

**MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS
OF
CUNDALL FARMS METROPOLITAN DISTRICT**

HELD: The 21st day of November, 2019 at 9:00 am at 5061 E. 160th Avenue, Brighton, Colorado

ATTENDANCE:

A regular meeting of the Board of Directors for Cundall Farms Metropolitan District was called and held as shown above and in accordance with applicable statutes of the State of Colorado, with the following Directors present and acting:

David Scott
Christopher Elliott
Matt Janke
Mauricio Barbera
Corey Elliott

Also present were:

Megan J. Murphy, Esq., White Bear Ankele Tanaka and Waldron, P.C. District General Counsel
Denise Haas, 5150 Community Management, District Manager
Gigi Pangindian, CliftonLarsonAllen, LLP, District Accountant
Paula Jurhs, Social Committee Chair
Reuben Maes, Advisory Committee Member
Christine Picken, Advisory Committee Member
Leslie Burlzek, Advisory Committee Member
Doug Stewart, Resident

CALL TO ORDER:

The Board noted that a quorum was present for the purpose of conducting a regular meeting of the Board of Directors of Cundall Farms Metropolitan District. The meeting was called to order at 9:06 am.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST:

Ms. Murphy advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Murphy 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. Ms. Murphy 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.

APPROVAL OF THE AGENDA:

Ms. Murphy reviewed the Agenda with the Board. Following discussion, upon motion duly made, seconded and upon vote unanimously carried, the Board approved the Agenda as amended.

UPDATE OF THE ARC ADVISORY COMMITTEE:

Ms. Pickens stated that there is still a need for garbage receptacles and pet waste stations as well as lights over four mailboxes. Ms. Haas stated they would obtain proposals and provide to the Board for review and decision. Ms. Pickens did inquire if the Board was still interested in having an Advisory Committee as they feel as if there is really no direction. The Board did agree that the Advisory Committee is very important and did want to see the Advisory Committee continue and provide feedback to the Board.

UPDATE OF THE SOCIAL COMMITTEE:

Ms. Juhrs discussed the End of Summer party and the fact that the irrigation system went off in the middle of the event causing chaos. It was requested that the Social Committee be provided a zone map for the irrigation to prevent this from happening again. Ms. Juhrs also informed the Board that the Trunk or Treat event was held 12 cars participated with about 100 kids participating. Ms. Juhrs also stated that the holiday event is on schedule.

The Board engaged in discussion regarding email addresses for the Advisory Committee, Social Committee, and each Board member to allow for an open form of communication with the homeowners. The Board directed Ms. Haas to establish these email addresses through the District's website.

DISTRICT BUSINESS:

- 1.) Consider Approval of Snow Removal Contract – Ms. Haas presented the Snow Removal Contract from Metco. After discussion, upon motion duly made, seconded and upon unanimous vote, the snow removal contract with Metco was approved. Ms. Murphy will revise the contract to add District language and send to Ms. Haas for signature by both entities.
- 2.) Consider Approval of Sponsorship Resolution for Social Committee – Ms. Haas discussed the possibility of having sponsors for the social events. The Board agreed this was a good idea. Ms. Murphy will create a resolution for the Board to review.
- 3.) Consider Approval of Electrical Outlet Installation – Ms. Haas presented the Board with Electrical Outlet Installation Proposals. After discussion, upon motion duly made, seconded and upon unanimous vote, Thunderbird Lighting proposal was accepted with a not to exceed cost of \$4,500.00. Ms. Murphy will revise the contract to add District language and send to Ms. Haas for signature by both entities.
- 4.) Consider Approval of Holiday Lighting Proposals – Ms. Haas presented the Board with a proposal for holiday lighting from LDUB in the amount of \$4,230.00. After discussion, upon motion duly made, seconded and upon vote unanimously carried, the Board approved LDUB proposal for holiday lighting. Ms. Murphy will revise the contract to add District language and send to Ms. Haas for signature by both entities.
- 5.) Well Site Update – Ms. Haas discussed the well site with the Board informing that the site was almost cleaned up with exception of some fence posts. The owner of the well site is willing to contribute to put some type of landscaping in the well site area. Director Barbera informed Ms.

Haas to check with the City of Thornton to ensure that they would allow sod to be installed in the area. Mr. Barbera will provide information to Ms. Haas on whom to speak with at the City.

