

MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
LITTLETON VILLAGE METROPOLITAN DISTRICT NOS. 1-3  
HELD  
JUNE 23, 2020

A special meeting of the Board of Directors of the Littleton Village Metropolitan District Nos. 1-3 was held on June 23, 2020 at 5:30 p.m. The meeting was held via teleconference due to the State of Emergency declared by Governor Polis and Public Health Orders Implementing Social Distancing Measures, and the continuing threat posed by the COVID-19 coronavirus. The meeting was open to the public.

Attendance

In attendance, via teleconferencing, were the following Directors:

Gardiner G. Hammond (District No. 1)

Phil Cernanec (District No. 2)

Holly Bundschu (District No. 2)

Michael Bolsinger (District No. 2)

Chrystia Losianovich (District No. 2)

Jack Buchanan (District No. 3)

Sherry Buchanan (District No. 3)

Johnny Buchanan (District No. 3)

Cynthia Meyers (District No. 3)

Also in attendance, via teleconference, were:

Denise Denslow, Geol Scheirman, Jason Carroll & Thuy Dam;

CliftonLarsonAllen LLP (“CLA”)

William P. Ankele & Trish Harris; White Bear Ankele Tanaka & Waldron

Zachary Tedeschi; District No. 2 Board Candidate

Lynn Christensen; Resident

Terry Stalker; Resident

Call to Order/Declaration  
of Quorum/Joint Meetings

The Boards of Directors of Littleton Village MD Nos. 2 & 3 called the meeting to order at 5:33 p.m. and confirmed quorum of each was present. The absence of District No. 2 Director Mulqueen was noted and excused.

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. Ms. Harris reported that disclosures for those directors with potential or existing conflicts of interest were filed with the Secretary of State's Office and the Boards at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Boards. Ms. Harris inquired into whether members of the Boards had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted. The Boards determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Boards to act.

Approval of Resolution  
Declaring Emergency  
Procedures and  
Authorizing  
Teleconferencing for  
Regular and Special  
Meetings

Ms. Harris reviewed the Resolution Declaring Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings with the District No. 3 Board.

Following review, upon a motion duly made by Director Sherry Buchanan, seconded by Jack Buchanan and, upon vote, unanimously carried, the District No. 3 Board approved the Resolution Declaring Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings with the Board.

Approval of Resolution  
Extending Emergency  
Procedures and  
Authorizing  
Teleconferencing for  
Regular and Special  
Meetings

Ms. Harris reviewed the Resolution Declaring Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings with the District Nos. 1 & 2 Boards.

Following review, upon a motion duly made by Director Hammond and, upon vote, unanimously carried, the District No. 1 Board approved the Resolution Declaring Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings with the Board.

Following review, upon a motion duly made by Director Cernanec, seconded by Director Bundschu and, upon vote, unanimously carried, the District No. 2 Board approved the Resolution Declaring Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings with the Board.

Public Comments

Ms. Lynn Christensen provided an update to the Boards that she has been in discussions with the condominiums regarding trash removal and weed control. Ms. Christensen requested the Board consider a July, October, January and April newsletter cycle and suggested the Board members and/or Architectural Review Committee contribute content for the newsletter. The Board agreed and Director Bolsinger requested a follow up from Ms. Christensen in a few weeks.

2020 Directors' Election  
Update and Appointment  
of Board Members

Consider Appointment of Directors/Administer Oaths of Office

Following discussion, upon a motion duly made by Director Hammond and, upon vote, unanimously carried, the District No. 1 Board approved the appointment of Mr. Jack Buchanan, Ms. Sherry Buchanan and Mr. Johnny Buchanan to the District No. 1 Board. Director Hammond administered the Oaths of Office to Mr. Jack Buchanan, Ms. Sherry Buchanan and Mr. Johnny Buchanan.

Consider Appointment of Directors/Administer Oaths of Office

Following discussion, upon a motion duly made by Director Bolsinger, seconded by Director Cernanec and, upon vote, unanimously carried, the District No. 2 Board approved the appointment of Mr. Zachary Tedeschi to the District No. 2 Board. Director Cernanec administered the Oath of Office to Mr. Tedeschi.

Election of Officers

Following discussion, this item was tabled for District No. 1.

Following discussion, upon a motion duly made by Director Losianovich, seconded by Director Bolsinger and, upon vote, unanimously carried, the Board approved the following election of officers:

President: Phil Cernanec  
Treasurer: Holly Bundschu  
Secretary: Chrystia Losianovich  
Director: Michael Bolsinger  
Director: Zachary Tedeschi

Following Discussion, upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the District No. 3 Board approved the following election of officers:

President: Jack Buchanan  
Treasurer: Johnny Buchanan  
Secretary: Sherry Buchanan  
Director: Cynthia Meyers  
Director: Brian Mulqueen

Approval of  
Consent Items

Review and Consider Approval of December 10, 2019 Special Meeting  
Minutes (District No. 3)

Review and Consider Approval of April 28, 2020 Special Meeting Minutes  
(District Nos. 1 & 2)

Review and Consider Approval of Resolution Establishing an Electronic Signature Policy (District Nos. 1-3)

Following review, upon a motion duly made by Director Hammond and, upon vote, unanimously carried, the Board of District No. 1 approved the Consent Items for District No. 1.

