

ASH MEADOWS METROPOLITAN DISTRICT

8390 E. Crescent Parkway, Suite 300

Greenwood Village, CO 80111

<http://www.ashmeadowsmetropolitandistrict.com/>

NOTICE OF SPECIAL MEETING AND AGENDA

DATE: May 22, 2023

TIME: 4:30 p.m.

LOCATION: Via Zoom

You can attend the meetings in any of the following ways:

1. To attend via Zoom videoconference, use the below link:

<https://us02web.zoom.us/j/89408017673?pwd=Y1laTys2MDZFa0J5aVQxb0lFU9Iz09>

ACCESS:

2. To attend via telephone, dial 253-215-8782 and enter the following additional information:

Conference ID: 894 0801 7673#

Passcode: 495893

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Lucas Nishimoto	President	May, 2025
Kodi Patterson		May, 2027
Andrea Saldana		May, 2027
Joy Vigil		May, 2025
Vacant		May, 2025

I. ADMINISTRATIVE MATTERS

- A. Present disclosures of potential conflicts of interest.
- B. Confirm quorum, location of meeting and posting of meeting notices. Approve Agenda.
- C. Review and consider approval of minutes from the February 27, 2023 regular board meeting (enclosure).
- D. Discuss the results of the canceled May 2, 2023 Regular Director Election.
- E. Confirm filing of Oaths of Office.

F. Consider appointment of officers.

President: _____
 Secretary: _____
 Treasurer _____
 Assistant Secretary: _____
 Assistant Secretary: _____

G. Public Comment.

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.

II. FINANCIAL MATTERS

- A. Approve and/or ratify approval of payment of claims in the amount of \$34,895.54 (enclosure).
- B. Consider Approval of March 31, 2023 Unaudited Financial Statements (enclosure).
- C. Consider Approval of Schedule of Cash Position Schedule and Property Tax Reconciliation (enclosures).

III. LEGAL MATTERS

- A. Other.

IV. MANAGER MATTERS

- A. Update on Reserve Study.
- B. Discussion of Fencing Issues along 128th Avenue.
- C. Review and Consider Approval of Advanced Concepts Inc. Restriping Proposal in the Amount of \$1,220.97 (enclosure).
- D. Review and Consider Approval of Slough Creek Sprinkler & Landscape LLC 2023 Landscape Maintenance Proposal in the Amount of \$13,800.00 (enclosure).
- E. Review and Consider Approval of Vargas Property Services, Inc. 2023 Landscape Maintenance Proposal in the Amount of \$25,134.16 (enclosure).
- F. Update on Drainage Issue behind 12784 Building.
- G. Discuss the Addition of Two Pet Waste Stations.
- H. Other.

V. OTHER BUSINESS

A. Other.

VI. ADJOURNMENT

The next regular Board Meeting is scheduled for August 28, 2023 at 4:00 p.m.

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
ASH MEADOWS METROPOLITAN DISTRICT (THE “DISTRICT”)
HELD
FEBRUARY 27, 2023

A regular meeting of the Board of Directors of the Ash Meadows Metropolitan District (referred to hereafter as the “Board”) was convened on Monday, February 27, 2023 at 4:00 p.m. This District Board meeting was held via Zoom. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Lucas Nishimoto, President
Kodi Patterson, Secretary/Treasurer

Also, In Attendance Were:

Celeste Terrell, Alex Clem, Ashley Heidt, and Alonso Duran Rodriguez;
CliftonLarsonAllen (“CLA”)
Suzanne M. Meintzer, Esq.; McGeady Becher P.C.

Residents in Attendance:

Joy Vigil and Andrea Saldana

ADMINISTRATIVE MATTERS

Ms. Terrell called the meeting to order at 4:00 p.m.

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board of Directors to the Secretary of State. The members of the Board were requested to disclose any potential conflicts of interest regarding any matters scheduled for discussion at this meeting. It was noted that the members are residents, and no conflicts of interest were filed. No additional conflicts were disclosed at the meeting.

