

## **PRAIRIE CENTER METROPOLITAN DISTRICT NO. 7**

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
Tel: 303-987-0835 • 800-741-3254  
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<https://www.prairiecentermd7.colorado.gov>

### **NOTICE OF A SPECIAL MEETING AND AGENDA**

#### **Board of Directors:**

Michael Tamblyn  
Ronald Johnson  
David Burke  
Allen Greenfield  
Vacant  
Diana Garcia

#### **Office:**

President  
Treasurer  
Assistant Secretary  
Assistant Secretary  
N/A  
Secretary

#### **Term/Expiration:**

2027/May 2027  
2027/May 2027  
2029/May 2027  
2029/May 2027  
2029/May 2027

DATE: Thursday, December 4, 2025

TIME: 6:00 P.M.

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

<https://us02web.zoom.us/j/8509512586?pwd=uEN1XxRLvGxx9fCYgZ8a657vzK541C.1&omn=84579689761>

Meeting ID: 850 951 2586

Passcode: 741357

Dial in: 719-359-4580

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

### **I 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. Discuss business to be conducted in 2026 and location of meetings. Schedule regular meeting dates (suggested dates are July 23, 2026 (**virtual**), October 8, 2026 (**physical**) and December 3, 2026 (**virtual**) at 6:00 p.m.) and consider adoption of Resolution No. 2025-12-01; Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices (enclosure).

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D. Authorize renewal of the District's insurance and Special District Association ("SDA") membership for 2026.

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- E. Discuss requirements of Section 32-1-809, C.R.S., and direct staff regarding compliance for 2026 (Transparency Notice).
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II. 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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III. CONSENT AGENDA – These items are considered to be routine and will be ratified by one motion. There will be no separate discussion of these items unless a board member so requests; in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda.

- Approve the Minutes of the November 12, 2024 Statutory Annual Meeting / Budget Workshop (enclosure).
- Approve the Minutes of the December 9, 2024 Special Meeting (enclosure).
- Approve the Minutes of the June 13, 2025 Special Meeting (enclosure).
- Approve the Minutes of the June 30, 2025 Special Meeting (enclosure).
- Approve the Minutes of the August 15, 2025 Special Meeting (enclosure).
- Approve the Minutes of the September 29, 2025 Special Meeting (enclosure).
- Approve the Minutes of the September 29, 2025 Statutory Annual Meeting (enclosure).
- Ratify approval of Change Order No. 8 to the Service Agreement for Landscape Maintenance of District Tracts – Village I between the District and Vargas Property Services, Inc., for backflow replacement, in the amount of \$11,430.24 (enclosure).
- Ratify approval of Change Order No. 3 to the Service Agreement for Snow Removal between the District and Magnum Snow Removal, Inc. for 2025-2026 snow removal services (enclosure).

IV. COMMUNITY MANAGEMENT MATTERS

- A. Community Management Report (enclosure).
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- B. Discuss and consider scheduling a Board workshop with Altitude to obtain direction regarding:

1. Proposed Document Amendment Review and Report from Altitude Community Law P.C. (enclosure).
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2. Resident comments and questions regarding Declaration of Covenants and Design Guidelines and Use Restrictions (enclosure).
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3. Establish Architectural Review Committee to make final determinations regarding architectural reviews.

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  4. Review status of continuing covenant violations and attorney's recommendations regarding same.

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  5. Review and discuss Fines & Violation report for Operations Fee payment delinquencies (enclosures).

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- C. Discuss and consider establishing Community Social Activities Committee to coordinate community social activities.

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- D. Review and discuss options for meeting signs (enclosure).

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- E. Review and discuss community newsletter (enclosure).

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V. FINANCIAL MATTERS

- A. Ratify approval of payment of claims for the period of ending November 18 2025 in the amount of \$157,874.53 (enclosure).

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- B. Consider engagement of Wipfli LLP to prepare the 2025 Audit, for a fee not to exceed \$6,600 (enclosure).

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- C. Conduct Public Hearing to consider Amendment of 2025 Budget. Consider adoption of Resolution No. 2025-12-\_\_, Resolution to Amend the 2025 Budget and Appropriate Expenditures (enclosure).

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- D. Conduct Public Hearing on the proposed 2026 Budget and consider adoption of Resolution No. 2025-12-\_\_, Resolution to Adopt the 2026 Budget and Appropriate Sums of Money, and Resolution No. 2025-12-\_\_, 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 2026 Budgets, and Resolutions).

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- E. Review and consider adoption of Resolution No. 2025-12-\_\_, Resolution Authorizing Adjustment of the District Mill Levy (enclosure).

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- F. Authorize District Accountant to prepare and sign the DLG-70 Certification of Tax Levies form and Mill Levy Public Information form (“Certification”), and direct District Accountant to file the Certification with the Board of County Commissioners and other interested parties.

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- G. Consider appointment of the District Accountant to prepare the 2027 Budget and set the date for a Public Hearing to adopt the 2027 Budget for December 3, 2026, at 6:00 p.m., to be held via videoconference.

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- H. Review and consider approval of Special Districts Client Accounting & Advisory Services Statement of Work (“SOW”), Special Districts Payroll Services SOW, and Special Districts Billing Services SOW between the District and CliftonLarsonAllen LLP for 2026 Accounting Services (enclosure).

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- I. Review and acknowledge Cash Access and Internal Controls Memorandum from CliftonLarsonAllen LLP (enclosure).

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- J. 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 September 22, 2025, prepared by Independent District Engineering Services, LLC, certifying District Eligible costs in the amount of \$91,295.19 (“Report No. 10”), and consider acceptance of certified costs in the amount specified by Report No. 10 (enclosure).

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- K. Review and consider adoption of Resolution No. 2025-12-\_\_, Second Amendment to Second Amended and Restated Resolution Regarding the Imposition of District Fees (to increase the Operations Fee effective January 1, 2026) (enclosure).

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- L. Discuss and consider establishing an Emergency Expenditures Committee to approve emergency expenditures in between meetings.

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- M. Discuss request to District underwriter for potential options to restructure District bonded indebtedness to reduce rate of debt service mill levy.

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VI. LEGAL MATTERS

- A. Discuss HB25-1090 compliance related to professional services provider engagements.
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VII. OPERATIONS AND MAINTENANCE MATTERS

- A. Review and consider approval of Change Order No. 9 to the Service Agreement for Landscape Maintenance of District Tracts – Village I between the District and Vargas Property Services, Inc., to extend services for 2026 in an amount not to exceed \$95,000.00 (to be distributed).
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VIII. CAPITAL MATTERS

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

- A. \_\_\_\_\_

X. ADJOURNMENT ***THERE ARE NO MORE REGULAR MEETINGS SCHEDULED FOR 2025.***

Informational Enclosure:

- Memo regarding New Rate Structure from Special District Management Services, Inc.
- 2026 Notice Of Legal Services And Fee Summary from Altitude Community Law P.C.