Following review, upon a motion duly made by Director Cernanec, seconded by Director Losianovich and, upon vote, unanimously carried, the Board of District No. 2 approved the Consent Items for District No. 2.

Following review, upon a motion duly made by Director Sherry Buchanan, seconded by Director Jack Buchanan and, upon vote, unanimously carried, the Board of District No. 3 approved the Consent Items for District No. 3.

Legal Items

Review and Consider Approval of Memorandum of Understanding (“MOU”) (District Nos. 1-3)

Mr. Ankele reviewed the Memorandum of Understanding with the Boards.

Discussion ensued among the Boards’ members.

Following discussion, upon a motion duly made by Director Cernanec, seconded by Director Bolsinger and, upon vote, the District No. 2 Board approved the Memorandum of Understanding. Director Bundschu abstained.

Following discussion, upon a motion duly made by Director Jack Buchanan, seconded by Director Johnny Buchanan and, upon vote, unanimously carried the District No. 3 Board approved the Memorandum of Understanding.

Discuss District Separation (District Nos. 1-3)

Ms. Harris reviewed with the Boards, the list of documents that would need to be drafted and/or revised for separation of the Districts to occur.

Executive Session pursuant to §24-6-402(4)(b) and (e) for the purpose of receiving legal advice and for determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing negotiators (if needed)

Executive Session was not needed at this time.

Financial Items

Review, Ratify and Approval of Claims (District No. 1)

Ms. Dam presented the claims to the Board.

Following review, upon a motion duly made by Director Hammond and, upon vote, unanimously carried, the Board of District No. 1 approved the District No. 1 claims, as presented.

Review and Consider Acceptance of April 30, 2020 Unaudited Financial Statements (District Nos. 1-3)

Ms. Dam reviewed the April 30, 2020 unaudited financial statements with the Boards.

Following review, upon a motion duly made by Director Hammond and, upon vote, unanimously carried, the Board of District No. 1 accepted the April 30, 2020 unaudited financial statements for District No. 1.

Following review, upon a motion duly made by Director Bundschu, seconded by Director Bolsinger and, upon vote, unanimously carried, the Board of District No. 2 accepted the April 30, 2020 unaudited financial statements for District No. 2.

Following discussion, the District No. 3 Board tabled this item and requested a special meeting be scheduled between Commercial Property Owners and CLA to review the financial statements in detail. CLA will coordinate scheduling a special meeting for District No. 3.

Conduct Public Hearing to Consider Amending 2019 Budget; Consider Approval of Resolution to Amend 2019 Budget

Upon a motion duly made by Director Cernanec the public hearing was opened at 7:32 p.m. No public comments. Upon a motion duly made by Director Cernanec the public hearing was closed at 7:33 p.m.

Ms. Dam reviewed the 2019 Budget Amendment and Resolution to Amend the 2019 Budget with the Board.

Following review, upon a motion duly made by Director Cernanec, seconded by Director Bolsinger and, upon vote, unanimously carried, the Board approved the 2019 Budget Amendment and Resolution to Amend the 2019 Budget.

Review and Consider Approval of 2019 Audit (District Nos. 1 & 2)

Ms. Dam reviewed the 2019 Audits with the Boards.

Following review, upon a motion duly made by Director Hammond and upon vote, unanimously carried the District No. 1 Board approved the 2019 Audit for District No. 1.

Following review, upon a motion duly made by Director Cernanec, seconded by Director Losianovich and, upon vote, unanimously carried, the District No. 2 Board approved the 2019 Audit for District No. 2.

Review and Consider Ratifying Approval of 2019 Audit Exemption (District No. 3)

Ms. Dam reviewed the 2019 Audit Exemption with the Board.

Following review, upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the District No. 3 Board ratified approval of the 2019 Audit Exemption for District No. 3.

Other

Upon a motion duly made by Director Hammond, the District No. 1 Board adjourned the District No. 1 meeting.

Upon a motion duly made by Director Jack Buchanan, the District No. 3 Board adjourned the District No. 3 meeting.

Manager Items

Update on Street Settlement Issue

Ms. Denslow provided an update on the street settlement issue to the Board, noting that both she and Director Hammond have been in regular communication with the City on possible solutions.

Ms. Harris will provide a letter to the City requesting a quicker response to this area of concern.

Landscaping Discussion and Homeowner Installs

Mr. Scheirman provided an update to the Board on landscaping concerns throughout the community and requested feedback from the Board on specific responses to homeowner complaints and possible homeowner install and/or replacement requests.

