

RECORD OF PROCEEDINGS

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

Held: Monday, July 27, 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. Microsoft Team meeting https://teams.microsoft.com/l/meetupjoin/19%3ameeting_MGE5Zjc4OGMtYTVmZi00Yzk2LWI2M2MtMjIyNjZmYjFkOGRi%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%22c398d374-fbf6-4a76-ab6b-94589dfe5aba%22%7d - or Via Phone: 1-720-547-5281 Conference ID: 272 874 970# .

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. All participation in this meeting was telephonic to preserve the Health, Safety, and Welfare of the public in light of the imminent threat caused by the COVID-19 Pandemic.

The following Directors were in attendance:

- Martha Sippel, President
- Bryan Glenn, Vice President
- Steve Parry, Treasurer
- Gary Godden, Secretary
- Greg Jewell, Assistant Secretary

Also present were:

- Tamara K. Seaver; Icenogle Seaver Pogue
- Mike Crespin; BrightView Landscape Services, Inc.
- Taylor Goertz; IMEG
- Justin Schmitz; City of Lone Tree
- Anna Wool; Icenogle Seaver Pogue, P.C.
- Matt Urkoski; CliftonLarsonAllen LLP
- Christine Harwell; CliftonLarsonAllen LLP
- Jay Carpenter, Councilmember, City of Lone Tree

Call to Order/Declaration of Quorum:

Director Sippel noting the presence of a quorum, called to order the special meeting of the Board of Directors of the Park Meadows Metropolitan District at 5:00 P.M.

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Directors Matters/Disclosure Matters: None.

Approval of/Additions To/Deletions from the Agenda: Director Sippel noted there were no changes to the agenda.

Public Comments: Justin Schmitz addressed the Board and provided updates on the City's adaptive signals process, noting the installation was complete and testing would run over the next few weeks. He noted he was hopeful the system would be operational by the date of the next Board meeting.

Seth Hoffman then addressed the Board and described the City's process of updating landscape guidelines, noting they would not apply to the District's ongoing operations. He asked if he could share information on the City's budget outlook in the light of the COVID-19 Pandemic at the August Board meeting, and be added to the agenda. The Board agreed it would be a good to hear from the City and Director Glenn expressed empathy for the City's position.

Consent Agenda: Following discussion, Director Sippel moved that the Board approve the minutes of the June 22, 2020 special Board meeting (subject to revision of the number of trees to be removed as 58 and not 48) The motion was seconded by Director Glenn and unanimously approved by the Board.

Mr. Urkoski reviewed the current claims and director fees. Director Sippel expressed concern regarding the performance of GeoLens and their technological capabilities with the current HOA mapping correlating to their larger invoice. Mr. Urkoski, Ms. Seaver and Ms. Harwell discussed the range of possibilities and advised that the Board could approve the monthly retainer portion of the invoice totaling \$675.00 reserved approval of other portions of the GeoLens bill pending discussion with GeoLens. Director Glenn moved that the Board approve all payables as presented, excluding for GeoLens anything over the monthly retainer of \$675.00. Director Parry seconded the motion which was unanimously approved by the Board.

Financial Items: Consider Acceptance of June 30, 2020 Unaudited Financial Statements and Cash Position Report: Ms. Harwell then reviewed with the Board the June 30, 2020 unaudited financial statements and cash position report, noting several COVID impacts, including property taxes were slightly behind normal collection at 96% versus 99% in 2019, specific

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ownership tax collections at approximately 87% of the Board's budget, and lower yields on the District's investments. Director Jewell inquired about the timing of the \$50,000 Brick Fence Study and Mr. Hoffman responded and informed the Board that the City had cut its portion of funding for the study. Mr. Jewell expressed his opinion that the brick fencing issue and need was not likely to disappear and he might wish to discuss with the rest of the Board partnering with the City and potential District bond issues. Director Sippel noted it would likely be a good topic for a Board orientation and strategy session. The Board discussed the same. Mr. Hoffman noted the City was meeting in the City's art center and it might be available for rental. After discussion and upon motion of Director Parry and second of Director Glenn, the Board unanimously accepted the financial statements and cash position report.

Ms. Harwell mentioned that the District has historically done a Board, or partial Board, work session on the budget in late August or early September or has designated Board members to meet with Ms. Harwell and her team and report back to the Board. She asked the Board's preference for the 2021 budget process. The Board expressed a preference for a full Board session, or least a quorum thereof.