- 6.) Website Update – Ms. Haas informed the Board that the website is almost finished in regards to layout. Ms. Haas will continue to work with the website designer.
- 7.) 2020 Meeting Calendar Schedule – The Board discussed the 2020 meeting schedule agreeing to set dates of meetings as follows: The regular meetings will be held on the 3rd Thursday at 9:00 am in February, May, July and November and community meetings will be held in March and September at 6 p.m.
- 8.) Consider Adoption of 2020 Annual Administrative Resolution – Ms. Murphy presented the Annual Administrative Resolution to the Board. After discussion, upon motion duly made, seconded and upon vote unanimously carried, the 2020 Annual Administrative Resolution was adopted.
- 9.) Consider Adoption of Resolution Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges – Ms. Murphy presented the Resolution of Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges to the Board. After discussion, upon motion duly made, seconded and upon vote unanimously carried, the Resolution Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges was adopted.
- 10.) Consider Adoption of Resolution Calling May 5, 2020 Regular Election – Ms. Murphy discussed the upcoming regular election advising that there will be three open seats for a term ending in May 2023. Ms. Murphy stated that all residents and property owners who are registered to vote in the State of Colorado are eligible for the Board. Ms. Murphy reminded the Board that the deadline to submit self-nomination and acceptance forms is Friday, February 28th at 5 p.m. After discussion, upon motion duly made, seconded and upon vote unanimously carried, the Resolution Calling the May 5, 2020 Regular Election was adopted.

FINANCIAL REPORT:

- 1.) Review of September 30, 2019 Financials – Ms. Pangindian reviewed the September 30, 2019 financial statements with the Board. After discussion, upon motion duly made, seconded and upon vote unanimously carried, the financials were accepted.

- 1.) Public Hearing to Amend 2019 Budget – Director Elliott opened the public hearing on the 2019 Budget Amendment. Ms. Murphy noted that the public hearing was published in accordance with Colorado law in the *Westminster Window* and *Northglenn-Thornton Sentinel* on November 14, 2019. No written objections were received prior to the meeting. There being no public comment, the hearing was closed.
- 2.) Consider Resolution to Amend 2019 Budget – Ms. Pangindian reviewed the Resolution Amending the 2019 Budget with the Board. Following discussion, upon a motion duly made, seconded and upon vote unanimously carried the Board adopted the resolution amending the General Fund to \$143,000 and the Operations Fee Fund to \$317,000.
- 3.) Public Hearing to Adopt 2020 Budget – Director Elliott opened the public hearing on the 2020 Budget. Ms. Murphy noted that the public hearing was published in accordance with Colorado law in the *Westminster Window* and *Northglenn-Thornton Sentinel* on November 14, 2019. No written objections were received prior to the meeting. There being no public comment, the hearing was closed.

- 4.) Consider Resolution to Adopt 2020 Budget – Ms. Pangindian reviewed the Resolution to Adopt the 2020 Budget with the Board. Following discussion, upon a motion duly made, seconded and upon vote unanimously carried the Board adopted the resolution adopting the 2020 Budget as discussed, appropriating funds therefore and certifying 11.133 mills for the general fund and 55.664 mills for the debt service fund.
- 5.) Consider Approval of Proposal from Dazzio & Associates PC 2019 Audit – Ms. Pangindian presented a proposal from Dazzio & Associates to complete the 2019 Audit. After discussion, upon motion duly made, seconded and upon vote unanimously carried to approve Dazzio & Associates to complete the 2019 budget.

PUBLIC COMMENT:

None.

LEGAL MATTERS:

- 1.) Legal Status Report – none.
- 2.) Delinquency Report – none.

ADJOURNMENT:

There being no further business to come before the Board and upon motion duly made, seconded and upon vote unanimously carried, the Board moved to adjourn the meeting at 10:46 am. The foregoing Minutes constitute a true and correct copy of the Minutes of the above referenced meeting and were approved by the Board of Directors of Cundall Farm Metropolitan District.

BY:

Christian Janke

Secretary for Cundall Farms Metropolitan District






Execution Packet for Christian Janke

Final Audit Report

2020-06-03

Created:	2020-06-03
By:	Dana Anderson (danderson@wbapc.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAsOfONJGwo-gPDbqDAMqpRZHonTCpYotn

"Execution Packet for Christian Janke" History

-  Document created by Dana Anderson (danderson@wbapc.com)
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-  Document emailed to Christian Janke (mjanke@e5xmanagement.com) for signature
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-  Email viewed by Christian Janke (mjanke@e5xmanagement.com)
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Signature Date: 2020-06-03 - 10:32:51 PM GMT - Time Source: server- IP address: 96.66.86.133
-  Signed document emailed to mmurphy@wbapc.com, Christian Janke (mjanke@e5xmanagement.com) and Dana Anderson (danderson@wbapc.com)
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