

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
LITTLETON VILLAGE METROPOLITAN DISTRICT NO. 2
HELD
OCTOBER 18, 2022

A special meeting of the Board of Directors (the “Board”) of the Littleton Village Metropolitan District No. 2 (the “District”) was convened on Tuesday, October 18, 2022, at 5:30 p.m. via Microsoft Teams. 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:

Denise Denslow, Stephanie Odewumi, Jason Carroll, and Richard Haggarty;
CliftonLarsonAllen LLP (“CLA”)
Joan Fritsche, Esq.; Fritsche Law, LLC
Dennis Bedford; BrightView Landscaping
Lynn Christensen, Ken Martinelli and other District residents

ADMINISTRATIVE MATTERS

Call to order and approval of agenda: Chairman Cernanec called the meeting to order at 5:40 p.m. Following review, upon a motion duly made, seconded and, upon vote, unanimously carried, the Board approved the agenda, as presented.

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 (Microsoft Teams) and meeting notice posting were confirmed.

Public comment: Ms. Christensen informed the Board that the bulletin board key has been provided to a Board member. She stated that Littleton Village Metropolitan District Nos. 1 and 3 held a meeting on October 10, 2022 and it was recommended that a member of the Board of Directors of Littleton Village Metropolitan District No. 2 attend those Board meetings. Discussion ensued regarding political sign placement. Chairman Cernanec stated that political signs are only permitted on personal property and public works can be contacted to remove signs in public areas. Mr. Martinelli requested that Director Matters be moved to earlier in the meeting and the Board noted they will consider this change.

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Requirements of Section 32-1-809, C.R.S. and compliance for 2023 (District Transparency Notice): This item will be discussed later in the meeting.

2023 insurance renewal and documents needed to obtain or maintain insurance coverage through the Colorado Special Districts Property and Liability Pool and T. Charles and membership in the Special District Association: This item was deferred until 2023 insurance renewal documents have been received.

CONSENT AGENDA

Minutes from the August 2 and September 19, 2022 Special Board Meetings:

2023 meeting dates and time: Fourth Tuesday of January, April, July and October at 5:30 p.m.:

Interim Claims:

September 30, 2022 Cash Position Report:

Engagement Letter with Wipfli LLP to prepare the 2022 Audit:

Ratification 2021 Annual Report:

Following review, upon a motion duly made by Director Bundschu, seconded by Director Tedeschi and, upon vote, unanimously carried, the Board approved and/or accepted the Consent Agenda items, as presented.

MANAGER MATTERS

CliftonLarsonAllen LLP statement(s) of work: No board action.

Agreement for 2023 Snow Removal Services between the District and BrightView Landscape Services, Inc.: Mr. Bedford reviewed BrightView's proposal with the Board, noting the minimal increase of 3% from 2022 for cost of services. Following review and discussion, upon a motion duly made by Director Tedeschi, seconded by Director Bowlby and, upon vote, unanimously carried, the Board approved the Agreement for 2023 Snow Removal Services between the District and BrightView Landscape Services, Inc., as presented.

Agreement for 2023 Landscape Services between the District and BrightView Landscape Services, Inc.: Mr. Bedford reviewed the Agreement with the Board, noting the minimal increase of less than 1% for cost of services from 2022. Following review and discussion, upon a motion duly made by Director Tedeschi, seconded by Director Bowlby and, upon vote, unanimously carried, the Board approved the Agreement for 2023 Landscape Services between the District and BrightView Landscape Services, Inc., as presented. Mr. Bedford noted he will provide a mulch proposal to Directors Tedeschi and

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Bowlby by next week.

October 2022 BrightView Landscape Report: Mr. Bedford reviewed the October 2022 BrightView Landscape Report with the Board.

Website management bids received: This item was tabled.

Other: None.

FINANCIAL MATTERS

Public hearing on the proposed 2023 Budget and adoption of Resolution to Adopt the 2023 Budget, Appropriate Funds and Set Mill Levies:

Ms. Fritsche noted that Notice of the 2023 Budget Hearing was published in a newspaper having general circulation within the District pursuant to statute. No written comments were received prior to the public hearing.

Chairman Cernanec opened the public hearing to consider the proposed 2023 Budget at 6:03 p.m. No public comments were received and Chairman Cernanec closed the public hearing.

