

## 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  
NOVEMBER 8, 2022

A special meeting of the Board of Directors of the Heritage Hills Metropolitan District (referred to hereafter as the “Board”) was convened on Tuesday, November 8, 2022, at 8:00 a.m., at the Heritage Hills Clubhouse, 9201 S. Heritage Hills Parkway, Lone Tree, CO 80124.

### ATTENDANCE

#### Directors In Attendance Were:

Darron Tucker, President  
Bradley Dodds, Vice President  
Shaun Seales, Treasurer  
Kevin McClure, Director (via video teleconference)

Todd Griffin, Secretary, was absent and excused.

#### Also In Attendance Were:

Denise Denslow, Nicholas Carlson and Carrie Beacom; CliftonLarsonAllen LLP (“CLA”)  
Tamara Seaver, Esq.; Icenogle, Seaver Pogue P.C. (“ISP”)  
Taylor Goertz; IMEG Corp. (“IMEG”)  
Chief Kirk Wilson; Lone Tree Police Department  
Joyce Lew; Resident  
Jill Clark; Resident

### ADMINISTRATIVE MATTERS

**Call to Order:** The meeting was called to order at 8:01 a.m. by Ms. Denslow.

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

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**Chief Kirk Wilson, Lone Tree Police Department:** Chief Wilson provided information for the Board, including a local crime report and a summary of recent incidents. Discussion ensued. No action was taken.

**Public Comment:** None.

### CONSENT AGENDA

**November 8, 2022 Agenda**  
**Minutes from October 14, 2022 and October 20, 2022 Special Board Meetings**  
**2023 Insurance Documents and Membership in the Special District Association**

Ms. Denslow reviewed the Consent Agenda with the Board. Following discussion, upon a motion duly made by Director Seales, seconded by Director Tucker and, upon vote, unanimously carried, the Board approved the Consent Agenda, as presented, and excused the absence of Director Griffin.

### DIRECTOR MATTERS

**Board Meeting Schedule:** The Board directed CLA to poll the Board to determine regular meeting dates and times for 2023, noting that regular meetings will be held at 8:00 a.m. and once per quarter, there will be a regular meeting in the evening.

**Overlook Park Redesign:** Director Griffin will provide an update at the next Board meeting. This item was not discussed.

**Other:** The Board directed CLA to work with Flock Systems to solicit a proposal for license plate cameras.

### FINANCIAL MATTERS

**Interim Claims:** Ms. Beacom reviewed the interim claims with the Board. Following discussion, upon a motion duly made by Director Seales, seconded by Director Dodds and, upon vote, unanimously carried, the Board ratified approval of the interim claims in the amount of \$54,926.04, as presented.

**September 30, 2022 Unaudited Financial Statements:** Ms. Beacom reviewed the September 30, 2022 Unaudited Financial Statements with the Board. Following discussion, upon a motion duly made by Director Seales, seconded by Director Dodds and, upon vote, unanimously carried, the Board accepted the September 30, 2022 Unaudited Financial Statements, as presented.

**Public Hearing on the Proposed 2023 Budget and Adoption of Resolution 2022-11- to Adopt the 2023 Budget and Appropriate Sums of Money and Set Mill Levies:** Upon a motion duly made by Director McClure, seconded by Director Seales and, upon vote, unanimously carried, the Board opened the public hearing on the proposed 2023 budget at 9:46 a.m.

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It was noted that the Notice stating that the Board would consider adoption of the 2023 budget and the date, time and place of the public hearing was published in the *Douglas County News Press* on October 27, 2022 pursuant to statute. Additionally, the draft budget was made available to the public, upon request, by the October 15<sup>th</sup> statutory deadline. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed at 9:47 a.m.

Ms. Beacom reviewed the proposed 2023 budget with the Board. Following discussion, the Board determined to hold a special meeting in December to finalize and adopt the 2023 budget.

**Board Member to Sign the DLG70 Certification of Tax Levies:** Ms. Beacom reviewed the need for a Board member to sign the DLG70 Certification of Tax Levies. The Board appointed Director Seales to sign the DLG70 Certification of Tax Levies.

**Other:** None.

### ENGINEERING MATTERS

**Schedule for Intersection Improvements Plan:** Mr. Goertz reviewed the schedule for the intersection improvements. Board members will drive the Lone Tree Parkway intersections and deliver feedback to IMEG. Following discussion, upon a motion duly made by Director McClure, seconded by Director Seales and, upon vote, unanimously carried, the Board authorized Director Tucker to make a final decision on the proposed revised design in an amount not to exceed \$40,000.

**Other:** None.

### LANDSCAPING MATTERS

**Updates:** The landscaping report was included in the packet for reference.

#### **Proposals, if any:**

**BrightView Proposal to Install Summer Annual Color 2023:** The Board deferred action.

**BrightView Proposal for Edging Repair:** The Board deferred action.

**Snow Removal Production by BrightView:** Ms. Dufresne reviewed the operational challenges of sidewalk snow removal. Discussion ensued. The Board directed BrightView to remove snow from the sidewalks on the tracts adjacent to the mailboxes.

Following discussion, upon a motion duly made by Director Tucker, seconded by Director Seales and, upon vote, unanimously carried, the Board authorized Director McClure to oversee the snow removal details.

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### MANAGER MATTERS

**Task Order No. 2 with Wizard Works Security:** Following discussion, the Board did not approve Task order No. 2 with Wizard Works Security.

**CliftonLarsonAllen LLP Statements of Work for 2023:** Following discussion, upon a motion duly made by Director Seales, seconded by Director Tucker and, upon vote, unanimously carried, the Board approved the CliftonLarsonAllen LLP Statements of Work for 2023.

**Other:** None.

### LEGAL MATTERS

**Resolution No. 2022-11-01 Calling a Regular Election for Directors on May 2, 2023, Appointing the DEO and Authorizing the DEO to Perform All Tasks Required for the Conduct of a Mail Ballot Election:** Attorney Seaver reviewed the resolution with the Board. Following discussion, upon a motion duly made by Director Tucker, seconded by Director McClure and, upon vote, unanimously carried, the Board adopted Resolution No. 2022-11-01 Calling a Regular Election for Directors on May 2, 2023, appointed Sue Blair as the Designated Election Official (“DEO”) and authorized the DEO to perform all tasks required for the conduct of a mail ballot election.

**Fencing Rebate Policy:** Attorney Seaver reviewed the fencing rebate policy with the Board. The Board discussed updates to be made and the necessity for further discussion. No action was taken.

**Financing Options for Potential Clubhouse Renovations:** The Board discussed financing options for potential Clubhouse renovations and determined to discuss further at a future Board meeting.

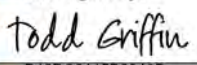
**BrightView 2023 Contract Extension:** The Board deferred discussion until the December Board meeting.

**Other:** None.

### ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at 11:45 a.m. by Director Tucker.

Respectfully submitted,

DocuSigned by:  
  
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Secretary for the Meeting