

MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS OF THE  
LITTLETON VILLAGE METROPOLITAN DISTRICT NOS. 1-3  
HELD  
NOVEMBER 14, 2017

A special meeting of the Board of Directors of the Littleton Village Metropolitan District Nos. 1-3 was held on November 14, 2017 at 5:30 p.m. at the YMCA, 11 Wests Dry Creek Court, Littleton, Colorado. The meeting was open to the public.

Attendance

In attendance were the following Directors:

Gardiner G. Hammond  
Theodore E. Cox  
Lynn Christensen, District No. 2  
Ken Martinelli, District No. 2

Also in attendance were:

Geol Scheirman and Jason Carroll; CliftonLarsonAllen LLP  
William Ankele; White Bear Ankele Tanaka & Waldron  
Jeremy Latta; 570 E. Fremont Place  
Posey Hoffman; 566 E. Fremont Place  
James Herndon; 501 E. Hinsdale Avenue  
David Kuestor & Lorraine Arnold; 2347 S. Pennsylvania Street  
Clayton & Mona Nicholson; 572 E. Dry Creek Place  
Bryan & Richelle Kemper; 546 E. Hinsdale Avenue  
Phil Cernanec; 576 E. Hinsdale Avenue  
Terry & Phil Stalker; 651 E. Dry Creek Circle  
Rick & Karma Dingman; 576 E. Fremont Place  
Chris Finuliar; 636 E. Hinsdale Avenue  
Holly Haley; 538 E. Hinsdale Avenue  
Ken Henry; 500 E. Fremont Place  
Tim Johnston; 521 E. Hinsdale Avenue  
Jim & Bebe Bowlby; 7464 S. Pennsylvania Street  
Michelle Allen; 512 E. Dry Creek  
Mike & Jessica Williams; 584 E. Hinsdale Avenue  
Amie Weis; 7438 S. Pennsylvania Street  
Josh Johnson; 594 E. Dry Creek Place  
Marianne Gonzalez; 558 E. Dry Creek Place  
Deb Keith; 7458 S. Pennsylvania Street  
Lynn Grovier; 520 E. Fremont Place  
Brian & Cheris Frailey; 676 E. Hinsdale Avenue  
Sherri Martinelli; 7424 S. Logan Street

Call to Order/Declaration  
of Quorum/Joint Meetings

The Boards of Directors of Littleton Village MD Nos. 1, 2 & 3 called the meeting to order at 5:35 p.m. and confirmed quorum was present.

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.

Director Hammond explained Director Qualifications, Conflicts of Interest and Disclosures to the public.

Mr. Ankele provided background information on Littleton Village Metropolitan Districts Nos. 1-3 to the public.

Consent Agenda  
And Minutes

Agenda for November 14, 2017

Upon a motion duly made by Director Hammond, seconded by Director Martinelli and, upon vote unanimously carried, the Board approved the November 14, 2017 agenda as presented.

Minutes for October 3, 2017

Upon a motion duly made by Director Martinelli, seconded by Director Christensen and, upon vote unanimously carried, the Board approved the minutes as presented for October 3, 2017.

## Financial Matters

### Review, Ratify and Approve Claims

Mr. Carroll presented the Claims report to the Board.

Upon a motion duly made by Director Martinelli, seconded by Director Hammond and, upon vote unanimously carried, the Board ratified approval of the interim claims represented by check numbers 1456-1466 totaling \$59,759.11.

### Review and Acceptance of Current Cash Position

Mr. Carroll presented the cash position report to the board

Upon a motion duly made by Director Cox, seconded by Director Hammond and, upon a vote unanimously carried, the Board accepted the current cash position, as presented.

### Ratify 3<sup>rd</sup> Quarter Continuing Disclosure Report

Mr. Carroll presented the 3<sup>rd</sup> quarter continuing disclosure report to the Board.

Upon a motion duly made by Director Cox, seconded by Director Martinelli and, upon a vote unanimously carried, the Board ratified approval of the 3<sup>rd</sup> quarter continuing disclosure report, as presented.

### Conduct Public Hearing to Consider Amending the 2017 Budget; Consider Approval of Resolution to Amend 2017 Budget for District No. 1

Upon a motion duly made by Director Cox, seconded by Director Martinelli and, upon a vote unanimously carried, the Board opened the public hearing at 6:10 p.m.

Mr. Carroll reviewed the 2017 amended budget for District No. 1 with the Board.

Following discussion, upon a motion duly made by Director Martinelli, seconded by Director Cox and, upon a vote unanimously carried, the Board approved the 2017 amended budget and resolution to amend the 2017 budget for District No. 1.

### Conduct Public Hearing to Consider Amending the 2017 Budget; Consider Approval of Resolution to Amend 2017 Budget for District No. 2

Mr. Carroll reviewed the 2017 amended budget for District No. 2 with the Board.