Quorum, Confirmation of Meeting Location, Posting of Notice, and

Agenda: A quorum was confirmed. The Board discussed the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District’s Board meeting. Following discussion, and upon motion duly made and seconded, and upon vote unanimously carried, the Board determined that this meeting will be held via Microsoft Teams without any individuals (neither District representatives nor the general public) attending in person. The Board further noted that the notice of the time, date, location, and attendance information for the meeting was duly posted and that no objections to the means of hosting the meeting were received from taxpaying electors within the District’s boundaries.

The Board reviewed the agenda. Upon a motion duly made by Director

RECORD OF PROCEEDINGS

Nishimoto, seconded by Director Patterson, and upon vote, unanimously carried, the Board approved the agenda.

Public Comment: Andrea Saldana had questions regarding the budget and mill levy, and whether the District will contemplate cost saving measures. Ms. Terrell addressed Ms. Saldana's concerns regarding the same.

Minutes from the December 5, 2022 Special Board Meeting: Following review, upon a motion duly made by Director Nishimoto, seconded by Director Patterson and, upon vote, unanimously carried, the Board approved the Minutes from the December 5, 2022 special board meeting.

FINANCIAL MATTERS

Payment of Claims: Mr. Duran Rodriguez reviewed the previous and current claims with the Board. Following review, upon a motion duly made by Director Nishimoto, seconded by Director Patterson and, upon vote, unanimously carried, the Board ratified the payment of claims in the amount of \$42,912.00.

December 31, 2022 Unaudited Financial Statements: Mr. Duran Rodriguez reviewed the financial statements with the Board. Following review, upon a motion duly made by Director Nishimoto, seconded by Director Patterson and, upon vote, unanimously carried, the Board approved the December 31, 2022 Unaudited Financial Statements.

Cash Position Report: Mr. Duran Rodriguez reviewed the Cash Position Report with the Board. Following review, upon a motion duly made by Director Nishimoto, seconded by Director Patterson and, upon vote, unanimously carried, the Board accepted the Cash Position Report.

Application for Exemption from 2022 Audit: Mr. Duran Rodriguez presented the District's Application for Exemption from the 2022 Audit to the Board. Ms. Saldana asked why the District chose to file an application for exemption from audit over conducting a full audit. Director Nishimoto and Mr. Duran Rodriguez responded to her questions, noting that the Board is mindful of budgetary concerns and given that the expense of a full audit is higher than an exemption, and that the District was eligible to file an exemption, the Board elected to file an exemption. Following discussion, upon a motion duly made by Director Nishimoto, seconded by Director Patterson and, upon vote, unanimously carried, the Board approved the preparation and filing of the Application for Exemption from the 2022 Audit.

Public Hearing on Amendment to 2022 Budget: Director Nishimoto opened the public hearing to consider an amendment to the 2022 Budget at 4:15 p.m.

It was noted that publication of Notice stating that the Board would consider amendment of the 2022 Budget and the date, time and place of the public hearing

RECORD OF PROCEEDINGS

was made in a newspaper having general circulation within the District. No written objections were received prior to the public hearing.

Mr. Duran Rodriguez noted the need to amend the 2022 budget from \$140,000 to \$170,000. Ms. Saldana requested time to review the financials and had questions on the legal services fees. It was noted that the additional legal fees were incurred due to the issue with the Ash Meadows Town Homes Association, Inc. water invoices.

Director Nishimoto closed the public hearing at 4:21 p.m.

Following review, upon a motion duly made by Director Nishimoto, seconded by Director Patterson and, upon vote, unanimously carried, the Board adopted Resolution No. 2023-02-01 to Amend the 2022 Budget.

LEGAL MATTERS

Other: Ms. Meintzer discussed the status of the May 2, 2023 Regular Director Election, noting that since there were not more candidates than seats available, the election will be canceled. New board members will assume their duties after May 2, 2023 upon completing the requisite Oaths of Office.

