBER 16, 2021**  
**(VIRTUAL MEETING)**

**I. ESTABLISHMENT OF A QUORUM & CALL TO ORDER:**

Board Members in attendance were:

Shawn McGoff	President
Jill Shadwell	Secretary
Maria Elena Daniels	Assistant Secretary
Bret Erickson	Director

Others in attendance were: Management Representative, Chris Herron (Westwind), Clint Waldron (WBA), Curtis Bourgouin & Paul Wilson (CLA), Ben Zand (LandTech), Carol Hesketh (Landscape Committee), Cheryl Hamilton (Landscape Committee), plus 21 members of the public signed on to the meeting.

The meeting was called to order at 6:01 pm by President, Shawn McGoff.

**II. DISCLOSURE OF ANY CONFLICT OF INTEREST** - The board noted there were no conflicts to disclose.

**III. AGENDA** – There were no proposed changes to the agenda; it was accepted as presented.

**IV. PUBLIC COMMENT** – A homeowner asked about the management process, transparency and how to use the Microsoft Teams meeting platform, which were answered by the Manager.

A homeowner inquired about action being taken by Management / the District regarding a compliance concern for a new build on E Links Place. The Manager noted that several site visits and documentation of the lot, with photos, as well as work with City Code Enforcement has occurred.

There were no further comments shared, or questions raised, during this public comment period.

**V. GUESTS**

**Creative Visions information** – Installation of the remaining two monument signs and payment on Guard House sign contract was noted for the record.

**Ben Zand, Account Manager, LandTech** – Reviewed the snow services plan and maps for District property, which services are included in the annual contract. He also relayed the detail on the snow services plans with the City of Aurora agreement as well as an initial estimated cost range for those services. The Board requested a cost range estimate specific to storm events with accumulations of 6” or more. He also provided a written landscape report for the prior month and answered questions. The Board confirmed that this project has not included every dead tree on the property being replaced, yet. It was noted that the tree replacement project so far is inclusive of the years 2, 3, and 4 of the 5-year plan.

**VI. COMMITTEE REPORTS**

**Landscape Committee** – The committee chairperson, Bret Erickson, provided an update to the Board on current committee operations.

Committee members Carol Hesketh and Cheryl Hamilton also provided input, specifically regarding the three design proposals currently under consideration for the Entryway and Roundabouts planting plans. The proposals from Design Concepts, Architerra, and Consilium Design were provided in the Board’s materials.

Discussion ensued, and Board members requested that in general, a more complete and detailed bid review analysis should be completed for such proposals, before bringing them to the Board. After further discussion, a motion was made by Shawn McGoff, seconded by Bret Erickson, and approved to authorize the Landscape Committee an amount not to exceed \$50,000 for design consulting on the project. The Committee was requested to vet further, the two top candidates for the work, and finalize a proposal for contracting. The selected candidates were Architerra and Design Concepts.

Ben Zand provided input on the irrigation controllers, indicating that there are 10 total, with 1 having already been upgraded. He agreed to provide a proposal to upgrade and replace the remaining 9 controllers.

The turnover of the Lennar area, relative to landscaping and the proposed release agreement was discussed. It was noted that deeds to the areas had already named and been provided to the District. The irrigation in these areas has also been taken over by the District at this time. A proposal was made to release the remaining \$500,000 payment to Lennar to close this matter. A motion was made by Jill Shadwell, seconded by Shawn McGoff and was approved.

Lennar landscape areas were further discussed, specifically the Architerra Punch List of needed items. LandTech provided proposals for the punch list items for plant replacements as specified. A motion was made by Bret Erickson, seconded by Shawn McGoff and approved, to engage LandTech for plant replacements per the punch list in the Lennar area, in the amount of \$33,148 and for the Smoky Hill entrance, in the amount of \$9,654, as proposed.

It was noted that Holiday Lighting services have been included in the Landscape Contract, but the Board was unclear as to whether the Lennar side of the community had been added. The Manager will follow up with LandTech and Maria Elena Daniels will coordinate this action item on behalf of the Board.

There were further questions, and the Landscape Contractor was excused from the meeting at 7:04 pm.

**Advisory Committee** – There was no committee report, but Shawn McGoff indicated that they are working with Management on the guidelines documents and website.

**Design Review Committee (DRC)** – There was no committee report, but the Manager noted that the Design Guidelines updates as noted above will be very important to move forward on compliance notices and architectural reviews.

