

MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
LITTLETON VILLAGE METROPOLITAN DISTRICT NOS. 1-3
HELD
AUGUST 22, 2017

A regular meeting of the Board of Directors of the Littleton Village Metropolitan District Nos. 1-3 was held on August 22, 2017 at 10:30 a.m. at the Offices of WBA, 2154 East Commons Ave, Ste 2000., Centennial, Colorado. The meeting was open to the public.

Attendance

In attendance were the following Directors:

Gardiner G. Hammond
Theodore E. Cox
Lynn Christensen, District No. 2
Ken Martinelli, District No. 2

Also in attendance were:

Denise Denslow & Jason Carroll; CliftonLarsonAllen LLP
Megan Liesmaki; CliftonLarsonAllen LLP
Trisha Harris, Esq; White Bear Ankele Tanaka & Waldron
Wayne & Sara Webb; 606 Dry Creek Place
Marianne Gonzalez; 558 E. Dry Creek Place
Clayton Nicholson; 572 E. Dry Creek Place

Call to Order/Declaration
of Quorum/Joint Meetings

The Boards of Directors of Littleton Village MD Nos. 1, 2 & 3 called the meeting to order at 10:31 a.m. and confirmed quorum was present.

The Boards of Directors of the Districts determined to hold joint meetings of the Districts and to prepare joint minutes of action taken by the Districts in such meetings. Unless otherwise noted herein, all official action reflected in these minutes shall be deemed to be the action of all Districts. Where necessary, action taken by an individual District will be so reflected in these minutes.

Director Qualifications
Conflicts of Interest /
Reaffirmation of
Disclosures

The Boards were advised that pursuant to Colorado law, certain disclosures by the Boards' members may be required prior to taking official action at the meeting. The Boards reviewed the Agenda for the meeting, following which each Board member confirmed the contents of written disclosures previously made, stating the fact and summary nature

of any matters, as required under Colorado law, to permit official action to be taken at the meeting.

The Boards determined that participation by the directors with potential conflicts of interest was necessary to obtain a quorum or otherwise enable lawful action to occur.

Consent Agenda

Upon a motion duly made by Director Hammond, seconded by Director Martinelli and, upon vote unanimously carried, the Board approved the agenda, subject to the discussed revisions to the July 20, 2017 Special Joint Board Meeting Minutes.

Public Comment

Ms. Gonzalez stated her concern with maintenance issues within the District, including broken lights, missing plants and dying landscaping. She also asked the Board what was being done to address residents not following the leashing policy within the community.

Ms. Denslow reported that the current landscaping is still under the builder's warranty and stated that documentation of the tree death has been filed. Ms. Denslow explained that from 9 a.m. to 4 p.m. the District is being monitored for pets off their leashes but also reported that she will follow up with the City of Littleton to determine what the city's leashing ordinance restricts and research quotes on leashing signage.

The public presented their concerns regarding the lack of parking on Logan Street and their desire to have parking on one side of the street approved. The public also stated their desire to have the "No Parking" policy within alley ways better enforced.

Ms. Denslow stated she will reach out to City staff to determine the required width of Logan Street in order to provide parking while still maintaining fire lane compliance. She will report back to the Board if applying for a variance is required. Ms. Denslow informed the public that the fire department will only enforce "No Parking" within the alley ways where there is a fire lane. She will get quotes for "No Parking" signage.

The public stated their concern with littered drainage ways and weeds not being maintained in District No. 3.

Ms. Denslow explained the District's inability to send landscapers into District No. 3 to mow due to it being private property. She will contact Century to clean construction debris out of the drainage ways.

Financial Matters

Review and Acceptance of the June 30, 2017 Financial Statements

Mr. Carroll reviewed the June Financial Statements with the Boards. Ms. Gonzalez questioned whether or not District Nos. 1 & 2 would be responsible to cover any debt that District No. 3 acquires.

Mr. Carroll informed the Board and Ms. Gonzalez that the residents of District Nos. 1 & 2 would not be held responsible for any debts of District No. 3. Director Hammond stated that District No. 3 is currently producing enough income to cover any fees it has acquired.

