

**PTARMIGAN WEST METROPOLITAN DISTRICT NOS. 1-3
NOTICE OF SPECIAL MEETING**

December 4, 2023 at 5:00 p.m.
via teleconference and at
Windsor Rec Center, 250 11th St, Windsor, CO 80550, Redwood Buckey Room
December 4, 2023 at 4:30 p.m.
www.ptarmiganwestmd.live

This meeting will be held via teleconferencing and can be joined through the directions below:

<https://advancehoa.zoom.us/j/83799730578>

Meeting ID: 837 9973 0578

Call: 719-359-4580

Boards of Directors, District Nos. 1 & 3

David Muth, President	Term Expires May 2027
Scott Robbins, Secretary/ Treasurer	Term Expires May 2027
VACANCY	Term Expires May 2025
VACANCY	Term Expires May 2025
VACANCY	Term Expires May 2025

Board of Directors, District No. 2

David Muth, President	Term Expires May 2027
Scott Robbins, Secretary/Treasurer	Term Expires May 2025
Kipp Bates, Director	Term Expires May 2027
VACANCY	Term Expires May 2025
VACANCY	Term Expires May 2025

AGENDA

1. ADMINISTRATIVE MATTERS

- a. Call to Order
- b. Declaration of Quorum and Confirmation of Director Qualifications
- c. Reaffirmation of Disclosures of Potential or Existing Conflicts of Interest
- d. Statement on Conduct of the Meeting
- e. Approval of Agenda

2. PUBLIC COMMENT:Note: Public comments shall be limited to three minutes per speaker. When several people wish to speak with the same position on a given item, they are requested to select a spokesperson to state that position.

3. DIRECTOR MATTERS

- a. Discuss Appointment of Board Member
- b. Election of Officers

4. CONSENT AGENDA ITEMS (These items are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless requested, in which event the item will be removed from the Consent Agenda and considered in the Regular Agenda.)

- a. Approval of Minutes from the January 6, 2023 Special Meeting (**enclosure**)
- b. Appointment of Mr. Bates to Architecture Review Committee
- c. Approval of 2024 Special Districts Preparation Scope of Work and Payroll Services Scope of Work with CliftonLarsonAllen LLP for District Accounting Services (**enclosure**)
- d. Ratification of Access and Maintenance Easement Agreement (Windsor Villages at Ptarmigan – Landscape Improvements) with JPB Associates, LLC (**enclosure**)

5. LEGAL MATTERS

- a. Consider Adoption of Resolution of 2024 Annual Administrative Resolution (**enclosure**)
 - i. Discuss 2024 Meeting Schedule
- b. Discuss Scope of Services with Alpine Gardens for Snow Removal Services
- c. Consider Ratification of Independent Contractor Agreement with Alpine Gardens for Snow Removal Services (**enclosure**)
- d. Consider Adoption of Joint Resolution Regarding Acceptance of District Eligible Costs and Acquisition of Public Improvements (**enclosure**)
- e. Warranty Agreement for Landscape, Irrigation, and Stormwater Improvements with Windsor Investments, Ltd., a Limited Liability Company, LLC and JBT Associates, LLC, a Colorado limited liability company (**enclosure**)
- a. Discuss and Review Proposed General Liability Schedule and Limits and Consider Approval and Authorization to Bind Coverage (**enclosure**)

6. FINANCIAL MATTERS

- a. Public Hearing on 2023 Budget Amendment and Consider Adoption of Resolution (District No. 1) (**enclosure**)
- b. Public Hearing on 2024 Budgets and Consider Adoption of Resolutions Adopting Budget, Certifying Mill Levy, and Appropriating Funds Therefore (**enclosures**)

7. MANAGEMENT MATTERS

- a. Manger Report (**enclosure**)

8. OTHER BUSINESS - Next Regular Meeting – November 7, 2024 at 10:30 A.M.

9. ADJOURNMENT