

**LEYDEN ROCK METROPOLITAN DISTRICT**

**REGULAR MEETING**

Via Teleconference

Tuesday, April 16, 2024 at 6:00 PM

<https://leydenrocklife.com/>

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Brett Vernon, President	Term to May 2027
Scott J. Plummer, Secretary	Term to May 2027
Jeff Cunningham, Treasurer	Term to May 2025
Christian Ardit, Assistant Secretary	Term to May 2025
Tanis Batsel Stewart, Assistant Secretary	Term to May 2025

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Link:

<https://us06web.zoom.us/j/81614742884?pwd=7akl0u97asQ3Xq7p0iOHGdArIldqXd.1>

Meeting ID: 816 1474 2884

Passcode: 499413

Call-in Number: +1-720-707-2699

**NOTICE OF REGULAR MEETING AND AGENDA**

1. Call to Order/Declaration of Quorum
2. Director Conflict of Interest Disclosures
3. Approval of Agenda
4. Public Comment – Members of the public may express their views to the Board on matters that affect the District on items not otherwise on the agenda. Comments will be limited to three (3) minutes per person.
5. Consent Agenda:
  - a. Approval of Minutes from March 19, 2024 Special Meeting (**enclosure**)
6. Financial Matters
  - a. Consider Approval of Payables/Financials (**enclosure**)
  - b. Other Financial Matters
7. District Management Matters
  - a. District Manager’s Report (**enclosure**)
  - b. Consider Approval of Signs for the Jefferson Parkway (**enclosure**)
  - c. Discussion and Consider Approval of Keesen Proposal Clubhouse Turf Grading and Rock Install (**enclosure**)
  - d. Discussion and Consider Approval of Mile High Pools Swim Lesson Proposed Hours (**enclosure**)
  - e. Discussion and Consider Approval of Peak One Pool & Spa Proposal Automated Chemical Injection System (**enclosure**)
  - f. Discussion and Consider Approval of Peak One Pool & Spa Proposal LED Light Replacement (**enclosure**)
  - g. Discussion and Consider Approval of Advantage Pest Control Proposal for Pest/Rodent Control (**enclosure**)

**2024 Regular Meetings**

January 16; February 20; March 19; April 16; May 21; June 18; July 16; August 20; September 17; October 15; November 19; and December 17 at 6:00 p.m. via teleconference.

- h. Discussion regarding CTL Thompson Soil & Sediment Contract
  - i. Discussion regarding Hybrid Board Meeting AV Support
  - j. Other Management Matters
- 8. Director's Matters
  - a. Other Director's Matters
- 9. Capital Projects Discussion
  - a. Discussion Regarding Trails Project
  - b. Other Capital Project Matters
- 10. Legal Matters
  - a. Other Legal Matters
- 11. Other Business
- 12. Adjourn

**2024 Regular Meetings**

January 16; February 20; March 19; April 16; May 21; June 18; July 16; August 20; September 17; October 15;  
November 19; and December 17 at 6:00 p.m. via teleconference.

MINUTES OF THE REGULAR MEETING OF THE BOARD OF  
DIRECTORS OF

LEYDEN ROCK METROPOLITAN DISTRICT

Held: Tuesday, March 19, 2024, at 6:00 P.M. via teleconference

**Attendance**

The regular meeting of the Board of Directors of the Leyden Rock Metropolitan District was called and held as shown above and in accordance with the applicable statutes of the State of Colorado. The following directors, having confirmed their qualification to serve on the Board, were in attendance:

Brett Vernon  
Scott Plummer  
Jeff Cunningham  
Christian Ardita  
Tanis Batsel-Stewart

Also present: Megan J. Murphy, Esq., White Bear Ankele Tanaka & Waldron, District General Counsel; Katie Call, AdvanceHOA, District Management; Katie Cooley, Ascent Land Development; and members of the public.

**Call to Order**

It was noted that a quorum of the Board was present, and the meeting was called to order.

**Conflict of Interest  
Disclosures**

Ms. Murphy advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Murphy reported that disclosures for those directors with potential or existing conflicts of interest were filed with the Secretary of State's Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Ms. Murphy noted that a quorum was present and inquired into whether members of the Board had any additional disclosures of potential or existing conflicts of interest regarding any matters scheduled for discussion at the meeting. No additional disclosures were noted.

**Agenda**

The Board reviewed the agenda. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the agenda as amended.

**Public Comment** Mr. Brown noted that a memorandum regarding the trails project was emailed to the Board.

**Consent Agenda** Following a summary by Ms. Murphy, the items on the consent agenda were ratified, approved, or accepted in one motion duly made and seconded and unanimously carried:

- Minutes from February 20, 2024, Regular Meeting; and
- Requisition No. 15 Related to the District's General Obligation (Limited Tax Convertible to Unlimited Tax) Refunding and Improvement Bonds, Series 2021.

### **Financial Matters**

Consider Approval of Payables/Financials Director Cunningham presented the financial statements dated December 31, 2023 and updated as of March 13, 2024 to the Board. Director Cunningham presented the Claims dated February 14, 2024 through March 13, 2024 in the amount of \$77,051.09 to the Board. Following discussion, upon a motion duly made and seconded the Board unanimously approved the financial statements and claims.

Consider Approval of Engagement Letter with Dazzio & Associates to Prepare 2023 Audit Director Cunningham presented the Engagement Letter with Dazzio & Associates to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the engagement.

Other Financial Matters None.

### **District Management Matters**

District Manager's Report Ms. Call presented the report to the Board.

Discussion Regarding the Use of Safety Grant Funds Ms. Murphy noted the District has \$5,023.54 in Safety Grant Funds which can be used to reimburse the District for qualifying expenses. Following discussion, upon a motion duly made and seconded, the Board unanimously approved using the full amount of the funds to reimburse the District for the cost of security cameras at the Leyden Rock Clubhouse.

Discussion Regarding NextDoor Public Agency Account Ms. Murphy engaged in discussion with the Board regarding a NextDoor Public Agency Account. Ms. Murphy noted the Board can apply to have an official NextDoor Public Agency Account if they choose to do so. Following discussion, upon a motion duly made and

seconded, the Board determined to not apply for the account. Director Plummer voted against the matter.

Discussion and Consider Approval of Winter Rock Project Repairs Proposal Ms. Call presented the proposal from Keesen Landscape to the Board. Ms. Call noted Keesen would discount the proposal by 50%. The Board requested Ms. Call to obtain an updated proposal from Keesen to include the list of labor and materials for repair work. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the proposal, subject to changes as discussed.

Discussion and Consider Approval of Pool Shade Installation & Removal Ms. Call presented to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the installation and removal of a pool shade as set forth in the contract between the District and Bedrock LLC.

Other Management Matters None.

### **Director's Matters**

Discussion Regarding Security Cameras at Entrances The Board engaged in discussion regarding feedback from the community regarding security cameras at community entrances. Following discussion, the Board determined to defer the matter.

Discussion Regarding Power at Culebra and Yule Entrances Ms. Cooley presented proposal from Communication Construction and Engineering to the Board to bring power to the entrances at Culebra and Yule. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the proposal as set forth in an Independent Contractor Agreement between the District and Communication Construction and Engineering.

Discussion Regarding Initial Plans for Improvements to Daybreak and Westridge Parks Ms. Cooley presented the initial improvement plans to Daybreak and Westridge Parks to the Board. The Board provided comments and changes to the initial improvement plans.

Other Director's Matters Director Plummer noted the City of Arvada repainted the basketball court lines at some of the Parks.

Director Vernon noted he spoke with the Interim Director of Jefferson Parkway Authority (the "**Authority**") and the Authority is willing to allow the District to install small signs on the Jefferson Parkway property. Director Vernon will work with Ms. Call on new signs.

Director Vernon noted he is meeting with T-Mobile regarding a cell phone tower near Barbara Gulch at no cost to the District.

Director Vernon noted he is starting a block captain program.

Director Batsel Stewart presented proposal from Hall Landscaping for Terraseeding and Hyrdoseeding to the Board. Ms. Murphy recommends the District obtain consent from the City of Arvada before installing Terraseeding or Hydroseeding on City of Arvada property. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the proposal as set forth in the Independent Contractor Agreement with Hall Landscaping.

### **Capital Projects Discussion**

Discussion Regarding Trails Project

Director Cunningham noted he and several consultants met with City of Arvada staff regarding the Trails project. The City of Arvada request the District install a 7-foot concrete trail with 3 feet of clearance on all sides. It was noted the District does not have the funds to construct a 13-foot wide trail. The City of Arvada may allow the District to construct a more narrow trail in perpetuity. Director Cunningham requested the City of Arvada and Keesen Landscape to provide the estimated cost of maintenance for the narrow trail. The Board engaged in general discussion regarding mountain bike trails within the community. No further action taken.

