

**NOTICE OF SPECIAL BOARD MEETINGS 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](http://www.ptarmiganwestmd.live) will be held on:

**Date:** Thursday, November 7, 2024

**Time:** 5:00 p.m.

**Location:** Windsor Rec Center, 250 11th St, Windsor, CO 80550, Redwood Buckey Room

And Via Zoom Teleconference

To access the meeting: <https://advancehoa.zoom.us/j/84199883268>

Meeting ID: 841 9988 3268 Via telephone: (719) 359-4580

**Board of Directors, District Nos. 1 and 3:**

David Muth, President, May 2027

Scott Robins, Secretary, Treasurer, May 2027

Vacant, Director, May 2025

Vacant Director, May 2025

Vacant Director, May 2027

**Board of Directors, District No. 2:**

David Muth, President, May 2027

Scott Robins, Secretary, Treasurer, 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
- f) Update on District No. 2 Appointment
- g) Consider Approval of Minutes of Special Board Meeting held July 25, 2024

**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. Please note



that Public Comment is not intended to serve as a period of dialog between the public and the Boards of Directors, but rather an opportunity for the individual members of the public to provide comments.

### 3) FINANCIAL MATTERS

- a) Review of Payables/Financials
- b) Conduct Public Hearing on 2024 Budget Amendment (if needed) (Nos. 1 & 3)
  - i) Consider Adoption of Resolutions Amending 2024 Budget
- c) Conduct Public Hearing on 2025 Budget (Nos. 1 & 3)
  - i) Consider Adoption of Resolutions Adopting 2024 Budget, Imposing Mill Levy and Appropriating Funds (enclosures)
- d) Conduct Public Hearing on 2024 Budget Amendment (if needed) (No. 2)
  - i) Consider Adoption of Resolution Amending 2024 Budget
- e) Conduct Public Hearing on 2025 Budget (No. 2)
  - i) Consider Adoption of Resolution Adopting 2024 Budget, Imposing Mill Levy and Appropriating Funds (enclosure)
- f) Consider Ratification of 2023 Audit (No. 2)
- g) Consider Engagement Letter with BiggsKofford for 2024 Audit Services (enclosure) (No. 2)
- h) Consider Ratification of Authorized Signers on ColoTrust Accounts

### 4) LEGAL MATTERS

- a) Consider Approval of 2025 Annual Administrative Matters Resolution (enclosure)
- b) Consider Approval of Joint Amended and Restated Public Records Request Policy (enclosure)
- c) Approval of Proposals for Renewal of General Liability Schedule and Limits, and Consider Approval and Authorization to Bind Coverage, Renewal of Special District Association of Colorado Membership, Payment of Agency Fees (enclosures)
  - i) Review Property Schedule
- d) Consider Ratification of Exclusion from Workers' Compensation Coverage with Colorado Special Districts Property and Liability Pool
- e) Consider Adoption of Joint Resolution Calling May 2025 Election and Discuss Possible TABOR Election (enclosure)

### 5) MANAGEMENT MATTERS

- a) Discuss Management Consultant Search
  - i) Consider Engagement of Kellison, LLC for Community Management Services (enclosure)



**6) OTHER BUSINESS**

**7) ADJOURNMENT**

The next Regular Meeting of the Board of Directors is scheduled for:  
There are no more Regular meetings scheduled in 2024.

