

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE PARK MEADOWS METROPOLITAN DISTRICT

Held: Monday, May 18, 2020 at 5:00 P.M. All participation in this meeting, including public participation, was by telephonic and/or electronic means to preserve the health, safety, and welfare of the public in light of the imminent threat caused by the COVID-19 pandemic.

The meeting was held via an online GoToMeeting: <https://global.gotomeeting.com/join/932338445> or via Phone: 1-877-309-2073 Access Code: 932-338-445.

Attendance:

A special meeting of the Board of Directors of the Park Meadows Metropolitan District was scheduled in compliance with the laws of the State of Colorado, with the following directors in attendance:

Sharon Van Ramshorst, President
Martha Sippel, Vice President
Steve Parry, Treasurer
Bryan Glenn, Secretary
Gary Godden, Assistant Secretary/Treasurer

Also present were:

Greg Jewell, Board member- elect
Mike Crespin; BrightView Landscape Services, Inc.
Taylor Goertz; IMEG
Justin Schmitz, Jay Carpenter and Seth Hoffman; City of Lone Tree
Tamar Seaver; Icenogle Seaver Pogue, P.C.
Matt Urkoski and Megan Liesmaki; CliftonLarsonAllen LLP

Call to Order/Declaration of Quorum:

Director Van Ramshorst noting the presence of a quorum, called to order the special meeting of the Board of Directors of the Park Meadows Metropolitan District at 5:07 P.M.

Directors Matters/Disclosure Matters:

None.

Approval of/Additions To/Deletions from the Agenda:

The Board approved the agenda as presented.

Public Comments:

Mr. Hoffman addressed the Board of Directors and thanked Director Van Ramshorst for her service and partnership with the

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- City of Lone Tree. Director Van Ramshorst thanked the entire Board for the flowers she received as a parting recognition of her service and thanked the City for their partnership. Councilmember Carpenter joined the meeting and echoed his appreciation for her service.
- May 5, 2020 Directors' Election Results:
- Administer Oaths of Office to Steve Parry and Greg Jewell: Director Glenn, as Secretary of the Board, administered oaths of office to Messrs. Parry and Jewell. Thereafter, the Board welcomed Directors Parry and Jewell as members of the Board of Directors.
- Election of Officers: The Board turned to the election of new officers and Director Parry moved that Director Sippel be elected to the office of President. The motion was seconded by Director Glenn and approved unanimously by the Board. Director Godden then moved that Director Glenn be elected to the office of Vice President. The motion was seconded by Director Sippel and was approved unanimously by the Board. Director Sippel then moved that Director Parry continue his service in the office of Treasurer. The motion was seconded by Director Glenn and was unanimously approved by the Board. Director Sippel moved that Director Godden be elected to the office of Secretary. The motion was seconded by Director Glenn and unanimously approved by the Board. Director Sippel moved that Director Jewell be elected to the office of Assistant Secretary. The motion was seconded by Director Godden and was unanimously approved, thereafter the 2020 election of district officers concluded.
- Recognition of Departing Board Member Sharon Van Ramshorst: Director Sippel told several anecdotes regarding Director Van Ramshorst's tenure on the Board and presented the District's Resolution Honoring Sharon Van Ramshorst, which in addition to recognizing Director Van Ramshorst's exemplary service as a District Board member and officer from 2012 to 2020, declared May 18, 2020 as Sharon Van Ramshorst Day within Park Meadows Metropolitan District. Thereafter, Director Sippel moved approval of the resolution which motion was seconded by Director Parry and approved unanimously by the Board. Director Van Ramshorst expressed gratitude for the resolution, the parting flowers which were delivered to her home, and for the work accomplished by the Board to the betterment of the community.
- Consent Agenda: Director Parry moved that the Board approve the consent agenda comprising minutes of the April 27, 2020 special Board meeting

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(as revised), Cash Position Updated April 30, 2020 and current claims and director fees. The motion was seconded by Director Glenn and unanimously approved by the Board.