Other Capital Project Matters      None.

### **Legal Matters**

Consider Approval of Maintenance and Indemnity Agreement      Ms. Murphy presented the Maintenance and Indemnity Agreement to the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the agreement.

Other Legal Matters      None.

### **Other Business**

Discussion Regarding Hybrid Meetings      The Board engaged in discussion regarding hybrid meetings at the Clubhouse. The Board determined to try and hold hybrid meetings starting in May 2024.

**Adjournment**      There being no further business to come before the Board and following discussion and upon motion duly made, seconded, and

unanimously carried, the Board determined to adjourn the meeting.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

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Secretary for the Meeting

The foregoing minutes were approved by the Board of Directors on the 16<sup>th</sup> day of April.

**Leyden Rock Metropolitan District**  
Interim Claims 03/14/24 - 04-09-24

Invoice Date	Payment Date	Vendor	Invoice Number	Amount
12/31/23	03/18/24	CliftonLarsonAllen, LLP	L241084249	\$ 3,127.63
01/31/24	03/19/24	White, Bear & Ankele PC	33115	19,682.58
02/16/24	03/13/24	Wesley Wallcovering, LLC	Estimate 1053	950.00
02/16/24	03/13/24	Equalized Productions	S-2048	20,301.85
02/19/24	03/13/24	Special District Association	2024 Dues	534.96
02/22/24	03/13/24	Loft & Blush Interiors, LLC	ReimbursementFeb24	11,022.56
02/22/24	03/13/24	Santiago's Pro Painting LLC	SantiagoFeb24	1,260.00
02/23/24	03/21/24	Keesen Landscape	BRO 242133	137,720.00
02/23/24	03/13/24	Loft & Blush Interiors, LLC	ReimbursementFeb24-3	2,207.67
02/23/24	03/13/24	Arteriors	SQ001884	16,339.12
02/26/24	03/28/24	Grants Custom Carpentry	2262024	10,000.00
02/26/24	03/28/24	Denver Flooring & Finishes, LLC	JE009374-001	14,841.00
02/27/24	03/13/24	Respect Electric, LLC	Feb-24	1,325.00
02/29/24	03/18/24	White, Bear & Ankele PC	33596	19,435.79
03/01/24	03/13/24	Blinds Couture LLC	10313 - 10314	9,018.31
03/07/24	03/18/24	The Architerra Group, Inc.	7794	4,324.40
				\$ 272,090.87



**LEYDEN ROCK METROPOLITAN DISTRICT**  
Schedule of Cash Position  
December 31, 2023  
Updated as of April 9, 2024

	General Fund	Debt Service Fund	Capital Projects Fund	Total Funds
<b><u>First Bank - Checking</u></b>				
Balance as of 12/31/23	\$ 42,326.41	\$ -	\$ -	\$ 42,326.41
Subsequent activities:				
01/11/24 Requisition No. 13	-	-	47,360.23	47,360.23
01/12/24 Transfer from CSAFE	2,500.00	-	-	2,500.00
01/16/24 Bill.com Payments	(40,035.31)	-	(47,360.23)	(87,395.54)
01/19/24 ADP Wage Pay	(215.30)	-	-	(215.30)
02/12/24 Transfer from CSAFE	1,500.00	-	-	1,500.00
02/13/24 Requisition No. 14	-	-	12,734.95	12,734.95
02/16/24 Bill.com Payments	(1,020.00)	-	(12,734.95)	(13,754.95)
02/20/24 Transfer from CSAFE	150,000.00	-	-	150,000.00
02/21/24 Transfer to AHM	(150,000.00)	-	-	(150,000.00)
02/23/24 ADP Wage Pay	(215.30)	-	-	(215.30)
02/28/24 Transfer from CSAFE	75,000.00	-	-	75,000.00
03/11/24 Requisition No. 15	-	-	158,021.85	158,021.85
03/13/24 Transfer from CSAFE	50,000.00	-	-	50,000.00
03/13/24 Transfer from GF to CPF for Clubhouse Refresh	(42,122.66)	-	42,122.66	-
03/13/24 Bill.com Payments	(871.63)	-	(62,424.51)	(63,296.14)
03/15/24 Transfer from CSAFE	25,000.00	-	-	25,000.00
03/18/24 Bill.com Payments	(22,563.42)	-	(4,324.40)	(26,887.82)
03/19/24 Bill.com Payments	(19,682.58)	-	-	(19,682.58)
03/21/24 Bill.com Payments	-	-	(137,720.00)	(137,720.00)
03/22/24 ADP Wage Pay	(215.30)	-	-	(215.30)
03/28/24 Bill.com Payments	-	-	(24,841.00)	(24,841.00)
04/01/24 Transfer from CSAFE	250,000.00	-	-	250,000.00
04/02/24 Transfer to AHM	(250,000.00)	-	-	(250,000.00)
04/09/24 Transfer from GF to CPF for Clubhouse Refresh	(49,574.89)	-	49,574.89	-
Anticipated activities:				
Anticipated Requisition No. 16	-	-	4,324.40	4,324.40
Anticipated Bill.com Payments	-	-	(24,733.89)	(24,733.89)
<b>Anticipated Balance</b>	<b>\$ 19,810.02</b>	<b>\$ -</b>	<b>\$ 0.00</b>	<b>\$ 19,810.02</b>
<b><u>CSAFE</u></b>				
Balance as of 12/31/23	\$ 227,381.88	\$ 250.00	\$ -	\$ 227,631.88
Subsequent activities:				
01/10/24 Property/SO tax	6,460.98	9,564.79	-	16,025.77
01/12/24 Transfer to First Bank	(2,500.00)	-	-	(2,500.00)
01/24/24 Pledged Revenue Transfer	-	(9,564.79)	-	(9,564.79)
01/31/24 Interest Income	1,095.44	-	-	1,095.44
02/09/24 Property/SO tax	11,260.59	14,645.13	-	25,905.72
02/12/24 Transfer to First Bank	(1,500.00)	-	-	(1,500.00)
02/20/24 Transfer to First Bank	(150,000.00)	-	-	(150,000.00)
02/28/24 Transfer to First Bank	(75,000.00)	-	-	(75,000.00)
02/29/24 Interest Income	829.22	-	-	829.22
03/11/24 Property/SO tax	786,152.20	1,022,443.78	-	1,808,595.98
03/13/24 Transfer to First Bank	(50,000.00)	-	-	(50,000.00)
03/15/24 Transfer to First Bank	(25,000.00)	-	-	(25,000.00)
03/31/24 Interest Income	5,562.47	-	-	5,562.47
04/01/24 Transfer to First Bank	(250,000.00)	-	-	(250,000.00)
Anticipated activities:				
Anticipated Pledged Revenue Transfer	-	(1,037,338.91)	-	(1,037,338.91)
<b>Anticipated Balance</b>	<b>\$ 484,742.78</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 484,742.78</b>
<b><u>UMB - 2021 Bond Fund</u></b>				
Balance as of 12/31/23	\$ -	\$ 251,244.52	\$ -	\$ 251,244.52
Subsequent activities:				
1/24/2024 Pledged Revenue Transfer	-	9,564.79	-	9,564.79
1/31/2024 Interest Income	-	1,093.63	-	1,093.63
2/29/2024 Interest Income	-	1,128.25	-	1,128.25
3/31/2024 Interest Income	-	1,088.36	-	1,088.36
Anticipated activities:				
Anticipated Pledged Revenue Transfer	-	1,037,338.91	-	1,037,338.91
<b>Anticipated Balance</b>	<b>\$ -</b>	<b>\$ 1,301,458.46</b>	<b>\$ -</b>	<b>\$ 1,301,458.46</b>
<b><u>UMB - 2021 Project Fund</u></b>				
Balance as of 12/31/23	\$ -	\$ -	\$ 4,266,437.27	\$ 4,266,437.27
Subsequent activities:				
1/11/2024 Requisition No. 13	-	-	(47,360.23)	(47,360.23)
1/31/2024 Interest Income	-	-	18,994.68	18,994.68
2/13/2024 Requisition No. 14	-	-	(12,734.95)	(12,734.95)
2/29/2024 Interest Income	-	-	18,833.67	18,833.67
3/11/2024 Requisition No. 15	-	-	(158,021.85)	(158,021.85)
3/31/2024 Interest Income	-	-	17,583.80	17,583.80
Anticipated activities:				
Anticipated Requisition No. 16	-	-	(4,324.40)	(4,324.40)
<b>Anticipated Balance</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,099,407.99</b>	<b>\$ 4,099,407.99</b>
<b>Anticipated Balances</b>	<b>\$ 504,552.80</b>	<b>\$ 1,301,458.46</b>	<b>\$ 4,099,407.99</b>	<b>\$ 5,905,419.25</b>

