

PRAIRIE CENTER METROPOLITAN DISTRICT NO. 7

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
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[https:// www.prairiecentermd7.colorado.gov](https://www.prairiecentermd7.colorado.gov)

NOTICE OF ASPECIAL MEETING AND AGENDA

Board of Directors:

Michael Tamblyn
Ashley Licursi
Melissa Zimmerman
Amanda Coffey
Ronald Johnson
Peggy Ripko

Office:

President
Treasurer
Assistant Secretary
Assistant Secretary
Assistant Secretary
Secretary

Term/Expiration:

2027/May 2027
2025/May 2025
2025/May 2025
2025/May 2025
2027/May 2027

DATE: Monday, December 9, 2024

TIME: 6:00 P.M.

LOCATION: Zoom: The meeting can be joined through the directions below.

** Individuals requiring special accommodation to attend and/or participate in the meeting please advise the District Manager (pripko@sdmsi.com or 303-987-0835) of their specific need(s) before the meeting.*

<https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUIZZc1VMWTJFZjFHdz09>

Meeting ID: 862 6755 0643

Passcode: 987572

Dial in: 719-359-4580

I. PUBLIC COMMENTS

- A. Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes per person.
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II ADMINISTRATIVE MATTERS

- A. Present disclosures of potential conflicts of interest.
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- B. Approve agenda, location of the meeting and posting of meeting notices.
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- C. Review and approve the Minutes of the August 7, 2024 Special Meeting (enclosure).
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- D. Discuss business to be conducted in 2025 and location (**virtual and/or physical**) of meetings. Schedule regular meeting dates (suggested dates are July 7, 2025 and November 10, 2025 at 6:00 p.m. in person and via Zoom) and consider adoption of Resolution No. 2024-12-01; Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices (enclosure).
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E. **Insurance Matters:**

1. Authorize renewal of the District's insurance and Special District Association ("SDA") membership for 2025.
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F. **Website Accessibility Matters:**

1. Discuss website accessibility matters.
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2. Establish Website Accessibility Committee to make final determinations regarding engagement and/or termination of service providers, if necessary.
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III. COMMUNITY MANAGEMENT MATTERS

- A. Community Management Report.
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- B. Discuss status of possible Amendment to the Declaration of Master Design Review Covenant and Use Restrictions and delegation of rights and duties to the District.
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IV. FINANCIAL MATTERS

- A. Review and ratify the approval of the payment of claims for the period ending November 4, 2024 in the amount of \$188,362.53 (enclosure).
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- B. Review and accept unaudited financial statements through the period ending September 30, 2024 (enclosure).
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- C. Consider engagement of Wipfli LLP for preparation of 2024 Audit (enclosure).
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- D. Conduct Public Hearing to consider Amendment of 2024 Budget. If necessary, consider adoption of Resolution No. 2024-12-__, Resolution to Amend the 2024 Budget and Appropriate Expenditures.
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- E. Conduct Public Hearing on the proposed 2025 Budget and consider adoption of Resolution No. 2024-12-__, Resolution to Adopt the 2025 Budget and Appropriate Sums of Money, and Resolution No. 2024-12-__, Resolution to Set Mill Levies, for General Fund _____, Debt Service Fund _____, and Other Fund(s) _____ for a total mill levy of _____ (enclosures – preliminary AV, draft 2025 Budget, and Resolutions).
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1. Review and consider adoption of Resolution No. 2024-12-__, Resolution Authorizing Adjustment of the District Mill Levy (enclosure).
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2. If necessary, authorize the preparation and execution of a resolution to amend the Second Amended Resolution Regarding the Imposition of District Fees.
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- F. Consider authorizing the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form and Mill Levy Public Information form for certification to the Board of County Commissioners and other interested parties.
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- G. Consider appointment of the District Accountant to prepare the 2026 Budget and set the date for a Public Hearing to adopt the 2026 Budget for November 10, 2025, at 6:00 p.m., to be held via videoconference.
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- H. Review and consider approval of Special Districts Preparation Statement of Work (“SOW”), Special Districts Billing Services SOW, and Special Districts Payroll Services SOW between the District and CliftonLarsonAllen LLP for 2025 Accounting Services (enclosure).
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- I. Review and consider approval of Engineer’s Report and Verification of Costs Associated with District Public Improvements and Primary Public Improvements Report No. 10, dated _____, 2024, prepared by Independent District Engineering Services, LLC, for the amount of \$ _____ (“Report No. 10”), if available.
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V. LEGAL MATTERS

A. Discuss May 6, 2025 Regular Directors' Election and consider adoption of Resolution No. 2024-12-__ ; Resolution Calling a Regular Election for Directors on May 6, 2025, appointing the Designated Election Official ("DEO"), and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election (enclosure). Self-Nomination forms are due by February 28, 2025.

B. Discuss requirements of Section 32-1-809, C.R.S., and direct staff regarding compliance for 2025 (Transparency Notice).

C. Discuss and consider adoption of amended and restated policy regarding covenant enforcement.

VI. OPERATIONS AND MAINTENANCE MATTERS

A. Review and consider ratifying approval of Change Order No. 2 to the Service Agreement for Snow Removal between the District and Magnum Snow Removal, Inc., to extend services for 2024-2025 (enclosure).

B. Review and consider ratifying approval of Change Order No. 4 to the Service Agreement for Landscape Maintenance of District Tracts – Village I between the District and Vargas Property Services, Inc., for removal of dead trees and planning of new trees, for an increase in the contract amount of \$20,681.18. (enclosure).

C. Review and consider ratifying approval of Change Order No. 5 to the Service Agreement for Landscape Maintenance of District Tracts – Village I between the District and Vargas Property Services, Inc., for extension of services through December 2024 (enclosure).

1 Review and consider proposals for landscape maintenance of District tracts for calendar year 2025 (enclosure).

D. Review and consider ratifying approval of Hydrovac Service Proposal and Addendum to same between the District and Badger Daylighting Corp. (enclosure).

- E. Review and consider approval of proposal for holiday lighting from Vargas Property Services, Inc. (enclosures).
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- F. Review proposals and consider approval of proposal for “no soliciting” signs (enclosures).
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- G. Discuss and consider establishment and appointment of an Operations and Maintenance Committee of the Board to authorize the negotiation, approval and execution of service agreements and work orders for emergency repairs and maintenance of District improvements in amounts not to exceed \$_____, subject to availability of funds and ratification by the Board of Directors.
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- H. Discuss and consider establishment of one or more resident advisory committees to solicit community input and propose recommendations to the Board of Directors regarding District matters.
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VII. CAPITAL MATTERS

- A. Discuss the Prairie Center Village I Phase IV Improvements Projects.
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VIII. OTHER BUSINESS

- A. _____
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- IX. ADJOURNMENT **THERE ARE NO MORE REGULAR MEETINGS SCHEDULED FOR 2024.**

Informational Enclosure:

- Memo regarding New Rate Structure from Special District Management Services, Inc.
- Memo regarding Summary of Fees and Charges for Legal Services from Altitude Community Law P.C. for 202