

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

HELD: Friday, November 19, 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; Michael Assante, Cassie Thomas Eric Hecox, Andrew Adamowksi, Hannah Boldt and Cheri Radeker of Shea Properties; Margaret Henderson 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 2:07 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 June 11, 2021. Following discussion and upon motion duly made, seconded, and upon vote unanimously carried, the Board approved the minutes as presented.
2. Pay Applications. Ms. Henderson reviewed the pay applications with the Board. Director Wiesley and Director Singer requested further information on invoices received from ColoradoScapes Inc. Following review and upon motion duly made,

seconded, and upon vote unanimously carried, the Board approved the pay applications as presented.

3. 2020 Final Audit Report. Ms. Henderson presented the 2020 Audit Report with the Board and noted that it has been filed with the State Auditor as required by law. Following review and upon motion duly made, seconded, and upon vote unanimously carried, the Board approved the 2020 Audit Report and ratified its prior filing.
4. 2021 Mid-Year and September 30, 2021 Financial Statements. Ms. Henderson reviewed the financial statements with the Board. Following discussion and upon motion duly made, seconded, and upon vote unanimously carried, the Board accepted the financial statements as presented.
5. 2022 Draft Budget. Ms. Henderson presented the proposed 2022 budget to the Board as an informational item only. No action was taken as the budget will be approved at the December 10, 2021 budget hearing and meeting.
6. CliftonLarsenAllen LLP Master Service Agreement and Statement of Work (Accounting Services). Ms. Henderson presented the proposed Master Service Agreement and Statement of Work for Accounting Services to the Board and noted that CLA is updating its services agreements with all of its clients consistent with this form. Mr. George noted that he reviewed and has no concerns about the form. Following discussion and upon motion duly made, seconded, and upon vote unanimously carried, the Board approved the Master Service Agreement and Statement of Work (Accounting Services) as presented.

GENERAL UPDATES:

Landscape and Maintenance Update. Mr. Adamowksi gave a general update to the Board. No action was taken.

Community Committee/Newsletter. No update.

Tract D Stairs. Director Singer presented a proposal to add an unpaved footpath and stairs through Tract D, noting that residents are currently walking across the native tract to access the nearby mailboxes and a path has been worn into the landscaping, and the proposed improvements would enhance the connectivity and prevent further damage to the landscaping. Following discussion, the Board authorized District staff to look further into the proposed improvements, including to identify what County or other approvals may be needed and to determine the views of the adjacent residents, and to include funding in the proposed 2022 budget.

Introduction of New DRC Members. Director Singer introduced the new members to serve on the DRC.

Homeowner Handbook Update. Director Singer discussed with the Board a proposed “Homeowner Handbook” she has been preparing, the intended purpose of which is to give current and new residents some guidance as to which community documents (ODP, covenants, design guidelines, etc.) control in certain circumstances and how to find additional information when needed. The Board expressed some concern about such a handbook being interpreted as a controlling document, and potentially contradicting the other controlling documents, and noted that District staff and legal counsel should be involved in the preparation of the Document. The Board also cautioned against spending a lot of District funds on preparing the document. Director Singer agreed, and indicated she has already spent a fair amount of her own time on the document so staff and legal counsel time should be minimal. The Board directed District staff and legal counsel to work with Director Singer in reviewing and preparing the proposed handbook, and to bring it back for Board consideration at a later date.

Little Free Libraries. Director Wiesley presented the proposed project to the Board. Staff will continue to look into it. Director Singer volunteered to be responsible for maintenance and management of the little free libraries. No action was taken by the Board.

Non-Compliance Fee Schedule. Director Singer raised questions about how the fee schedule was prepared and how it was used. Director Kilrow noted that the fee schedule is utilized with a level of discretion in order to best achieve resolution in each particular circumstance, with compliance being the primary goal. Discussion ensued. No action was taken by the Board.

2022 Proposed District Meeting Calendar. The Board reviewed the proposed 2022 meeting calendar. Following discussion, the Board approved and directed staff to set the schedule for 2022 meetings.

PUBLIC COMMENT:

None.

EXECUTIVE SESSION:

None.

OTHER BUSINESS:

None.

ADJOURNMENT:

It was noted that the next Board meeting is scheduled for Friday, December 10, 2021. 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 3:27 p.m.

RECORD OF PROCEEDINGS
Lyons Ridge Metropolitan District
November 19, 2021

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