

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

NOTICE IS HEREBY GIVEN that a Special Meeting of the Board of Directors (the “Board”) of the Ptarmigan West Metropolitan District Nos. 1-3 (the “Districts”), located in the Town of Windsor, Colorado, www.ptarmiganwestmd.live will be held on:

Date: Thursday, July 25, 2024

Time: 4:00 p.m.

Location: Via Zoom Teleconference

To access the meeting: <https://advancehoa.zoom.us/j/82309054617>

Meeting ID: 823 0905 4617 Via telephone: (719) 359-4580

Board of Directors, District Nos. 1 and 3:

David Muth, President, Term expires May 2027

Scott Robins, Secretary, Treasurer, Term expires May 2027

Vacant, Director, Term expires May 2025

Vacant, Director, Term expires May 2025

Vacant, Director, Term expires May 2027

Board of Directors, District No. 2:

David Muth, President, Term expires May 2027

Scott Robins, Secretary, Treasurer, Term expires May 2027

Kipp Bates, Director, Term expires May 2027

David Haller, Director, Term expires May 2025

Vacant, Director, Term expires May 2025

AGENDA

1) ADMINISTRATIVE MATTERS

- a) Call to Order
- b) Declaration of Quorum/ Disclosure of Potential Conflicts of Interest
- c) Reaffirmation of Disclosures of Potential or Existing Conflicts of Interest
- d) Statement on Conduct of Meeting
- e) Approval of Agenda

2) PUBLIC COMMENT:

- a) Comments are limited to three (3) minutes per person. 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) CONSENT AGENDA

- a) Approval of Minutes of Special Board Meeting held December 4, 2023
- b) Approval of Minutes of Annual Meeting held December 4, 2023



- c) Approval of Third Amendment to Funding and Reimbursement Agreement with Windsor Investments, Ltd. And JBT Associates (Operations and Maintenance) (District No. 1) (**enclosure**).
- d) Adoption of Amended and Restated Resolution Establishing the Guidelines for the Processing and Collection of Delinquent Fees and Charges (District No. 1) (**enclosure**).
- e) Adoption of Resolution Regarding Acceptance of District Eligible Cost and Acquisition of Public Improvements (**enclosure**).
- f) Approval of Warranty Agreement for Landscape 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**).
- g) Ratification of 2024 Independent Contractor Agreement with Lindgren Landscaping & Irrigation Inc. for Landscape and Snow Removal Services (**enclosure**).
- h) Ratification of 2023 Audit Exemption for District No. 1.

4) FINANCIAL MATTERS

- a) Consider Ratification of Authorized Signers on ColoTrust Accounts for District No. 2 and District No. 3
- b) Consider Ratification of payables processed by Advance HOA Management on behalf of District No. 1 through May 31, 2024.

5) LEGAL MATTERS

- a) Review and Consider Approval of Amendment to Advance HOA Management Service Agreement and related statement(s) of work (**enclosures**).
- b) Consider Adoption of Resolution Adopting a Website Accessibility Policy and Designating a Compliance Officer (**enclosure**).
- c) Review and Consider Approval of Master Service Agreement with Streamline Software, Inc. (**enclosure**).

6) DIRECTOR MATTERS

- a) Discuss District No. 2 Board Vacancy

7) MANAGEMENT MATTERS

- a) Manager's Report

8) ADJOURNMENT

The next Regular Meeting of the Board of Directors is scheduled for:
Thursday, November 7, 2024 at 11:00 a.m.