Upon a motion duly made by Director Hammond, seconded by Director Cox and, upon vote unanimously carried, the Board accepted the June 30 Financial Statements for District Nos. 1 & 3.

Upon a motion duly made by Director Martinelli, seconded by Director Christensen and, upon vote unanimously carried, the Board accepted the June 30 Financial Statements for District No. 2.

Review and Approve Claims

Mr. Carroll presented the Claims report to the Board.

Upon a motion duly made by Director Hammond, seconded by Director Cox and, upon vote unanimously carried, the Board approved the claims represented by check numbers 1437 through 1447 totaling \$239,817.01.

Discuss 2018 Budget Schedule

Mr. Carroll reviewed the 2018 Budget Schedule with the Board. Director Hammond will send financial input to Ms. Denslow and Mr. Carroll for review.

Other

None.

Legal Matters

Review and Consider Approval of the Independent Contractor Agreement between District No. 1 and Brightview for Landscaping Services.

Ms. Harris reviewed the Independent Contractor Agreement between District No. 1 and Brightview for Landscaping Services with the Board. Director Cox asked if Snow Removal was included in the contract. Ms. Denslow stated she will amend the agreement to include snow removal. Ms. Denslow will also review the date of expiration for Brightview's warranty period to determine when the District should go out to bid for landscaping quotes.

Upon a motion duly made by Director Hammond, seconded by Director Cox and, upon a vote, unanimously carried, the Board approved the Independent Contractor Agreement between District No. 1 and Brightview for Landscaping Services, subject to an amendment for snow removal.

Other

Director Martinelli questioned how much voting power District No. 2 has on issues regarding all three Districts. Director Hammond suggested the possibility of splitting the Districts in the near future. Ms. Harris will review the Service Plan for which Districts can hold voting power.

Manger Items

Review Draft Newsletter for September Billing

Director Christensen stated concern that residents have wood burning fire pits, leave garbage cans at the end of their driveways and park in "No Parking" alley ways. She requested that reminders for the District's policies regarding these issues be restated in the Winter Newsletter. Director Martinelli requested that keeping garage doors closed be added under "safety tips" in the Winter Newsletter.

Covenant Enforcement - Update

Ms. Denslow reported that the biggest issues with covenant noncompliance is trash cans. Ms. Denslow stated that violation letters are being sent to residents within the District that leave their garbage cans out. Ms. Harris reminded the Board to inform residents who are complaining about covenant noncompliance to report issues to CLA.

Capital Improvement Matters

Construction Report

Director Hammond reported to the Board that construction is complete.

Update on Commercial Area

Director Hammond informed the Board that discussion regarding building a Senior Living Home on part of the commercial area has occurred. Director Christensen stated her concern that the builders had originally informed home owners that retail stores would be included in the commercial area. Director Martinelli asked if a medical building was still under consideration for the Commercial Area and Director Hammond responded that it was currently undecided.

Update on Improvements Turnover

Director Hammond reported that he has had difficulty getting in touch with Century. Ms. Harris will send a letter.

Director Items

Other

Director Christensen requested using the District's park for semi-organized sports leagues. The Board discussed the pros and cons and decided to table the matter.

Next Meeting

Confirmation of Quorum – September 26, 2017 at 10:30 a.m.

Upon a motion duly made by Director Hammond, seconded by Director Cox the Board approved moving the September 26th meeting to October 3rd at 10:30 a.m.

Upon a motion duly made by Director Hammond, seconded by Director Cox the Board approved a quorum for a November 14th, 2017 Special meeting for 5:30 p.m.

Ms. Denslow will look into reserving a location for the Special meeting and will post the upcoming meetings on both the District's website and in the District's Newsletter.

Adjournment

Upon a motion duly made by Director Hammond, seconded by Director Cox and, upon vote unanimously carried, the Board adjourned the meeting at 12:30 p.m.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.


Secretary for the Meeting

The foregoing minutes were approved on the 22nd day of August, 2017.