Following discussion, upon a motion duly made by Director Hammond, seconded by Director Martinelli and, upon a vote unanimously carried, the Board approved the 2017 amended budget and resolution to amend the 2017 budget for District No. 2.

Conduct Public Hearing to Consider Adoption of the 2018 Budget, Appropriation of Funds for Expenditures and Certification of Mill Levies; Consider Approval of Resolution to Adopt the 2018 Budget, Appropriating Funds for Expenditures and Certifying Mill Levies for District No. 1

Mr. Carroll reviewed the 2018 budget for District No. 1 with the Board.

Following Discussion, upon a motion duly made by Director Cox, seconded by Director Hammond and, upon a vote unanimously carried, the Board approved the 2018 budget, appropriation of funds for expenditures and certification of mill levies and resolution to adopt the 2018 budget, appropriating funds for expenditures and certifying mill levies for District No. 1.

Conduct Public Hearing to Consider Adoption of the 2018 Budget, Appropriation of Funds for Expenditures and Certification of Mill Levies; Consider Approval of Resolution to Adopt the 2018 Budget, Appropriating Funds for Expenditures and Certifying Mill Levies for District No. 2

Mr. Carroll reviewed the 2018 budget for District No. 2 with the Board.

Following Discussion, upon a motion duly made by Director Martinelli, seconded by Director Christensen and, upon a vote unanimously carried, the Board approved the 2018 budget, appropriation of funds for expenditures and certification of mill levies and resolution to adopt the 2018 budget, appropriating funds for expenditures and certifying mill levies for District No. 2.

Conduct Public Hearing to Consider Adoption of the 2018 Budget, Appropriation of Funds for Expenditures and Certification of Mill Levies; Consider Approval of Resolution to Adopt the 2018 Budget, Appropriating Funds for Expenditures and Certifying Mill Levies for District No. 3

Mr. Carroll reviewed the 2018 budget for District No. 3 with the Board.

Following Discussion, upon a motion duly made by Director Cox, seconded by Director Hammond and, upon a vote unanimously carried, the Board approved the 2018 budget, appropriation of funds for expenditures and certification of mill levies and resolution to adopt the

2018 budget, appropriating funds for expenditures and certifying mill levies for District No. 3.

Upon a motion duly made by Director Cox, seconded by Director Hammond and, upon a vote unanimously carried, the Board closed the public hearing at 7:00 p.m.

#### Ratify Approval of 2016 Audits

Mr. Carroll reviewed the 2016 audits with the Board.

Upon a motion duly made by Director Martinelli, seconded by Director Christensen and, upon a vote unanimously carried, the Board ratified approval of the 2016 audit for District No. 2.

Upon a motion duly made by Director Hammond, seconded by Director Cox and, upon a vote unanimously carried, the Board ratified approval of the 2016 audit for District Nos. 1 & 3.

#### Other

None.

#### Legal Matters

#### Review and Consider Approval of Annual Administrative Resolutions for 2018

Mr. Ankele presented the annual administrative resolutions for 2018 for District Nos. 1-3 to the Board.

Upon a motion duly made by Director Cox, seconded by Director Hammond and, upon a vote unanimously carried, the Board approved the annual administrative resolutions for 2018 for District Nos. 1-3.

#### Review and Consider Approval of Resolutions Calling a Regular Election for Directors on May 8, 2018

Mr. Ankele presented the resolutions calling a regular election for Directors on May 8, 2018 for District Nos. 1-3 to the Board.

Upon a motion duly made by Director Cox, seconded by Director Martinelli and, upon a vote unanimously carried, the Board approved resolutions calling a regular election for Directors on May 8, 2018 for District Nos. 1-3.

Review and Consider Approval of Engagement with L. Paul Goedecke P.C. for 2017 Audit

Mr. Ankele presented the engagement letter with L. Paul Goedecke P.C. for 2017 audits for District Nos. 1 & 2 to the Board.

Upon a motion duly made by Director Hammond, seconded by Director Cox and, upon a vote unanimously carried, the Board approved the engagement letter with L. Paul Goedecke P.C. for 2017 audit for District No. 1.

Upon a motion duly made by Director Christensen, seconded by Director Martinelli and, upon a vote unanimously carried, the Board approved the engagement letter with L. Paul Goedecke P.C. for 2017 audit for District No. 2.

Review and Consider Approval of Amended and Restated Public Records Request Policies

Mr. Ankele presented the amended and restated public records request policies for District Nos. 1-3 to the Board.

Upon a motion duly made by Hammond, seconded by Director Cox and, upon a vote unanimously carried, the Board approved the amended and restated public records request policies for District Nos. 1-3.

Review and Consider Approval of Transparency Notices Pursuant to 32-1-809, C.R.S.

Mr. Ankele presented the transparency notices for District Nos. 1-3 to the Board.

