

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE HIGHLINE CROSSING METROPOLITAN DISTRICT HELD JUNE 22, 2020

A special meeting of the Board of Directors of the Highline Crossing Metropolitan District (referred to hereafter as the "Board") was convened on Monday, June 22, 2020, at 6:00 p.m., Due to concerns regarding the spread of the coronavirus (COVID-19) and the benefits to the control of the spread of the virus by limiting in-person contact, this District Board Meeting was held by conference call without any individuals (neither district representatives nor the general public) attending in person. The meeting was open to the public.

Directors In Attendance Were:

Tiffany Steel

Also In Attendance Was:

David Solin and Peggy Ripko; Special District Management Services, Inc.

Paula Williams, Esq.; McGeady Becher P.C.

Dawn Schilling; Schilling & Company, Inc.

Daniel Payotelis, Douglas Secord and Suzanna M. Lora; Residents and Board Candidates

Jeff Lentz; Resident

**DISCLOSURE OF
POTENTIAL
CONFLICTS OF
INTEREST**

Disclosure of Potential Conflicts of Interest: Attorney Williams reviewed the requirements of Colorado Law to disclose potential Conflicts of interest prior to Board Meeting. Attorney Williams requested that the Directors consider whether they had any conflicts of interest to disclose and noted for the record that there were no new disclosures made by the Directors present at the meeting.

**ADMINISTRATIVE
MATTERS**

Agenda: Mr. Solin distributed for the Board's review and approval a proposed Agenda for the District's special meeting.

Following discussion, upon motion duly made and seconded by Director Steel and, upon vote, unanimously carried, the Agenda was approved, as amended.

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Approval of Meeting Location: The Board entered into discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the Districts' Board meeting.

Following discussion, upon motion duly made and seconded by Director Steel and, upon vote, unanimously carried, the Board determined that due to concerns regarding the spread of the Coronavirus (COVID-19) and the benefits to the control of the spread of the virus by limiting in person contact, the District meetings were held by conference call. The Boards further noted that notice of the time, date and conference bridge information was duly posted and that they have not received any objections, or any requests that the means of hosting the meeting be changed by taxpaying electors within the Districts' boundaries.

May 2020 Election: Mr. Solin noted for the Board that the May 5, 2020 election was cancelled, as allowed under Colorado law, by the Designated Election Official because there were no more candidates than positions available on the Board of Directors. Directors Bird, Fantasky and Steel were deemed elected to 3-year terms ending in May 2023.

Resignation of Directors: The resignation of Directors Bird, Trujillo, Nier and Fantasky were acknowledged, effective as of May 8, 2020.

Appointment of Directors: The Board considered the appointments of District eligible electors Doug Secord, Suzanne M Lora, and Daniel Payotelis to fill vacancies on the Board of Directors.

Following discussion, upon motion duly made and seconded by Director Steel and, upon vote, unanimously carried, the Board appointed Doug Secord, Suzanne M Lora, and Daniel Payotelis to fill vacancies on the Board of Directors.

Appointment of Officers: The Board entered into discussion regarding the appointment of officers.

Following discussion, upon motion duly made and seconded by Director Steel and, upon vote, unanimously carried, the following slate of officers was appointed:

President	Doug Secord
Treasurer	Tiffany Steel
Secretary	David Solin
Assistant Secretary	Suzanna M. Lora
Assistant Secretary	Daniel Payotelis

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Minutes: The Board reviewed the Minutes of the November 18, 2019 Special Meeting.

Following discussion, upon motion duly made and seconded by Director Steel, upon vote, unanimously carried, the Minutes of the November 18, 2019 Special Meeting were approved.

Public Comments: Mr. Lentz addressed the Board with questions regarding the following:

1. Dead trees on the North side of Kansas.
2. Dead grass along the cul de sac areas.
3. Installing a light by mailboxes.
4. Installing a community map and Communications Board by mailboxes.
5. Methods of communications for residents.
6. Light pole damage at the end of Fulton on the South side.

FINANCIAL MATTERS

Payment of Claims: The Board considered ratifying the approval of the payment of claims as follows:

Fund	Period Ending Nov. 27, 2019	Period Ending Dec. 26, 2019	Period Ending Jan. 17, 2020	Period Ending Feb. 14, 2020
General	\$ 5,787.66	\$ 11,854.31	\$ 7,475.12	\$ 6,266.49
Debt	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Total	\$ 5,787.66	\$ 11,854.31	\$ 7,475.12	\$ 6,266.49

Fund	Period Ending March 12, 2020	Period Ending April 13, 2020	Period Ending May 13, 2020
General	\$ 3,958.86	\$ 7,447.35	\$ 7,334.32
Debt	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-
Total	\$ 3,958.86	\$ 7,447.35	\$ 7,334.32

Following discussion, upon motion duly made and seconded by Director Steel and, upon vote, unanimously carried, the Board ratified the payment of claims as presented.

