

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF THE

STERLING HILLS WEST METROPOLITAN DISTRICT

Held: Thursday, November 20, 2025, at 6:30 p.m., via video conference at <https://us06web.zoom.us/j/81237043509?pwd=30ITaMv4FmNFzd8y3zkzbCdlKnEwDb.1> or via telephone conference at Dial-In Number: 1-719-359-4580; Meeting ID: 812 3704 3509, Passcode: 779333. Notices advising members of the public of the login URL and call-in number to join the meeting were posted on the District's website and at the District's regular posting location.

Attendance:

A special meeting of the Board of Directors of the Sterling Hills West Metropolitan District was scheduled in compliance with the laws of the State of Colorado.

The following directors were in attendance:

Juliet Uhlott, President
Michael Lenz, Treasurer
Alberteen Ransom, Secretary
CJ Matthews, Assistant Secretary

Also present were:

Jennifer L. Ivey, Icenogle Seaver Pogue, P.C.; Edward W. Laves, Colorado Special District Management and Operations; and Michael A. Bakarich, Morain Bakarich, CPAs (*for a portion of the meeting*).

1. Call to Order/ Declaration or Quorum: Director Uhlott, noting the presence of a quorum, called to order the special meeting of the Board of Directors (the "Board") of the Sterling Hills West Metropolitan District (the "District") at approximately 6:34 P.M.
2. Approval of/Additions to/Deletions from Agenda: After review and discussion, upon motion by Director Matthews, second by Director Lenz, and unanimous vote, the Board of Directors approved the agenda, as presented.
3. Director Matters -

RECORD OF PROCEEDINGS

- Conflicts of Interest: Ms. Ivey advised the Board that pursuant to Colorado law, certain disclosures by the Board members may be required prior to taking official action at the meeting. The Board then reviewed the agenda for the meeting, following which each Board member confirmed the contents of any written disclosure previously made, stating the fact and summary nature of any matters, as required under Colorado law, to permit official action to be taken at the meeting.
- Candidates – if any – for the Vacant Board Position: Ms. Ivey advised the Board that there is currently one vacancy on the Board of Directors of the District. It was noted that there are currently no interested candidates.
4. Public Comment: None.
5. Approval of Minutes - August 14, 2025 Regular Meeting: Ms. Ivey presented to and reviewed with the Board minutes of its August 14, 2025 regular meeting. After review and discussion, upon motion of Director Matthews, second of Director Lenz, and unanimous vote, the Board approved its August 14, 2025 regular meeting minutes.
6. Financial Matters - 2025 Audit Engagement Letter: Mr. Bakarich reviewed with the Board the engagement letter from BiggsKofford for 2025 Audit Services. Ms. Ivey noted that her firm has negotiated revisions to this audit engagement letter for other Districts which are not reflected in this draft. Board members commented on the greatly increased price in the proposal and stated that this increase was not acceptable and an alternate auditor would need to be engaged if necessary. After review and discussion, upon motion by Director Matthews, second by Director Ransom, and unanimous vote, the Board of Directors approved engagement of BiggsKofford or another auditor for 2025 Audit Services, subject to revisions to the engagement letter acceptable to legal counsel and for a not-to-exceed amount of \$8,000.
- Public Hearing on Proposed 2025 Budget Amendment: Upon motion by Director Matthews, seconded by Director Lenz, and unanimous vote, the Board of Directors opened a public hearing on the proposed 2025 budget amendment consistent with published notice. There appearing no member of the public wishing to speak on the budget amendment, upon motion by Director Matthews, seconded by Director Lenz, and

