

MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
LITTLETON VILLAGE METROPOLITAN DISTRICT NOS. 1-3  
HELD  
JANUARY 24, 2017

A regular meeting of the Board of Directors of the Littleton Village Metropolitan District Nos. 1-3 was held on January 24, 2017 at 10:30 a.m. at the Offices of WBA, 2154 East Commons Ave, Ste 2000., Centennial, Colorado. The meeting was open to the public.

Attendance

In attendance were the following Directors:

Gardiner G. Hammond  
Theodore E. Cox

Also in attendance were:

Stephanie Net and Jason Carroll; CliftonLarsonAllen LLP  
Trisha Harris, Esq.; White Bear Ankele Tanaka & Waldron  
Lynn Christensen, Resident  
Les Gomez, Resident  
Tony Kovach, Resident  
Marianne Gonzalez, Resident

Call to Order/Declaration  
of Quorum/Joint Meetings

Director Hammond noted that a quorum of the Boards was present and the joint special meeting of the Boards of Directors of Littleton Village MD Nos. 1-3 was called to order at 10:31 a.m.

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. The Boards reviewed the Agenda for the meeting, following which each Board member confirmed the contents of written disclosures previously made, stating the fact and summary nature of any matters, as required under Colorado law, to permit official action to be taken at the meeting.

The Boards determined that participation by the directors with potential conflicts of interest was necessary to obtain a quorum or otherwise enable lawful action to occur.

Consent Agenda

Upon a motion duly made by Director Hammond, seconded by Director Cox and, upon vote unanimously carried, the Board approved the agenda as amended.

Public Comment

The Board and consultants introduced themselves to the public.

The residents inquired about the vacant seat on the Board. Ms. Harris provided a brief summary of the election and appointment process. The residents also asked about covenant enforcement. Ms. Net advised that there will be routine site visits for covenant enforcement. She also noted that a newsletter would be sent out with the next billing to all homeowners related to parking, trash and other items.

Financial Matters

Review, Ratify and Approve Claims

Mr. Carroll presented the Claims report with the Board.

Upon a motion duly made by Director Hammond, seconded by Director Cox and, upon vote unanimously carried, the Board approved the claims represented by check numbers 1362 through 1370 totaling \$215,335.08.

Review and Acceptance of Current Cash Position

Mr. Carroll reviewed the Current Cash Position report with the Board.

Upon a motion duly made by Director Hammond, seconded by Director Cox and, upon vote unanimously carried, the Board accepted the Current Cash Position.

Ratify Approval of the CLAMA Engagement Letter with CliftonLarsonAllen, LLP

Upon a motion duly made by Director Hammond, seconded by Director Cox and, upon vote unanimously carried, the Board accepted the ratification of the CLAMA Engagement Letter with CliftonLarsonAllen, LLP.

Other

None.

## Legal Matters

### Review and Approve Seventeenth Amendment to Independent Contractor Agreement with The Lund Partnership, Inc. for Engineering Services

Upon a motion duly made by Director Hammond, seconded by Director Cox and, upon vote unanimously carried, the Board accepted the Seventeenth Amendment to Independent Contractor Agreement with The Lund Partnership, Inc. for Engineering Services not to exceed \$750.00.

### Review and Approve Resolution No. 2017-01-01; Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges

Upon a motion duly made by Director Hammond, seconded by Director Cox and, upon vote unanimously carried, the Board approved Resolution No. 2017-01-01; Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges.

### Executive Session

Upon a motion duly made by Director Hammond, seconded by Director Cox and, upon vote unanimously carried, the Board entered into Executive Session at 12:02 p.m. to consult with legal counsel.

Upon a motion duly made by Director Hammond, seconded by Director Cox and, upon vote unanimously carried, the Board exited from Executive Session at 12:11 p.m.

The Board took no action.

### Other

City Agreements – Gardiner briefed the Board regarding the possible need for sanitation sewer upgrades. He noted that District possibly could enter into an agreement with the City to assist in some obligations and/or cost sharing.

## Manger Items

### Review and Approve Resolution No. 2017-01-02; Designating the District's 24-Hour Posting Location

Upon a motion duly made by Director Hammond, seconded by Director Cox and, upon vote unanimously carried, the Board approved the Resolution No. 2017-01-02; Designating the District's 24-Hour Posting Location.

Discuss Interim Fee on Non-Resident Properties

This item is deferred until further development with the commercial area.

Architectural Review Request Spreadsheet

Ms. Net mentioned the spreadsheet is included as an informational item and that no action is necessary.

Other – PNP E-Payment Service Agreement

Ms. Net reviewed the agreement with the Board. After review, upon a motion duly made by Director Hammond, seconded by Director Cox and, upon vote unanimously carried, the Board approved the PNP E-payment Agreement, subject to legal review and revision.

None.

Capital Improvement  
Matters

Construction Report

Mr. Hammond provided a report on the current projects. He noted the concrete work performed by Valley Crest related to the shade structures is scheduled to be completed by January 30, 2017.

Review and Approval of Change Orders

Ms. Net stated there were no change orders to present.

Richmond Improvements Turnover

Ms. Net updated the Board on the status of the turnovers.

Century Communities Improvements Turnover

Ms. Net updated the Board on the status of the turnovers.

Director Items

Other

None.

Other Business

Other

None.

Next Meeting


Confirmation of Quorum

The Board asked to leave the February meeting on the calendar for now but to confirm if the meeting is need two weeks prior.

Adjournment

Upon a motion duly made by Director Hammond, seconded by Director Cox and, upon vote unanimously carried, the Board adjourned the meeting at 12:12 p.m.

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

  
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Secretary for the Meeting

The foregoing minutes were approved on the 24<sup>th</sup> day of January, 2017.