

RECORD OF PROCEEDINGS

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

Held: Monday, January 28, 2019 at 5:00 P.M. at the Lone Tree Civic Center, 8527 Lone Tree Parkway, Lone Tree, Colorado.

- Attendance: A regular 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
Steve Parry
Martha Sippel
Bryan Glenn
Gary Godden
- Also present were:
- Jay Carpenter, Justin Schmitz, and Seth Hoffman, City of Lone Tree; Mike Crespin and Eric Keesen, Brightview Landscape Services, Inc.; Taylor Goertz, IMEG; Anna Wool, Icenogle Seaver Pogue, P.C.; Chuck Reid, Megan Liesmaki, Christine Harwell, CliftonLarsonAllen LLP
- Call to Order/ Declaration of Quorum: Director Van Ramshorst, noting the presence of a quorum, called to order the regular meeting of the Board of Directors of Park Meadows Metropolitan District at 5:05 P.M.
- Directors Matters/Disclosure Matters: None.
- Public Comments: None.
- Changes to and Approval of Agenda: There were no changes proposed to the agenda, which was approved as presented by motion of Director Parry, second of Director Sippel and unanimous Board approval thereafter.
- Consent Agenda: Director Parry moved to approve the consent agenda comprising minutes of the December 17, 2018 regular meeting and December 2018 claims and Director fees. The motion was seconded by Director Sippel and unanimously approved by the Board.

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Landscape Maintenance:

January Landscape Maintenance Report:

Mr. Crespin reviewed the January landscaping report with the Board including second winter clean-up, tree watering and stake removal, and the ET Controller swap to Weather Trak.

January Work Orders:

Mr. Crespin reviewed with the Board a proposed work order to upgrade the ET water irrigation controllers to Weather Trak irrigation controllers in an amount not-to-exceed \$44,800.01, and a second proposed work order for gypsum application to evergreen trees in an amount not-to-exceed \$1,150.00. Thereafter, Director Sippel moved approval of the work orders as presented. The motion was seconded by Director Glenn and approved unanimously by the Board.

GeoLens Update:

Mr. Crespin reported on the continuing data input to GeoLens. Ms. Van Ramshorst inquired as to whether ownership of brick fences throughout the City will be entered. Mr. Reid responded that Mr. Shannon at CliftonLarsonAllen will input this information.

Construction Project Items/Updates:

Monthly Engineering Report/Update:

Mr. Goertz reported on the inspection of District medians, noting that monthly inspections would be completed through April, and that weekly inspections would begin in May and run through September. Director Van Ramshorst confirmed with Mr. Goertz that median tuckpointing would be completed along Quebec Street this year. Mr. Goertz indicated that the bid process would commence in February so that tuck point repairs could begin in early spring. Director Van Ramshorst indicated her preference to begin repairs as soon as possible.

During his report on the medians Mr. Goertz noted curb and gutter damage to District median number 6 along Lincoln Avenue. Director Van Ramshorst stated that such damage is not the District's responsibility.

City of Lone Tree Construction and Excavation Standards:

Mr. Goertz reported that he and Mr. Reid met with the City of Lone Tree concerning the District's comments on the City's Construction and Excavation Standards. Mr. Goertz reported that the City will attempt to address the District's concerns in the following manner:

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- (1) Promptly notifying the District regarding permit applications affecting District property, which will also be helped when the District shifts to a “Tier 1” contact with the Utility Notification Center of Colorado;
- (2) The City will retain its authority related to stop work orders due to liability concerns and to avoid allowing a party other than the City the opportunity to delay project acceptance. The City intends take input from the District should the need arise to issue a stop work order; and
- (3) Revising the Standards to include and identify special districts, in addition to adjacent landowners.

Director Sippel inquired about reporting contractors who are observed damaging District property, and Mr. Goertz commented that the revised Standards address this. Thereafter, Mr. Hoffman introduced Mr. Schmitz, the new Director of Public Works and Mobility for the City of Lone Tree. Mr. Schmitz will provide an updated draft of the Standards and the City Council will consider the Standards at its meeting on February 5, 2019.

Financial Items:

December 31, 2018
Unaudited Financial
Statements and Updated
Cash Position and Property
Tax Schedule:

Ms. Harwell reviewed the unaudited financial statements and the property tax schedule with the Board, noting that the 2018 audit report will be forthcoming. Ms. Harwell reported that due to additional expenditures related to tuckpointing and landscape projects, the District’s Capital Projects Fund budget for fiscal year 2018 requires amendment and that District management would publish notice for a February budget hearing to amend that budget. Following motion by Director Parry, upon second by Director Godden, the Board accepted the financial statements and property tax schedule.

Manager’s Items:

2019 Board of Directors
Goals and Proposed Work
Plan

Mr. Reid reviewed his background and experience with the Board and introduced the District’s administrator, Ms. Liesmaki. Mr. Reid asked the members of the Board to introduce themselves. Thereafter, Mr. Reid discussed with the Board those goals identified by the Board in June 2018.

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Directors' Items:

Website Update:

Director Sippel and Director Glenn reported that the new website is close to completion. They will meet and discuss outstanding items, including adding photos to the website.

Other:

Director Van Ramshorst reported that she, Director Godden, Mayor Millet, and Mr. Hoffman have determined to meet on the third Tuesday of every odd month at 12:00 p.m. to discuss District and City matters.

Attorney Items:

Executive Session:

Director Van Ramshorst moved that the Board convene in Executive session pursuant to Sections 24-6-402(4)(b) and (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 the Landscape Services and Easement Agreement with Terra Ridge Homeowners Association. Director Glenn seconded the motion, which was unanimously approved by the Board at 6:16 P.M.

Members of the public departed the meeting at this time. Ms. Wool and Messrs. Reid and Crespin remained for the entire executive session.

The Board returned from executive session to open session at 6:48 P.M.

Other Items:

Mr. Crespin noted that Brightview currently maintains ROW areas surrounding the Terra Ridge HOA. He estimates an annual cost of \$27,000 to maintain the ROW areas surrounding Terra Ridge. This maintenance includes several best practice items like winter watering; soil flushing turf areas; turf repair/seeding; pruning perennials, grasses and sage; replacing shrubs, perennials, and trees; applying gypsum to evergreens; rock topdressing; high tree pruning; applying mycorrhizae to deep roots of trees; topdressing mulch beds; and mulching tree rings. This cost estimate includes all the items that Brightview currently provides pursuant to the Agreement in place with the District.

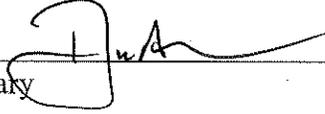
Director Van Ramshorst will attend Lone Tree's "HOA Summit" and will represent the District, as needed.

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Adjournment:

There being no further business to come before the Board, upon motion by Director Glenn, second by Director Van Ramshorst and upon vote, the meeting was adjourned at 6:58 P.M.

Secretary

A handwritten signature in black ink, appearing to be "J. A.", written over a horizontal line.