RECORD OF PROCEEDINGS

	<p>unanimous vote, the Board of Directors closed the public hearing.</p>
<p>Resolution Approving Proposed 2025 Budget Amendment and Appropriate Sums of Money:</p>	<p>Mr. Bakarich reviewed with the Board the proposed 2025 budget amendment and Ms. Ivey presented to the Board of Directors a Resolution for approval and adoption of the 2025 budget amendment and appropriating funds therefor. After review and discussion, upon motion by Director Matthews, seconded by Director Lenz, and unanimous vote, the Board of Directors approved the resolution adopting the 2025 budget amendment and appropriating the funds to the approved budget.</p>
<p>Public Hearing on Proposed 2026 Budget:</p>	<p>Upon motion by Director Matthews, second by Director Ransom, and unanimous vote, the Board of Directors opened a public hearing on the proposed 2026 budget consistent with published notice. There appearing no member of the public wishing to speak on the budget, upon motion by Director Matthews, second by Director Ransom, and unanimous vote, the Board of Directors closed the public hearing.</p>
<p>Resolution Approving Proposed 2026 Budget, Certification of Mill Levy, and Appropriate Sums of Money:</p>	<p>Mr. Bakarich reviewed with the Board the proposed 2026 budget and Ms. Ivey presented to the Board of Directors a Resolution for approval and adoption of the 2026 budget, appropriating funds therefor, and certification of a mill levy thereunder. After review and discussion, upon motion by Director Matthews, second by Director Ransom, and unanimous vote, the Board of Directors approved the resolution adopting the 2026 budget, appropriating the funds to the approved budget, and certifying the mill levies as provided in the budget.</p>
<p>Financial Report:</p>	<p>Mr. Bakarich reviewed the financial report with the Board, including the October 31, 2025 unaudited financial statements. After review and discussion, upon motion of Director Uhlott, second of Director Matthews, and unanimous vote, the Board accepted the October 31, 2025 unaudited financial statements.</p>
<p>Claims:</p>	<p>Mr. Bakarich presented to and reviewed with the Board the interim and current claims of the District from the period August 12, 2025 through November 14, 2025, totaling \$283,638.18. After review and discussion, upon motion of Director Uhlott, second of Director Matthews, and unanimous vote, the Board ratified approval of the interim claims and approved the current claims, as presented.</p>

RECORD OF PROCEEDINGS

Mr. Bakarich departed the meeting at this time.

7. Manager's Report -

Mr. Laves discussed with the Board his District Manager's Report which was included in the meeting packet that was previously emailed to Board members, the following Items were discussed in detail:

Swing Set Project Completion:

Mr. Laves informed the Board that the 2025 Green Park swing set project, noting the positive responses from District residents.

Detention Pond Status:

Detention Pond Outlet Update Status:

Mr. Laves reported that installation of a new outlet plate and trash rack had been completed by Edge Construction ("Edge") and inspected by Martin and Martin Consulting Engineers ("M/M"). M/M has requested that Edge verify certain measurements before M/M can sign off on the project. Following installation of the new outlet plate, the pond has been operating well and the outlet structure has not required cleaning of debris.

However, the pond has not experienced heavy repeated precipitation which could still result in challenges.

Prairie Dog Prevention Fence:

Mr. Laves reported that the prairie dog fence had been damaged during the outlet plate replacement which allowed some minor prairie dog incursions. The fence has been repaired and a few burrows filled. Since then no further incursions have been observed and no extermination has been needed.

Outlet Micropool Vacuuming:

Mr. Laves reported that M/M has recommended vacuuming out the outlet structure's micro pool. After review and discussion, upon motion of Director Matthews, second of Director Lenz, and unanimous vote, the Board directed Mr. Laves to obtain a proposal, not to exceed \$7,000 for consideration at an upcoming Board meeting.

Pond Revegetation:

Mr. Laves reported that Environmental Designs ("EDI") under the direction of Corvus Environmental ("Corvus") has successfully completed new plantings in the bottom of the pond as previously approved by the Board. EDI delayed turning off

RECORD OF PROCEEDINGS

the pond's irrigation to help the new plantings get a good start. Corvus continues to conduct regular inspections and to submit reports with recommendations.

