

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
HERITAGE HILLS METROPOLITAN DISTRICT (THE “DISTRICT”)
HELD
DECEMBER 8, 2021

A regular meeting of the Board of Directors of the Heritage Hills Metropolitan District (referred to hereafter as the “Board”) was convened on Wednesday, December 8, 2021, at 12:30 p.m., at the Heritage Hills Clubhouse, 9201 South Heritage Hills Parkway, Lone Tree, Colorado 80124.

ATTENDANCE

Directors In Attendance Were:

Joyce Lew, President
Ann Hargett, Secretary/Treasurer
Brent Bailey, Assistant Secretary
Darron Tucker, Assistant Secretary
Christine Biernat, Assistant Secretary

Also In Attendance Were:

Denise Denslow and Nic Carlson; CliftonLarsonAllen LLP (“CLA”)
Shannon Smith Johnson; Icenogle Seaver Pogue, P.C. (“ISP”)
Leigh Dufresne; BrightView Landscaping
Rick Rome and Taylor Goertz; IMEG Corp. (“IMEG”)

CALL TO ORDER

The meeting was called to order at 12:32 p.m. by Ms. Denslow.

DECLARATION OF QUORUM / DIRECTOR QUALIFICATIONS / DISCLOSURE OF CONFLICTS

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.

PUBLIC COMMENT

None.

CONSENT AGENDA

December 8, 2021 Agenda
Approval of Minutes from November 10, 2021 Regular Meeting and
November 17, 2021 Special Meeting
Proposal for Stop and Waste Valves at Heritage Hills Parkway and Sunset
Hill Place in the Amount of \$2,629.24
Proposal for Stop and Waste Valves at Heritage Hills Parkway and South

RECORD OF PROCEEDINGS

Shadow Hill Circle in the Amount of \$2,629.24

Ms. Denslow reviewed the Consent Agenda with the Board. Following review and discussion, upon a motion duly made by Director Lew, seconded by Director Bailey and, upon vote, unanimously carried, the Board approved the Consent Agenda, as presented.

ENGINEERING ITEMS

2022 Overlay/Concrete Replacement Proposal: Mr. Goertz reviewed the Authorization to Perform District Road Improvements and Design and Construction Administration Services with the Board. Following review and discussion, upon a motion duly made by Director Bailey, seconded by Director Tucker and, upon vote, unanimously carried, the Board approved the Authorization to Perform District Road Improvements and Design and Construction Administration Services with IMEG in the amount of up to \$25,000.

Engagement of On-Call Contractor Service: The Board discussed continuing under its current contract processes with IMEG.

Line of Sight Discussion: Mr. Rome discussed the line-of-sight concerns at Hidden Hill Place. IMEG will review possible pedestrian crossing improvements and return to the Board.

LANDSCAPING ITEMS

Updates: Ms. Dufresne provided an update for the Board.

Proposals, if any: The Board approved the holiday lighting proposal in the amount of \$1,508.50.

FINANCIAL ITEMS

Interim Claims: Ms. Denslow reviewed the Interim Claims with the Board. Following review, upon a motion duly made by Director Hargett, seconded by Director Bailey and, upon vote, unanimously carried, the Board approved the interim claims in the amount of \$352,850.84.

Cash Position Report: Ms. Denslow reviewed the Cash Position Report with the Board. Following review, upon a motion duly made by Director Lew, seconded by Director Bailey and, upon vote, unanimously carried, the Board accepted the Cash Position Report, as presented.

Other: None.

LEGAL ITEMS

Executive session, pursuant to C.R.S., 24-6-402(4)(e) for the purposes of receiving legal advice on specific legal questions related to District facilities and operations contracting: An Executive Session was not taken.

RECORD OF PROCEEDINGS

Retention of Public Relations Specialist- Angela Casias at JPW Communications: Ms. Denslow reviewed with the Board JPW Communications revised public relations services proposal. Following discussion, upon a motion duly made by Director Tucker, seconded by Director Bailey and, upon vote, the Board approved engagement of JPW Communications for public relations consulting and authorized JPW to perform the Situational Assessment, Communications Strategy/Key Message Development and Communication Channel Development portions of the proposal upon execution of a contract with the District for the same. Director Lew abstained.

Election Services Agreement by and Between the District and Community Resource Services of Colorado, LLC: Attorney Johnson reviewed with the Board the Election Services Agreement by and between the District and Community Resource Services of Colorado, LLC. Following review, upon a motion duly made by Director Lew, seconded by Director Bailey and, upon vote, unanimously carried, the Board approved the Election Services Agreement by and between the District and Community Resource Services of Colorado, LLC.

Other: None.

MANAGER ITEMS

SavATree Work Plan: Ms. Denslow reviewed the SavATree work plan with the Board. She noted that management continues to review deliverables and request details.

CliftonLarsonAllen LLP Master Service Agreement and Related Statement(s) of Work: Ms. Denslow reviewed the CliftonLarsonAllen LLP Master Service Agreement and related statement(s) of work with the Board and noted that final changes are in progress. Following discussion, upon a motion duly made by Director Biernat, seconded by Director Lew and, upon vote, unanimously carried, the Board approved the CliftonLarsonAllen LLP Master Service Agreement and related statements of work, subject to legal review and approval of the final form of contract.

Other: None.

DIRECTOR ITEMS

Gate Alternatives: Attorney Johnson reviewed with the Board legal requirements for gates and access. The Board asked CLA to look into updated gate interface options for public and guest access.

Other: None.

NEXT REGULAR MEETING

The next regular Board meeting is scheduled for January 12, 2022, at 12:30 p.m., at the Heritage Hills Clubhouse.

RECORD OF PROCEEDINGS

ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at 2:26 p.m.

Respectfully submitted,

DocuSigned by:

Ann Hargett

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Secretary for the Meeting