Upon a motion duly made by Director Cox, seconded by Director Hammond and, upon a vote unanimously carried, the Board approved the transparency notices for District Nos. 1-3.

Ratify 2016 Annual Report

Mr. Ankele presented the 2016 annual report for District Nos. 1-3 to the Board.

Upon a motion duly made by Director Cox, seconded by Director Hammond and, upon a vote unanimously carried, the Board ratified approval of the 2016 annual report for District Nos. 1-3.

Review and Consider Approval of Amendment to Independent Contractor Agreement with Hammond Site Resources

Mr. Ankele presented the amendment to the independent contractor agreement with Hammond Site Resources for District No. 1 to the Board.

Upon a motion duly made by Director Cox, seconded by Director Hammond and, upon a vote unanimously carried, the Board approved the amendment to the independent contractor agreement with Hammond Site Resources for District No. 1.

Review and Consider Approval of Independent Contractor Agreement with Brightview for Snow Removal

Mr. Ankele presented the independent contractor agreement with Brightview for snow removal for District No. 1 to the Board.

Upon a motion duly made by Director Cox, seconded by Director Hammond and, upon a vote unanimously carried, the Board approved the independent contractor agreement with Brightview for snow removal for District No. 1.

Other

None.

Director Items

Other

None.

Other Business

Discuss and Possible Action on 2018 Insurance Renewal

Following discussion, upon a motion duly made by Director Cox, seconded by Director Hammond and, upon a vote unanimously carried, the Board approved 2018 insurance renewal.

Discuss District Insurance, Review Renewal Schedule & Authorize Renewal of District Insurance and SDA Membership

Following discussion, upon a motion duly made by Director Cox, seconded by Director Hammond and, upon a vote unanimously carried, the Board authorized renewal of District Insurance and SDA Membership for District Nos. 1-3.

Discuss Covenant Control

Parking Update

Mr. Scheirman provided a parking update to the Board and the public.

Members of the public stated their interest in installing “no parking” signage in multiple District alleyways to prevent residents from being trapped in their driveways or safety issues being created by vehicles parked in emergency fire lanes. Members of the public also voiced their desire to have increased parking options on one side of the alleyways throughout the District. Residents informed the Board of ongoing issues with commercial vehicles blocking their driveways and requested that CLA continue to reach out to the construction company’s project manager. Additional resident stated interest in having “no parking” signage installed around the park. Members of the public also showed a desire for CLA to obtain more information regarding towing companies for individuals parked in “no parking” zones throughout the District.

#### Pet Policy

Mr. Scheirman provided clarification on the District’s pet policy versus the City of Littleton’s policy to the Board and the public. Mr. Scheirman presented sign options to the Board for encouraging residents to clean up after their pets.

Following discussion, upon a motion duly made Director Cox, seconded by Director Martinelli and, upon a vote unanimously carried, the Board approved pet signage in an amount not to exceed \$1,600.

Members of the public voiced frustration with neighbors not cleaning up after their pets and requested that more pet waste stations be installed throughout the District.

#### Discuss Appointment of Design Review Committee Members

Following discussion, upon a motion duly made by Director Cox, seconded by Director Hammond and, upon a vote unanimously carried, the Board approved appointing Mike Bolsinger, Director Christensen and Director Martinelli to the Design Review Committee for District No. 2.

#### Next Meeting

Upon a motion duly made by Director Hammond, seconded by Director Cox the Board approved a quorum for a January 23<sup>rd</sup>, 2018 regular meeting for 10:30 a.m. at the offices of White Bear Ankele Tanaka & Waldron.

#### Public Comments

Mrs. Bebe Bowlby voiced her disappointed in the lack of maintenance in the District’s dog park. She stated that the cement slab shifted -preventing the dog gate from functioning correctly, the water for the dog park has never



worked, the lighting within the park has been out for months and the waste stations within the dog park are broken and usually out of pet waste bags.

Resident stated frustration in dead and dying landscaping throughout the District and voiced concerns regarding the upcoming turnover process. Mr. Scheirman informed the public that documentation of dead trees and other landscaping that needs to be replaced throughout the District prior to the turnover has occurred.

Mr. Bowlby informed the Board of frustration over not receiving a response regarding his interest in joining the Board.

A member of public voiced concern over Director Hammond's potential conflict of interest in voting for approval of his own contract. Mr. Ankele provided clarification that Director Hammond has provided the District with his conflict of interest per legal requirements.

Member of the public informed CLA that the after-hour number for emergencies does not work correctly.

Residents stated their frustration with CLA's oversight of the District and informed the Board of their desire to hold CLA more accountable to returning phone calls, emails and overall concerns from the District's residents.

#### Adjournment

Upon a motion duly made by Director Hammond, seconded by Director Christensen and, upon vote unanimously carried, the Board adjourned the meeting at 8:50 p.m.

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



Secretary for the Meeting

The foregoing minutes were approved on the 14th day of November, 2017.