

## RECORD OF PROCEEDINGS

---

MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
LITTLETON VILLAGE METROPOLITAN DISTRICT NO. 3 (THE  
“DISTRICT”)  
HELD  
MAY 17, 2022

A special meeting of the Board of Directors of the Littleton Village Metropolitan District No. 3 (referred to hereafter as the “Board”) was convened on Tuesday, May 17, 2022, at 12:00 p.m. This District Board meeting was held via Microsoft Teams. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

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

#### Also, In Attendance Were:

Denise Denslow and Thuy Dam; CliftonLarsonAllen LLP (“CLA”)  
Alan Pogue, Esq.; Icenogle Seaver Pogue, P.C. (“ISP”)

### ADMINISTRATIVE MATTERS

**Call to Order and Agenda:** The meeting was called to order at 12:03 p.m. Following review, upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Board approved the agenda, as presented.

**Disclosures of Potential Conflicts of Interest:** The Board was advised that pursuant to Colorado law, certain disclosures by the Board’s 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 Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Ms. Denslow inquired into whether members of the Board 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 Board determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

**Quorum, Location of Meeting and Posting of Meeting Notice:** The Board confirmed a quorum, the location of the meeting and the posting of the meeting notice.

**Public Comment:** None.

## RECORD OF PROCEEDINGS

---

### CONSENT AGENDA

**Unaudited Financial Statements for the Period Ending March 31, 2022:** Ms. Dam reviewed the Unaudited Financial Statements with the Board, noting that property taxes had been collected at approximately 53%, which is in line with the prior year at the end of March. Discussion ensued. Following review and discussion, upon a motion duly made by Director Sherry Buchanan, seconded by Director Jack Buchanan and, upon vote, unanimously carried, the Board ratified and approved the Unaudited Financial Statements for the period ending March 31, 2022, as presented.

### FINANCIAL MATTERS

**Other:** None.

### LEGAL MATTERS

**Detention Pond Parcel Development:** Attorney Pogue provided a status report to the Board regarding the detention pond parcel appraisal, stating that it is nearly complete. He noted that the existing appurtenances should be available for use in the reconfiguration of the detention pond.

**Resolution Adopting Capital Fees:** Attorney Pogue reviewed the Resolution with the Board, noting that its purpose is to establish a mechanism to assess capital fees to the properties that would benefit from additional water and sewer lines. He stated that at the time that costs are established, fees will be allocated on a per acre basis. Following discussion, upon a motion duly made by Director Sherry Buchanan, seconded by Director Jack Buchanan and, upon vote, unanimously carried, the Board approved the Resolution Adopting Capital Fees, as presented.

### MANAGER MATTERS

**Other:** None.

### DIRECTOR MATTERS

**Other:** None.

### OTHER BUSINESS

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

### ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at 12:29 p.m.

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

Respectfully submitted,

## RECORD OF PROCEEDINGS

---

DocuSigned by:  
*Sherry Buchanan*  
1A398EBC421D4FE  
Secretary for the Meeting