**Security / Safety Committee** – There was no committee report.

**Social Committee** – There was no committee report, but Shawn McGoff noted that the community had a very successful and enjoyable gathering at the Club a few months ago, with approximately 200 attendees. He thanked Josi and Jen on the planning.

**Website** – There was no committee report.

**Appointment of Committee Members** – The Manager noted that they may not have complete information for the committee volunteers and requested that the Board please advise of those currently serving, and their contact information, as soon as practicable.

**VII. MINUTES** – Meeting minutes from the most recent meetings (believed to be June 28 and July 27), were unavailable currently. Management is working with the prior manager to try to obtain these draft minutes for Board review.

**VIII. FINANCIAL REPORT** - The financial reports and detail, including statement of claims, was provided for August 2021, and were reviewed with the Board by Curtis Bourgoon with CLA. There were no unanswered questions.

In addition, Paul Wilson with CLA presented the revenue and expenditure forecast in detail for the Board's review. It was noted that the Board would like to set a budgeting workshop for some time in October, in lieu of a regular Board meeting. The Manager will arrange it.

**IX. LEGAL REPORT** – The District's counsel, Clint Waldron with WBA, noted that the update to the license / easement area for the entrance column on the golf course property near the South Monaghan entrance is under review with the Golf Club's legal team, as currently, it is believed to be a parcel which needs to be District owned and maintained.

A Board Resolution was presented for consideration of designating the location of regular meetings of the Board of Directors. The designated regular meeting locations will either be by telephonic, electronic, or other virtual means, or at the physical meeting location of 7777 S Country Club Parkway, Aurora CO 80016. A motion was made by Jill Shadwell, seconded by Maria Elena Daniels, and the Resolution was approved as presented.

**X. MANAGEMENT REPORT**

**Action Items** – Management provided a detailed management action items list for Board review. There were no unanswered questions or requested changes in format.

**Other** – The Manager reviewed some onboarding items including, Compliance Inspections and Covenant Enforcement, which management continues to facilitate via email notifications. Management will not have formal compliance set up in the system until the governing documents are updated and approved. In addition, the Manager noted a request to develop and propose for the Boards and Management's use, an Operational Planning Calendar. The Board agreed to this as described. Lastly, the Manager notified the Board of the upcoming scheduled meeting with Club representatives regarding the ongoing property maintenance obligations and questions.

**XI. CONSENT AGENDA**

**Ratification of Agreement** – The Board approved by a motion from Jill Shadwell, and seconded by Maria Elena Daniels, the ratification of the Independent Contractor Agreement with DaVinci Sign Systems, Inc. for fabrication and installation of park signs at Hilltop Park and Canyon Park, in the amount of \$9,385, which was authorized on August 24, 2021.

**XII. UNFINISHED BUSINESS**

**Capital Projects Status Update** – Blackstone Monument Sign –Warranty Planting (AJI) completed; Canyon Park – Lighting Upgrades (Full Spectrum Lighting) being completed this week and Board project liaison, Marina Elena Daniels noted that the initial inspection was done by Xcel Energy on 9/16/21, and we are awaiting their sign off; Park Signs – at Hilltop Park & Canyon Park (DaVinci Signs) remains in process; Tree Plan (LandTech) – as noted in the Landscape report; Mail Kiosk Lighting – per Shawn McGoff, this is not an option and so the Board will not proceed; Median Enhancements/Redesign (Remove Tall Grasses) – no update; Lennar Area Enhancement – no update.

**Board Vacancy Appointment** – This was discussed by the Board and noted that no interested candidates were in attendance. After review, it was agreed that no action would be taken at this meeting, rather the Manager will prepare and distribute via the website posting and an email blast, a nomination form and call for candidates, to be returned on a specified date and at a specified time (October 15, 2021, at 5:00 pm). Those properly received will be the only candidates for consideration of appointment to the Board vacancy at the next regular meeting in November.

**XIII. NEW BUSINESS**

**Playground Inspections** – The Board received and reviewed an updated proposal from Playground Safety Solutions, to include the new playground in the inspections. A motion was made by Maria Elena Daniels and seconded by Bret Erickson, to accept this proposal as presented, in the amount of \$3,200, for annual inspections and quarterly maintenance of three playgrounds.

**XIV. PUBLIC COMMENT** – A homeowner complimented the Manager and the Board for the meeting. Another homeowner complimented the Board for their work on behalf of the community. There were no further comments shared, or questions raised, during this public comment period.

**XV. ADJOURNMENT** – There being no further business to conduct, there was a motion and second to adjourn the meeting at 8:15 p.m.

\_\_\_\_\_Board Approved