HOA Fence Project Status
Resolution and Preparation for
2026 Phase of Fence
Construction:

Mr. Laves provided an update to the Board regarding the HOA Fence Project Status for 2025, noting that the sizable repairs and remediation work that was needed for the 2025 project has been completed and the HOA has paid in full for the fence related repairs to the District's landscaping.

Tom McGee, the HOA's manager, has indicated that the next phase of their fence project will be focused along East Wesley Drive and the Board reviewed the HOA project map provided by Mr. Laves. Mr. Laves recommended proceeding with the 2026 project using the same form of agreement as was used in 2025. Mr. Laves further reported on gathering a proposal from Flatirons, Inc. in the amount of \$14,200 to survey the East Wesley fence line to avoid any further confusion as to property ownership. The Board directed Mr. Laves to commence discussions with Mr. McGee on the details of the new agreement. Mr. Laves further recommended deferring any action on the property rights/easement at this time. After review and discussion, upon motion of Director Matthews, second of Director Uhlott, and unanimous vote, the Board approved granting a license agreement for the next phase of the fence project and directed Mr. Laves to begin negotiating the same.

Landscaping:

Mr. Laves provided an update to the Board regarding landscaping matters as follows:

Upgrade Irrigation
Wiring on NW Side
of Sterling Hills
Parkway near
Tower:

Mr. Laves reviewed with the Board EDI's proposal to upgrade the irrigation wiring on the NW side of Sterling Hills Parkway near Tower to eliminate the current battery powered controllers and to control that irrigation section with the new "Smart" controller located further east along Sterling Hills Parkway. After review and discussion, upon motion of Director Matthews, second of Director Ransom, and unanimous vote, the Board approved upgrading the irrigation wiring on NW side of Sterling Hills Parkway near Tower in the amount of \$10,200.00.

Flower Bed next to
2507 Espana, by the
NE Corner of Red

Mr. Laves reviewed a complaint by the owners of 2507 Espana that the previous planting bed in Red Park adjacent to their property had died and was now unsightly. The Board reviewed

RECORD OF PROCEEDINGS

Park: a proposal by EDI to install a replacement regarding the flower bed, but asked for further details on the new design. The Board directed Mr. Laves to obtain further details on EDI's plans for review by the Board's landscaping committee and for consideration at a subsequent Special Board meeting. No action was taken regarding this item.

Winter Tree Watering and Ash Borer Treatment Proposal: Mr. Laves provided reviewed a proposal by SavATree for winter tree watering and an ash borer treatment. After review and discussion, upon motion of Director Matthews, second of Director Lenz, and unanimous vote, the Board approved moving forward with the winter watering and ash borer treatment proposal in the amount of \$14,590.00.

Other: Mr. Laves presented a proposal from EDI to conduct twice per year turf aeration at an annual additional cost of \$2,040. Upon the motion of Director Matthews, second Director Lenz, the Board unanimously approved proceeding with this proposal.

Mr. Laves presented a proposal from EDI for a cost of \$10,200 to winter water the hillocks along the west side of Sterling Hills Parkway where the turf was not thriving because of turf being dried by the winter sun. Upon the motion of Director Matthews, second Director Lenz, the Board unanimously approved proceeding with this proposal.

Bollard Light Replacement in Green Park: Mr. Laves reviewed with the Board a proposal to the from RRL to replace a fallen bollard in Green Park. After review and discussion, upon motion of Director Matthews, second of Director Uhlott, and unanimous vote, the Board approved proceeding with this project in an amount not to exceed \$1,000.00.

2026 Project to Install Swing Set in Blue Park: Mr. Laves provided an update to the Board regarding a possible 2026 project to install a swing set in Blue Park. The Board directed that Mr. Laves meet with Mr. Lenz and Playground Safety Consultants ("PSC") and afterwards to obtain a proposal from PSC and then call a special meeting for approval.