Yield information (as of 03/31/24):

CSAFE - 5.39%

UMB invested in Goldman Sachs Govt Fund - 5.14%

# MANAGEMENT REPORT

COMMUNITY:	MANAGER:	REPORT DATE:
Leyden Rock Metro District	Katie Call	April 9, 2024

<p><b>2024 Regular Board Meeting Schedule:</b>  <u>Capital Projects Discussion on the First Tuesday of each month</u></p> <ul style="list-style-type: none"> <li>❖ January 2</li> <li>❖ February 6</li> <li>❖ <del>March 5, canceled</del></li> <li>❖ <del>April 2, canceled</del></li> <li>❖ May 7</li> <li>❖ June 4</li> <li>❖ July 2</li> <li>❖ August 6</li> <li>❖ <b>September 3* (day after Labor Day)</b></li> <li>❖ October 11</li> <li>❖ November 5</li> <li>❖ December 3</li> </ul>	<p><b>2024 Regular Board Meeting Schedule:</b>  <u>Regular Business on the Third Tuesday of each month</u></p> <ul style="list-style-type: none"> <li>❖ January 16</li> <li>❖ February 20</li> <li>❖ March 19</li> <li>❖ April 16</li> <li>❖ <b>May 21- FIRST HYBRID MEETING</b></li> <li>❖ <b>June 18</b></li> <li>❖ <b>July 16- ANNUAL MEETING</b></li> <li>❖ <b>August 20</b></li> <li>❖ <b>September 17</b></li> <li>❖ <b>October 15</b></li> <li>❖ <b>November 19- BUDGET HEARING</b></li> <li>❖ <b>December 17</b></li> </ul>
<p><b>Last Reserve Study:</b> 2020</p> <p><b>Operating Fee:</b> \$0.00/year  <b>Tract K Filing Fee:</b> \$372/year</p> <p><b>Current mill levy (2023), for collection in 2024</b>  23.256 mills - (general fund)  30.246 mills - (debt service fund)</p>	<p><b>Board of Directors:</b></p> <ul style="list-style-type: none"> <li>❖ <b>Brett Vernon, President</b> Term to May 2027</li> <li>❖ <b>Scott J. Plummer, Secretary</b> Term to May 2027</li> <li>❖ <b>Christian Ardita, Assistant Secretary</b> Term to May 2025</li> <li>❖ <b>Tanis Batsel Stewart, Assistant Secretary</b> Term to May 2025</li> <li>❖ <b>Jeff Cunningham, Treasurer</b> Term to May 2025</li> </ul>
<p><b>District Services:</b> Residential Trash, Common Area Landscape Maintenance, Common Area Snow Removal, Pet Waste Removal, Pool Maintenance &amp; Staffing, Social Events</p>	<p><b>Dates to Note:</b></p> <ul style="list-style-type: none"> <li>❖ Katie, Out of Office: Thursday, April 18 - Friday, April 26</li> <li>❖ Landfill Free Day: Saturday, May 4</li> <li>❖ Arvada Police &amp; Fire District Community Meeting: Monday, May 13</li> </ul>
<p><b>Landscape Committee:</b>  Tanis Batsel-Stewart, Chair  Carolyn Rowe  Thu Koelling  Diane Mangam  Lisa Coleman  Pam Hill</p>	<p><b>Additional Information:</b></p> <ul style="list-style-type: none"> <li>❖ E-newsletter Performance:  Total Contacts: 2,101  Email Open Rate: 76%  <i>Reaching approximately 88% of the homes in the community</i></li> </ul>

## COMPLIANCE INSPECTIONS

Inspector: Pam Mitchell

<p><b>Schedule:</b></p>	<p>Inspections occur <b>weekly</b>. Trash day: Monday</p> <p>Week 1: Filing 1 &amp; 2 Week 2: Filing 3 &amp; 4 Week 3: Filing 5 Week 4: Filing 6</p> <p>Every drive re-inspects existing violations that are flagged for inspection</p>
<p><b>Ways of Working:</b></p>	<p>Katie to review report violation report weekly:</p> <ul style="list-style-type: none"> <li>- <b>Courtesy Notices will begin to auto-send from inspector findings</b></li> <li>- Identify addresses that require additional support by Pam.</li> <li>- Close violations as needed.</li> <li>- Send violations to the attorney as needed.</li> </ul> <p>Katie to flag any items to Pam for the following week by Wednesday.</p> <p>Pam may close a violation before compliance date if cured but cannot escalate to next step before the compliance date.</p> <p>Pam to email or text Katie potential exterior modification that may require approval (such as painting or major landscape renovation taking place) and note vehicles driving through common areas to access their units and any construction/project activity.</p>
<p><b>Priorities:</b></p>	<p>Landscaping:</p> <ul style="list-style-type: none"> <li>- Lawn – brown / dead grass: June through September</li> <li>- Lawn Maintenance- mowed &amp; trimmed.</li> <li>- Weeds in lawn and rock beds: all year</li> <li>- Dead shrubs/trees: all year</li> </ul> <p>– Seasonal pruning  <b>–Spring/Summer 2024, Begin addressing streetscape dead trees</b></p> <p>Other Items:</p> <ul style="list-style-type: none"> <li>- Trash can storage: all year</li> <li>- Basketball hoops: all year <ul style="list-style-type: none"> <li>– must be stored halfway up driveway when not in use</li> <li>– prohibited to be attached to the home</li> </ul> </li> <li>- General disrepair (fences, shingles, shutters)</li> </ul> <p><b>–April/May 2024, Begin addressing fence staining needs</b></p> <ul style="list-style-type: none"> <li>- Unsightly conditions (exterior storage of landscaping materials &amp; equipment, oil stains, un-stored items)</li> </ul> <p><b>–March 2024, Radon mitigation systems- courtesy notices are being sent and notices have been include in the community e-newsletter.</b></p> <p>Seasonal:</p> <ul style="list-style-type: none"> <li>- Holiday lighting, including clips.</li> <li>- Snow removal <ul style="list-style-type: none"> <li>– owners are responsible for removing snow on driveways &amp; sidewalks</li> </ul> </li> </ul>

## CURRENT PROJECTS / ACTION ITEMS

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PROJECT	DESCRIPTION	STATUS
Pothole/drain hole off W 85 <sup>th</sup> Bluff	Identified open hole/drain cover off, sent to City	Complete
Clubhouse Light Repair	Clubhouse light down from 3/14-3/15 snowstorm	Complete
Safety Grant Submission	Grant reimbursement for security cameras	Approved, pending reimbursement
Clubhouse Refresh	Refresh includes updated furniture, design upgrades, acoustic elements	In progress
Hydroseeding	Capital project- working with Hall	In progress, expected to begin end of week (4/12)
Hybrid Meeting Prep	Support from Chris Woodley for Board meeting	In progress, scheduled for discussion 4/16
Soil Sediment Application	Working with CTL for application to dismiss testing	In progress, scheduled for discussion 4/16
Pest Control	Researching pest control at clubhouse/pool	In progress, scheduled for discussion 4/16
Pool Lighting	Upgrade lights to LED	In progress, scheduled for discussion 4/16
Pool Shade Installation/Removal	Schedule installation/removal	In progress, contract redline review WBA
Jefferson Parkway Signs	Notice of Parkway signs installed along parkway	In progress, pending feedback from City
Pool Opening Prep	Preparation with vendors for pool opening <ul style="list-style-type: none"> <li>• Pool fob distribution</li> <li>• Pool Rules signs</li> <li>• Pool maintenance opening</li> <li>• Pool monitor orientation/pool furniture pull out</li> <li>• Swim lessons</li> <li>• Power wash/window wash</li> <li>• Grill cleaning</li> </ul>	In progress
Pool & Clubhouse Use Policy Update	Work with WBA for updates to policy	In progress
Online pool forms	Turning pool forms into online and more easily trackable	In progress
Pool check in process	Identifying potential controls/management for pool check in process	In progress
Snow Removal Landscape Damages	Working with City/Keesen for repairs from 3/14-3/15 snowstorm	In progress
Backflow Prevention Insurance Update	Request from White Bear to include backflow information	In progress

