

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARDS OF DIRECTORS OF THE
LITTLETON VILLAGE METROPOLITAN DISTRICT NOS. 1 AND 3
(THE "DISTRICTS")
HELD
OCTOBER 12, 2021

A special meeting of the Boards of Directors of the Littleton Village Metropolitan District Nos. 1 and 3 (referred to hereafter as the "Boards") was convened on Tuesday, October 12, 2021, at 5:30 p.m. This District Board meeting was held via Microsoft Teams. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

District No. 1:

John (Jack) C. Buchanan, Jr., President
Sherry Buchanan, Secretary

District No. 3:

John (Jack) C. Buchanan, Jr., President
Sherry Buchanan, Secretary

Treasurer John Buchanan was absent and excused from both Boards.

Also, In Attendance Were:

Denise Denslow and Thuy Dam; CliftonLarsonAllen LLP ("CLA")
Trisha K. Harris, Esq.; White Bear Ankele Tanaka & Waldron P.C. ("WBA")
Ken Martinelli and Lynn Christensen; Residents of Littleton Village
Metropolitan District No. 2

ADMINISTRATIVE MATTERS

Call to order and approval of agenda: The meeting was called to order at 5:35 p.m. Following review, upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Boards approved the agenda as presented.

Disclosures of potential conflicts of interest: 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. 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. Denslow 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

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meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Boards. Ms. Denslow 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.

Quorum, location of meeting and posting of meeting notice: The Boards confirmed a quorum, the location of the meeting and the posting of the meeting notice.

Public comment: Ms. Christensen inquired about commercial and rezoning activity. Discussion followed regarding storm drainage systems.

CONSENT AGENDA

Minutes from the August 17, 2021 Special Board meeting

2022 Annual Administrative Resolutions

2022 Insurance Renewal and Documents Needed to Obtain or Maintain Insurance Coverage Through the Colorado Special Districts Property and Liability Pool or TCW and Membership in the Special District Association

Interim Claims (District No. 3)

Current Cash Position (District No. 3)

2020 Audit Exemptions

District Accountant to Prepare Application for Exemption from 2021 Audit

2020 Annual Reports

Following review, upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Boards approved the Consent Agenda items.

FINANCIAL MATTERS

2021 Budget Amendment Public Hearings: Upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Boards opened the District No. 1 public hearing at 6:11 p.m.

Resolution to Amend the 2021 Budget for District No. 1: Ms. Dam reviewed the 2021 Budget Amendment for District No. 1. Following review and discussion, upon a motion duly made by Director Jack

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Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the District No. 1 Board amended the 2021 Budget and adopted the Resolution to Amend the 2021 Budget as presented.

Following review, upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Boards closed the District No. 1 public hearing at 6:15 p.m.

2022 Budget Hearings: Upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Boards opened the public hearings at 6:11 p.m.

Resolution to Adopt the 2022 Budget, Appropriating Funds for Expenditures and Certifying Mill Levies for District No. 1: Ms. Dam reviewed the 2022 Budget for District No. 1. Following review, upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Board adopted the Resolution to Adopt the 2022 Budget, Appropriating Funds for Expenditures and Certifying Mill Levies for District No. 1 as presented.

Resolution to Adopt the 2022 Budget, Appropriating Funds for Expenditures and Certifying Mill Levies for District No. 3: Following review, upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Board adopted the Resolution to Adopt the 2022 Budget, Appropriating Funds for Expenditures and Certifying Mill Levies for District No. 3 as presented.

Following review, upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Boards closed the public hearings at 6:15 p.m.

Other: None.

LEGAL MATTERS

2021 Legislative Updates: Attorney Harris reviewed the 2021 legislative updates with the Boards.

Street issue update (District No. 1): Attorney Harris reported that the City will review the draft agreement in early November.

Board vacancies: The Boards discussed the vacancies on the Boards. No action was taken.

Resolution Calling a Regular Election for Directors on May 3, 2022, Appointing the DEO and Authorizing the DEO to Perform all Tasks

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Required for the Conduct of a mail Ballot Election. Self-Nomination and Acceptance Forms Due Date and Need for Ballot Issues and/or Questions:

Following review, upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Boards adopted the Resolution Calling a Regular Election for Directors on May 3, 2022, appointed the DEO and authorized the DEO to perform all tasks required for the conduct of a mail ballot election.

Other: None.

**MANAGER
MATTERS**

CliftonLarsonAllen LLP Master Service Agreement and Related Statement(s) of Work for District No. 3: Following review, upon a motion duly made by Director Sherry Buchanan, seconded by Director Jack Buchanan and, upon vote, unanimously carried, the Board approved the CliftonLarsonAllen LLP Master Service Agreement and Related Statement(s) of Work for District No. 3 as presented.

Annual Snow Service Order for 2021-2022 from BrightView Landscape Services, Inc. for District Nos. 2 & 3: Following review, upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Boards approved the Annual Snow Service Order for 2021-2022 form BrightView Landscape Services, Inc. for District Nos. 2 & 3 as presented.

Other: None.

**DIRECTOR
MATTERS**

Cost-saving opportunities update: The Boards discussed cost-saving opportunities regarding operational expenses. No action was taken.

Other: None.

OTHER BUSINESS

Conversion of detention pond to underground detention and possible conveyance of property to development entity in relation to the same:

Director Jack Buchanan provided an update to the Boards on activity regarding the potential undergrounding of the detention area. No action was taken.

Engaging an architectural firm to assist the Architectural Review Committee: This item was discussed as a possible flat fee per review. No action was taken.

Quorum for the next meeting: A quorum for the next meeting was confirmed.

ADJOURNMENT

There being no further business to come before the Boards at this time, the Boards adjourned the meeting at 6:46 p.m.

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

Respectfully submitted,

DocuSigned by:

Sherry Buchanan

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Secretary for the Meeting