Mr. Carroll reviewed the draft budget with the Board. Upon motion duly made by Director McAfee, seconded by Director Tedeschi and, upon vote, unanimously carried, the Board approved the 2023 Budget and considered adoption of Resolution to Adopt the 2023 Budget, Appropriate Funds and Set Mill Levies, as presented.

District accountant to prepare the DLG-70 Certification of Tax Levies form for certification to the Board of County Commissioners and other interested parties: Following discussion, upon a motion duly made by Chairman Cernanec, seconded by Director Tedeschi and, upon vote, unanimously carried, the Board authorized the District accountant to prepare the DLG-70 Certification of Tax Levies form for certification to the Board of County Commissioners and other interested parties.

Board member to sign the DLG-70 Certification of Tax Levies: It was noted that Director McAfee will sign the DLG-70 Certification of Tax Levies, as Treasurer.

2023 operations and maintenance fees: Following discussion, upon a motion duly made by Director Tedeschi, seconded by Director McAfee and, upon vote, unanimously carried, apartment and condominium complex quarterly fees would be increased to \$110 per quarter, in order to bring these fees more in line with the single family home fee schedule due, less the trash collection fee. The Board also approved increasing the quarterly single family home trash

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collection fee from \$69 to \$110.

Other: None.

LEGAL MATTERS

Resolution Calling a Regular Election for Directors on May 2, 2023, appointing the DEO and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election: It was noted that the terms of office for Directors Cernanec, Tedeschi and Bowlby expire in May 2023. Following review and discussion, upon a motion duly made by Chairman Cernanec, seconded by Director McAfee and, upon vote, unanimously carried, the Board adopted the Resolution Calling the Regular Election for Directors on May 2, 2023, appointing the DEO and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election, including cancelling the election, if possible, as presented.

Proposals for District accounting services: The Board reviewed proposals for District 2023 accounting services. Following discussion, upon a motion duly made by Director McAfee, seconded by Director Bowlby and, upon vote, unanimously carried, the Board approved the CliftonLarsonAllen LLP statement of work for accounting services.

Proposals for District management services: Director Tedeschi stated that after issuing an RFP, the Board received proposals for District management services from Community Resource Services of Colorado, LLC and Public Alliance, LLC and that interviews were conducted with both applicants. Following discussion, upon a motion duly made by Director Bowlby, seconded by Director Tedeschi and, upon vote, unanimously carried, the Board approved the engagement of Public Alliance, with an effective date of November 1, 2022. CLA's contract for management services terminates as of December 31st. The overlap will allow for a smooth transition of services. It was noted that Public Alliance will file the District's 2023 Transparency Notice and takeover website construction and management.

Other: None.

DIRECTOR MATTERS

Playground mulch renewal and first priority areas around units and moving forward with additional mulching as budget allows: This item has been discussed at previous Board meetings. Mr. Bedford noted that mulching will be completed this week.

Murphy USA Gas Station: It was noted that the City application for the Murphy USA Gas Station has been withdrawn and this item can be taken off of future agendas.

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Republic Services waste collection community issues: Discussion ensued regarding Republic Services waste collection community issues. It was noted that e-blasts will be sent to residents with information regarding pickup delays moving forward. It was noted that the District has a three year Agreement with Republic Services terminating in June 2024. Director Tedeschi stated that he is looking into hosting an additional dumpster day in the first quarter of 2023.

Sinkhole repair: Director Bowlby stated that he spoke with the City of Littleton's engineer, Brian Thompson, regarding the sinkhole repair. The construction plan has been approved by the City and an RFP will be released this week for bidding.

Design Review Committee process: Mr. Martinelli stated that the current process is working well, and nothing is needed at this time.

Sprinkler system power timeline: No update was provided.

Dead tree removal/replacement responsibility for north stormwater detention pond: It was noted that this issue will be considered in 2023.

Selected tree installation/replacement in 2023 Budget: It was noted that the District will work with AMLI on placement of new trees and planning for 2023.

Dog park expansion: It was noted that the District is working with AMLI on potential plans for dog park expansion.

Other: Director McAfee stated the Board is planning on publishing a newsletter twice in 2023.

OTHER BUSINESS

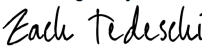
Other: None.

ADJOURNMENT

There being no further business to come before the Board at this time, Chairman Cernanec adjourned the meeting at 7:10 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