Ms. Harwell then reminded the Board that she had worked in the public sector in public finance and accounting for 30 years and she was retiring at the end of December. She reported that Gigi Pangindian would replace her. She expressed her pleasure in working with the District for so many years and the Board expressed appreciation for her fine work.

Other:

None.

Landscape Items -
Monthly Landscape
Maintenance Report

Mr. Crespin addressed the Board of Directors and reported regarding weekly maintenance items, noting the routine summer mowing schedule, weed sprays and that the District's third fertilizer application will take place in August in conjunction with another weed control service. He reported on the completion of Aphid and Mite spraying, noting his crews will continue to monitor activity in the event another application is required. He also discussed with the Board of Directors that Rocky Mountain Tree will begin dead tree removal on July 27, 2020. He reported that pruning of non-flowering shrubs had commenced and flowering shrubs would be pruned as blooms die – as well as the fact that Russian Sage would not be part of the

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pruning efforts unless they encroach on walkways or curb lines. As to the irrigation system, he noted weekly reviews and several main line issues along Heritage Estates on Lincoln. He has investigated and that part of the system is run from the golf course with higher pressures. He noted there is a current pressure regulator is starting to age and his team is exploring a new pressure regulator for that area. He also reported on the functionality of the ET Controllers with the hot weather and some need to adjust depletion rates to avoid hot spots.

Other Landscape Items: None.

Engineering Items:

Monthly Engineering Report/Update:

Mr. Goertz reported on the status of the median re-tuck project and noted the project has moved on to Park Meadows Drive and is approximately 80% complete there. He reminded the Board of the use of the flexible filling material as opposed to caulk and mentioned the new addition of a color additive which enhances aesthetics.

Other Engineering items: None.

Manager's Items:

GeoLens/GIS Mapping Discussion:

Direct Sippel described initial meetings with GeoLens and purported functionality in the system which has not proven to be the case over the last few months, including the inability to perform stippling which has been a feature in GIS for over 15 years. She reported that she and Messrs. Urkoski and Crespin would be meeting with Matt Small to discuss the various issues. She then noted the issues delayed the release of the updated HOA license agreements and they would go out this week with a September 11, 2020 response deadline and Mr. Urkoski confirmed the approach.

The Board concurred with the approach to GeoLens and timing for HOA responses.

Other: None.

Director's Items:

2020 Virtual Annual SDA Conference September 23-25

The Board discussed the 2020 Virtual Annual SDA Conference to be held September 23rd – 25th. Director Sippel noted it appears the SDA had done a good job of transitioning to a virtual setting. Director Sippel asked Mr. Urkoski to ensure Director Jewell's information gets to the SDA and he agreed to undertake that

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action.

Mr. Urkoski reported that it was a chore to update the Verizon account but that CLA had resolved the issues, but with the delay and the discovery of extra Board members on, Mr. Urkoski noted the credit given to the District on the invoice. Director Sippel thanked him for the credit.

Other: None.

Attorney Items: None.

Other: None.

Executive Session: Director Sippel moved that the Board convene in Executive Session pursuant to Sections 24-6-402(4)(b) and 24-6- 402(4)(e), C.R.S. for the purpose of receiving legal advice on specific legal questions and determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators related to District Landscape Services Agreements with homeowners associations and the License Agreement between the City of Lone Tree and the District. Director Jewell seconded the motion, which was unanimously approved by the Board at 6:00 P.M.

Ms. Seaver, Mr. Urkoski and Mr. Crespin remained for the entire executive session.

Upon motion by Director Parry and second by Director Godden the board moved out of executive session and back into public session at 6:24 P.M.

Other Items: Mr. Urkoski addressed the Board and noted his expectation that the Board’s routine meeting location will not be available, and he expects to continue meeting virtually for the foreseeable future.

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 6:26 P.M.

DocuSigned by:

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Secretary

Certificate Of Completion

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Client Number: 011-030575	
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Document Pages: 5	Signatures: 1
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Matt Urkoski
 matt.urkoski@claconnect.com
 District Manager
 Security Level: Email, Account Authentication (None)

Signature

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Sent: 8/25/2020 10:00:58 AM
 Viewed: 8/25/2020 10:15:48 AM
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Electronic Record and Signature Disclosure:
 Accepted: 8/4/2020 9:23:28 AM
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Timestamps

Envelope Sent	Hashed/Encrypted	8/25/2020 10:00:58 AM
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Signing Complete	Security Checked	8/25/2020 10:15:57 AM
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