

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
HERITAGE HILLS METROPOLITAN DISTRICT (THE “DISTRICT”)
HELD
OCTOBER 7, 2024

A special meeting of the Board of Directors of the Heritage Hills Metropolitan District (referred to hereafter as the “Board”) was convened on October 7, 2024, at 12:30 p.m., at CliftonLarsonAllen 8390 E. Crescent Pkwy., Ste. 300, Greenwood Village, CO 80111 and via Microsoft Teams. The meeting was open to the public.

ATTENDANCE

Directors in attendance were:

Shaun Seales, President

Brad Dodds, Vice-President

Jerome Dyck, Secretary

Todd Griffin, Assistant Secretary

Christina Epling, Treasurer was absent and excused.

Also, In Attendance Were:

Nic Carlson, Shauna D’Amato and Alonso Duran Rodriguez; CliftonLarsonAllen LLP (“CLA”)

Barbara Vander Wall, Esq. and Beth Dauer, Esq.; Seter, Vander Wall & Mielke, P.C. (“SVW”)

Michael Crespin; Brightview Landscape Services

Steve Fromm and Kathy Fromm; Fromm & Company LLC (“Fromm”)

Carson Besgrove; Merrick & Company (“Merrick”)

ADMINISTRATIVE MATTERS

Call to Order:

The meeting was called to order at 12:35 p.m. by Director Seales.

Disclosures of Potential Conflicts of Interest:

The Board discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board of Directors to the Secretary of State. The members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with statute. No additional conflicts were disclosed at the meeting.

Quorum, Location of Meeting Posting of Meeting Notice:

A quorum was confirmed. The Board meeting was noticed as required.

Public Comment:

None.

Agenda:

Following review and discussion, upon motion duly made by Director Dodds, seconded by Director Griffin and, upon vote, unanimously carried, the Board approved the agenda, as presented and excused the absence of Director Epling.

DIRECTOR MATTERS

Security and Gate Matters:

The Board discussed the Lincoln Ave. gate options for manual opening and closing. The Board determined to have the pedestrian gate open from 6:00 a.m. to 8:00 p.m.

The Board discussed a “vendor scorecard” for the Board to utilize to research and bid for potential proposals or vendors.

The Board discussed clearer communication regarding the overall vision for the community and the future of the District and Board.

MvQ App:

The Board discussed some issues they’ve encountered with the app. The Board directed staff to circulate a letter from LiftMaster among the Board for review to be sent to the community. The Board directed staff to research alternative security vendors.

CONSENT AGENDA

Minutes from September 6, 2024 Special Board Meeting:

Director Seales reviewed the minutes with the Board. Following discussion, upon a motion duly made by Director Griffin, seconded by Director Dyck and, upon vote, unanimously carried, the Board approved the minutes from the September 6, 2024 Special Board Meeting.

2023 Audit:

Following review, upon a motion duly made by Director Griffin, seconded by Director Dodds and, upon vote, unanimously carried, the Board ratified approval of the 2023 Audit.

LANDSCAPING MATTERS

Updates:

Mr. Crespin provided an update for the Board, noting that he will ensure tree wrapping is in the current contract and that work will be completed soon.

Proposals, if any:

Proposal for Holiday Lighting in the amount of \$58,885.00:

Mr. Crespin reviewed the proposal with the Board. Discussion ensued regarding holiday lighting options. Following discussion, upon a motion duly made by Director Griffin, seconded by Director Dodds and, upon vote, unanimously carried, the Board approved the proposal for holiday lighting in the amount of \$58,885.00. the Board directed BrightView to adhere to the holiday lighting guidelines enforced by the HOA.

Proposal for Additional Holiday Lighting in the amount of \$3,886.44:

Following discussion, upon a motion duly made by Director Griffin, seconded by Director Dodds and, upon vote, unanimously carried, the Board approved the proposal for additional holiday lighting in the amount of \$3,886.44.

Proposal for Deep Root Watering in the amount of \$16,000.00:

Mr. Crespin reviewed the proposal with the Board. Following discussion, upon a motion duly made by Director Seales, seconded by Director Griffin and, upon vote, unanimously carried, the Board approved the proposal for deep root watering in the amount of \$16,000.00.

Snow Removal:

Mr. Crespin reviewed the snow removal plan with the Board, noting it will be the same as last year. The Board requested BrightView work closely with Mr. Fromm and directed Mr. Fromm to add the snow removal plan to the next newsletter.

MANAGER MATTERS

Project Manager Report:

Mr. Fromm provided an update for the Board. Discussion ensued. No action was taken.

ASAP, Inc. Proposal for Crack Seal Maintenance in the amount of \$24,565.00:

Mr. Fromm presented two proposals to the Board. Following discussion, upon a motion duly made by Director Seales, seconded by Director Dyck and, upon vote, unanimously carried, the Board approved the ASAP, Inc. proposal for crack seal maintenance in the amount of \$24,565.00.

