

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
HERITAGE HILLS METROPOLITAN DISTRICT (THE “DISTRICT”)
HELD
JANUARY 5, 2024

A regular meeting of the Board of Directors of the Heritage Hills Metropolitan District (referred to hereafter as the “Board”) was convened on Friday, January 5, 2024, at 8:15 a.m., at the Heritage Hills Clubhouse, 9201 S. Heritage Hills Parkway, Lone Tree, CO 80124.

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:

Carrie Beacom, Shauna D’Amato, Stephanie Odewumi; CliftonLarsonAllen LLP (“CLA”)
Barbara Vander Wall, Esq. and Beth Dauer, Esq.; Seter & Vander Wall, P.C.
Leigh Dufresne; BrightView Landscaping (“BrightView”)
Carson Besgrove; Merrick & Company (“Merrick”)
Jeffery Scott; EVstudio
Kim Corcoran, Jason Stephenson and Shawnell Corn; Associa
Jill Clark, Robert and Jane Boraz, Mel and Donna Matthews, Steve and Cathy Fromm, Orvill Spig; and other members of the public.

ADMINISTRATIVE MATTERS

Call to Order: The meeting was called to order at 8:16 a.m.

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.

Public Comment: Robert Boraz discussed the timeline of communication and issues regarding the sewer drainage problem and requested assistance in

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resolving the issue. The Board stated they are working on this issue and will continue to work together for a resolution.

Mel Matthews echoed a similar drainage issue near his residence.

Jill Clark requested a virtual option for attending Board meetings. Ms. Clark additionally, inquired about when streets in the Ridge are scheduled to be fixed.

Agenda: Following discussion, upon a 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 Seales.

LANDSCAPING MATTERS

Updates: Ms. Dufresne provided an update for the Board, noting that an extension cord was stolen near Lincoln Avenue and she will research alternative holiday lighting solutions to prevent this from occurring again.

The Board requested BrightView leave holiday lights up until January 15th starting next season. Ms. Dufresne informed the Board that many residents requested to add lights to two pine trees at the Lincoln Ave. entrance. The Board directed Ms. Dufresne to include the addition of lighting these two trees in the holiday lighting proposal for 2024-2025 holiday season.

Proposals, if any:

BrightView Proposal for 2024 Annual Color in the Amount of \$41,700.00: Ms. Dufresne presented the annual color floral proposal to the Board. Following discussion, the Board directed Ms. Dufresne provide different iterations of Concept 2 and circulate to the Board by Monday. The Board will provide feedback shortly thereafter.

Snow Removal and Equipment Storage: The Board directed CLA to email to remind the community of snow removal procedures and information.

The Board discussed street sweeping along Heritage Hills Parkway. CLA will research these services further.

The Board discussed the tree planting project and directed Ms. Dufresne to provide proposals at the next regular Board meeting.

Director Dyck inquired about the caution tape on portions of the brick wall that has been fixed. Legal counsel advised keeping it up as a safety precaution as the project continues. Mr. Besgrove will work with A&A to provide an updated brick wall design for the Board to review at a future Board meeting.

ENGINEERING MATTERS

2023 Roadway Improvement Project: Mr. Besgrove provided an update regarding the 2023 roadway improvement project, noting that curb and gutter work was completed in December 2023. Mr. Besgrove reported he will bring overall 2024 project plans next meeting for the Board to review.

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Director Griffin requested Mr. Besgrove include the concrete section that surrounds the island near the Yosemite Ave. entrance in the proposal, as there are many cracks and damage there.

Update on Other Capital Projects:

Clubhouse Renovation: Mr. Besgrove reported that Merrick has completed their survey and he is now finishing up his report in order to send EVstudio. Mr. Scott reviewed the options with the Board.

The Board discussed the review process and timeline of the survey for the community with Mr. Besgrove and Mr. Scott.

Overlook Park Updates: Mr. Besgrove provided an update on the Overlook Park project.

