

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
LITTLETON VILLAGE METROPOLITAN DISTRICT NO. 2
HELD
JANUARY 24, 2023

A regular meeting of the Board of Directors (the “Board”) of the Littleton Village Metropolitan District No. 2 (the “District”) was convened on Tuesday, January 24, 2023, at 5:30 p.m. via Zoom. The meeting was open to the public.

ATTENDANCE

Directors In Attendance:

Phil Cernanec, President
Maria McAfee, Treasurer
Zach Tedeschi, Secretary
Holly Bundschu, Assistant Secretary
Jim Bowlby, Jr., Assistant Secretary

Also In Attendance:

AJ Beckman, Kate Innes, and Geol Scheirman; Public Alliance
Richard Haggarty; CliftonLarsonAllen LLP (“CLA”)
Joan Fritsche, Esq.; Fritsche Law, LLC
Dennis Bedford; BrightView Landscaping
Isabelle Lockwood, AMLI and District residents Amy Weber, Bebe Kleinman,
Brent Teal, Deb Keith, Douglas Bissonette, Katie Schramm, Lee Reiersgord,
Lynn Christensen, Matt Tabrum, Nick Wolff, Scott Gunter, Yanfei Liao,
Dennis Fink, Sue Kline, and Danielle Jacques.

ADMINISTRATIVE MATTERS

Call to order and approval of agenda: Chairman Cernanec called the meeting to order at 5:36 p.m. Following review, upon a motion made by Director Bundschu, seconded by Director McAfee and, upon vote, unanimously carried, the Board approved the agenda, as amended to move the AMLI updates for the dog park item up on the agenda to occur following Financial Matters.

Disclosures of potential conflicts of interest: None.

Quorum, location of meeting and posting of meeting notices: A quorum of the Board was present, and the meeting location (Zoom) and meeting notice posting were confirmed.

Public comment: Ms. Christensen greeted the new management group. She requested that the Board meeting packet be made available on the District website prior to each meeting. She then discussed the dog waste along Fremont Street, noting that it has increased. She explained that she would like the Board to consider additional dog waste stations, and to relay dog waste reminders in future eblasts to the Community.

RECORD OF PROCEEDINGS

CONSENT AGENDA

Minutes from the October 18, 2022, Regular Board Meeting: Following review, upon a motion made by Director Bundschu, seconded by Director Tedeschi and, upon vote, unanimously carried, the Board approved the consent agenda.

MANAGER MATTERS

Manager Report: Mr. Beckman and Mr. Scheirman presented the Manager Report to the Board. Following discussion, the Board requested that dates for onsite covenant inspections conducted during the prior period be included in future reports.

Parking in the Community: Mr. Scheirman provided a parking update. He discussed the parking restriction along E. Hinsdale Ave. and E. Dry Creek Pl. on the south side of the two roads during winter months and explained that he has been in communication with the City of Littleton regarding snow and ice removal procedures. Mr. Scheirman presented the updated agreement between the District and Wyatt's Towing. Following review and discussion, upon a motion duly made by Director Bundschu, seconded by Director Bowlby and, upon vote, unanimously carried, the Board approved the updated agreement with Wyatt's Towing, allowing residents to call in parking violations for towing.

Committee Discussion: Mr. Scheirman inquired whether additional committees are needed. After discussion, it was determined that the Architectural Review Committee (ARC) is fully staffed with three members and no additional committees are needed at this time. The Board further discussed potentially adding a social committee in the summer months and will revisit the social committee discussion at the next meeting.

Landscape Report: Mr. Bedford reviewed the January 2023 BrightView Landscape Report with the Board. Fall cleanup was completed on December 6th. He explained the snow removal plan and explained that due to resident noise complaints, the use of skid steer equipment will be limited to operation between 7am and 7pm. Mr. Bedford advised the Board of an irrigation break on the north side of the District along Fremont Street that was not repaired prior to winterization. Repair needs will be assessed upon system activation.

Director Cernanec raised the issue of replacing dead evergreen trees on the north side of the community. Director Bowlby noted that twelve of the dead pine trees are within District No. 3., and said that trees that are best suited for our local climate should be considered when tree replacements are selected. He asked about warranty information for tree replacements. Mr. Bedford advised the Board that BrightView offers a one-year warranty on new tree plantings and he can provide tree species recommendations for the local area. Director Bowlby requested a tree replacement proposal for ten trees and twenty trees.

RECORD OF PROCEEDINGS

Chairman Cernanec asked Mr. Bedford about options for xeriscaping in common areas. Currently, there is no forced mandate for water conservation, however this may change with future legislation. Mr. Beckman suggested there may be rebates and incentives available for xeriscaping and water conservation. Directors McAfee and Bundschu discussed the mulch deterioration and suggested a heavier material would stay in place for a longer duration. Brightview will investigate options for re-working mulch and turf areas and will provide pricing at the next meeting.