8. Work Orders:

Work Authorization No. 2025-12 EDI, LLC Upon motion of Director Matthews, second of Director Lenz, and unanimous vote, the Board ratified approval of Work

RECORD OF PROCEEDINGS

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| regarding Detention Pond Remedial Planting: | Authorization No. 2025-12 EDI, LLC regarding Detention Pond Remedial Planting. |
| Work Authorization No. 2025-13 EDI, LLC regarding Playground Mulch Augmentation: | Upon motion of Director Matthews, second of Director Lenz, and unanimous vote, the Board ratified approval of Work Authorization No. 2025-13 EDI, LLC regarding Playground Mulch Augmentation. |
| Work Authorization No. 2025-14 EDI, LLC regarding replacement of Irrigation Controller at 19287 Sterling Hills Parkway: | Upon motion of Director Matthews, second of Director Lenz, and unanimous vote, the Board ratified approval of Work Authorization No. 2025-14 EDI, LLC regarding replacement of Irrigation Controller at 19287 Sterling Hills Parkway |
| Work Authorization No. 2025-15 EDI, LLC regarding Fall Aeration of District's Turf: | Upon motion of Director Matthews, second of Director Lenz, and unanimous vote, the Board ratified approval of Work Authorization No. 2025-15 EDI, LLC regarding Fall Aeration of District's Turf. |
| Work Authorization No. 2025-16 EDI, LLC regarding repairing Sod and Rock: | Upon motion of Director Matthews, second of Director Lenz, and unanimous vote, the Board ratified approval of Work Authorization No. 2025-16 EDI, LLC regarding repairing Sod and Rock that was damaged by the HOA's contractor. |
| Work Authorization No. 2025-02 with Playground Safety Consultants re adding 27 Cubic Yards of Engineered Wood Fiber for Swing Set Installation: | Upon motion of Director Matthews, second of Director Lenz, and unanimous vote, the Board ratified approval of Work Authorization No. 2025-02 with Playground Safety Consultants re adding 27 Cubic Yards of Engineered Wood Fiber for Swing Set Installation. <i>(the agenda has a typo indicating this was work authorization 2025 -01).</i> |
| WeatherTRAK Central Service Subscription Renewal: | Upon motion of Director Matthews, second of Director Lenz, and unanimous vote, the Board ratified approval of the WeatherTRAK Central Service Subscription Renewal. |
| 9. Legal Matters:
Annual Resolution: | Ms. Ivey presented to and reviewed with the Board a resolution, prepared annually to handle the District's ongoing operation and business. After review and discussion, upon motion by Director Uhlott, second by Director Matthews, and unanimous vote, the Board of Directors approved the resolution, as revised, including the election of the following officers to the Board of |

RECORD OF PROCEEDINGS

Directors and regular meeting date/location:

President/Chairperson: Juliet Uhlott
Treasurer: Mike Lenz
Secretary: Alberteen Ransom
Assistant Secretary: CJ Matthews

March 12, 2026 at 6:30 p.m., June 11, 2026 at 6:30 p.m., August 13, 2026 at 6:30 p.m., and November 12, 2026 at 6:30 p.m., via online zoom meeting.

Revised Engagement Letter for Icenogle Seaver Pogue, P.C.:

Ms. Ivey presented to and reviewed with the Board the Revised Engagement Letter for Icenogle Seaver Pogue, P.C. Following discussion, upon motion by Director Matthews, second by Director Uhlott, and unanimous vote, the Board of Directors approved the Revised Engagement Letter for Icenogle Seaver Pogue, P.C.

10. 2025 Legislative Memorandum:

Ms. Ivey presented to and reviewed with the Board a memorandum regarding 2025 Legislation.

11. Other Business:

None.

12. Adjournment:

There being no further business to come before the Board, upon motion of Director Matthews, second of Director Ransom, and unanimous vote, the meeting was adjourned at approximately 8:00 p.m.

DocuSigned by:
Alberteen Ransom
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Secretary of the Meeting