

**RECORD OF PROCEEDINGS
MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
LYONS RIDGE METROPOLITAN DISTRICT**

HELD: Friday, December 10, 2021, 2:00 p.m., via video and teleconference.

ATTENDANCE:

A regular meeting of the Board of Directors of Lyons Ridge Metropolitan District, Jefferson County, Colorado, was called and held as shown above and in accordance with the applicable statutes of the State of Colorado, with the following directors present and acting:

Peter A. Culshaw, President
John Kilrow, Assistant Secretary
Bruce Wiesley, Director
Katrien Singer, Director

Director Greg Forst was absent, excused. Also present were Ken Lykens of Shea Properties as General District Manager and Secretary to the Board; Eric Hecox, Andrew Adamowksi, Cassie Thomas, Michael Assante, Hannah Boldt and Cheri Radeker of Shea Properties; Jason Carroll of CliftonLarsonAllen; Tom George of Spencer Fane LLP as Counsel for the District, and members of the public.

CALL TO ORDER:

It was noted that a quorum was present for the purpose of conducting a meeting of the Board of Directors of the Lyons Ridge Metropolitan District and the meeting was called to order at 2:01 p.m.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST:

Mr. George noted that transactional disclosure statements for various members of the Board had been filed with the Secretary of State and the Secretary of the District with regards to any actions taken by the Board at this meeting.

DISTRICT MATTERS:

1. Meeting Minutes. The Board reviewed the minutes of the regular meeting of the Board held on November 19, 2021. Following discussion and upon motion duly made, seconded, and upon vote unanimously carried, the Board approved the minutes with changes as discussed.
2. Pay Applications. It was noted that the most recent pay applications were approved at the November 19, 2021 Board meeting. The Board requested that the District accountants provide more detail in future pay applications related to the allocation of costs to specific line items of the budget to assist the Board in tracking

expenditures. No further actions were taken.

3. 2021 Budget Amendment Hearing. It was noted that proper publication had been made in order for the District to conduct a public hearing on the proposed 2021 budget amendment. Mr. Carroll presented the proposed 2021 budget amendment to the Board. Director Culshaw opened a public hearing on the proposed 2021 budget amendment. As no members of the public wished to comment, Director Culshaw closed the public hearing.

Following discussion, upon motion duly made, seconded and upon vote unanimously carried, the Board approved the 2021 budget amendment as presented.

4. 2022 Draft Budget and Budget Hearing. It was noted that proper publication had been made in order for the District to conduct a public hearing on 2022 budget. Mr. Carroll presented the proposed 2022 budget to the Board. Director Culshaw opened a public hearing on the proposed 2022 budget. As no members of the public wished to comment, Director Culshaw closed the public hearing.

Following discussion of the proposed budget, the Board reviewed the resolution indicating the adoption of the budget as shown and appropriation of the funds as shown. Upon motion duly made, seconded and upon vote unanimously carried, the Board (1) approved and adopted the 2022 budget as presented, (2) approved and adopted the mill levy as indicated in the resolution within said Resolution, (3) authorized the President and the Secretary to sign the necessary documentation, and (4) directed that the Certification of the Tax Levies be submitted to the County of Jefferson by the accountant no later than December 15, 2021, and for general counsel to file the adopted budget with the Division of Local Government on or before January 31, 2022.

5. 2021 Audit Engagement Letter. The Board reviewed the 2021 audit engagement letter. Following discussion, upon motion duly made, seconded and upon vote unanimously carried, the Board approved the audit engagement letter as presented.

6. Annual Administrative Items.

- a. Mr. George reviewed the draft 2022 Transparency Notice with the Board. It was noted that the posting location should be identified as the District website and the Designated Election Official should be updated to be consistent with the proposed election resolution. Upon motion duly made, seconded and upon vote unanimously carried, the Board approved the notice with the revisions discussed and directed legal counsel to file the same.

- b. Mr. George reviewed the Administrative Matters Resolution for 2022 with the Board. Upon motion duly made, seconded and upon vote unanimously carried, the Board approved the resolution with the revisions discussed.

- c. Director Culshaw reviewed the Lyons Ridge DRC Annual Appointments with

the Board. Following discussion, upon motion duly made, seconded and upon vote unanimously carried, the Board approved the appointments as presented.

7. Resolution Calling May 2022 Regular Election. Mr. George reviewed the Resolution Calling May 2022 Regular Election with the Board. Upon motion duly made, seconded and upon vote unanimously carried, the Board approved the resolution. Mr. George noted the call for nominations notice will be mailed as well as published to comply with statutory changes in 2021, and the Board discussed the election. No additional action was taken.
8. General Updates:
 - a. Landscape and Maintenance Update. Mr. Adamowksi gave a general update to the Board and an update on trash cans. No action was taken.
 - b. Tract D Stairs. Mr. Lykens updated the Board on the status of the project. Director Singer noted that she has been in contact with many of the nearby neighbors and said she's been in touch with the DRC about it. Staff will continue efforts to prepare the design. No further action was taken.
 - c. Homeowner Handbook Update. Director Singer updated the Board on the proposed handbook and noted that she's working with legal counsel to develop it. She will continue to work and bring it back to the Board at a future meeting.
 - d. Little Free Libraries. It was noted that this item was discussed in November and legal counsel is preparing a proposed license agreement. No further action was taken.
9. Agreement with Rowcal. Mr. Lykens noted that the District's agreement with Rowcal will expire at the end of 2021. Mr. Lykens will contact Rowcal to discuss extending the agreement beyond 2021. No further action was taken.

PUBLIC COMMENT:

Public comment was had regarding replacement of dead trees in the open space between Mt. Glennon and Lyons Ridge Drive. Staff intends to address this in the Spring.

Public comment stated that the proposed handbook is a good idea and noted that there exists a large hole in the ground within the District that is an eyesore and a nuisance, as well as a dangerous condition.

Public comment also noted that the hole in the ground may be related to upgrades being made to the nearby AT&T cell tower, which improvements are unsightly.

EXECUTIVE SESSION:

None.

OTHER BUSINESS:


Director Singer brought to the attention of the Board and Manager issues related to damaged pedestals and ground disturbances, pet waste in the open space areas, and use of District playgrounds. Discussion ensued. The Board directed the management staff to look into these issues and address as necessary and appropriate.

Director Wiesley brought to the attention of the Board that a homeowner has planted a number of trees on district property adjacent to the golf course. Ms. Thomas noted that the trees were not planted by the golf course and the District staff is working with the responsible homeowners to resolve the issue.

ADJOURNMENT:

It was noted that the next Board meeting is scheduled for Friday, March 11, 2022. There being no further business to come before the Board and upon motion duly made, seconded and unanimously carried, the Board adjourned the meeting at 3:50 p.m.

The foregoing Minutes constitute a true and correct copy of the minutes of the above-referenced meeting and were approved by the Board of Directors of the Lyons Ridge Metropolitan District.



Secretary to the Board