MANAGER MATTERS

Reserve Study: Ms. Terrell provided an update on the Reserve Study and informed the Board that information has been sent to Association Reserves – Colorado, LLC (“Association Reserves”). Director Nishimoto requested to have Association Reserves join the May Board Meeting.

Proposal for Fencing Issues Along 128th Ave: Ms. Terrell noted that she contacted Fence Consulting Services, Inc., who provided her with two fencing options. She noted that both fence options would cost approximately \$90 per foot. Following discussion, the Board deferred action on this item.

Pet Station Cleaning and Stocking Proposal from Duty Free Pets Pooper Scooper Service, LLC: Ms. Terrell reviewed the proposal with the Board. Following discussion, upon a motion duly made by Director Nishimoto, seconded by Director Patterson and, upon vote, unanimously carried, the Board approved the proposal for cleaning and stocking from Duty Free Pets Pooper Scooper Service, LLC.

Pet Station Cleaning and Stocking Proposal from Pet Scoop, Inc.: Ms. Terrell reviewed the proposal with the Board. Following discussion, the Board determined not to engage services from Pet Scoop, Inc.

Landscaping Maintenance Proposals: Ms. Terrell noted she has received one proposal from Emerald Isle Landscaping, Inc., in the amount of \$16,000. Ms. Terrell noted she will continue to contact landscaping companies to receive other

RECORD OF PROCEEDINGS

proposals.

Drainage Issue Behind 12784 Building: Ms. Terrell provided an update to the Board, noting that Schedio Group LLC completed an onsite inspection and recommended that a grading survey be completed to determine what areas need to be addressed and regraded for proper drainage. The Board determined to defer the survey until the Reserve Study is completed and further requested that a visual inspection be performed by CLA to determine if there are other areas that have similar issues. Ms. Terrell will contact the insurance company regarding possible coverage for this issue.

Other: None.

OTHER BUSINESS

The Board discussed an abandoned vehicle in the community. Ms. Terrell noted she will follow up with the towing company.

ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director Nishimoto, seconded by Director Patterson and, upon vote, unanimously carried, the Board adjourned the meeting at 5:00 p.m.

Respectfully submitted,

By _____
Secretary for the Meeting

Ash Meadows Metro District
Check List
February 22, 2023 - May 17, 2023

Check Date	Check No.	Vendor	Amount
3/22/2023	P23032101 - 0843048	Keesen Landscape	\$ 4,020.00
3/22/2023	P23032101 - 0843048	Keesen Landscape	1,860.00
3/22/2023	P23032101 - 0843048	Keesen Landscape	1,295.42
3/22/2023	P23032101 - 0843048	Keesen Landscape	1,295.42
3/22/2023	P23032101 - 0843048	Keesen Landscape	255.31
3/22/2023	P23032101 - 0843054	CliftonLarsonAllen LLP	1,832.99
3/22/2023	P23032101 - 0843058	Special District Assoc. of Colo.	384.38
3/22/2023	P23032101 - 0843060	Colorado Community Media	28.76
4/5/2023	P23040401 - 4054263	CliftonLarsonAllen LLP	1,240.71
4/5/2023	P23040401 - 4054270	McGeady Becher P.C.	1,703.24
4/25/2023	P23042401 - 9079841	City of Thornton	779.50
4/25/2023	P23042401 - 9079841	City of Thornton	769.50
4/25/2023	P23042401 - 9079841	City of Thornton	769.50
4/25/2023	P23042401 - 9079846	Keesen Landscape	2,975.00
4/25/2023	P23042401 - 9079846	Keesen Landscape	1,740.00
4/25/2023	P23042401 - 9079846	Keesen Landscape	1,295.42
4/25/2023	P23042401 - 9079846	Keesen Landscape	1,295.42
4/25/2023	P23042401 - 9079852	CliftonLarsonAllen LLP	2,577.25
4/25/2023	P23042401 - 9079852	CliftonLarsonAllen LLP	1,241.37
4/25/2023	P23042401 - 9079852	CliftonLarsonAllen LLP	1,224.99
4/25/2023	P23042401 - 9079852	CliftonLarsonAllen LLP	1,089.48
4/25/2023	P23042401 - 9079862	Xcel Energy	75.59
4/25/2023	P23042401 - 9079862	Xcel Energy	72.21
4/25/2023	P23042401 - 9079867	McGeady Becher P.C.	4,099.08
5/4/2023	P23050301 - 1329887	Association Reserves	975.00
Check List Total			\$ 34,895.54