ENGINEERING MATTERS

Update on 2024 Capital Projects:

Brick Wall Repair and Maintenance Budget:

Mr. Besgrove noted this item is on hold until the Board completes a budget review. Director Griffin directed Mr. Besgrove to find out what the City of Lone Tree recommends for brick wall repairs.

Overlook Park Project and Budget:

Mr. Besgrove provided an update for the Board, noting that Xcel confirmed they will relocate the area at their own expense. Mr. Besgrove will plan to bid the project this winter, with construction commencing in early spring.

Clubhouse Renovation and Budget:

This item was not discussed.

Willow Creek Trail Connection Lighting:

Mr. Besgrove provided an update for the Board, noting that power is available. He reported the next step is to prepare a diagram and submit an Xcel application. The Board discussed lighting, electric and adding a camera at the trail connection.

Yosemite Intersection Improvements Project:

Mr. Besgrove provided an update for the Board, noting that he is waiting to see the Geotech report and hopes it will be available this month.

Pavilion Lighting & Electrical Design Consulting Agreement with Clanton Engineering, Inc. in an amount not to exceed \$17,495.00:

Mr. Besgrove reviewed the agreement with the Board. Following discussion, upon a motion duly made by Director Seales, seconded by Director Griffin and, upon vote, unanimously carried, the Board approved the Pavilion Lighting & Electrical Design Consulting Agreement with Clanton Engineering, Inc. in an amount not to exceed \$17,495.00.

The Board expressed their desire for this project to be completed by Memorial Day, 2025 and discussed the need for seating and trash receptacles.

The Board discussed further communication with the community regarding project plans, based on the survey conducted earlier this year.

LEGAL MATTERS

Legal Status Report:

Attorney Vander Wall reviewed the legal status report with the Board. No action was taken.

Executive Session to Consult with Legal Counsel on Matters Regarding Perimeter Fencing Ownership and Maintenance Responsibilities and Electoral Authorization for District Operations and Receiving Advice Thereon Pursuant to C.R.S. § 24-6-402(4)(b):

Upon a motion duly made by Director Seales, seconded by Director Griffin and, upon vote, the Board entered into executive session at 2:31 p.m. The Board exited from executive session at 3:21 p.m.

Following discussion, upon a motion duly made by Director Seales, seconded by Director Griffin and, upon vote, the Board directed legal counsel to engage bond counsel and an underwriter regarding lease purchase/Certificate of Participation financing and to engage an election consultant.

FINANCIAL MATTERS

Interim Claims:

Mr. Carlson reviewed the interim claims with the Board. Following review and discussion, upon motion duly made by Director Seales, seconded by Director Griffin and, upon vote, the Board ratified approval of the interim claims.

Schedule of Cash Position:

Mr. Carlson reviewed the Schedule of Cash Position with the Board. Following discussion, upon a motion duly made by Director Seales, seconded by Director Griffin and, upon vote, unanimously carried, the Board accepted the Schedule of Cash Position.

2025 Budget:

Mr. Duran Rodriguez and Mr. Carlson reviewed the draft 2025 budget with the Board. Discussion ensued and the Board directed staff regarding revisions. The Board requested CLA draft an appendix or memorandum to explain the budget in more detail, as it will be circulated to the public.

OTHER BUSINESS

Quorum for November 1, 2024 Board Meeting:


A quorum was confirmed for November 1, 2024.

The Board discussed planning a holiday dinner for the Board and consultants. CLA will work with Director Griffin on this matter.

ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director Seales, seconded by Director Dyck and, upon vote, unanimously carried, the meeting was adjourned at 4:47 p.m.

Respectfully submitted,

By  _____
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Secretary for the Meeting

Certificate Of Completion

Envelope Id: F979EF5CF03C45F5B24D1CCA10206108	Status: Completed
Subject: Complete with DocuSign: HHMD - Minutes 10-07-2024 (final).pdf	
Client Name: HHMD	
Client Number: A519870	
Source Envelope:	
Document Pages: 6	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Natalie Herschberg
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 S 6th St Ste 300
	Minneapolis, MN 55402-1418
	Natalie.Herschberg@claconnect.com
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Record Tracking

Status: Original	Holder: Natalie Herschberg	Location: DocuSign
11/7/2024 12:08:44 PM	Natalie.Herschberg@claconnect.com	

Signer Events

Jerome Dyck
 Jerome@heritagehillsmetro.org
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 Security Level: Email, Account Authentication (None)

Signature

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Electronic Record and Signature Disclosure:
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In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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 cbright@svwpc.com
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Envelope Summary Events	Status	Timestamps
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Envelope Updated	Security Checked	11/7/2024 12:23:42 PM
Envelope Updated	Security Checked	11/7/2024 12:23:42 PM
Certified Delivered	Security Checked	11/8/2024 9:54:33 AM
Signing Complete	Security Checked	11/8/2024 9:59:31 AM
Completed	Security Checked	11/8/2024 9:59:35 AM

Payment Events	Status	Timestamps
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