

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE  
MURPHY CREEK METROPOLITAN DISTRICT NO. 3  
HELD DECEMBER 18, 2024**

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A regular meeting of the Board of Directors of the Murphy Creek Metropolitan District No. 3 was held on Wednesday, December 18, 2024, at 6:00 p.m. at the Murphy Creek Community Center/Clubhouse at 23801 East Florida Avenue, Aurora, Colorado 80018. The meeting was open to the public.

Attendance

In attendance were the following Directors:

Dennis Lyon

Alex Ortiz

Glen Muller

Also, in attendance were:

Shannon Torgerson, Goodwin & Company

Tom White & Shad Parrish, Environmental Designs

Administrative Matters

Call to Order/Declaration of Quorum – Director Lyon called the meeting to order at 6:00 p.m. Quorum was declared with 3 of 5 Board members in attendance.

Approval of Agenda, Meeting Location and Posting Location – Following discussion, upon a motion made by Director Ortiz, seconded by Director Muller and, upon vote, unanimously carried, the Board approved the agenda as presented. Ms. Torgerson noted the agenda and notice of meeting was posted to the District’s website at least 24-hours prior to the start of the meeting.

Public Comment – There were no public comments.

Consider Approval of Prior Meeting Minutes – November 20, 2024 Annual Meeting Minutes and November 20, 2024 Regular Meeting Minutes – Following discussion, upon a motion made by Director Muller, seconded by Director Ortiz and, upon vote, unanimously carried, the Board approved the November 20, 2024 Annual Meeting Minutes and November 20, 2024 Regular Meeting Minutes as presented.

Discuss Vacancy Process and Any Applications Received –Ms. Torgerson noted no applications have been received. It was noted by District Counsel that unless there is an uproar by constituents to fill the vacant seat, it can be filled as part of the 2025 Regular Election. Director Lyon prepared an article for the

next District and Master Association Newsletter to garner interest in the vacant seat.

#### Consultant Matters

Landscape Maintenance/Snow Removal Vendor Introductions – Tom White and Shad Parrish of Environmental Designs were introduced as the Account Manager and Business Development Manager for the District. Mr. White will serve as the Account Manager and will be the District’s primary contact and frequently drives through the community and is aware of its intricacies. He will be meeting with members of his crew on site to discuss the needs and processes that need to be followed in the coming weeks, since their contract starts January 1. The Board reiterated that all concerns or questions, even by the Board, need to be sent through Ms. Torgerson.

#### Financial Matters

Review and Acceptance of November 30, 2024 Financial Statements – Ms. Torgerson reviewed the financial statements for the period ended November 30, 2024 with the Board. Following discussion, upon a motion made by Director Ortiz, seconded by Director Muller and, upon vote, unanimously carried, the Board accepted the financials for the period ended November 30, 2024, as presented.

Ms. Torgerson noted the 2023 audit is nearly complete and once received the Board should call a special meeting for its review and approval. She also noted proposals for the 2024 audit are being requested from other vendors.

Consideration of One-Time Courtesy Waiver of Account Balances less than \$20 – Following discussion, upon a motion made by Director Ortiz, seconded by Director Muller and, upon vote, unanimously carried, the Board approved Ms. Torgerson to waive account balances of less than \$20 as a one-time courtesy provided it is not the operations and maintenance fee being waived.

#### District Committee Updates

Community Center – Director Muller discussed the focus of the committee will be the interior of the facility once the acoustic panels have been installed. They will also work with the Communication’s Committee on the potential for a digital sign to be installed at the community center and potentially other locations in the future.

Communication – There was no update from the Communication Committee.

Garden – Director Ortiz noted the Garden Committee is not active at this time due to the time of year.

Landscape – Director Lyon indicated he met with Solitude Lake Management earlier in the week to review the detention ponds throughout the District. They will be providing a proposal for cattail removal at the ponds as well as a separate proposal for insect and smell management for the growing season.

Recreation – Director Lyon requested Ms. Torgerson send over the summary of the report from Front Range be sent to the Board for review and that he would like to request Front Range attend the February Board meeting as part of the Board’s educational focus for 2025.

Projects – Ms. Torgerson noted the acoustic treatment in the clubhouse is tentatively scheduled to take place from January 2 to January 10. If this schedule changes, she will let the Board know.

## Other Business

Irrigation Damage – Legal Action Discussion – Ms. Torgerson recommended the District sign up for Colorado 811 to assist with these types of projects in the future. This recommendation was based on the recommendation by District Counsel. Repairs to the damaged caused by Lumen’s contract is nearly \$15,000. The vendor has been requested to meet with a member of the Board and management before the end of the year, but a date has not been provided.

Western Law Discussion – Ms. Torgerson explained the agreement with Western Law was that files would be processed on a contingency basis and if the District wanted Goodwin to proceed with collection actions other than sending letters, Goodwin would bill the District but would then seek reimbursement by adding the cost to the owner’s account. This change would allow the District to turn files over to the County for collections without having to wait on a vendor to provide billing for collection actions.

2025 Annual Administrative Resolution – Ms. Torgerson noted the Board would need to elect officers at the January 2025 Board meeting to be noted in the Annual Administrative Resolution also to be adopted by the Board at the January meeting.

2025 Educational Focus per Month – Director Lyon and Ms. Torgerson explained they would like to have an educational focus

for the Board at each month's meeting. The Board tentatively scheduled the focus for the following months:

January – Security and Election  
February – Pool  
March – Landscape/Irrigation  
April – Ponds  
May – Tennis Courts and Community Center  
June – District Management

2025 Goodwin Engagement Letter – The Board reviewed the amendment to the 2018 Service Agreement for District Management with Ms. Torgerson noting it updates the management firm name to Goodwin & Company and the monthly management fee to \$7500 which was included in the 2025 budget. Ms. Torgerson also noted District Counsel recommended the Service Agreements used by the District be updated since statutes and other requirements have changed since 2018. Following discussion, upon a motion made by Director Lyon, seconded by Director Muller and, upon vote, unanimously carried, the Board approved the Amendment to the 2018 Service Agreement, noting the entire agreement will be updated in 2025.

Board Member Comments

Director Lyon discussed the redesign/refurbishment of the annual planting beds, noting the Board approved funds totaling \$12000 to be spent in 2025 for this work. Since EDI can complete this design work in house, it was recommended they be used.

Director Muller noted he is working with Councilman Sundberg and Mr. Carroll on the District's participation in the National Night Out event in early August.

Other Items to Discuss

There were no other items to discuss.

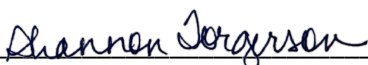
Confirm Quorum for Next Scheduled Meeting

Ms. Torgerson requested the Board members confirm their attendance at the January 15, 2025 meeting.

Adjournment

With no further business to discuss, upon a motion made by Director Ortiz, seconded by Director Muller and, upon vote, unanimously carried, the meeting adjourned at 7:00 p.m.

Respectfully submitted,



Secretary for the Meeting