LINCOLN CREEK METROPOLITAN DISTRICT
MANAGEMENT / NEW CLIENT PLANNING SESSION
SPECIAL MEETING MINUTES

MONDAY, FEBRUARY 24, 2025 10:00 AM – 11:30 AM

Via Microsoft Teams

Board Members Present:

- Ken Rastberger, President (Term Expires 5/2027)
- Grant Platt, Secretary (Term Expires 5/2025)
- Rodger Glick, Treasurer (Term Expires 5/2027)

Westwind Management Group, LLC Representatives:

- Tara Segura, Lead Association Business Manager, CMCA, AMS
- Rachel Kaelin, Community Administrator Specialist
- Jackie Pena, Director of Accounting Services
- Israel Soto, Director of Vendor Services

1. Call to Order

The meeting was called to order at 10:00 AM by President Ken Rastberger.

2. Onboarding Discussion Items

Administrative

- Overview of common property operations and general expectations was discussed.
- Communication protocols between the Board, management, homeowners, and vendors were reviewed and established.
- Maintenance and work order procedures were outlined, with emphasis on documentation and response timelines. Westwind to send new work orders to Ken first.
- Inspection and compliance processes were explained, including frequency and reporting structure.
- Facilities access control procedures are handled by Ken.
- Westwind to prepare a Board & Community Reference Sheet and Emergency Response contact list.

- Insurance policies to be reviewed and updated as necessary; updated certificate with Westwind information to be obtained.
- Regular Board meeting dates/times to be confirmed via email follow-up.
- Annual meeting planning procedures were reviewed.
- Board meeting notice requirements and procedures were discussed and clarified.

Accounting

- Expense conversion and restatement of the current budget was introduced with a 60-day turn around.
- ACH set up for management fees to begin on the first day of contract service.
- Board will coordinate with Westwind to update signature cards for Ken and Grant in the operating, savings, and investment accounts. Ken also has a credit card for the association containing $1000 in petty cash with US Bank.
- Timing of bill runs was reviewed; the process for invoice approvals and online signatures was also introduced.
- Board will receive online invoice approval training at a future session.
- Mandatory Audit will be scheduled for June of 2025.

Vendor Services

- Discussion held on upcoming projects; Westwind to obtain details for prioritization and coordination.
- Current phased out fencing plan underway in year 2 of 3.

Records & Documents

- The board and management identified any urgent records to locate, including current legal issues and expiring contracts.
- Westwind outlined anticipated timing for record onboarding: receipt expected within 30 days of contract start, followed by approximately 30 days for review depending on condition.

Other Items

- The Board was invited to share additional topics or questions.
- A new management letter was approved to be sent by the Board.

- The detention pond is to be cleaned on an annual basis and has been completed.
- There are message Boards for community notifications. This is where meeting notices are to be posted. Ken has the keys to the message boards as well as irrigation timers.

3. Adjournment

There being no further business, the meeting was adjourned at 11:30 AM.

Prepared by:
Westwind Management Group, LLC

/s/ Grant Platt
Secretary to the Board

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