

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
LITTLETON VILLAGE METROPOLITAN DISTRICT NO. 2
HELD
DECEMBER 11, 2023

A special meeting of the Board of Directors (the “Board”) of the Littleton Village Metropolitan District No. 2 (the “District”) was convened on Monday, December 11, 2023, at 6:00 p.m. via Zoom. The meeting was open to the public.

ATTENDANCE

Directors In Attendance:

Jim Bowlby, Jr., President
Zach Tedeschi, Secretary
Jose Briones-Siria, Treasurer*
Thomas Browning, Assistant Secretary

Also In Attendance:

AJ Beckman, and Geol Scheirman; Public Alliance
Joan Fritsche, Esq.; Fritsche Law, LLC
Mike Bakarich; Morain Bakarich, CPAs
Mike Crespin; BrightView

Lynn Christensen and Douglas Bissonette, Members of the Public

ADMINISTRATIVE MATTERS

Call to order and approval of agenda: Mr. Beckman called the meeting to order at 6:00 p.m.

Following review, upon a motion made by Director Bowlby seconded by Director Browning and, upon vote, unanimously carried, the Board approved the agenda, as presented.

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.

Disclosures of potential conflicts of interest: None.

CONSENT AGENDA

October 20, 2023 Special Board Meeting Minutes, October 24, 2023 Special Board Meeting Minutes, November 13, 2023 Special Board Meeting Minutes and the November 27, 2023 Special Board Meeting Minutes: Following discussion, upon a motion made by Director Tedeschi, seconded by Director Bowlby and, upon vote, unanimously carried, the Board approved the October 20, 2023 Special Board Meeting Minutes, October 24, 2023 Special

RECORD OF PROCEEDINGS

Board Meeting Minutes, November 13, 2023 Special Board Meeting Minutes and the November 27, 2023 Special Board Meeting Minutes, as presented.

FINANCIAL MATTERS

Accounts Payable Through December 5, 2023, Cash Sheet and Property Tax Schedule: Mr. Bakarich presented the list of accounts payable. Following review and discussion, upon a motion duly made by Director Bowlby, seconded by Director Browning and, upon vote, unanimously carried, the Board ratified approval of the accounts payable dated December 5, 2023, in the amount of \$221,569.30.

Financial Statements: Mr. Bakarich reviewed the unaudited financial statements for the period ending November 30, 2023. Following review and discussion, upon a motion duly made by Director Tedeschi, seconded by Director Briones-Siria and, upon vote, unanimously carried, the Board approved the unaudited financial statements for the period ending November 30, 2023.

Public hearing on 2023 Budget Amendment:

Ms. Fritsche noted that Notice of the 2023 Budget Amendment 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.

Director Bowlby opened the public hearing to consider the proposed 2023 Amended Budget. Ms. Christensen inquired if District No. 2 will owe any money to District No. 1 in 2024. Ms. Frische explained that the Board will be working on dissolving District No. 1 in 2024. There being no further comments, Director Bowlby closed the public hearing.

Mr. Bakarich reviewed the 2023 Budget Amendment with the Board. Upon motion duly made by Director Bowlby, seconded by Director Briones-Siria and, upon vote, unanimously carried, the Board approved the 2023 Budget Amendment, as presented.

Public hearing on the proposed 2024 Budget and adoption of Resolution to Adopt the 2024 Budget, Appropriate Funds and Set Mill Levies:

Ms. Fritsche noted that Notice of the 2024 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.

Director Bowlby opened the public hearing to consider the proposed 2024 Budget, no public comments were received, and director Bowlby closed the public hearing.

RECORD OF PROCEEDINGS

Mr. Bakarich reviewed the draft budget with the Board. Upon motion duly made by Director Bowlby, seconded by Director Tedeschi and, upon vote, unanimously carried, the Board approved the 2024 Budget and adoption of Resolution to Adopt the 2024 Budget, Appropriate Funds and Set Mill Levies, as presented.

2024 Operations and Maintenance Fees: Mr. Bakarich reviewed the proposed 2024 Operations and Maintenance Fee schedule with the Board. It was noted that there is no proposed increase to single family home dwellers for groundskeeping maintenance, however the groundskeeping fee charged to apartment dwellers will increase from \$110 per quarter to \$157.56. It was noted that the impact to the common area is believed to be equivalent among property owners, regardless of the type of dwelling. The apartment groundskeeping fee increase brings the categories of fees closer to parity.

