

RECORD OF PROCEEDINGS

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

November 3, 2020

A Special Meeting of the Board of Directors of the Cottonwood Highlands Metropolitan District No. 1 was held on Tuesday, November 3, 2020 at 3:30 p.m. as a video conference on Microsoft Teams due to Executive Orders issued by Governor Polis and Public Health orders implementing the Executive Orders issued by the Colorado Department of Health and Environment, and the threat posed by the COVID-19 coronavirus.

Attendance

The meeting was 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:

John Cheney
Debbie Hessler
Ryan Foristal
Jennifer Waiton

Also in attendance were:

Kim Herman and Nancy Bach; CliftonLarsonAllen LLP
Sean Allen; White Bear Ankele Tanaka & Waldron

Call to Order

The meeting was called to order at 3:33 p.m.

Disclosure Matters

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 motion duly made by Director Cheney, second by Director Hessler and, upon vote unanimously carried, the Board approved the agenda as presented.

Public Comment

There was no public comment.

Administrative Matters

A. Review and Approve April 2, 2020 Special Meeting Minutes

Upon motion duly made by Director Cheney, second by Director Hessler and, upon vote unanimously carried, the Board approved the April 2, 2020 Special meeting Minutes.

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B. Review and Consider Approval of Annual Administrative Resolution for 2021

Upon a motion duly made by Director Hessler, seconded by Director Cheney and, upon vote unanimously carried, the Board approved Resolution 2021-11-01 Annual Administrative Matters for 2021.

C. Consider Adoption of Resolution Establishing an Electronic Signature Policy

Upon a motion duly made by Director Waiton, seconded by Director Foristal and, upon vote unanimously carried, the Board approved the Resolution Establishing an Electronic Signature Policy.

Financial Matters

A. Review, Ratify and Approve Claims

Upon motion duly made by Director Cheney, second by Director Hessler and, upon vote unanimously carried, the Board ratified and approved claims in the amount of \$211,520.48.

B. Review and Consider Acceptance of September 30, 2020 Financial Statements

Ms. Bach reviewed the financials with the Board. Following review, upon motion duly made by Director Cheney, second by Director Hessler and, upon vote unanimously carried, the Board accepted the September 30, 2020 financial statements.

C. Conduct Public Hearing to Consider Amending the 2020 Budget; Consider Adoption of Resolution to Amend 2020 Budget

Ms. Bach reviewed the proposed amendment to the Capital Projects Fund with the Board. Upon a motion duly made by Director Cheney, seconded by Director Waiton and, upon vote unanimously carried, the Board opened the public hearing at 3:46 p.m. Seeing no discussion and upon a motion duly made by Director Cheney, seconded by Director Foristal and, upon vote unanimously carried, the Board closed the public hearing at 3:47 p.m. Upon a motion duly made by Director Cheney, seconded by Director Hessler and, upon vote unanimously carried, the Board adopted the Resolution to Amend the 2020 Budget.

D. Conduct Public Hearing to Consider Adoption of the 2021 Budget, Appropriate Expenditures and Certify Mill Levies; Consider Approval of 2021 Budget, Appropriate Expenditures, and Certify Mill Levies Resolution

Ms. Bach reviewed the 2021 Budget with the Board. Upon a motion duly made by Director Waiton, seconded by Director Cheney and, upon vote unanimously carried, the Board opened the public hearing at 4:15 p.m. Seeing no discussion

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and upon a motion duly made by Director Hessler, seconded by Director Waiton and, upon vote unanimously carried, the Board closed the public hearing at 4:16 p.m. Upon a motion duly made by Director Cheney, seconded by Director Foristal and, upon vote unanimously carried, the Board approved the Resolution to Adopt the 2021 Budget, Appropriate Expenditures, and Certify Mill Levies Resolution.

E. Discuss 2021 Monthly Operations Fee and Working Capital Fee

Mr. Allen reviewed the 2021 monthly operations fee and working capital fee with the Board, noting the fees are the same from 2020 to 2021. Upon a motion duly made by Director Waiton, seconded by Director Foristal and, upon vote unanimously carried, the Board approved keeping the monthly operations fee at \$42 and the working capital fee at \$750.

F. Review and Consider Approval of 2020 Audit Engagement Letter with Wipfli

Upon a motion duly made by Director Cheney, seconded by Director Hessler and, upon vote unanimously carried, the Board approved the 2020 Audit Engagement Letter with Wipfli.

G. Other

The Board discussed authorizing the District Accountant to prepare and sign the DLG 70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties. Upon a motion duly made by Director Waiton, seconded by Director Foristal and, upon vote unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG 70 Mill Levy Certification.

Legal Matters

A. Review and Consider Acceptance of Filing 3 Tracts for Ownership and Maintenance by the District

The Board requested a letter confirming all of the items that have been replaced. Upon a motion duly made by Director Cheney, seconded by Director Foristal and, upon vote unanimously carried, the Board accepted the Filing 3 Tracts for ownership and maintenance by the District pending receipt of the letter aforementioned.

B. Other - None.

Manager Matters

A. Review and Consider Approval of 2021 Landscaping Maintenance and Snow Removal Proposals

Upon a motion duly made by Director Hessler, seconded by Director Foristal and, upon vote unanimously carried, the Board approved the BrightView 2021 Landscaping Maintenance Proposal and BrightView 2020 Snow Removal Proposal.

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B. Ratify Approval of Sav-A-Tree Work Order for Tree Care

Upon a motion duly made by Director Cheney, seconded by Director Luchs and, upon vote unanimously carried, the Board ratified approval of the Sav-A-Tree work order for tree care.

C. Discuss 2021 Insurance and SDA Membership

Ms. Herman provided an update for the Board regarding 2021 Insurance and SDA Membership.

D. Other – None.

Director Matters

A. Other – None.

Next Meeting

A. Confirmation of Quorum

The Board confirmed quorum for the next meeting.

Adjournment

Upon a motion duly made by Director Hessler, seconded by Director Cheney and, upon vote unanimously carried, the Board adjourned at 4:41 p.m.

Respectfully submitted,

DocuSigned by:

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Secretary/Treasurer

Certificate Of Completion

Envelope Id: 831F9AE24E6C4EEB7D1762E2FD43F0	Status: Completed
Subject: Please DocuSign: CHMD1 - 11-3-2020 Minutes.pdf	
Client Name: Cottonwood Highlands Metro District 1	
Client Number: 011-044666	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Natalie Herschberg
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Natalie.Herschberg@claconnect.com
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3/10/2021 11:26:20 AM	Natalie.Herschberg@claconnect.com	

Signer Events

Jill Luchs
 Jill.Luchs@lennar.com
 Security Level: Email, Account Authentication (None)

Signature

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 Accepted: 3/10/2021 11:38:46 AM
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In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	3/10/2021 11:27:30 AM
Certified Delivered	Security Checked	3/10/2021 11:38:46 AM
Signing Complete	Security Checked	3/10/2021 11:40:08 AM
Completed	Security Checked	3/10/2021 11:40:08 AM

Payment Events	Status	Timestamps
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