

RECORD OF PROCEEDINGS

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

Held: Monday, April 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.

The meeting was held via an online GoToMeeting: <https://global.gotomeeting.com/join/674727085> or via Phone: 1-877-309-2073 Access Code: 674-727-085.

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 *(by online meeting)*
Martha Sippel, Vice President *(by online meeting)*
Steve Parry, Treasurer *(by online meeting)*
Bryan Glenn, Secretary *(by online meeting)*
Gary Godden, Assistant Secretary/Treasurer *(by online meeting)*

Also present were:

Greg Jewell, resident
Mike Crespin; BrightView Landscape Services, Inc.
Taylor Goertz; IMEG
Tamara Seaver; Icenogle Seaver Pogue, P.C.
Matt Urkoski and Christine Harwell; CliftonLarsonAllen LLP
Jay Carpenter, Seth Hoffman, and Justin Schmitz, City of Lone Tree

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 5:02 P.M.

Directors Matters/Disclosure Matters: None.

Approval of/Additions To/Deletions from the Agenda: The Board approved the agenda as presented.

Public Comments: None.

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- Consent Agenda: Director Parry moved that the Board approve the consent agenda comprising minutes of the February 24, 2020 regular Board meeting and current claims and director fees. The motion was seconded by Director Sippel and unanimously approved by the Board.
- Financial Items:
2019 Audit: Ms. Harwell presented a draft of the 2019 audited financial statement for the District noting the audit was clean and there were no adjustments. She then reviewed several additional audit-related items with the Board. Following discussion, and upon motion by Director Sippel and second by Director Parry, the Board voted unanimously to accept the audit and directed that the audit be filed with the State in accordance with applicable law.
- March 30, 2020 Unaudited Financial Statements: Ms. Harwell then reviewed the March 30, 2020 unaudited financial statement with the Board. She noted that the first three months of the year produced less activity than the second quarter given the annual cycle of the District's landscaping activities. She also reviewed the 2020 property tax receipt summary. Following discussion, Director Glenn moved that the Board accept the unaudited March 30, 2020 unaudited financial statements. The motion was seconded by Director Sippel and approved unanimously by the Board.
- Landscape Items:
Monthly Landscape Maintenance Report Mr. Crespin addressed the Board of Directors and reported regarding general maintenance items. He noted that the majority of spring services are complete with a few areas needing miscellaneous clean-up. He reported that the pre-emergent for turf weeds had been applied and that mowing had commenced. Mr. Crespin reported that spring grub application will be applied during the first week of May and can help with the Japanese Beetle. He further noted that the gypsum application took place. Director Parry asked about the impact of the late freeze and Mr. Crespin reported that by the May Board meeting he hoped to have fully catalogued the damage. Mr. Crespin reported that with the warm early spring, he will work closely Mr. Urkoski to communicate with the HOAs, if necessary, to ensure they turn on their irrigation systems.
- Approve Work Orders: Mr. Crespin reviewed the following work orders with the Board:
- soil flush for areas affected by slicer/magnesium chloride in the total amount of \$2,880.00

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- 2020 application to all turf areas to treat for Cranberry Girdler and Japanese Beetle grubs in the total amount of \$5,200.00
- top dressing of all tree rings with mulch within the District in the total amount of \$14,500.00
- top dressing mulch in the District's medians on Lone Tree Parkway, Timberline Drive, South Dale and Parkway Drive, and turning mulch to refresh on Lincoln, Yosemite, Parkway Drive, Park Meadows Center Drive and Quebec in the total amount of \$32,880.00
- deep root spring application of mycorrhizae to trees within the District in the total amount of \$7,000.00

Following Mr. Crespin's review and Board discussion, Director Sippel moved that the Board of Directors approved all of the listed work orders, as presented. The motion was seconded by Director Parry and approved unanimously by the Board.

Other Landscape Items: None.

Engineering Items:

Monthly Engineering Report/Update

Mr. Goertz reviewed the monthly engineering report and updates for projects, including reporting on inspection of all median hardscape on March 24, 2020. He also responded to Director Van Ramshorst's question regarding the timing for sweeping of the medians noting the various options. Following his response, Director Van Ramshorst moved that the Board have sweeping performed only on the medians not being repaired this summer, and directed Mr. Goertz to move ahead, in conjunction with Brightview, to address those medians. Director Glenn seconded the motion which was approved unanimously by the Board.

Median Inspection Summary: Mr. Goertz reviewed the inspection reports for the flagstone medians and recommendations contained therein.

Recommendation of Award of the 2020 Median Retuck Project:

Mr. Goertz reviewed a recommendation for award of a contract in the amount of \$275,063.75 for the District's 2020 Median Rehabilitation project. He recommended the board consider awarding the contract to Rock and Company as they appeared to be the low bidder for the project. Director Glenn inquired about Rock and Company's experience and performance and Mr. Goertz reported that his inquiries were positive but noted that Rock and Company had not, to his knowledge, been the primary contractor on any projects of the size of the District's project.

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Director Van Ramshorst expressed concern about an unknown contractor, without project experience on large project. She also noted the exemplary work of Chancery in the past, which comment was echoed by several other members of the Board. The Board discussed the bids at length, as well as the contractors and asked Ms. Seaver for relevant legal advice. Following extended discussion Director Glenn moved that the Board award of contract, in an amount not-to-exceed \$304,210.79, to Chancery Contraction, Inc., and that the Board authorize execution of the Contract Documents as necessary to complete the project. The motion was seconded by Director Sippel and approved unanimously by the Board.

Other Engineering items: No other engineering items.

Manager Items:

Other: None.

Director's Items:

Director Godden introduced Greg Jewell who will be declared elected by acclimation effective as of May 5, 2020. Mr. Jewell reviewed with the Board his background and enthusiasm for joining the Board and working with the team. Ms. Seaver noted that her office will provide Mr. Jewell with some preliminary District information. Mr. Hoffman reported on City matters related to elections and noted the City is still working toward conclusions for its own meetings. He also reported that Park Meadows Mall will likely not be able to open and that the City's focus will be on essential services.

Attorney Items: 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 agreements with homeowners associations. Director Glenn seconded the motion, which was unanimously approved by the Board at 6:07 P.M.

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

Upon motion by Director VanRamshorst and second by Director Parry the board moved out of executive session and back into public session at 6:27 p.m.

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Other Items:

Upon motion by Director Sippel, second by Director Parry and upon vote, the Board unanimously approved the form of Landscape Service Agreements and cover letter.

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 6:29 P.M.

DocuSigned by:



Secretary