

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
COTTONWOOD HIGHLANDS METROPOLITAN DISTRICT NO. 1  
HELD JULY 19, 2021

A Special Meeting of the Board of Directors of the Cottonwood Highlands Metropolitan District No. 1 was held on Monday, July 19, 2021 at 2:00 p.m. as a telephone and video conference on Microsoft Teams.

**ATTENDANCE**

In Attendance were Directors:

John Cheney  
Debra Hessler  
Jill Luchs  
Ryan Foristal  
Jennifer Thornbloom

Also in Attendance were:

Celeste Terrell & Nancy Bach; CliftonLarsonAllen LLP (CLA)  
Sean Allen; White Bear Ankele Tanaka & Waldron  
Sara Rutman; BrightView

**CALL TO ORDER**

Ms. Terrell called the meeting to order at 2:03 p.m.

**DECLARATION OF  
QUORUM / DIRECTOR  
QUALIFICATIONS /  
DISCLOSURE OF  
CONFLICTS**

Mr. Allen advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Mr. Allen reported that disclosures for those directors with potential or existing conflicts of interest were filed with the Secretary of State’s Office and the Boards at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. The Board indicated that there were no additional disclosures of potential or existing conflicts of interest with regard to the matters scheduled for discussion at the meeting. The Board determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

**APPROVAL OF AGENDA**

Upon a motion duly made by Director Luchs, seconded by Director Cheney and, upon vote, unanimously carried, the Board approved the agenda as presented.

**PUBLIC COMMENT**

None.

**ADMINISTRATIVE**

**March 3, 2020 Special Meeting Minutes:** Following review,

**MATTERS**

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upon a motion duly made by Director Cheney, seconded by Director Luchs and, upon vote, unanimously carried, the Board approved the March 3, 2020 Special Meeting Minutes.

**SavATree Proposal for Plant Health Recommendations:**

Following review, upon a motion duly made by Director Cheney, seconded by Director Luchs and, upon vote, unanimously carried, the Board ratified approval of the SavATree proposal for plant health recommendations.

**BrightView Proposal for Tree Stake Removal:**

Following review, upon a motion duly made by Director Luchs, seconded by Director Cheney and, upon vote, unanimously carried, the Board ratified approval of the BrightView proposal for tree stake removal in the amount of \$2,854.29.

**BrightView Proposal for Rock Bed Maintenance:**

Following review, upon a motion duly made by Director Luchs, seconded by Director Cheney and, upon vote, unanimously carried, the Board ratified approval of the BrightView proposal for rock bed maintenance in the amount of \$721.99.

**FINANCIAL MATTERS**

**Claims:** Ms. Bach reviewed the claims with the Board. Following review, upon a motion duly made by Director Cheney, seconded by Director Luchs and, upon vote, unanimously carried, the Board approved the claims in the amount of \$89,723.67.

**Public Hearing to Consider Amending the 2020 Budget;**

**Adoption of Resolution to Amend 2020 Budget:** Upon a motion duly made, seconded and, upon vote, unanimously carried, the Board opened the public hearing to consider an amendment to the 2020 Budget.

It was noted that publication of Notice stating that the Board would consider amendment of the 2020 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

Following discussion, upon motion duly made by Director Thornbloom, seconded by Director Foristal and, upon vote, unanimously carried, the Board adopted the Resolution to Amend the 2020 Budget.

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**2020 Audit:** Ms. Bach reviewed the 202 Audit with the Board. Following discussion, upon a motion duly made by Director Cheney, seconded by Director Luchs and, upon vote, unanimously carried, the Board approved the 2020 Audit and subject to final legal review, and authorized execution of the Representations Letter.

**Other:** None.

**MANAGER MATTERS**

**BrightView Proposal to Install Dog Waste Station:** Following review, upon a motion duly made by Director Cheney, seconded by Director Foristal and, upon vote, unanimously carried, the Board approved the BrightView proposal to install a dog waste station in the amount of \$1,200.85.

**BrightView Proposals regarding Mulch:** Following review, upon a motion duly made by Director Luchs, seconded by Director Cheney and, upon vote, unanimously carried, the Board approved the BrightView proposal for mulch turn in the amount of \$5,157.20.

**BrightView Proposal for Tree Replacements:** Ms. Terrell updated the Board noting that BrightView is to provide an updated proposal for tree replacement and a proposal for tree removal only. Ms. Terrell will send the proposal for tree removal to the Board for consideration upon receipt.

**Monument Holiday Lighting:** Ms. Terrell discussed adding holiday lighting to the monuments with the Board. Proposals to do such are to be provided at the September meeting for the Board to consider.

**Fencing Options:** Ms. Terrell discussed a request from the Dove Village Homeowners Association Board of Directors to remove the wood fencing and replace it with a stone fence. The Board declined the stone fence request due to budgetary constraints.

Ms. Terrell presented fence staining options to the Board. The Board directed Ms. Terrell to work with a fence company regarding alternate staining projects that would cover the red stain.

**Other:** None.

**DIRECTOR MATTERS**

**Other:** None.

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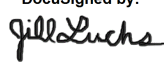
**NEXT MEETING**

**Quorum for Wednesday, September 1, 2021 at 2:00 p.m.:** The Board confirmed a quorum and requested that the meetings remain virtual.

**ADJOURNMENT**

There being no further items to come before the Board, the Board adjourned the meeting at 2:52 p.m.

Respectfully submitted,

DocuSigned by:  
  
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Secretary for the meeting