Financial Items:

Bill.com service and potential implementation:

Mr. Urkoski presented a proposal from Bill.com to prepare checks for payment of District expenses in lieu of the District's manual check process. Mr. Urkoski noted that the costs were nearly identical (balancing costs trying to coordinate board members for signature with some Bill.com costs). Director Parry questioned the advantage of using Bill.com. Director Glenn expressed a preference for the digital workflow over manual workflow. Following extended Board discussion, and upon motion by Director Glenn, second by Director Godden, and upon vote unanimously carried the board approved the Bill.com proposal and designated Directors Sippel and Parry as "approvers" on the Bill.com account.

Landscape Items:

Monthly Landscape Maintenance Report

Mr. Crespin addressed the Board of Directors and reported regarding general maintenance items. He noted that weekly maintenance is on-going with weed removal, aeration, the first turf fertilizer, second spring grub application. Mr. Crespin then reported the deep root Mycorrhizae would be completed by the end of May and that the tree sprays were complete with Aphids on a watch. Mr. Crespin mentioned a contact from a District resident regarding an Ash tree and that he would discuss the same with Director Sippel and enlist her in discussion with the homeowner. Mr. Crespin then reported on irrigation system matters and noted the typical seasonal repairs which generally occasion restarting the system. He then reported on site policing matters.

Approve Work Orders:

Main Line Re-Routing Project - \$3,400

Mr. Crespin reviewed a work order from BrightView Landscaping for re-routing the main line for the C-470 Bridge Project in the total amount of \$3,400.00. Justin Schmitz reported that the City understands the County does plan to bring the project forward during 2020. The Board discussed the matter and determined to table it until the project is underway.

Other Landscape Items:

Mr. Crespin reviewed with Board: (1) a proposal to revamp the Yosemite median at Heritage Hills Circle and Fairview Drive for a not-to-exceed amount of \$46,305.00; (2) a proposal to remove dead plant material and refresh plant material on Lincoln Avenue for a not-to-exceed amount of \$26,959.60; (3) a proposal to

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remove dead plant material and replace plant material on Lone Tree Parkway for a not-to-exceed amount of \$19,946.40; and (4) a proposal to remove dead plant material and replace plant materials on Yosemite Street for a not-to exceed amount of \$22,747.00. Director Glen moved that the Board of Directors approve the post packet proposals as presented and delegate responsibility for final plant material choices to Director Sippel. Director Glenn second the motion which was approved unanimously by the Board.

Engineering Items:

Monthly Engineering
Report/Update

Mr. Goertz reviewed the monthly engineering report noting tuckpoint repair work will begin shortly.

Manager Items:

Other:

None.

Director's Items:

Other:

Director Glenn inquired regarding updating of the District Board email addresses and including Director Jewell on access to Geolens as well as issuing Director Jewell an iPad. Mr. Urkoski noted he was in process with these items and would follow up offline. Director Godden asked about updating the District website and Director Sippel reported that Ms. Seaver had provided her with the legal portion of the board orientation materials.

Attorney Items:

Other:

None.

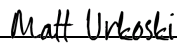
Other Items:

Director Sippel closed the meeting by again thanking Ms. Van Ramshorst for all of her volunteer work within the City and her dedicated service to the District. The comments were echoed by the Board and consultants.

Adjournment:

There being no further business to come before the Board, Director Sippel moved that the Board adjourn. The motion was seconded by Director Glenn and approved unanimously at 6:20 P.M.

DocuSigned by:



Secretary

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 District Manager
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Envelope Summary Events

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Timestamps

Envelope Sent	Hashed/Encrypted	7/24/2020 11:24:56 AM
Certified Delivered	Security Checked	7/24/2020 12:01:42 PM
Signing Complete	Security Checked	7/24/2020 12:01:57 PM
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