Sidewalk/Trail Moss	Behind W 83 <sup>rd</sup> Pl and Yule Street	In progress
Fence Staining	Working with Neighborly Fence Staining for Phase 2	In progress
Trail Repair	Repairs to trail from Preservation Tree Care stuck vehicle damage	In progress, met with PTC on 3/20
Parking Lot Lighting	Adding lighting to the parking lot at the clubhouse	In progress, request proposals from Hinton Electric (received 4/2), and Pro Systems
Pool Plaster	Resurfacing the pool	In progress
Concrete Repairs	Identifying concrete repair needs around the community	In progress
Community FAQ	Compile FAQ questions from Board members and create location on website	In progress
Tree Care Program	Tree replacement program with Preservation Tree Care	Pending program details from vendor
Winter Rock	Landscape project along Leyden Rock Drive	Pending
Jellyfish Lighting	Working with Tanis/Scott to review & consider updated guidelines	On hold until May Board meeting
Retaining Wall	Retaining wall repair on LR Drive	On Hold, pending project schedule dates from Hall
Clubhouse Updated Cleaning Checklist	<ul style="list-style-type: none"> <li>Cleaning requirement changes from refresh</li> </ul> Researching deep cleaning options 1x-2x/annual	On hold, pending completion of clubhouse refresh
Updated Maps Project	Community maps used for vendors	On Hold
Pet Stations	Station relocation	On Hold
Pool Heater	Addition w/ Electronic Thermostat	On Hold
Column Stone Replacement	Stone has come off on of the fence columns in the community	On Hold
Clubhouse Repairs	Replacement of blocks on back railings	On Hold
Wayfinding Sign Stain	Stain the wood on the wayfinding signs and Ping Pong Park sign	On Hold
Tower Storage Room	Seeking shelving options to better utilize storage space	On hold
Landscape Project Planning	Project planning for summer season of landscape projects with Board liaisons	On going
Lifestyle	Event planning/execution	Ongoing
Weekly Community E-Newsletter	Content creation	Ongoing
District Website Management	Updates to website	Ongoing
Wayfinding Signs/Message Board	Updates to current information	Ongoing

Reservation Calendar	Managing private rental and clubhouse use	Ongoing
Vendor Management	Ongoing vendor maintenance and meetings	Ongoing
Board Meeting Prep	Management Report and memo prep	Ongoing
Financials	Invoice Review	Ongoing
Resident Support	Homeowner inquiries	Ongoing
Violations	Inspection review and follow up	Ongoing
Architectural Review	Application review and follow up	Ongoing
Website Host Transfer	Transition website to Streamline	Coming 2024, led by Advance leadership

## ANNUAL CALENDAR - 2024

<b>January</b>	<ul style="list-style-type: none"> <li>▪ District Office Closed - January 1, 2024</li> <li>▪ Domain Auto Renewal - January 5, 2024</li> <li>▪ District Office Closed - January 15, 2024</li> <li>▪ HVAC Preventative Maintenance – January 26, 2024</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>▪ District Office Closed - February 19, 2024</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>▪</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>▪ Board Email Auto Renewal - April 8, 2024</li> </ul>
<b>May</b>	<ul style="list-style-type: none"> <li>▪ Pet Waste- 3x Weekly Starts- May 1</li> <li>▪ Community Meeting (Arvada Fire &amp; Arvada PD)- May 13, 2024</li> <li>▪ District Office Closed - May 27, 2024</li> <li>▪ Snow Contract Expires - May 31, 2024</li> <li>▪ Irrigation Start-up / Spring Clean-up</li> <li>▪ Backflow Inspection</li> <li>▪ HVAC Preventative Maintenance – TBD</li> <li>▪ Pool Shade Installation</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>▪ District Office Closed - June 19, 2024</li> <li>▪ Phase 2 Fence Staining - TBD</li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li>▪ District Office Closed - July 4, 2024</li> <li>▪ Annual Meeting - July 16, 2024</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>▪ Budget Working Session - TBD</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>▪ District Office Closed – September 2, 2024</li> <li>▪ Pool Closing Date - September 4, 2024</li> <li>▪ Renew Snow Contract</li> <li>▪ HVAC Preventative Maintenance - TBD</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>▪ Pet Waste- 2x Weekly Starts- October 1</li> <li>▪ Draft Budget Due to CLA- October 1, 2024</li> <li>▪ District Office Closed – October 14, 2024</li> <li>▪ Draft Budget Submitted by CLA- October 15, 2024</li> <li>▪ Irrigation Shutdown / Fall Clean-up</li> <li>▪ Pool Shade Removal</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>▪ Final Budget Changes to CLA- November 1, 2024</li> <li>▪ District Office Closed - November 11, 2024</li> <li>▪ Board Meeting/Budget Hearing (Regular Business) - November 19, 2024</li> <li>▪ District Office Closed - November 27 thru November 29, 2024</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>▪ District Office Closed – TBD</li> </ul>

## LIFESTYLE COMMUNITY CALENDAR- 2024

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<i>Special Events This Month</i>	<b>Clubhouse Closed for Refresh</b>	
<i>Upcoming Events Next Month</i>	<b>Blood Drive</b>	<b>Friday, May 17</b>
	<b>Pool Opening Party</b>	<b>Friday, May 24</b>
	<b>Movie Night @ Lookout Park</b>	<b>Sunday, May 26</b>
<i>Monthly Events</i>	Arvada Story Time	First Wednesday AM of the month
	Sound Bath	First Wednesday PM of the month
	Mobile Groomer	Second Tuesday of the month
	Toddler Time	Third Wednesday of the month
	Empty Nesters	Last Friday AM of the month
	Trivia Night	Last Friday PM of the month
	Mobile Barber	Rotating Dates, 1x monthly
<i>Signature Events</i>	Easter	Sunday, March 24, 2024
	Pool Opening Party	Friday, May 24, 2024
	Fourth of July	Thursday, July 4, 2024
	Fall Fest	Saturday, September 21, 2024
	Adults Night Out- 2 times	TBD
	Turkey Trot	Saturday, November 16, 2024
	Holiday Market	First weekend in December
	Santa Visits	Saturday, December 14, 2024 Sunday, December 15, 2024
<i>Club Activity</i>	Mahjong Club*	Weekly meetups
	Running Club	Weekly meetups
	Book Club	Monthly meetups
	Hiking Club	Monthly meetups
	Bunco Club	Monthly meetups
	Craft Club	Monthly meetups
	Give Back Club	Monthly meetups



## CURRENT CONTRACTS

SERVICE	COMPANY	RATE	EXPIRATION	TERMINATION CLAUSE
Landscaping (including pond maintenance)	Keesen Landscape	\$196,450 <i>See scope for fees</i>	December 31, 2024	30 days
Snow Removal	Keesen Landscape	T&M <i>See scope for fees</i>	May 31, 2024	30 days
Soil/Sediment Sampling	CTL Thompson	\$4,000 per sample every 6 months	December 31, 2024	30 days
Weed & Pest Control	Weed Wranglers	\$73,500 \$4,500/pest control visit (2x/year)	December 31, 2024	30 days
Pet Waste Removal	Poop 911	\$2,060/ 3x week per month \$1,610/ 2x week per month + \$10.00 per roll for bags	December 31, 2024	30 days
Trash Removal	Republic Services	\$256,170	December 31, 2024	30 days
Janitorial Services	Done & Dusted (f.k.a. The Helping Hand)	\$200.00/ clubhouse cleaning \$95.00/pool cleaning	December 31, 2024	30 days
Pool Maintenance	Peak One Pool & Spa	\$110.00/weekday visit + \$7,000 chemicals	December 31, 2024	30 days
Pool Monitors	Mile High Pools	\$96,448	September 4, 2024	30 days
HVAC	Timberline Mechanical	\$105/ PM visit + materials	December 31, 2024	30 days
Design Review	Lee Design Group	\$55/ application \$75/custom exterior painting submission	December 31, 2024	30 days
Fence Staining	Neighborly Fence Staining, LLC	\$33,741/ phase	December 31, 2024	30 days
Tree Care Services	Preservation Tree Care	<i>See scope for fees</i>	December 31, 2024	30 days