Check List Count = 25

ASH MEADOWS METROPOLITAN DISTRICT

FINANCIAL STATEMENTS

MARCH 31, 2023

**Ash Meadows Metro District
Balance Sheet - Governmental Funds
March 31, 2023**

	<u>General</u>	<u>Total</u>
Assets		
Checking Account	\$ 61,221.90	\$ 61,221.90
Savings Account	11,378.58	11,378.58
Receivable from County Treasurer	10,901.09	10,901.09
Total Assets	<u>\$ 83,501.57</u>	<u>\$ 83,501.57</u>
Liabilities		
Accounts Payable	\$ 25,583.13	\$ 25,583.13
Total Liabilities	<u>25,583.13</u>	<u>25,583.13</u>
Fund Balances	<u>57,918.44</u>	<u>57,918.44</u>
Liabilities and Fund Balances	<u>\$ 83,501.57</u>	<u>\$ 83,501.57</u>

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances – governmental funds have been omitted.

Ash Meadows Metro District
General Fund Statement of Revenues, Expenditures and Changes in
Fund Balances - Budget and Actual
For the Period Ending March 31, 2023

	<u>Annual Budget</u>	<u>Actual</u>	<u>Variance</u>
Revenues			
Property taxes	\$ 129,314.00	\$ 63,310.64	\$ 66,003.36
Specific ownership taxes	9,052.00	2,159.35	6,892.65
Interest income	1,134.00	4.85	1,129.15
Total Revenue	<u>139,500.00</u>	<u>65,474.84</u>	<u>74,025.16</u>
Expenditures			
Accounting	12,500.00	5,499.72	7,000.28
County Treasurer's fee	1,940.00	949.66	990.34
Dues and membership	400.00	384.38	15.62
Insurance	5,400.00	5,473.00	(73.00)
District management	14,000.00	3,707.07	10,292.93
Legal	22,000.00	5,885.04	16,114.96
Miscellaneous	1,000.00	28.76	971.24
Election	4,500.00	2,088.55	2,411.45
Landscaping	12,500.00	3,886.26	8,613.74
Landscaping - trees and plants	8,000.00	1,428.80	6,571.20
Landscaping improvements	1,800.00	-	1,800.00
Irrigation repairs	3,200.00	-	3,200.00
Parking lot maintenance	1,500.00	-	1,500.00
Pest Control	500.00	-	500.00
Snow removal	20,000.00	10,595.00	9,405.00
Water	15,000.00	225.44	14,774.56
Trash Collection	11,000.00	2,318.50	8,681.50
Reserve Study	2,000.00	975.00	1,025.00
Contingency	2,260.00	-	2,260.00
Total Expenditures	<u>139,500.00</u>	<u>43,445.18</u>	<u>96,054.82</u>
Net Change in Fund Balances	-	22,029.66	(22,029.66)
Fund Balance - Beginning	67,848.00	35,888.78	31,959.22
Fund Balance - Ending	<u>\$ 67,848.00</u>	<u>\$ 57,918.44</u>	<u>\$ 9,929.56</u>

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SUPPLEMENTARY INFORMATION

Ash Meadows Metropolitan District
Schedule of Cash Position
March 31, 2023
Updated as of May 17, 2023

