

LIBERTY HILL METROPOLITAN DISTRICT

Un-Official Board of Directors Meeting Minutes

April 24, 2013

The Directors of the Liberty Hill Metropolitan District held its regular meeting at S. Holly Baptist Church 7101 S. Holly St., Centennial, CO 80122 after satisfying the legal requirement for publication notice.

The following Directors were present: Sandra Zarlengo-Lee, Joel George, Cameron McDonnell, Betty Thomsen; and Danielle Greenleaf

The following Directors were absent: None

Guests in attendance: Phil Sage from Sage Design Group, Sheldon McDonnell

Call to Order

The meeting was called to order by Chairperson McDonnell at 6:34pm after declaring a quorum of Directors present as reflected by this record. S. Zarlengo reported that this meeting will be video recorded.

- I. The March 2013 meeting minutes were reviewed by the Board and explained to the guests. Minutes were reviewed and signed by Board.
- II. The March 2013 treasurers report was reviewed by the Board and explained to the guests. Treasurer's report were reviewed and discussed by Board.
- III. Bills paid: Discount Fence, Urban Farmer.

OLD BUSINESS

- I. Perimeter updates ongoing.
- II. American Quality contract signed and ready to begin the 2-year contract May 1, 2013.
- III. Annual flowers will be installed sometime in May, C. McDonnell will ask for a date from American Quality, and let the Board Members know.
- IV. Irrigation System is still shut down, UFI will do the Spring startup prior to their contract end date.

NEW BUSINESS

- I. This month's meeting was postponed from the regular meeting date of April 17, 2013 due to a conflict with a Board Member.

- II. D. Greenleaf asked for an updated on the status of the Board Members becoming legal. S. Zarlengo explained that the Board cancelled its election that is to be held on May 7, 2013, due to no other residents have requested to run for the Board. That being done, the Board Members will become official at the May 2013 meeting. S. Zarlengo requested all Members bring their photo ID and she will have the Oath of Offices ready for signatures and Notarizing. The Oath of Offices need to be submitted to the Colorado Department of Local Affairs no later than 30 days from the date of the Election.
- III. The fence at S. Holly & E. Briarwood that was damaged has been stained.
- IV. The Board Members were happy with the flower selection from last year so this year's selection will be similar.
- V. Additional light bulbs need to be purchased for the Monument lights. C. McDonnell to take care of this.

PERMITER UPDATE:

Phil Sage from Sage Design attended this month's meeting to review the plans and process for budgeting. Questions / Comments were as follows:

- I. Unit Pricing - This will help pick and choose what perimeter updates are in our 2013 Budget. This will also help with the final design concept.
- II. 5 Contractors were requested to submit budget numbers, those numbers will be submitted to Sage Design and are due by May 1, 2013.
- III. Sage Design will return to the May meeting with the budget numbers for the Board to review and discuss.
- IV. The Board discussed when the work should begin, C. McDonnell suggested the work to begin by October 2013. D. Greenleaf and S. Zarlengo suggested an earlier start date of August. S. Zarlengo mentioned that plant material should not be installed later than October 15th due to Colorado temperatures.
- V. Sage Design recommends getting rid of the Rip-Rap along S. Holly St as it dates a landscape and is not normally designed in today's landscapes.
- VI. Contractor's will need to submit "Company Qualifications" with their bids. This will help the Board choose a contractor that is qualified to install this type of work.
- VII. J. George requested that the budget numbers be emailed to all Board Members once they have been received.
- VIII. J. George asked if the Board needed to Survey the perimeter of the property prior to beginning work. Sage recommends this and that the District pay for the Survey as it will belong to the District. Sage will request a bid from Aztec Surveyors for the Board.
- IX. G. George will call Keith Gardner (*City of Centennial Councilman*) to ask if there are any funds available from City Grants.

NOTES:

The next official District meeting will be held on Wednesday May 15, 2013 at 6:30pm at the S. Holly Baptist Church at 7101 S. Holly St, Centennial, CO 80122.

There being no new or additional business to be reviewed by the Board at this time, Chairperson McDonnell entertained a motion that was duly seconded and voted to adjourn. This regular meeting was adjourned at 7:12pm by unanimous voice affirmation of the Directors present.

Cameron McDonnell, Chairperson

May 15, 2013
Date

Sandra Zarlengo-Lee, Secretary

Joel George, Treasurer

Betty Thomsen, Assistant Treasurer

Danielle Greenleaf, Member at Large