## FACILITY MAINTENANCE HISTORY

ELEMENT	MAINTENANCE APPROACH	MAINTENANCE / INSPECTION HISTORY	NOTES
AED	Annual	<ul style="list-style-type: none"> <li>• Inspection for expiration of pads &amp; battery</li> </ul>	
Backflows	Annual Testing Required by COA	<ul style="list-style-type: none"> <li>• Completed in in May/June 2023</li> </ul>	23 backflow locations
Fencing	Each fence staining phase completed once every 5 years  Repairs, as needed	<ul style="list-style-type: none"> <li>• Phase 1- 2023, Complete</li> <li>• Phase 2- 2024</li> <li>• Phase 3- 2025</li> <li>• Phase 4- 2026</li> <li>• Phase 5- 2027</li> </ul> Restart <ul style="list-style-type: none"> <li>• Phase 1 – 2028</li> <li>• Phase 2 – 2029</li> <li>• Phase 3- 2030</li> <li>• Phase 4 – 2031</li> <li>• Phase 5- 2032</li> </ul>	
HVAC	3 preventative maintenance visits per year	<ul style="list-style-type: none"> <li>• Completed January 2024</li> <li>• May 2024 – TBD</li> <li>• September 2024 – TBD</li> </ul>	
Window Washing & Deck Power Wash	Annual	May 2024 – TBD	<i>pending proposal</i>
Pool Grill Cleaning	Annual	<ul style="list-style-type: none"> <li>• May 2024 – TBD</li> </ul>	<i>pending proposal</i>
Plumbing	PENDING	<ul style="list-style-type: none"> <li>• Inspection of drains, faucets, toilets</li> </ul>	Annual cost \$515.00.
Fire System	PENDING	<ul style="list-style-type: none"> <li>• Inspection of fire extinguishers, emergency lights</li> </ul>	Annual Cost ~ \$385

## CLUBHOUSE RENTAL HISTORY

MONTH	RESIDENT	NON-RESIDENT	NON-PAYING RENTALS (501c3, clubs, HOA)	Total
<i>January</i>	5	1	19	25
<i>February</i>	5	-	19	24
<i>March</i>	3	1	17	21
<i>April</i>	-	-	-	-
<i>May</i>	5	-	18	23
<i>June</i>	3	-	-	3
<i>July</i>				
<i>August</i>				
<i>September</i>				
<i>October</i>				
<i>November</i>				
<i>December</i>				

*\*April is currently blocked for availability for the clubhouse refresh project*

## CAPITAL PROJECT BUDGET

Submittal Categories	Project	Location Name	Budget
<b>METRO DISTRICT TRACTS</b>	Major Vista	String of Pearls	1,000,000
		Zircon Street culdesac	0
		Traveler's Hub	0
		Ping Pong Park	0
		Demo Garden	0
	Major Vista/Mudflow	Timber Way (walkway between W 85 <sup>th</sup> Blf & W 84 <sup>th</sup> Pl)	100,000
		The 84th Ave area (between Yucca & Windy)	100,000
		84th Ave Cul de sac (Leclair)	0
	Drainage remediation	Multiple locations	250,000
		Winter Rock Section A	36,000
		Winter Rock Section B	139,000
	Fire exit	Eldora Way to 82nd	0
	Trailheads & minor vistas (general palette)		0
<b>TOTAL</b>			<b>1,625,000</b>
<b>ENTRANCES</b>	Entrance, + Electricity	Culebra	see total below
	Entrance, + Electricity	Yule	see total below
	Entrance	LR Drive	0
<b>TOTAL</b>			<b>250,000</b>
<b>PARKS</b>	Westridge (includes the hillside in front)		750,000
	Lookout		0
	Daybreak		500,000
<b>TOTAL</b>			<b>1,250,000</b>
<b>TRAILS</b>	Trails		850,000
<b>TOTAL</b>			<b>850,000</b>
<b>CONTINGENCY</b>			25,000
<b>TOTAL</b>			<b>25,000</b>
			\$4,000,000.00

## **Leyden Rock Metropolitan District Plans for signs marking the Right of Way for the Jefferson Parkway**

These plans are intended to modify the requirements currently in place for signage marking the ROW for the Jefferson parkway as it transitions through the Leyden Rock Metropolitan District.

The proposed design considerations include:

- The retention of the single large sign along 82<sup>nd</sup> Ave between the Yule St and Culebra St entrances to the community and the installation of two matching large signs along Leyden Rock Drive. Two signs are needed on Leyden Rock Drive due to the topography. The installation of two angled signs also allows for visibility for vehicle traffic traveling up and down Leyden Rock Drive; with the existing sign on 82<sup>nd</sup> already achieving visibility from both traveling directions.
- The placement of smaller double-sided steel signs through the center of the ROW at roughly 500' intervals. The proposed signage size was designed to endure the high wind speeds typical of the area.
- The placement of trail marker-sized single-sided signs at the entrances of two organic trails which transition the ROW, and another at the single vehicular access point.
- The modified verbiage for the signs has been proposed to reduce characters and increase the size of the font to enhance readability.
- The total number of signs proposed to be placed (including the existing sign) =18

## Western Section of the ROW



**Green Dots** = 8" X 12" single-sided single post steel signs at the two organic trail crossings and the one vehicular entrance.

**5 sign locations**

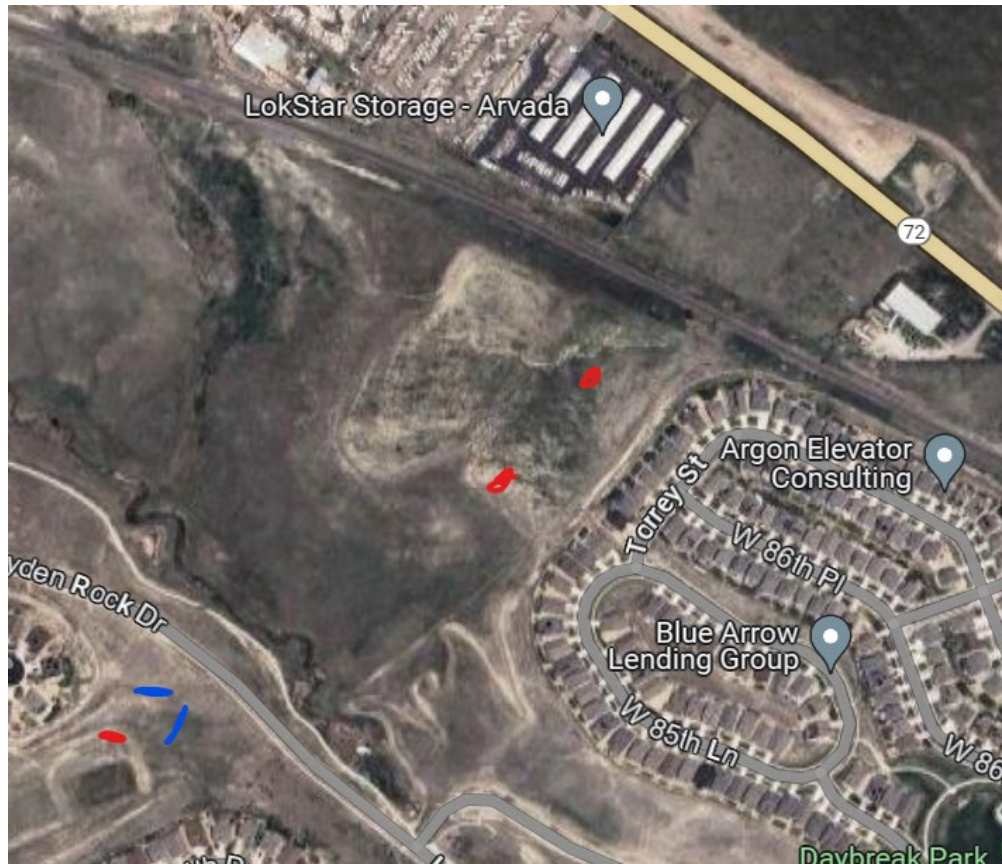
**Red Lines** = 18" X 18" double sided single post steel signs down the center of the ROW, roughly 500" apart.