CASH

	General Fund
<u>First Bank - Checking</u>	
Balance as of 3/31/23	\$ 61,221.90
Subsequent activities:	
04/05/23 - Bill.com Payables	(2,943.95)
04/07/23 - Ptax Deposit - March	10,901.09
04/25/23 - Bill.com Payables	(20,004.31)
04/27/23 - Xcel Energy Autopay	(147.80)
05/10/23 - Ptax Deposit - April	12,709.22
<i>Anticipated Balance</i>	<u>61,736.15</u>
 <u>First Bank - Liquid Asset - Yield .200%</u>	
Balance as of 3/31/23	\$ 11,378.58
Subsequent activities:	
04/30/23 - Interest Income	1.75
<i>Anticipated Balance</i>	<u>11,380.33</u>
 <i>Total Cash</i>	 <u><u>73,116.48</u></u>

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**ASH MEADOWS METROPOLITAN DISTRICT
Property Taxes Reconciliation
2023**

	Current Year							Prior Year				
	Property Taxes	Delinquent Taxes, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	Due to County	Net Amount Received	% of Total Property Taxes Received		Total Cash Received	% of Total Property Taxes Received	
								Monthly	Y-T-D		Monthly	Y-T-D
January	\$ 1,051.12	\$ -	\$ 713.52	\$ -	\$ (15.77)	\$ -	\$ 1,748.87	0.81%	0.81%	\$ 5,340.51	3.56%	3.56%
February	51,939.54	-	709.92	-	(779.09)	-	51,870.37	40.17%	40.98%	3,306.39	1.73%	5.29%
March	10,319.98	-	735.91	-	(154.80)	-	10,901.09	7.98%	48.96%	56,663.44	43.31%	48.60%
April	12,924.04	-	(20.96)	-	(193.86)	-	12,709.22	9.99%	58.95%	11,285.00	8.78%	57.38%
May	-	-	-	-	-	-	-	0.00%	58.95%	6,834.76	4.53%	61.91%
June	-	-	-	-	-	-	-	0.00%	58.95%	48,874.13	37.24%	99.16%
July	-	-	-	-	-	-	-	0.00%	58.95%	2,484.20	0.00%	99.16%
August	-	-	-	-	-	-	-	0.00%	58.95%	2,232.29	0.84%	100.00%
September	-	-	-	-	-	-	-	0.00%	58.95%	-	0.00%	100.00%
October	-	-	-	-	-	-	-	0.00%	58.95%	-	0.00%	100.00%
November	-	-	-	-	-	-	-	0.00%	58.95%	181.11	0.00%	100.00%
December	-	-	-	-	-	-	-	0.00%	58.95%	767.53	0.00%	100.00%
Total	\$ 76,234.68	\$ -	\$ 2,138.39	\$ -	\$ (1,143.52)	\$ -	\$ 77,229.55	58.95%	58.95%	\$ 137,969.36	100.00%	100.00%

Taxes Levied	% of Levied	Property Taxes Collected	% Collected to Amount Levied
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Property Tax

General Fund

\$ 129,314.00	100.00%	\$ 76,234.68	58.95%
\$ 129,314.00	100.00%	\$ 76,234.68	58.95%

Specific Ownership Tax

General Fund

\$ 9,052.00	100.00%	\$ 2,138.39	23.62%
\$ 9,052.00	100.00%	\$ 2,138.39	23.62%

Treasurer's Fees

General Fund

\$ 1,940.00	100.00%	\$ 1,143.52	58.94%
\$ 1,940.00	100.00%	\$ 1,143.52	58.94%

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.

**ASH MEADOWS METROPOLITAN DISTRICT
2023 BUDGET
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

Services Provided

The District was organized by Order and Decree of the District Court of Adams County, Colorado recorded on May 22, 2014, to provide financing for design, acquisition, construction and installation of essential public-purpose facilities such as water, streets, traffic and safety controls, security services, public transportation system, mosquito control, parks and recreation, and sewer and drainage facilities, and the operation and maintenance of the District. The District's service area is located entirely within the boundaries of the City of Thornton in Adams County, Colorado.

