

# RECORD OF PROCEEDINGS

---

## MINUTES OF A SPECIAL MEETING OF THE BOARDS OF DIRECTORS OF

### PTARMIGAN WEST METROPOLITAN DISTRICTS NOS. 1 – 3 HELD NOVEMBER 20, 2025

The Combined Special Meeting of the Boards of Directors (“Boards”) of the Ptarmigan West Metropolitan District No. 1, Ptarmigan West Metropolitan District No. 2, and Ptarmigan West Metropolitan District No. 3 (“Districts”) was held at 250 11<sup>th</sup> St. Windsor, CO. 80550, and via Zoom video conference at 5:00 p.m. on Thursday, November 20, 2025. Notice of the combined meeting was duly posted.

#### ATTENDANCE:

##### Directors in Attendance for Districts Nos. 1 & 3:

David Muth, President & Chairperson

Dillon Muth, Secretary & Treasurer

##### Directors in Attendance for District No. 2:

David Muth, President & Chairperson

Kipp Bates, Director

David Haller, Director

Richard Denig, Director

Aaron Waguespack, Director

##### Also in Attendance Were:

Audrey Johnson; White Bear Ankele Tanaka & Waldron (“WBA”)

Jill Gilespe; Clifton Larsen Allen (“CLA”)

Connor DeHart; Kellison Corp. (“Kellison”)

William Cushman, Joanne Cushman and Breanna Hubbard; Members of the Public.

#### ADMINISTRATIVE ITEMS:

Call to Order and Declaration of Quorum: The meeting was called to order at 5:03 p.m. by Connor DeHart, it was noted that a quorum was present, with all Directors in attendance from Districts Nos. 1 – 3.

##### Director Disclosure of any potential Conflicts of Interest:

Mr. DeHart advised that Board members are required to disclose certain potential conflicts of interest pertaining to matters scheduled for discussion at this meeting and prior to taking any official action at this meeting, as required by Colorado Law. Ms. Johnson confirmed potential conflicts of interest disclosures for Directors David Muth and Dillon Muth were filed with Colorado Secretary of State at least

## RECORD OF PROCEEDINGS

---

72 hours prior to the meeting as required by law. Directors did not report any other potential conflicts of interest.

### Statement on Conduct of Meeting:

Mr. DeHart stated that Directors and Members of the Public shall conduct themselves professionally and respectfully during the meeting.

### APPROVAL OF AGENDA:

Mr. DeHart confirmed the location of the meeting and posting of meeting notices. The Boards reviewed the agenda. Director Haller made a motion to approve the agenda as presented.

Upon second of the motion by Director David Muth, and upon vote, unanimously carried, it was

**RESOLVED** to approve the agenda as presented for District Nos. 1 - 3.

### ELECTION OF OFFICERS:

The District No. 2 Board discussed the requirements of having a Director fill the officer positions of President, Treasurer, and Secretary. Director David Haller made a motion to appoint David Muth as President, Richard Denig as Treasurer, and Aaron Waguespack as Secretary.

Upon second of the motion by Director David Muth, and upon vote, unanimously carried, it was

**RESOLVED** to appoint the Directors to their officer positions for District No. 2

### CONSENT AGENDA:

The Boards reviewed the following consent agenda items:

- Approval of the May 22, 2025, Regular Meeting Minutes.
- Approval of the May 22, 2025, Annual Meeting Minutes.
- Acceptance of Unaudited Financial Statements through October 31, 2025.
- Ratification of Payment of Claims through October 31, 2025.
- Adoption of Joint Resolution Adopting an Amended and Restated Digital Accessibility Policy and Designating a Compliance Officer.
- Ratification of First Addendum to Agreement for Landscape and Snow Removal Services with Lindgren Landscaping & Irrigation, Inc.
- Ratification of Engagement Letter with Johnson, Muffly & Dauster for Collection and Covenant Enforcement Services.

## RECORD OF PROCEEDINGS

---

Following discussion, upon motion made by Director Haller, seconded by Director David Muth and upon vote, unanimously carried, it was

**RESOLVED** to approve the consent agenda items for Districts Nos. 1 - 3.

### LEGAL ITEMS:

#### Review and Consider Adoption of 2026 Annual Administrative Matters Resolution:

Ms. Johnson discussed the resolution with the Boards and noted that this resolution identifies which of the Districts consultants are responsible for fulfilling compliance requirements on behalf of the Districts, and establishes regular meeting dates, times, and locations. Ms. Johnson noted that the Annual Townhall meeting requires notice to be physically mailed to all eligible electors of the District, and Kellison confirmed they will complete this notice requirement. Following discussion, upon motion made by Director Haller, seconded by Director David Muth, and upon vote, unanimously carried, it was:

**RESOLVED** to approve the 2026 Annual Administrative Matters Resolution.

Discuss and Consider Amendment to Resolution Concerning the Imposition of an Operations Fee: The Board decided to table this discussion until after the budget hearing.

Consider Adoption of Resolution Amending Design Guidelines: Ms. Johnson presented the Design Guidelines that were revised following the discussion at the May 22, 2025, special meeting. The Board acknowledged the revisions and upon motion made by Director Haller, seconded by Director David Muth, and upon vote, unanimously carried, it was:

**RESOLVED** to adopt the Resolution Amending the Design Guidelines.

Consider Approval of WBA Engagement Letters: Ms. Johnson presented her firms engagement letters to the Board and stated that there is a new statutory requirement that requires disclosure to the Districts Board when fees are variable in nature and a fixed cost for services under the engagement cannot be determined. Upon motion made by Director Haller, seconded by Director David Muth, and upon vote, unanimously carried, it was:

## RECORD OF PROCEEDINGS

---

**RESOLVED** to approve the engagement of WBA for Districts Nos. 1-3

DISTRICT  
MANAGEMENT  
ITEMS:

District Manager's Report: Mr. DeHart presented the District Manager's Report and noted since the last meeting on May 22, he had issued 17 first notices of violation without fines, 8 second notices of violation with two \$25 fines, 4 third notices of violation with two \$50 fines, and there were three ongoing violation notices issued with one \$100 fine.