**10 sign locations**, including Eastern section

**Blue Lines** = 40" X 60" single sided double post wood signs.

**3 sign locations**, one is already in place

## Eastern Section of the ROW



**Red Lines** = 18" X 18" double sided single post steel signs down the center of the ROW, roughly 500" apart.

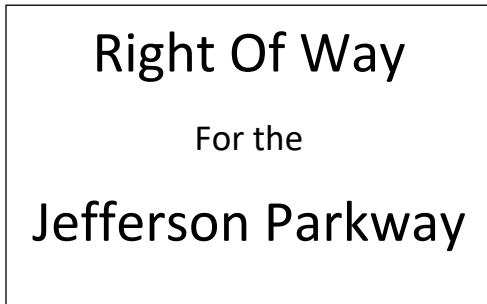
**10 sign locations**, including Western section

**Blue Lines** = 40" X 60" single sided double post wood signs.

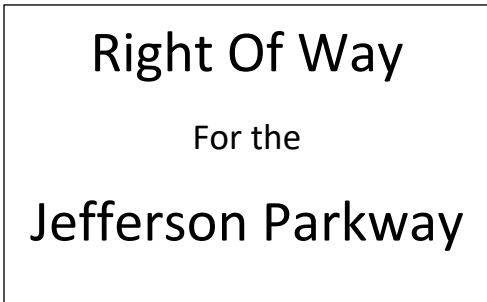
**3 sign locations**, one is already in place

**Preliminary Sign Designs**

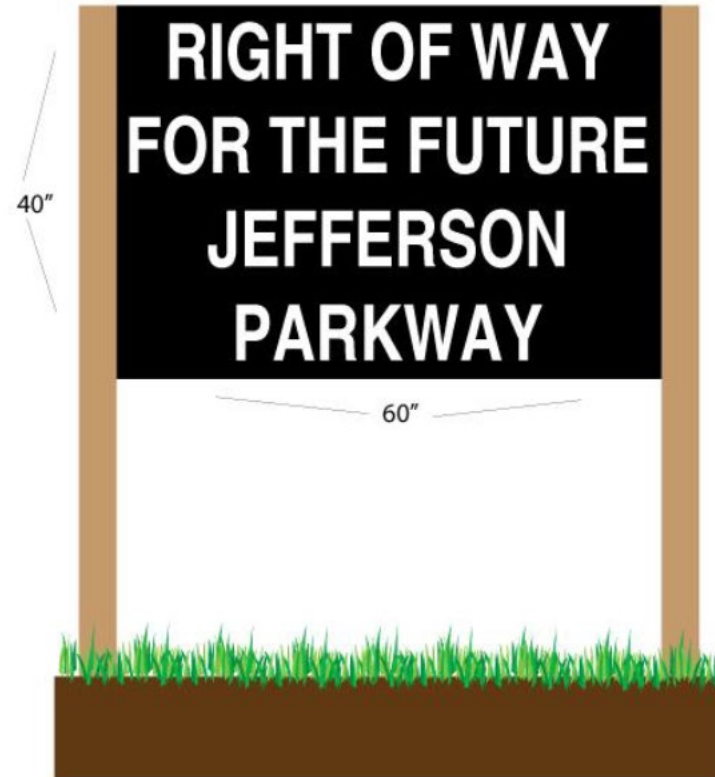
(8" x 12" Signs and 18" X 18" signs)



(40" x 60" Signs)



4x4 posts  
6'height from ground



*\*The proposed sign design will be designed to be similar to provided sign spec show to the right*

**MEMORANDUM**

To: Board of Directors

From: Katie Call, Community Manager

Date: April 9, 2024

Re: Clubhouse Turf Grading & Rock Install

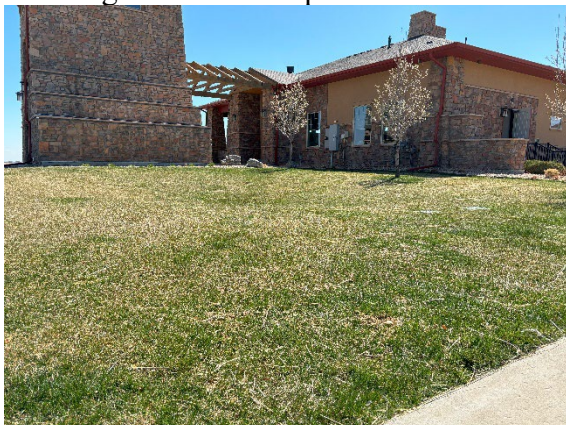
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Last year, a landscape enhancement project was identified at the clubhouse and Keesen was engaged for a proposal; Turf Grading & Rock Install and is being recommended as the first landscape project for the 2024 summer season.



These two areas were identified for improvement for the following reasons:

- Leveling out the lawn space allows additional space for event use.







**LEYDEN ROCK**  
METROPOLITAN DISTRICT

- Converting the section from turf to rock eliminates the need for irrigation and limits repairs costs.



<b>Project</b>	<b>GL Category</b>	<b>2024 Budget</b>	<b>Actual</b>	<b>Proposal Amount</b>	<b>Remaining after Approval</b>
Clubhouse Grading & Rock	Landscape Other/Misc	\$ 200,000.00	\$ 200,000.00	\$ 8,355.00	\$ 191,645.00



April 28, 2023

WORK ORDER #95708

**PROPOSAL FOR**

Leyden Rock Metropolitan District  
W. 82nd Avenue & Leyden Rock Drive  
Arvada, CO 80007

Thank you for allowing us to provide you a quote to perform the work we discussed. We will work out a schedule with you to complete the work once you sign and return this proposal. You may send it via email to [service@keesenlandscape.com](mailto:service@keesenlandscape.com) or fax it to (303) 761-3466. While we do not anticipate any changes to the total cost, Keesen Landscape Management, Inc. does reserve the right to review any proposal that is over 30 days old.

**DESCRIPTION OF WORK TO BE PERFORMED**

Leyden Rock Turf grading and rock install

Work to address unusable grass area in front of Club house and install rock at Utility box.

Keesen will strip back sod, raise drain catch basin, and then backfill area with screened and amended topsoil compacting every 6" of lift. Sod will be laid back and taped off for a minimum of 3 weeks for grass reestablishment and soil settling.

At utility box, we will remove vegetation from sidewalk to street, install fabric and then topdress with matching rock to the area.

<b>Sale</b>	<b>\$8,354.67</b>
<b>Sales Tax</b>	<b>\$0.00</b>
<b>Total</b>	<b>\$8,354.67</b>

**LEYDEN ROCK METROPOLITAN DISTRICT  
WORK ORDER SUMMARY**

<b>INCLUDED SERVICES</b>	<b>SALES TAX</b>	<b>TOTAL COST</b>
--------------------------	------------------	-------------------

Demo	\$0.00	\$257.37
Soil grading	\$0.00	\$5,024.97
Drainage alteration and Sod replacement	\$0.00	\$1,183.03
Rock install surrounding electrical box	\$0.00	\$1,889.30
	<b>\$0.00</b>	<b>\$8,354.67</b>

**Note: Unless otherwise specified, supplemental watering is not included in this proposal. If additional watering is necessary to protect plant material warranty, a separate proposal will be submitted.**

**Note: New plant material will be covered by a 1 year/1 replacement warrant. This does not cover any plant material not connected to working irrigation, owner negligence or circumstances beyond our control including freeze and rodent damage. This includes trees, shrubs and perennial plant material only.**

**Force Majeure and Delays**

**Landscape Contractor’s installation and warranty obligations under this work order are accepted subject to strikes, labor troubles (including strikes or labor troubles affecting any suppliers of Landscape Contractor), floods, fires, acts of God, accidents, delays, shortages of equipment, contingencies of transportation, and other causes of like or different character beyond the control of the Landscape Contractor. Impossibility of performance by reason of any legislative, executive, or judicial act of any government authority shall excuse performance of or delay in performance of this work order.**

By \_\_\_\_\_  
Angie Sherman

By \_\_\_\_\_

Date 4/28/2023

Date \_\_\_\_\_

**Keesen Landscape Management,  
Inc.**

LEYDEN ROCK  
METROPOLITAN DISTRICT

**Note: Unless otherwise specified in the work order, all required irrigation repairs/modifications will be done on a time and materials basis at contracted rates.**



**MEMORANDUM**

To: Board of Directors

From: Katie Call, Community Manager

Date: April 9, 2024

Re: Pool Lesson Hour Expansion

The District’s vendor for pool monitors, Mile High Pools would like to discuss and propose extended pool lesson hours for the 2024 pool season.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Pool Hours</b>	5:00am-9:00pm						
<b>AM Lap Swim</b>	5:00am-9:00am						
<b>Open Swim</b>	9:00am-7:45pm				9:00am-9:00pm		
<b>PM Lap Swim</b>	8:00pm-9:00pm				n/a		
<b>Current Swim Lessons</b>	8:00am-9:00am	8am-10am 4pm-7pm			8:00am-10:00am		8:00am-9:00am
<b>Proposed Swim Lessons</b>	<b>8:00am-10:00am</b>	<b>8:00am-7:00pm</b>				<b>8:00am-10:00am</b>	



**MEMORANDUM**

To: Board of Directors

From: Katie Call, Community Manager

Date: April 9, 2024

Re: Automated Chemical Injection System Proposal

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The District's pool maintenance company, Peak One Pool & Spa, has recommended the equipment addition of an automated chemical injection system to the existing pump room set up. This addition includes changing the chemicals used from chlorine tablets to liquid chlorine with expected cost savings in chemical use this year. Remaining stock of chlorine tablets can be utilized for high traffic weekends (events/holidays).