On May 6, 2014, the electors of the District authorized the District to collect, spend, and retain all revenues, without regard to the limitations contained in Article X, Section 20 of the Colorado constitution. Additionally, the District's voters approved authorization to increase property taxes up to \$1,000,000 annually to pay for the operations and maintenance expenditures of the District. Further, the Service Plan limits the number of mills to be levied for operations and maintenance to 85.000 mills, subject to adjustment for changes in the residential assessment ratio. The adjusted mill levy is 97.294 mills.

The District has no employees and all administrative functions are contracted.

The District prepares its budget on the modified accrual basis of accounting in accordance with the requirements of Colorado Revised Statutes C.R.S. 29-1-105 using its best estimates as of the date of the budget hearing. These estimates are based on expected conditions and its expected course of actions. The assumptions disclosed herein are those that the District believes are significant to the budget. There will usually be differences between the budget and actual results because events and circumstances frequently do not occur as expected, and those differences may be material.

Revenues

Property Taxes

Property taxes are levied by the District's Board of Directors. The levy is based on assessed valuations determined by the County Assessor generally as of January 1 of each year. The levy is normally set by December 15 by certification to the County Commissioners to put the tax lien on the individual properties as of January 1 of the following year. The County Treasurer collects the determined taxes during the ensuing calendar year. The taxes are payable by April or, if in equal installments, at the taxpayer's election, in February and June. Delinquent taxpayers are notified in August and, generally, sale of the tax liens on delinquent properties are held in November or December. The County Treasurer remits the taxes collected monthly to the District.

The calculation of the taxes levied is displayed on the Property Tax Summary page of the budget using the adopted mill levy imposed by the District.

Senate Bill 21-293 among other things, designates multi-family residential real property (defined generally, as property that is a multi-structure of four or more units) as a new subclass of residential real property. For tax collection year 2023, the assessment rate for single family residential property decreases to 6.95% from 7.15%. The rate for multifamily residential property, the newly created subclass, decreases to 6.80% from 7.15%. Agricultural and renewable energy production property decreases to 26.4% from 29.0%. Producing oil and gas remains at 87.5%. All other nonresidential property stays at 29%.

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.

**ASH MEADOWS METROPOLITAN DISTRICT
2023 BUDGET
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

Revenues (Continued)

Specific Ownership Taxes

Specific ownership taxes are set by the State and collected by the County Treasurer, primarily on vehicle licensing within the County as a whole. The specific ownership taxes are allocated by the County Treasurer to all taxing entities within the County. The budget assumes that the District's share will be equal to approximately 7% of the property taxes collected.

Net Investment Income

Interest earned on the District's available funds has been estimated based on an average interest rate of approximately 2.00%.

Expenditures

General, Administrative, Operations and Maintenance

General and administrative expenditures include services necessary to maintain the District's administrative viability such as legal, accounting, management, insurance and other expenses. Estimated operations and maintenance expenditures include snow removal, water and irrigation repairs, trash service, and landscaping.

County Treasurer's Fees

County Treasurer's fees have been computed at 1.50% of property tax collections.

Debt and Leases

The District has no debt nor operating or capital leases.

Reserve Funds

The District has provided for an Emergency Reserve equal to at least 3% of the fiscal year spending, as defined under TABOR.

Advanced Concepts INC.
8402 Liverpool Cir
Littleton, CO 80125 US
+1 7202709765
advancedconcepts1@outlook.com
www.advancedconceptsco.com



ADDRESS

Celeste Terrell
Ash Meadows - CliftonLarsonAllen LLP

Estimate 2026

DATE 05/04/2023

ACTIVITY	QTY	RATE	AMOUNT
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Striping Ash Meadows	1	1,220.97	1,220.97
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1 STRIPING
Restripe designated lot with traffic
paint
utilizing existing layout and color
unless otherwise specified.
No curb painting included in quote.