DIRECTOR MATTERS

Update on Security and Gate Matters: Director Griffin reported that the first two stop signs on Heritage Hills Parkway from the Lincoln Ave. entrance are not working. Mr. Besgrove will look into this and update CLA. The Board requested additional information as to who installed these stop signs.

Board requested CLA continue to send an updated action item log each week.

Director Dodds discussed gate matters with the Board. The Board requested CLA provide staff at the Clubhouse two or three days for residents to replace old transponders with new transponders. Director Griffin requested additional communication to residents to accomplish the transponder replacement project.

Director Griffin inquired about the “MyQ App”. Mr. Carlson will follow up with the Board next week with more information.

The Board expressed disappointment that a Wizard Works representative was not in attendance and overall lack of communication by vendor.

The Board discussed the recent vehicular accident at the gates and related clean-up. Ms. Odewumi confirmed Wizard Works will be on-site to finish clean-up. The Board discussed sending communication out to residents regarding the incident. Ms. Dauer will draft a message and circulate to the Board for review. CLA will send to the community once approved by Board.

Director Epling requested CLA provide examples of the views of all current existing camera angles.

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Proposal with Starlink for Internet Services: Director Griffin and Ms. D’Amato reviewed the proposal with the Board. Upon a motion duly made by Director Griffin, seconded by Director Dodds and, upon vote, unanimously carried, the Board approved the proposal with Starlink for internet services in an amount not to exceed \$15,000.00.

Project Manager Interviews: Steve and Cathy Fromm provided information to the Board regarding their services and answered the Board’s questions. Shawnell Corn and Kim Corcoran with Associa provided information to the Board regarding their services and answered the Board’s questions.

Legal counsel confirmed there are no known conflicts of interest with Fromms providing project management services to the community. The Board requested that the selected vendor be engaged with a month-to-month contract. Following discussion, the Board determined that the next step is to define a scope of work for both CLA & Project Manager. Then, the proposed Project Managers can provide more specific proposals.

CLA will work to define both the CLA and new Project Manager scopes of work. Legal Counsel will draft an Independent Contractor Agreement for both vendors to review and ensure they can meet basic insurance and local government requirements.

Communications Update: Director Griffin provided an update regarding communications to the Board and suggested the District draft an “Annual State of the Neighborhood” Letter. The Board concurred. Director Dyck will put together a first draft and circulate bullet points via CLA.

The Board requested the website be updated more frequently. Directory Dyck will work with CLA to determine appropriate frequency.

FINANCIAL MATTERS

Interim Claims: Ms. Beacom reviewed the interim claims with the Board. Following discussion, upon a motion duly made by Director Griffin, seconded by Director Dodds and, upon vote, unanimously carried, the Board ratified approval of the interim claims, as presented.

Cash Position Schedule: Ms. Beacom reviewed the Cash Position Schedule with the Board. Following discussion, upon a motion duly made by Director Griffin, seconded by Director Dodds and, upon vote, unanimously carried, the Board accepted the Cash Position Schedule, as presented.

MANAGER MATTERS

None.

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LEGAL MATTERS

Revise SEFNCO Boring Scope: Ms. Dauer discussed the request to revise the SEFNCO boring scope. Following discussion, upon a motion duly made by Director Dodds, seconded by Director Dyck and, upon vote, unanimously carried, the Board authorized the revised SEFNCO boring scope.

CONSENT AGENDA

Minutes from November 17, 2023 Special Board Meeting and December 1, 2023 Regular Board Meeting: The Board reviewed the consent agenda. Following review and discussion, upon a motion duly made by Director Dyck, seconded by Director Dodds and, upon vote, unanimously carried, the Board approved the Consent Agenda, as amended.

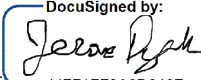
OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion, duly made by Director Dodds, seconded by Director Epling and, upon vote, unanimously carried, the meeting was adjourned at 11:23 a.m.

Respectfully submitted,

DocuSigned by:

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Secretary for the Meeting