Following discussion, upon a motion duly made by Director Tedeschi, seconded by Director Bowlby and, upon vote, unanimously carried, the Board approved the 2024 Operations and Maintenance Fee Schedule.

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 Bowlby, seconded by Director Browning and, upon vote, unanimously carried, the Board authorized the District accountant to prepare and file the DLG-70 Certification of Tax Levies with the Arapahoe County Board of County Commissioners and other required entities.

MANAGEMENT MATTERS

Manager Report: Mr. Beckman reviewed the Manager's Report with the Board.

BrightView Landscaping Report: Mr. Crespin reviewed the landscaping report with the Board. Director Bowlby asked about the timing for BrightView to assign a new Account Manager give the departure of Mr. Bedford. Mr. Crespin explained that he will be the acting manager until a replacement for Mr. Bedford is found. He will advise the Board and Mr. Beckman on a replacement Manager once more information is known.

Director Tedeschi asked about the status of five shrubs that were approved for planting. Mr. Crespin confirmed that the shrubs were planted on Friday, October 20th.

Director Bowlby expressed gratitude for the quality of work on the natural surface path refurbishment. He also requested that Mr. Crespin be mindful of the trees that are under warranty.

RECORD OF PROCEEDINGS

Ms. Christensen reported that some sprinklers were damaged when work on the path was performed. BrightView will fix the sprinklers when the system is started in the spring.

Proposals for Landscaping Services for 2024: Director Bowlby noted that interviews with landscaping companies will be held after the January meeting.

Follow up from Last Meeting: Director Bowlby discussed follow up items from the last meeting:

Messages to Townhome Owners: Director Bowlby reported that at the last board meeting there was a discussion regarding common structure insurance and maintenance responsibilities for townhome owners. He requested Public Alliance send a letter to the townhome owners clarifying their ownership and maintenance responsibilities apart from those of the District.

Fencing in Open Space along Fremont: Director Bowlby responded to a suggestion from Ms. Christiansen at the last meeting to control impacts to this area by pets. However, upon closer review of the topography this appears not to be a viable solution. Ms. Christensen explained that the dog waste in the area is getting into the stormwater system. She requested that the District post signage and notify owners to pick up after their dogs and to keep them on a leash especially in these areas.

No Parking signs at Pennsylvania and Fremont: Director Bowlby reported that the signs have been installed.

Landscaping Guidelines for Xeric Plantings: Director Bowlby reported that the Design Review Committee will be working on language governing xeric installations..

LEGAL MATTERS

2024 Annual Administrative Resolution: Ms. Fritsche presented the 2024 Annual Administrative Resolution. Following discussion, upon a motion duly made by Director Bowlby, seconded by Director Browning and, upon vote, unanimously carried, the Board approved the 2024 Annual Administrative Resolution.

* Director Briones-Siria left the meeting.

RECORD OF PROCEEDINGS

Addendum to the Agreement with Public Alliance LLC for Management Services: Ms. Frische reviewed with the Board the 2024 Compensation Schedule Addendum to the Agreement with Public Alliance LLC for Management Services.

Following discussion and upon motion of Director Bowlby, second of Director Tedeschi, and unanimous vote, the Board approved the 2024 Compensation Schedule Addendum to the Agreement with Public Alliance LLC for Management Services.

Other: None.

OTHER BUSINESS

AML I Progress with the City of Littleton on New Construction: Director Bowlby reported to the Board that AMLI is working with the City of Littleton on design approvals. They are currently waiting on information related to the capacity of the sanitary sewer system.

Dog Park Renovations Design: Director Bowlby reported that AMLI has received comments from the City on the proposed renovations and will need to respond to accordingly.

Commercial Development:

Rino 38th Bar, Grill and Music Venue: Director Bowlby reported that to the best of his knowledge, the owner is working on financing.

Daddy's Chicken Shack: Director Bowlby reported that the restaurant is now open.

PUBLIC COMMENT

Ms. Christensen suggested that the District send a copy of the applicable Party Wall Agreement with a letter explaining ownership responsibilities to the townhome owners.

Ms. Christensen also noted that there are two grants available from the city; one for social events up to \$500.00 and a community improvement grant up to \$10,000 for capital projects.

EXECUTIVE SESSION

It was noted that an executive session was not needed.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Bowlby, seconded by Director Browning and, upon vote, unanimously carried, the Board adjourned the meeting at 7:33 p.m.

RECORD OF PROCEEDINGS

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

Respectfully submitted,

DocuSigned by:

Eachi Tedeschi

EAF84475DF90489...

Secretary for the Meeting