<b>GL Category</b>	<b>2024 Budget</b>	<b>Actual</b>	<b>Proposal Amount</b>	<b>Remaining after Approval</b>
Pool Supplies/Chemicals	\$ 12,000.00	\$ 12,000.00	\$ 1,962.20	\$ 10,037.80

Overview of chemical costs

	<b>Chemical Option</b>	<b>Cost</b>	<b>Use</b>
Current	One bucket of tablets	\$414	~4 days
Proposed	Liquid chlorine drum	\$900	~14 days



# Estimate

Date	Estimate #
1/12/2024	5101

Leyden Rock Metro District  
c/o Advance HOA Management  
PO Box 370390  
Denver, CO 80237

Leyden Rock  
17685 W 83rd Drive  
Arvada, CO 80007

Description	Qty	Rate	Total
<b>INSTALL SODIUM HYPOCHLORITE SANITIZER AUTOMATED CHEMICAL INJECTION SYSTEM</b>			
Stenner Pumps Classic Single Head Adjustable Chemical Injection Pump	2	588.00	1,176.00
Timer for Chemical Dosing	2	19.60	39.20
1/4" Lead Tube per foot	100	0.47	47.00
Labor: Professional Installation, Setup, Programming and Monitoring	1	700.00	700.00

Approved by \_\_\_\_\_

**Subtotal** \$1,962.20

**Sales Tax (0.0%)** \$0.00

**Total** **\$1,962.20**

Please call 970-418-0767 or email  
peakonepoolandspa@gmail.com and reference  
Estimate # to approve. Thank you for your business!

*This estimate is an approximation and is not guaranteed. It is the approximate cost to complete the work described based on information provided. Actual cost may change and will be charged based upon the price of parts provided by Peak One Pool & Spa plus labor which will be charged by the hour and may include time taken to research, source and purchase any materials provided. Estimate is good for 90 days.*



**MEMORANDUM**

To: Board of Directors

From: Katie Call, Community Manager

Date: April 9, 2024

Re: Replace Pool Lights

---

The District's pool maintenance company, Peak One Pool & Spa, has proposed upgrading the pool lighting to LED. The existing lights are incandescent, and there are bulbs still out that were not replaced in the 2023 pool season. Estimate 4739 is to upgrade to LED pool lights. LED lights have a longer lifespan and are more energy efficient.

Noted change order on proposal: The beach entry lighting was upgraded to LED last year in conjunction with the pool glass incident closure.

<b>GL Category</b>	<b>2024 Budget</b>	<b>Actual</b>	<b>Proposal Amount</b>	<b>Remaining after Approval</b>
Pool Repairs	\$ 10,000.00	\$ 10,000.00	\$ 4,912.00	\$ 5,088.00



# Estimate

Date	Estimate #
7/11/2023	4739

Leyden Rock Metro District  
c/o Advance HOA Management  
PO Box 370390  
Denver, CO 80237

Leyden Rock  
17685 W 83rd Drive  
Arvada, CO 80007

Description	Qty	Rate	Total
REPLACE POOL LIGHTS			
Pentair Equipment: 55W 120V 100' White Pool 500W Intellibrite 5G LED	4	1,028.00	4,112.00
Pentair IntelliBrite(R) 5g LED Spa Light; 120 V, 18 W, 100 ft Cord, White	0	815.00	0.00
Labor: Installation	1	800.00	800.00
~~~~~ CHANGE ORDER ~~~~~			
June 26, 2023			
> Decreased price of Spa Intellibrite from \$1,830.00 to \$1,549.75. (-\$280.25)			
Total change to estimate -\$280.25			
~~~~~			

Approved by \_\_\_\_\_

**Subtotal** \$4,912.00

**Sales Tax (0.0%)** \$0.00

**Total** \$4,912.00

Please call 970-418-0767 or email  
peakonepoolandspa@gmail.com and reference  
Estimate # to approve. Thank you for your business!

This estimate is an approximation and is not guaranteed. It is the approximate cost to complete the work described based on information provided. Actual cost may change and will be charged based upon the price of parts provided by Peak One Pool & Spa plus labor which will be charged by the hour and may include time taken to research, source and purchase any materials provided. Estimate is good for 90 days.





**MEMORANDUM**

To: Board of Directors

From: Katie Call, Community Manager

Date: April 4, 2024

Re: Rodent Control Program

We engaged with Advantage Pest Control for a reoccurring rodent control program aimed at minimizing rodent activity around the clubhouse and pool area.

Scope of Service:

- Installation of 6-8 exterior rodent control stations strategically placed around the property to effectively target areas of high rodent activity. (mulch/rock beds, near the building, by ac unit, around the pool, grill, near the front door)
- Regular inspections and maintenance of bait stations located at the pool area during each visit.
- Utilization of advanced monitoring techniques such as Bluetooth technology or visual inspections to accurately assess rodent activity and adjust bait application as needed.

**Advantage Pest Management- Pest Control Proposal**

<b>Service Options</b>	<b>Service</b>	<b>First Month + Initial Set Up</b>	<b>Cost</b>	<b>2024 Cost (if started in January)</b>	<b>Estimated Annual Total (without set up fee)</b>
With Bluetooth Monitoring <ul style="list-style-type: none"> <li>• minimal use of rodenticide</li> <li>• add on feature, tray that will read/track activity, will tell if we need to use rodenticide and how bad</li> </ul>	Monthly	\$ 300	\$ 95/month	\$ 1,345	\$ 1,140
W/O Bluetooth Monitoring <ul style="list-style-type: none"> <li>• use of rodenticide on each visit</li> </ul>	Bi-monthly	\$ 200	\$ 125/service	\$ 825	\$ 750


  
**LEYDEN ROCK**
  
 METROPOLITAN DISTRICT



- Locked, special key needed.
- Weighs about 10-15 lbs, can be tethered.
- Black box is private labeled with information (stamped with company name, website, info, caution message, name of product, epa #, active ingredient, % of active ingredient). The Rock style is not privately stamped and requires additional steps to accomplish.
- Additional Costs to Consider- Replacement Boxes of \$25-50 are billed back to the community if there is damage to the box.

Project	GL Category	2024 Budget	Actual	Estimated total for 2024 (based on services beginning in May)	Remaining after Approval
With Bluetooth Monitoring (minimal use of poison)	Common Area Repairs & Maintenance	\$ 7,000.00	\$ 7,000.00	\$ 965.00	\$ 6,035.00
W/O Bluetooth Monitoring (use of rodenticide on each visit)	Common Area Repairs & Maintenance	\$ 7,000.00	\$ 7,000.00	\$ 575.00	\$ 6,425.00



## Commercial Pest Control Bid Form

Advantage Pest Management  
2921 W 38<sup>th</sup> Ave.  
Unit 222  
Denver, CO 80221  
720-774-8014  
jross@advantagepmco.com

Company Name: Leyden Rock Com. Center  
Contact: Katie Call  
Address: 17685 W 83<sup>rd</sup> Ave  
City: Arvada, CO 80007  
Phone: 303-482-2213 x 360  
Email: katie.call@advanceHOA.com

### **Project Information:**

**Location: Leyden Rock Community Center + Pool**

**Pest Issue: Rodents**

**Service Request: Preventative**

**Frequency: Monthly or Bi-Monthly**

**Payment Terms: Net 30**

**Service Availability: Mon-Fri**

**Additional Information: Complete services around pool hours**

### **Scope of Service:**

Advantage Pest Management will set up a reoccurring rodent control program to minimize the rodent activity around the clubhouse and the pool area. This rodent program will consist of 6-8 exterior rodent control stations around the property to minimize the rodent population creating a safer and more enjoyable atmosphere around the pool and club house

### **Ongoing Service:**

Each visit APM will inspect and report on the bait stations at the pool. We will detect the amount of rodent activity and apply bait accordingly to minimize rodenticide on the property as well as rodent pressure. We can do this through Bluetooth monitoring or visual inspections upon each visit.

### **Extra Services:**

APM will provide in between services at no additional cost, if needed

### **Estimated Time Of Service:**

20-30 min

### **Covered Pests:**

Norway Rats, House Mice, Deer Mice

**Products Used:**

Evo Express weighted bait stations with or without Bluetooth  
Contra Blox

**Cost of Service:**

With Bluetooth Monitoring (minimal use of poison)

Initial Set-Up: \$300

Monthly Service: \$95/mo

W/O Bluetooth Monitoring (use of rodenticide on each visit)

Initial Set-Up: \$200

Bi-monthly Service: \$125/mo

\_\_\_\_ By checking this box, you acknowledge and consent that your action constitutes an electronic signature as legally binding as a handwritten signature, agreeing to the terms and conditions outlined in the document. You affirm your intent to enter, and be bound by, the agreements made herein through this digital signing process.