Reserve Study: Mr. Beckman presented the draft 2022 Reserve Study completed by Aspen Reserve Specialties. Following review and discussion, upon a motion duly made by Director McAfee, seconded by Director Tedeschi and, upon vote, unanimously carried, the Board approved the 2022 Reserve Study and directed Mr. Beckman to obtain a final report from Aspen Reserve Specialties.

Designate Approver for Community Emails: Ms. Innes discussed the request for a Board member to act as the point person to review and approve email communications to residents before they are sent by Public Alliance. Following discussion, Director Bundschu volunteered to be the approver.

Other: None.

FINANCIAL MATTERS DOG PARK EXPANSION

Accounts Payable Through January 17, 2023: Mr. Haggarty presented the list of accounts payable. Following review and discussion, upon a motion duly made by Director McAfee, seconded by Director Bowlby and, upon vote, unanimously carried, the Board approved and ratified the accounts payable totaling \$126,935.33.

Financial Reports from September 30, 2022: Mr. Haggarty presented the financial reports dated September 30, 2022. Director McAfee discussed the ongoing need for water reports and a cash position report to be sent monthly for review. Director Bundschu asked about snow removal costs and budget. Directors Tedeschi and McAfee noted that the snow removal budget has been increased by approximately 25% over last year's budget. Director McAfee requested that CLA begin providing monthly income and expense statements to the Board, as previously requested. Following review and discussion, upon a motion duly made by Director McAfee, seconded by Director Tedeschi and, upon vote, unanimously carried, the Board approved financial reports dated September 30, 2022, and directed Mr. Haggarty to provide the Board with Water Reports and the Schedule of Cash Position each month.

Other: Chairman Cernanec inquired about the status of the quarterly Bond Continuing Disclosure Report because he has not received a copy yet for review Mr. Haggarty indicated he will follow up on the Report.

RECORD OF PROCEEDINGS

Update on dog park expansion: Ms. Lockwood from AMLI presented plans for a dog park expansion to increase the overall size and to provide separate areas for small and large dogs, with landscaping, seating, and water bowls. She presented renderings for potential locations, either on the south side or east side of the existing dog park. Director Bowlby suggested that the underground storage tank be taken into consideration when selecting the location. Ms. Lockwood will send plans to BrightView, who will provide irrigation schematics. Director Bowlby and Tony Bundschu volunteered to work with AMLI on this project.

LEGAL MATTERS

Second Amendment to Fee Resolution and 2023 Fee Schedule: Ms. Fritsche presented the Second Amendment to the Fee Resolution amending the District's Fee Schedule. Following review and discussion, upon a motion duly made by Director McAfee, seconded by Director Bundschu and, upon vote, unanimously carried, the Board approved the Second Amendment to the Fee Resolution.

2023 Annual Administrative Resolution: Ms. Fritsche presented the 2023 Annual Administrative Resolution. Following discussion, upon a motion duly made by Director Bundschu, seconded by Director Bowlby and, upon vote, unanimously carried, the Board approved the 2023 Annual Administrative Resolution.

Resolution Determining not to Provide Workers Compensation Insurance Coverage for Uncompensated Members of the Board of Directors: Ms. Fritsche presented the Resolution Determining not to Provide Workers Compensation Insurance Coverage for Uncompensated Members of the Board of Directors. Following discussion, upon a motion duly made by Director Bundschu, seconded by Director Bowlby and, upon vote, unanimously carried, the board approved the Resolution Determining not to Provide Workers Compensation Insurance Coverage for Uncompensated Members of the Board of Directors.

Update on 2023 Directors' Election: Ms. Fritsche reviewed a memorandum with the Board outlining the next steps in the May 3, 2023 election process. Ms. Fritsche noted the increased election activity and costs due to additional statutory requirements. Director Bundschu suggested the Directors actively look for residents interested in serving.

Other: None.

DIRECTOR MATTERS

Republic Services trash collection community issues: Mr. Scheirman updated that Public Alliance is working with the vendor to proactively notify us of any future schedule changes or delays for communication to residents. A pickup calendar for 2023 has been posted to the website with holidays noted. Ms. Innes will create a Trash information page for the website.

RECORD OF PROCEEDINGS

Sinkhole repair: Director Bowlby stated that he spoke with the City of Littleton. A contractor, Essential Contractors, has been selected for the sinkhole repair work. Work is tentatively planned to begin in May and last for six to ten weeks.

Other: Director Bundschu noted that the District No. 1 and 3 Board meeting is occurring at the same time as this meeting. Director Bundschu further stated the sidewalks along E. Dry Creek Pl. and S. Broadway have not been cleared of snow and ice, and this is a District No. 3 responsibility. Complaints can be filed with the City of Littleton.

Following discussion, the Board directed Public Alliance to post notice of upcoming meetings on the bulletin boards in the community.

OTHER BUSINESS

Other: None.

ADJOURNMENT

There being no further business to come before the Board at this time, Chairman Cernanec adjourned the meeting at 7:44 p.m.

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

Respectfully submitted,

DocuSigned by:

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Secretary for the Meeting