TOTAL \$1,220.97

Accepted By

Accepted Date

ASH MEADOWS HOA 2023 MAINTANENCE PROPOSAL

AGREEMENT:

- This AGREEMENT is made and entered into this ___ day of ___, 2023, by and between; **ASH MEADOWS HOA**, hereinafter referred to as the **ASSOCIATION**, and **SLOUGH CREEK SPRINKLER & LANDSCAPE LLC**, hereinafter referred to as the **CONTRACTOR**. It is hereby mutually agreed and understood that for and in consideration of the sum or sums to be paid to the **CONTRACTOR** by the **ASSOCIATION**, as set forth in this contract, the said **CONTRACTOR** shall furnish all labor, permits, equipment and material(s) and shall perform all work in a quality, timely and workman like manner, in accordance with the provisions and specifications of this agreement.

MODIFICATION/AMMENDMENT:

- No modification, amendment, or alteration may be made to this agreement unless mutually agreed, in writing, by both parties.

CONTRACT TERMS:

- The terms of this contract shall begin on April 15, 2023, and end on November 30, 2023.
- The **CONTRACTOR** will provide grounds care and maintenance only on the grounds of the **ASSOCIATON** as shown on the enclosed map (turf and mulch/rock beds).

TERMINATION:

- Either party may terminate this agreement by written notice, to the other party. Notice is to be given at least 30 days prior to effective date of intended termination. Non-payment as agreed to by this contract, can constitute immediate termination. Non-performance as agreed to by this contract, can constitute immediate termination. Upon termination, by either party, payment in full will be due effective through date of termination.

INSURANCE:

- During the terms of this agreement, the **CONTRACTOR** shall at all times be covered by commercially reasonable general liability, automotive and workers compensation insurance. Evidence of coverage shall be provided upon the **ASSOCIATION**.

TURF & PERENNIAL BED MAINTENANCE:

- **MOWING** - The mowing will include two (2) mows in both April and October. Weekly mowing April through September. Mower deck height will be set between 2.5"-3.5", as needed to maintain turf health. Clippings will be well mulched into turf areas & not removed from grounds.
- **TRIMMING** – The perimeter of all turf areas and around curbs, fences, steps, and utility boxes will be trimmed to assure a neat and attractive appearance at the time of each mowing.
- **EDGING** – All turf areas along sidewalks will be edged one (1) time in April and October and twice monthly from May to September.
- **TRASH PICK & CLEAN UP** – Loose debris, liter & trash will be picked up and disposed of, during weekly maintenance. Walks, drives and streets will be swept or blown free of clippings and other debris resulting from maintenance operations.
- **WEEDING MULCH/ROCK BEDS** – Perennial beds will be kept weed free through both hand pulling and chemical spray, as necessary.

IRRIGATION:

- **ACTIVATION** – Sprinklers will be turned on in April, weather depending, and a complete audit of the sprinkler system will be conducted. Sprinklers will not be activated until weather conditions warrant, not later than May 15, 2023. Repairs needed after audit is completed, are NOT included in activation fee. Repairs billed as a time & materials (T&M), in a separate invoice from monthly maintenance invoice.
- **WINTERIZATION** – Will be completed by in October or November, no later than November 15, 2023. Water in the sprinkler system will be displaced with compressed air.
- **AUDITS** – Monthly sprinkler audits will be conducted. Each zone will be tested, with adjustments made for proper spray and coverage of sprinkler heads. Clock/timer programming will be adjusted, as needed, for seasonal changes. Repairs needed after audit is completed, are NOT included in audit fee. Repairs billed as a time & materials (T&M), in a separate invoice from monthly maintenance invoice.
- **BACKFLOW DEVICE WRAPPING** – Backflow device(s) can be insulated and wrapped in plastic, in anticipation of freezing weather, for **\$250/ea**, per occurrence.

IRRIGATION REPAIRS:

- Sprinkler damage needs to be promptly repaired, when identified. Repairs estimated to cost over **\$250.00**, per occurrence (each repair separately), need to be approved by the **ASSOCIATION**. Sprinkler repair labor of **\$75/HR** and market cost of materials.

AERATION:

- Two deep core aerations will be performed in the early spring/fall (April/September), to promote turf health. Plugs will be left to naturally break down. Additional aeration (spring) available for **\$300.00**.