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Terms Continued Below*

Advantage Pest Management (APM) Commercial Pest Control Services Agreement Terms and Conditions:

**1. Provision of Services:**

Advantage Pest Management (APM) shall extend comprehensive pest management services, inclusive of inspections, pest identification, and implementation of control measures, expressly designed to accommodate the multifaceted nature of commercial property requirements.

**2. Service Scope:**

The scope of pest control services provided under this Agreement includes targeting pests around the exterior perimeter of the structure, as well as inside the premises. APM will select treatment methods and products based on the type of pests, extent of infestation, and in adherence to safety standards.

**3. Safety and Environmental Compliance:**

Advantage Pest Management (APM) is committed to the highest standards of safety and environmental stewardship. We utilize pest control methods and products that are environmentally responsible and approved by regulatory agencies. Our technicians are trained to apply treatments in a manner that minimizes risks to your family, pets, and the environment. We strictly adhere to all guidelines set forth by environmental protection agencies to ensure the safety and efficacy of our services.

**4. Adherence to Regulatory Compliance:**

The services rendered by APM shall be in strict compliance with all applicable industry-specific health and safety regulations, with APM undertaking to maintain a service protocol that supports Client's regulatory compliance obligations.

**5. Customer Preparation Responsibilities:**

To ensure the effectiveness of our pest control services, we ask customers to prepare their premises prior to our visit. This includes securing all pets and moving them to a safe area, both for interior and exterior services, to prevent any exposure to treatment materials. We may also need access to the entire perimeter of the property so side gates may need to be unlocked.

**6. Minimization of Operational Disruption:**

APM covenants to schedule and execute pest control services in a manner that minimizes interference with Client's commercial operations, adhering to a mutually agreed-upon service schedule to facilitate uninterrupted business conduct.

**8. Access and Cooperation:**

The customer agrees to provide APM personnel with access to the premises at the scheduled times for service. In instances where access is not possible, the customer is obligated to notify APM in advance to reschedule the service. Failure to provide access or timely notification may result in additional charges or impact the efficacy of the pest control services.

### **9. Communication and Scheduling:**

Advantage Pest Management (APM) will primarily communicate with customers through text messages and emails for scheduling and service-related updates. It is incumbent upon the customer to provide timely responses to these communications. The customer is required to inform APM in advance if a scheduled service needs to be rescheduled. Failure to provide such notification may result in the customer being liable for payment for the scheduled service. In such cases, APM may charge for partial services rendered and it becomes the responsibility of the customer to contact APM to arrange for any further services. This policy ensures that APM can efficiently manage its service schedule and resources, while also providing customers with the flexibility to manage their service appointments.

### **10. Record Keeping and Reporting Protocol:**

Advantage Pest Management (APM) shall maintain meticulous records of all pest control interventions conducted at the Client's premises and shall furnish detailed reports thereof, which shall include, but not be limited to, the nature of treatments administered, pest occurrences, and efficacy of interventions, for the Client's internal and regulatory use.

### **11. Re-treatment Policy:**

Advantage Pest Management (APM) commits to offering complimentary re-treatments for the specific pests covered under this Agreement, as required, between the scheduled service visits. APM will endeavor to respond to re-treatment requests within 72 business hours to address and resolve the issue. In instances where re-treatment is requested, APM reserves the right to conduct a thorough inspection to assess the presence and extent of the pest infestation. If APM determines that there is no substantial evidence of a pest infestation consistent with the customer's claim, APM may, at its discretion, choose to deny the re-treatment service. This measure is to ensure the fair and appropriate use of the re-treatment policy. Should treatment be required for pests not covered in this Agreement, such services will be provided at an additional cost. These costs, as well as the details of the additional services, will be communicated to the customer for agreement prior to commencement of treatment.

### **12. Provision of Emergency and After-Hours Services:**

In recognition of the potential for urgent pest control exigencies, APM agrees to provide emergency pest management services beyond standard operational hours, subject to the terms herein defined for such eventualities.

### **13. Insurance and Licensing Information:**

APM is fully licensed by the Colorado Department of Agriculture for commercial pest control applications. We carry comprehensive insurance coverage, including general liability, workers' compensation, and auto insurance, to provide peace of mind and protection for our clients and employees.

### **14. Suspension of Service:**

Services may be suspended if the Client fails to comply with the terms set forth by APM or if the Client's account becomes past due and there is no demonstrable effort to rectify the outstanding balance. APM reserves the right to discontinue services until the account is settled or an agreement is reached.

### **15. Agreement Termination and Cancellation Policy:**

This Agreement may be terminated by either party at any time. Clients may cancel this Agreement at their discretion. In the interest of fairness and transparency, initial service fees will be charged at the commencement of the Agreement, thereby precluding the need for long-term contractual commitments or hidden fees. Upon termination or cancellation of this Agreement by the client, Advantage Pest Management (APM) will not issue refunds for any services already rendered. For clients who have prepaid for services, a prorated refund will be issued for any services that have not yet been provided. It is required that notification of cancellation or termination must be provided in writing by the client. This ensures a clear and documented communication process for ending the service agreement.

### **16. Data Protection and Privacy Policy:**

APM is committed to protecting the privacy and security of our customers' personal information. The information collected, such as contact details and payment information, is used solely for the purpose of providing pest control services and communicating with our customers. We implement strict security measures to ensure the confidentiality and integrity of your data.

### **17. Renewal Terms:**

This Agreement will automatically renew at the end of each term for a subsequent term unless either party provides written notice of termination. Renewal of the Agreement will be at the then-current terms and pricing, subject to the annual price adjustment clause.

### **18. Annual Price Adjustment:**

Advantage Pest Management (APM) reserves the right to implement an annual price increase of 2-4% from the initial start date of the pest control service. This annual adjustment is implemented to account for inflation, increased operational costs, and other relevant economic factors.

By entering into this Agreement, the customer acknowledges and agrees to this annual price increase. APM will not provide additional notifications each year regarding this increase, as this policy is hereby communicated and agreed upon within this Agreement.

**19. Payment Terms:**

The Client agrees to the payment terms as outlined in this Agreement. Payment for services rendered by APM is expected upon completion of each service visit via check or credit card, in accordance with the agreed-upon terms. The Client will ensure that APM has the correct payment details on file. Any billing inquiries or disputes shall be communicated to APM within a reasonable period.

**20. Additional Charges:**

Additional charges may apply for services or materials that are not included in the initial scope of this Agreement. This may include treatments for pests not listed in the Agreement and any extra materials required for specific pest control situations.

**21. Automatic Credit Card Billing:**

As part of our commitment to convenience and efficient service delivery, Advantage Pest Management (APM) offers an automatic billing option for our clients. Under this policy, APM will automatically bill the client's credit card for pest control services as per the specific charge agreement outlined in the initial service contract. Upon entering into this Agreement, the client authorizes APM to charge their provided credit card for services rendered in accordance with the agreed-upon schedule and pricing. This may include regular service fees, any additional charges for extra services or treatments as specified in the Agreement, and applicable taxes. The client's credit card will be charged automatically following the completion of each scheduled service or as otherwise stipulated in their specific charge agreement. APM will provide the client with a digital receipt or invoice for each transaction for their records. Clients are responsible for ensuring that their credit card information is kept up to date. In case of any changes to the credit card details, it is the client's responsibility to notify APM in a timely manner to avoid interruptions in service. APM commits to maintaining the highest standards of data protection and privacy. All credit card information will be stored and processed using secure, encrypted methods to ensure the client's financial security and privacy.

**22. Customer Feedback and Service Evaluation:**

Following each service, APM will request customer feedback through email and text messages. We value your opinions and use this feedback to continually improve our services. Your ratings and comments help us maintain high standards and ensure your satisfaction with our pest control solutions.

**23. Limitation of Liability:**

Advantage Pest Management (APM) is committed to providing high-quality pest control services with the aim of mitigating and controlling pest issues. While APM endeavors to prevent pest-related damages, it is important to note that APM's primary role under this Agreement is the provision of pest control services. APM cannot assume responsibility for any damages caused by pests at any time before, during, or after the provision of its services. This includes, but is not limited to, physical damages to the property or health-related issues arising from pest infestations. Although APM employs professional methods and techniques to control and manage pest problems, it is understood that complete prevention of pest-related damages cannot be guaranteed. APM encourages customers to communicate promptly about any pest concerns so that they may be addressed in a timely and effective manner.