

## RECORD OF PROCEEDINGS

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MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
HERITAGE HILLS METROPOLITAN DISTRICT (THE “DISTRICT”)  
HELD  
OCTOBER 20, 2023

A special meeting of the Board of Directors of the Heritage Hills Metropolitan District (referred to hereafter as the “Board”) was convened on Friday, October 20, 2023, at 9:00 a.m. via Microsoft Teams. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Bradley Dodds, Vice President  
Christina Epling, Treasurer  
Jerome Dyck, Secretary  
Todd Griffin, Assistant Secretary

Shaun Seales, President, was absent and excused.

#### Also In Attendance Were:

Nicholas Carlson, Ashley Heidt and Carrie Beacom; CliftonLarsonAllen LLP (“CLA”)  
Leigh Dufresne; BrightView Landscaping (“BrightView”)

### ADMINISTRATIVE MATTERS

**Call to Order:** The special meeting was called to order at 9:03 a.m. by Director Griffin.

**Quorum, Location of Meeting and Posting of Meeting Notices:** A quorum was confirmed. The Board meeting was noticed as required.

### REVIEW BRIGHTVIEW BUDGET AND PROJECTS FOR 2024

**Scope and Maintenance Contract:** Ms. Dufresne reviewed the scope and maintenance contract for 2024 with the Board. Discussion ensued.

**Special Projects and Additional Work:** Mr. Carlson noted that the Board discussed narrowing the scope for landscaping for 2024.

Discussion ensued regarding expenditure tracking related to BrightView invoices. The Board directed CLA to match the draft 2024 budget with the line items on the expenditure tracking sheet and the BrightView schedule.

**Holiday Lighting:** Mr. Carlson and Ms. Dufresne reviewed the holiday lighting plan with the Board. Following discussion, upon a motion duly made by Director Griffin, seconded by Director Dyck and, upon vote, unanimously carried, the Board authorized BrightView to purchase warm white light strands

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in an amount not to exceed \$4,000.00.

**Snow Removal Plan:** Mr. Carlson reviewed the snow removal plan with the Board. The Board discussed snow storage areas. The Board directed BrightView to store snow removal equipment in the Overlook parking lot, pending confirmation that it will not damage the new parking lot.

### OTHER BUSINESS

**Dream Makers Proposal to Repair Brick Wall near Lincoln Entrance:** Director Epling reviewed the proposal with the Board. Following discussion, the Board determined to have Merrick review the proposal to determine if it is a viable solution.

**Wizard Works Action Item Log:** Mr. Carlson reviewed the action item log with the Board, noting that the entrances will need to be closed to fix the gate hinges. The Board directed CLA to work with Wizard Works to schedule the repairs, noting that they want the Yosemite entrance fixed first. Discussion ensued regarding the testing of the quick close arm and internet outages at Overlook. No action was taken.

The Board reviewed the budget hearing process.

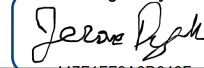
Mr. Carlson reviewed a proposal to clean the detention pond grates. Following discussion, upon a motion duly made by Director Dodds, seconded by Director Dyck and, upon vote, unanimously carried, the Board approved the Arrowhead Landscape Services proposal to clean out the drains and grate in the amount of \$8,112.00.

### ADJOURNMENT

There being no further business to come before the Board at this time, Director Dodds adjourned the meeting at 11:14 a.m.

Respectfully submitted,

DocuSigned by:



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Secretary for the Meeting