SPRING CLEAN UP:

- Full property clean-up will be completed, by the **CONTRACTOR**, in early spring. Grounds to be cleaned of winter leaf build up, pine needles, blown in debris. Mowing and trimming may also be deemed necessary.

FALL CLEAN UP:

- Property will be cleaned of falling leaves, once they can no longer be mulched in the weekly mowing, usually late October. Pine needles and blown in debris, will also be removed. One clean-up of leaves included. Additional leaf removals available by request.

LEAF REMOVAL:

- Extra leaf removal (late November or early December) available, for **\$550.00**

NATIVE MOWING:

- If applicable, native areas to be mowed one (1) time per year. Mowing generally done in late fall, after the native area has seeded the ground for the following season.

PRUNING/TRIMMING:

- All perennial shrubs and ornamental plants/grasses will be trimmed one time per season, to promote plant health & aesthetics of property. Pruning times may vary per plant species. Trimming to be done with power equipment or hand tools, as deemed necessary by **CONTRACTOR**. Plant shape and aesthetics will be balanced with functionality (ie plants may be trimmed differently in areas that border sidewalks, streets, utilities, etc. Proper clearance will be primary importance in these areas.
- Trees will be kept limb free, up to ten feet (10') high, to maintain safe traffic, passage, and visibility. Trees that previously haven't been maintained, will be assessed specifically, for a separate fee.
- Removal of existing plants or replacement not included as part of this service. Removal/replacement projects to be bid separately.

SNOW REMOVAL:

- Pricing available upon **ASSOCIATION** request.

BILLING SCHEDULE:

- Billing will occur on the first day of each month, starting on April 15, 2023. Each month's invoice will be for 12.5% of the contract, for eight (8) months. Prompt payment is due within 15 calendar days. Accounts past due, upon the next month's billing, will be subject to a 2% charge, per month (24% per year).

DEFAULT:

- In the event of default by either party, the defaulting party will be responsible for all costs incurred by the non-defaulting party in enforcement of the contract, including reasonable attorney fees.

PRICING SUMMARY:

TURF MAINTENANCE (28 visits):	\$8400.00
IRRIGATION ACTIVATION & WINTERIZATION (2 visits):	\$1000.00
IRRIGATION AUDITS (5 visits):	\$1000.00
AERATIONS (2 visits):	\$700.00
SPRING & FALL CLEAN UP (2 visits):	\$1200.00
PRUNING:	\$750.00
FERTILIZER:	\$750.00
<u>TOTAL:</u>	\$13,800.00

We the hereby agree to the terms and conditions of this agreement, between the **ASSOCIATION** and the **CONTRACTOR**.

ASSOCIATION: ASH MEADOWS HOA

CONTRACTOR: SLOUGH CREEK SPRINKLER & LANDSCAPE LLC

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

Please reach out with any thoughts or questions.

Thank you for the opportunity to submit an estimate.

Jesse Peterson, Owner

Slough Creek Sprinkler & Landscape LLC

303.909.7753



GRASS

ROCK/MULCH BEDS



Proposal

Date	4/25/2023
Quote #	2018292
Project	420 - 6425 - NIC
Site Location	
Ash Meadow HOA	

Ash Meadow HOA

Description	Qty	Rate	Total
Ash Meadow HOA - Landscape Maintenance May - December 2023 (8 Month Term) Contract Maintenance Services to includes: Turf Mowing (May - October 2023) Aeration & Fertilization Spring/Fall Clean-up (1x ea.) Pruning of Trees and Shrubs up to 10' Activation/Winterization of Irrigation System (1x each) & Systems Check (2x a month) May - October 2023/ Repairs billed at T&M Weed Control (Pre/Post-Emergent) Litter Control (May - December 2023) ***This Scope of Work may be terminated, in whole or in part, at any time by either party by providing (30) days' written notice to the other party.	8	3,141.77	25,134.16

Please sign and return proposal so that we may assist you as promptly as possible

Total: \$25,134.16

Approval Signature _____