

# RECORD OF PROCEEDINGS

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**MINUTES OF THE SPECIAL MEETING OF  
ST. VRAIN LAKES METROPOLITAN DISTRICT NO. 1  
ST. VRAIN LAKES METROPOLITAN DISTRICT NO. 3  
ST. VRAIN LAKES METROPOLITAN DISTRICT NO. 4**

**HELD  
AUGUST 4, 2020**

The Combined Special Meeting of the Boards of Directors (collectively, "Boards") of St. Vrain Lakes Metropolitan District No. 1, St. Vrain Lakes Metropolitan District No. 3, and St. Vrain Lakes Metropolitan District No. 4 (collectively, "Districts") was held via videoconference on Tuesday, August 4, 2020. Notice of the Combined Meeting was duly posted.

ATTENDANCE

Directors in Attendance:

Shannon Robbins, President  
Ashley Taruffelli, Secretary/Treasurer  
Marc Towne, Assistant Secretary

Directors Absent, but Excused Were :

Neil Simpson, Assistant Secretary  
Lisa Albers, Assistant Secretary

Also in Attendance:

Chelsey Green, Crystal Clemens, Jim Nikkel, Josh McReynolds, Ron Angle, Doug Campbell, and Traci Miller; Pinnacle Consulting Group, Inc.  
Eve Grina Velasco, Esq.; White Bear Ankele Tanaka & Waldron, P.C.  
Paul Cardenas; Brookfield Residential  
Jessica Adams, Michelle Busse, Ted Walker, Mike Theisen, Charlene Cobb, Jim Sardonia, Chris Shirley, Riley Legget; St. Vrain Lakes Metropolitan District community members

Several members of the public in attendance via Zoom.

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CALL TO ORDER

The Special Combined Meeting of the St. Vrain Lakes Metropolitan District No. 1, St. Vrain Lakes Metropolitan District No, 3 and St. Vrain Lakes Metropolitan District No. 4 was called to order at 6:39 p.m. by Ms. Clemens, noting that a quorum was present with three of five Board members in attendance. Each of the Directors confirmed their qualifications to serve on the Boards. Ms. Clemens also confirmed that prior to the meeting each of the Directors had been notified of the meeting.

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CONFLICTS OF INTEREST DISCLOSURE

Ms. Velasco noted that notices of potential conflicts of interest for all Board Members were filed with the Colorado Secretary of State's Office, disclosing that potential conflicts of interest may exist. Ms. Velasco advised the Boards that pursuant to Colorado law, certain disclosures by the Board Members might be required prior to taking official action at a meeting. The Boards reviewed the agenda for the meeting, following which each Board Member present confirmed the contents of the 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. Additionally, the Boards determined that the participation of the Directors present was necessary to obtain a quorum or otherwise enable the Board to act.

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APPROVAL OF AGENDA

The Boards considered the approval of the agenda. Upon motion duly made by Director Robbins, seconded by Director Taruffelli, and upon vote, unanimously carried, it was

**RESOLVED** to approve the agenda, as presented.

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APPROVAL OF MINUTES

The Boards reviewed the minutes of June 23, 2020 special meeting of the Boards of Directors. Following review and discussion, upon motion duly made by Director Robbins, seconded by Director Towne, and upon vote, unanimously carried, it was

**RESOLVED** to approve the minutes of June 23, 2020 special meeting of the Boards of Directors, as presented.

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PUBLIC COMMENT

- Mr. Mike Theisen, 4552 Shore View Court: Posed questions and made statements regarding the Lake Use Policy and reported negative commentary regarding the same on various social media outlets.
- Mr. Jim Sardonia, 4573 Lakeside Drive: Posed questions regarding the Lake Use Policy and expressed confusion regarding the structure of the Districts.

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- Mr. Nick Post, 12612 Lake Trail St; Posed questions and made suggestions regarding the Lake Use Policy.

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DISTRICT No. 2  
BOARD  
REPRESENTATIVE  
REPORTS

The District No. 2 Board Representatives presented a written report to the Boards.

**Resident Committees.** Ms. Busse reviewed with the Boards a proposed Pre-ARC Committee and answered questions regarding the process and goal. It was the direction of the Boards to include the establishment of a Pre-ARC Committee in the 2021 budget.

**Covenant Enforcement.** Ms. Adams reviewed with the Boards proposed changes to the current covenant enforcement policy and answered questions. The Boards discussed potential impacts to changes in the covenant enforcement policy. It was the consensus of the Boards to direct Pinnacle Consulting Group, Inc. to provide quarterly reports to the Boards of Directors regarding the number and type of violation letters sent to residents.

**Lake Use Policy.** Mr. Walker reviewed with the Boards proposed changes to the current Lake Use Policy and answered questions. Ms. Velasco noted that Little Thompson Water District, which has an ownership interest in the water within the Lakes, requested an opportunity to review the revised policy before it is implemented and noted that there may be additional discussion of this matter under another item on the agenda. Ms. Green noted that the District's liability insurance premium may increase as a result of an increase in operating costs related to changes to the policy. It was the consensus of the Boards to direct the District No. 2 Board Representatives to make additional changes to the proposed Lake Use Policy to be presented at the next Board meeting.

