

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
LITTLETON VILLAGE METROPOLITAN DISTRICT NO. 2 (THE
“DISTRICT”)
HELD
NOVEMBER 2, 2021

A special meeting of the Board of Directors of the Littleton Village Metropolitan District No. 2 (referred to hereafter as the “**Board**”) was convened on Tuesday, November 2, 2021, at 5:30 p.m. This District Board meeting was held via Microsoft Teams. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Phil Cernanec, President
Holly Bundschu, Treasurer
Zach Tedeschi, Director

Also, In Attendance Were:

Denise Denslow, Stephanie Odewumi and Thuy Dam; CliftonLarsonAllen LLP (“CLA”)
Trisha K. Harris, Esq.; White Bear Ankele Tanaka & Waldron P.C. (“WBA”)
Dennis Bedford; BrightView Landscaping
Bebe Kleinman; Resident
Lynn Christensen; Resident
Sean McAfee; Resident
Jim Bowlby; Resident and Board Candidate
Maria McAfee; Resident and Board Candidate

ADMINISTRATIVE MATTERS

Call to order and approval of agenda: Director Cernanec called the meeting to order at 5:31 p.m. Following review, upon a motion duly made by Director Cernanec, seconded by Director Bundschu 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. Attorney Harris 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. Attorney Harris 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.

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Quorum, location of meeting and posting of meeting notices: A quorum was confirmed with the location of the meeting and the posting of the meeting notice.

Public comment: Ms. Christensen asked Director Cernanec if he had heard from the City of Littleton if any members of the public can comment on the City meeting on November 9th. He stated that he had not. She also inquired about budget changes, and Ms. Dam informed her that this meeting will address them. Ms. Christensen inquired about fee increases. Ms. Denslow stated that at no point in time has the Board collected any fees in excess of the maintenance costs, and that the Board is considering additional items as a result of the increases.

CONSENT AGENDA

Minutes from the October 26, 2021 Regular Board Meeting:

2022 Annual Administrative Resolution:

Interim Claims:

September 30, 2021 Cash Position Report:

2020 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 ratified approval, accepted and adopted the Consent Agenda items as presented.

FINANCIAL MATTERS

Resolution to Adopt the 2022 Budget; Appropriating Funds for Expenditures and Certifying Mill Levies: Ms. Dam reviewed the proposed 2022 Budget with the Board, noting that there was a 12% increase in assessed value from last year. Discussion ensued regarding costs necessary for elections per the new legislation. Ms. Dam suggested an additional \$10,000 for election costs, and the Board agreed. Further discussion ensued regarding landscape maintenance costs. Ms. Dam reviewed the water consumption costs for the Century attached homes and annual credit process with the Board.

Following review and discussion, upon a motion duly made by Director Bundschu, seconded by Director Tedeschi and, upon vote, unanimously carried, the Board adopted the Resolution to Adopt the 2022 Budget, Appropriating Funds for Expenditures and Certifying Mill Levies as amended.

2022 Fee Schedule: It was noted that the District went from a monthly billing cycle to a quarterly billing cycle in 2021 as a cost-saving measure, and will continue into 2022. Following review, upon a motion duly made by Director Cernanec, seconded by Director Bundschu and, upon vote, unanimously carried,

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the Board approved the 2022 Fee Schedule as amended to include the updated figures provided by Ms. Dam.

Other: None.

MANAGER MATTERS

CliftonLarsonAllen LLP master service agreement and related statement(s) of work: Ms. Denslow reviewed the Agreement with the Board. Discussion ensued. Following review and discussion, upon a motion duly made by Director Bundschu, seconded by Director Tedeschi and, upon vote, unanimously carried, the Board approved the CliftonLarsonAllen LLP master service agreement and related statements of work as presented.

Independent Contractor Agreement for Snow Removal Services between the District and BrightView Landscape Services, Inc.: Ms. Denslow reviewed the Agreement with the Board, noting that she will distribute a reminder via email noting the area that are signed no parking to allow for City of Littleton snow removal. It was noted that Director Tedeschi will be the main contact in the community regarding snow removal and landscaping issues. Following review and discussion, upon a motion duly made by Director Tedeschi, seconded by Director Cernanec and, upon vote, unanimously carried, the Board approved the Independent Contractor Agreement for Snow Removal Services between the District and BrightView Landscape Services, Inc. as presented.

Landscape Services Agreement between the District and BrightView Landscape Services, Inc.: Following review, upon a motion duly made by Director Tedeschi, seconded by Director Cernanec and, upon vote, unanimously carried, the Board approved the Landscape Services Agreement between the District and BrightView Landscape Services, Inc. as presented.

Other: Ms. Denslow thanked Director Tedeschi for his assistance with the issues that have recently occurred. It was noted that the cost of remaking the keys for the bulletin Board will be absorbed by CLA.

LEGAL MATTERS

Proposals from covenant enforcement law firms: Attorney Harris stated that with the change of legal counsel, the Board may not be advised to take action on this item at this time. Discussion ensued. Director Cernanec noted that he would like to wait until Joan Fritsche can weigh in on the issue at the beginning of 2022. No action was taken.

Other: None.

DIRECTOR MATTERS

Board vacancies, appointment of directors and election of officers: It was noted that Ms. McAfee, Mr. Bowlby and Ms. Christensen were in attendance as candidates for the Board. Discussion ensued regarding the May 2022

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election and resident candidacy. The Board discussed the vacancies on the Board. Following discussion, upon motion duly made by Director Tedeschi, seconded by Director Cernanec and, upon vote, unanimously carried, the Board appointed Maria McAfee and Jim Bowlby to fill the vacancies on the Board. The Oaths of Office were administered.

Other: None.

OTHER BUSINESS

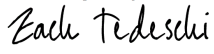
Quorum for the next meeting: A quorum was confirmed for the next regular meeting on January 25, 2022 at 5:30 p.m.

ADJOURNMENT

There being no further business to come before the Board at this time, Director Cernanec adjourned the meeting at 6:57 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