

# RECORD OF PROCEEDING

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## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF:

### HIGHLAND PARK METROPOLITAN DISTRICT

HELD THURSDAY, SEPTEMBER 25, 2025, AT 12:00 PM

#### ADMINISTRATIVE ITEMS

The special meeting of the Board of Directors of the Highland Park Metropolitan District, Arapahoe County, Colorado was called to order on the day shown above by Director Michael Law in accordance with the laws of the State of Colorado. The following Directors were present:

Michael Law, President  
Sarah Kosted, Secretary/Treasurer

Also present was:

Gary Welp, District Engineer  
Michael Schenfeld and Carlos Arreola-Karr, Community Resource Services of Colorado, LLC  
Hannah Shelter and Christine McLeod, Haynie & Company

#### CALL TO ORDER

A quorum of the Board was present, and the meeting was called to order at 12:03 p.m.

#### CONFLICTS OF INTEREST

There were none.

#### PUBLIC COMMENT

There was none.

#### APPROVAL OF AGENDA

Director Law moved to approve the agenda as presented. Upon second by Director Kosted, a vote was taken, and the motion carried unanimously.

#### APPROVAL OF MINUTES

Director Law moved to approve November 12, 2024, and April 24, 2025, meeting minutes, as presented. Upon second by Director Kosted, a vote was taken, and the motion carried unanimously.

#### FINANCIAL ITEMS

- a. **Review and Consider Approval of the 2024 Audit:** Hannah Shelter, Haynie & Company, presented the 2024 audit, noting no material misstatements, disagreements with management, or difficulties. Christine McLeod reviewed the engagement process and confirmed there were no additional concerns. Seeing no further questions, Director Law moved to approve the 2024 audit as presented. Upon second by Director Kosted, a vote was taken, and motion carried unanimously.

- b. **Review and Approve/Ratify Payment of Claims and Directors Fees:** Mr. Schenfeld presented the claims to the Board. Seeing no questions, Director Law moved to ratify the payment of claims as presented. Upon second by Director Kosted, a vote was taken, and motion carried unanimously.
- c. **Review and Accept Cash Position Summary and Financial Statements:** Mr. Schenfeld reviewed the cash position and financials. Director Law moved to accept the financials as presented, upon second by Director Kosted, the motion carried unanimously.

#### **DIRECTORS ITEMS**

- a. **Review and Consider Approval of the 2025-2026 Keesen Snow Removal Contract:** Mr. Schenfeld presented the proposed contract, noting rates were slightly higher than last year and reviewed contract changes. Director Kosted asked if the bid was competitive; Mr. Schenfeld confirmed it was mid-range and that the District has a strong relationship with the contractor. The Board deferred approval pending comparable bids.

#### **MANAGEMENT ITEMS:**

- a. **Manager's Report:** Mr. Schenfeld reported that landscaping is being maintained, ponds are improved compared to last year, water quality is stable, and drainage buildup has been cleared twice. He noted the goose population remains strong. Director Kosted commented that the south entrance has looked poor this season. Mr. Schenfeld will address this with the landscaping team.
- b. **Pavilion Gazebo Renovation Project Update:** Mr. Schenfeld reported that contracts have been executed, materials ordered, and preparations will begin next week. The District will realize \$7,000 in concrete savings through the contractor.
- c. **Landscaping Report:** Mr. Schenfeld provided updates with maps, noting guardrails are scheduled for installation today or tomorrow.
- d. **Engineering Report:** Mr. Welp reported on site inspections and noted pump house improvements needed, including electrical, wiring, and functional upgrades.

#### **OTHER BUSINESS**

- a. There were none.

#### **ADJOURNMENT**

Director Law moved to adjourn the meeting at 12:32 p.m. Upon a second by Director Kosted, a vote was taken, and the motion carried unanimously.

Respectfully submitted,



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Secretary for the Meeting