Following discussion, the Board directed CLA to inform residents that all District landscaping will be postponed, at this time, due to lack of District funds. Landscaping options will be discussed at later meetings for possible removal and/or replacement options in 2021.

Parking Discussion

Mr. Scheirman provided an update to the Board on parking options, inquiring as to whether or not the Board would like to move forward in transition parking from the current curb locations to the median.

Discussion ensued among the Board members, including questions on snow removal adjustments, signage and residents' preferences regarding parking.

No action was taken at this time.

Other

Mr. Scheirman provided an update on District violations, noting that CLA will continue to monitor the community. Discussion ensued among the Board regarding basketball hoops and how strictly the Board would like to enforce violations. The Board approved a less strict approach to violations within the community, during the current COVID-19 situation; however, the Board plans to transition back to a more strict enforcement of violations once gymnasiums, etc. are re-opened.

Director Items

Other

None.

Other Business

None.

Next Meeting

Confirm Quorum for July 28, 2020 Regular Board Meeting

The District No. 2 Board requested that the July 28, 2020 Regular Board Meeting be cancelled if pending agenda items are not ready for review.

Adjournment

Upon a motion duly made by Director Cernanec, the District No. 2 Board adjourned the meeting at 9:12 p.m.

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

DocuSigned by:  
*Gardiner Hammond*  
District No. 1  
5B4724F0392D4E7...

DocuSigned by:  
*Chrystia Losianovich*  
District No. 2  
9B65C828FF77472...

DocuSigned by:  
*Sherry Buchanan*  
District No. 3  
7336E5C491D47E...

## Certificate Of Completion

Envelope Id: D7447DAA91CA4923A37A07D198C6D075  
 Subject: Please DocuSign: 06-23-20 DRAFT MINUTES\_2020.docx  
 Client Name: Littleton Village Metropolitan District No. 3  
 Client Number: 011-044526  
 Source Envelope:  
 Document Pages: 7  
 Certificate Pages: 5  
 AutoNav: Enabled  
 EnvelopeId Stamping: Enabled  
 Time Zone: (UTC-06:00) Central Time (US & Canada)

Status: Completed

Envelope Originator:  
 Megan Liesmaki  
 220 South 6th Street  
 Suite 300  
 Minneapolis, MN 55402  
 Megan.Liesmaki@claconnect.com  
 IP Address: 71.205.25.179

## Record Tracking

Status: Original  
 7/31/2020 7:03:06 PM

Holder: Megan Liesmaki  
 Megan.Liesmaki@claconnect.com

Location: DocuSign

## Signer Events

Gardiner Hammond  
 gardiner@hammondsiteresources.com  
 Security Level: Email, Account Authentication  
 (None)

## Signature

DocuSigned by:  
  
 3DE7C1F0392D4E7...

Signature Adoption: Pre-selected Style  
 Using IP Address: 24.8.19.175

## Timestamp

Sent: 7/31/2020 7:05:35 PM  
 Viewed: 8/3/2020 10:18:01 AM  
 Signed: 8/3/2020 10:18:42 AM

## Electronic Record and Signature Disclosure:

Accepted: 8/3/2020 10:18:01 AM  
 ID: aadbb455-146c-474d-aa3c-3118994ef724

Chrystia Losianovich  
 chrystia@gmail.com  
 Security Level: Email, Account Authentication  
 (None)

DocuSigned by:  
  
 9B65C32FF77472...

Signature Adoption: Pre-selected Style  
 Using IP Address: 71.56.245.53  
 Signed using mobile

Sent: 8/3/2020 10:18:44 AM  
 Viewed: 8/7/2020 7:18:22 AM  
 Signed: 8/7/2020 7:18:35 AM

## Electronic Record and Signature Disclosure:

Accepted: 8/7/2020 7:18:22 AM  
 ID: d4a17574-9090-44e0-9a5b-cd0e20a72cc2

Sherry Buchanan  
 sherry@bbv1.com  
 Security Level: Email, Account Authentication  
 (None)

DocuSigned by:  
  
 1A396E5C421D4FE...

Signature Adoption: Pre-selected Style  
 Using IP Address: 107.77.200.4  
 Signed using mobile

Sent: 8/7/2020 7:18:36 AM  
 Resent: 8/12/2020 11:28:10 AM  
 Viewed: 8/7/2020 12:17:44 PM  
 Signed: 8/14/2020 1:34:30 PM

## Electronic Record and Signature Disclosure:

Accepted: 8/14/2020 1:33:12 PM  
 ID: 77e06053-27f0-4dbb-ae61-4081bc70b756

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp



<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	8/12/2020 11:28:10 AM
Certified Delivered	Security Checked	8/7/2020 12:17:44 PM
Signing Complete	Security Checked	8/14/2020 1:34:30 PM
Completed	Security Checked	8/14/2020 1:34:30 PM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
<b>Electronic Record and Signature Disclosure</b>		

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