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FINANCIAL  
MATTERS

Ratification of Payment of Claims: Mr. Angle reviewed with the Boards the payables listing dated June 1, 2020 through July 7, 2020 totaling \$229,453.59 and answered questions. Upon motion duly made by Director Taruffelli, seconded by Director Towne, and upon vote, unanimously carried, it was

**RESOLVED** to ratify the payment of claims dated June 1, 2020 through July 7, 2020 totaling \$229,453.59

Unaudited Financial Statements: Mr. Angle reviewed with the Boards the unaudited Financial Statements for the period ending June 30, 2020 and answered questions. Upon motion duly made by Director Towne, seconded by Director Robbins, and upon vote, unanimously carried, it was

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**RESOLVED** to accept the unaudited Financial Statements for the period ending June 30, 2020, as presented.

Approval of 2019 Audit: Mr. Angle reported that the 2019 audit for District No. 1 has been completed, and a draft audit was distributed to the Board for review and revision. Mr. Angle noted that the audit was filed with the State Auditor's office on July 31<sup>st</sup>. Following review and discussion, upon motion duly made by Director Tarufelli, seconded by Director Towne, and upon vote, unanimously carried, it was

**RESOLVED** to approve the 2019 Audit for District No. 1.

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CAPITAL  
INFRASTRUCTURE  
MATTERS

Capital Acquisition Update: Ms. Green provided the Boards with an update regarding capital acquisition and answered questions.

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LEGAL MATTERS

Consider Adoption of Acquisition Resolution of District No. 1 Pursuant to Public Improvements Acquisition and Reimbursement Agreement (Filing 2 Tracts and Underdrains): Ms. Velasco recommended that the Board table the adoption of Acquisition Resolution of District No. 1 Pursuant to Public Improvements Acquisition and Reimbursement Agreement (Filing 2 Tracts and Underdrains) until all documentation has been submitted by the developer.

Consider Adoption of Resolution Regarding Acceptance of District Eligible Cost (Cost Certification Report #5): Ms. Velasco recommended that the Board table the adoption of Resolution Regarding Acceptance of District Eligible Cost (Cost Certification Report #5) until all documentation has been submitted by the developer.

Social Media Policy: Ms. Velasco reviewed with the Boards the Memorandum regarding Social Media Use. Following review and discussion, it was the consensus of the Boards to direct Ms. Velasco to prepare a Social Media Policy for adoption at the next board meeting.

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MANAGEMENT &  
OPERATIONAL  
MATTERS

Manager's Report: Ms. Clemens reviewed with the Boards the written Manager's Report and answered questions.

Ms. Clemens requested direction regarding board meeting structure and platform for the remainder of the year. It was the consensus of the Boards hold virtual meetings via Zoom for the remainder of the year.

Ms. Clemens reported that the Modification Committee has requested the installation of additional pet waste stations and trash cans throughout the

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District in the amount of \$1,500. It was the direction of the Boards to authorize the additional pet waste stations and trash cans and increase the 2021 budget for operations and maintenance.

Ms. Clemens reported that the Modification Committee has requested the installation of mailbox coverings and lighting. It was the consensus of the Boards to discuss this request during the 2021 budget work session.

High Plains Environmental Filing 2 Landscaping Restoration and Addendum: It was the consensus of the Boards to table this item.

Environmental Design, Inc. Filing 2 Landscape Maintenance Addendum: It was the consensus of the Boards to table this item.

Pinnacle Consulting Group, Inc 2020 Service Addendum: Ms. Green presented and reviewed the Pinnacle Consulting Group, Inc. 2020 Service Addendum. Following review and discussion, upon motion duly made by Director Tarufelli, seconded by Director Robbins, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Pinnacle Consulting Group, Inc 2020 Service Addendum.

2020 Independent Contractor Agreements and Modifications Report: Ms. Clemens presented and reviewed the 2020 Independent Contract Agreements and Modifications Report. Following review and discussion, upon motion duly made by Director Robbins, seconded by Director Tarufelli, and upon vote, unanimously carried, it was

**RESOLVED** to ratify the 2020 Independent Contractor Agreements and Modifications Report.

Memorandum Regarding Lake Use Policy in Water Valley: Ms. Velasco reviewed with the Boards the Memorandum Regarding Lake Use Policy in Water Valley. The Boards requested that the Directors for District No. 2 coordinate with legal counsel to update and revise the Lake Use Policy in light of information contained in the Memorandum and provide District No. 1 a proposed revised policy for review prior to the next board meeting. Mr. Walker volunteered to be the primary point of contact for District No. 2 on this project.

Discussion Regarding Appointing Board Member Representative to Residential Committees: The Boards discussed appointing a Board Member Representative to the Finance, Modification and Social Committees. Ms. Green noted that the Board Member Representative would serve in an advisory role for the various committees and provide input and education.

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DIRECTOR ITEMS      There were no Directors Items brought before the Boards.  
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OTHER MATTERS      There were no Other Matters brought before the Boards.  
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ADJOURNMENT      There being no further business to come before the Boards, upon motion duly made by Director Tarufelli, seconded by Director Robbins, and upon unanimous vote, the meeting was adjourned at 9:06 p.m.  
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The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

Respectfully submitted,



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Traci Miller, Recording Secretary for the Meeting