Approval of Renewal of Property and Liability Schedule and Limits, Workers Compensation Coverage, and SDA Membership for 2026: Mr. DeHart informed the Boards that there were no changes to the property and liability scheduled for the Districts and coverage would remain the same. He further discussed the renewal of the Districts memberships to the Special District Association. Upon motion made by Director Haller, seconded by Director David Muth, and upon vote, unanimously carried, it was:

**RESOLVED** to Approve the Renewal of Property and Liability Schedule and Limits, Workers Compensation Coverage, and SDA Membership for 2026.

FINANCIAL ITEMS:

Public hearing on the Proposed 2026 Budget for District No. 1 and Adoption of Resolution to Adopt budget and to Appropriate Sums of Money and Resolution to Set Mill Levies: Mr. DeHart opened the public hearing on the proposed 2026 budget for District No. 1 at 5:23 p.m. Director Waguespack asked if we need to plan for separating the additional revenue streams that will be generated when the townhomes are built. Director David Muth commented that there will be an additional fee imposed on the townhomes but that will be for expenses incurred for additional services provided within the townhome area. Director Haller said that he has reviewed this budget line by line and looked at all the costs and discussed all of the potential ways to cut costs with Director David Muth. Director David Muth states that we have done what we can, but we had to balance the budget. The Directors acknowledged that they need to start planning for when the Districts are no longer receiving developer advance revenue. Director Denig asked where surplus funds go each year if they are not spent. Mr. DeHart noted that they are retained by the District and are accounted for in the general fund balance. Director Denig discussed fence maintenance and tree replacement and Mr. DeHart said he would work with him on procuring quotes to replace trees in 2026. There being no further discussion, the public

## RECORD OF PROCEEDINGS

---

hearing was closed at 6:16 p.m. Upon motion made by Director David Mith, seconded by Director Dillon Muth, and upon vote, unanimously carried, it was:

**RESOLVED** to Approve the 2026 Budget for District No. 1. and Adopt the Resolution to Adopt budget and to Appropriate Sums of Money and Resolution to Set Mill Levies.

Public hearing on the Proposed 2026 Budget for District No. 2 and Adoption of Resolution to Adopt budget and to Appropriate Sums of Money and Resolution to Set Mill Levies: The public hearing was opened at 6:17 p.m. Mr. DeHart stated that the general fund for District No. 2 transfers, through intergovernmental agreement, its operations and maintenance pledged revenue to District No. 1. The debt service expenditures are what is required to be paid on the bonds in 2026. There being no further discussion, the public hearing was closed at 6:19 p.m. Upon motion made by Director Haller, seconded by Director David Muth, and upon vote, unanimously carried, it was:

**RESOLVED** to Approve the 2026 Budget for District No. 2. and Adopt the Resolution to Adopt budget and to Appropriate Sums of Money and Resolution to Set Mill Levies.

Public hearing on the Proposed 2026 Budget for District No. 3 and Adoption of Resolution to Adopt budget and to Appropriate Sums of Money and Resolution to Set Mill Levies: The public hearing was opened at 6:20 p.m. Mr. DeHart stated that the general fund for District No. 3 transfers, through intergovernmental agreement, its operations and maintenance pledged revenue to District No. 1. There being no further discussion, the public hearing was closed at 6:23 p.m. Upon motion made by Director David Muth, seconded by Director Dillon Muth, and upon vote, unanimously carried, it was:

**RESOLVED** to Approve the 2026 Budget for District No. 3. and Adopt the Resolution to Adopt budget and to Appropriate Sums of Money and Resolution to Set Mill Levies.

Approval of BiggsKofford Engagement Letter for 2025 Audit: Mr. DeHart noted that the engagement for the 2025 audit is at the same price as last year. Upon motion made by Director Haller, seconded by Director David Muth, and upon vote, unanimously carried, it was:

**RESOLVED** to Approve the engagement of BiggsKofford to complete the 2025 audit for District No. 2

## RECORD OF PROCEEDINGS

---

### LEGAL ITEMS CONT.

Consider Amendment to Resolution Concerning the Imposition of an Operations Fee: The Board revisited the operations fee following the approval of the Budgets. The Boards discussed and agreed to amend the operations fee in 2026 in accordance with the Budget. Upon motion made by Director David Muth, seconded by Director Dillon Muth, and upon vote, unanimously carried, it was:

**RESOLVED** to set the Operations fee at \$1,300 annually, to be paid in four equal quarterly installments of \$325, for all single family residential property within the District.

PUBLIC COMMENT: The Boards opened the floor for public comment.

Mrs. Cushman asked if the developers have received any interest in tracts P & Q. Director David Muth noted that they do have an interested party that has been doing their due diligence on the property and if the deal closes, they can expect to begin construction in 2027.

Mr. Cushman asked if the Board was still considering neighborhood wide trash collection service. Director Haller noted that it was not feasible at this time. Director Denig further stated that we would need to see substantial savings for a District wide contract in order to implement this.

### ADJOURNMENT:

There being no further business to come before the Boards, upon motion made by Director Haller, seconded by Director David Muth and upon vote, unanimously carried, the meeting was adjourned at 6:33 p.m.

Respectfully submitted,

By

Connor DeHart

Connor DeHart  
Recording Secretary for the Meeting