Claims: The Board then considered approval of the payment of claims for the period ending June 17, 2020, in the amount to of \$8,858.80.

Following review and discussion, upon motion duly made and seconded by Director Steel, upon vote, unanimously carried, the Board approved the payment of claims for the period ending June 17, 2020, in the amount of \$8,858.80.

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Unaudited Financial Statements: Mr. Solin presented to the Board the unaudited financial statements and statement of cash position for the period ending April 30, 2020.

Following review, upon motion duly made and seconded by Director Steel, upon vote, unanimously carried, the Board accepted the unaudited financial statements and schedule of cash position for the period ending April 30, 2020.

2019 Budget Amendment Hearing: The President opened the public hearing to consider the Resolution to Amend the 2019 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of a Resolution to Amend the 2019 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. There were no comments from the public in attendance and the public hearing was closed.

Following review and discussion, upon motion duly made and seconded by Director Steel, upon vote, unanimously carried, the Board adopted the Resolution to Amend the 2019 Budget. A copy of the adopted Resolution is attached hereto and incorporated herein by this reference.

2019 Audit: Ms. Schilling reviewed the 2019 Audit with the Board.

Following review and discussion, upon motion duly made and seconded by Director Steel, upon vote, unanimously carried, the Board approved the 2019 Audit and authorized execution of the Representations Letter, subject to legal review.

Preparation of 2021 Budget: The Board considered the appointment of the District Accountant to prepare the 2021 Budget.

Following discussion, upon motion duly made and seconded by Director Steel, upon vote, unanimously carried, the Board appointed the District Accountant to draft the 2021 budget. The Board determined to set the date for the public hearing to adopt the 2021 budget for November 16, 2020, at 6:00 p.m. at the regular meeting location.

LEGAL MATTERS

Acceptance of Tracts from Meritage Homes, Inc.: Attorney Williams discussed with the Board the acceptance of Tracts A-H, J-M, Highline Subdivision Filing No. 1, from Meritage Homes of Colorado, Inc.

Following review and discussion, upon motion duly made and seconded by Director Steel, upon vote and, unanimously carried, the Board acknowledged the acceptance of

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Tracts A-H, J-M, Highline Subdivision Filing No. 1, from Meritage Homes of Colorado, Inc.

COVENANT CONTROL/ COMMUNITY MANAGEMENT

Community Manager's Report: Ms. Ripko presented, and the Board discussed and reviewed, the Community Manager's report.

Service Agreement between the District and Emerald Isle Landscaping for 2020 Snow Removal Services: The Board discussed the Service Agreement between the District and Emerald Isle Landscaping for 2020 Snow Removal Services.

Following discussion, upon motion duly made and seconded by Director Steel and, upon vote, unanimously carried, the Board ratified approval of the Service Agreement between the District and Emerald Isle Landscaping for 2020 Snow Removal Services.

Mulch Proposal: The Board reviewed a proposal from Emerald Isle Landscaping for refreshing mulch. Mr. Solin was directed to get more details and research additional options for mulch materials and phased refreshment.

OTHER BUSINESS

2020 SDA Conference: The Board entered into discussion regarding authorizing interested Board Members (and guest) to attend the 2020 SDA Virtual Conference on September 23, 24 and 25, 2020.

Following discussion, upon motion duly made and seconded by Director Steel and, upon vote, unanimously carried, the Board authorized interested Board Members to attend the 2020 SDA Virtual Conference on September 23, 24 and 25, 2020.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made and seconded by Director Steel and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By: 

Secretary for the Meeting

RESOLUTION TO AMEND 2019 BUDGET
HIGHLINE CROSSING METROPOLITAN DISTRICT

WHEREAS, the Board of Directors of the Highline Crossing Metropolitan District adopted a budget and appropriated funds for the fiscal year 2019 as follows:

General Fund	\$	142,913
Debt Service Fund:	\$	105,934
Capital Projects Fund:	\$	-0-

WHEREAS, the necessity has arisen for additional expenditures in the Capital Projects Fund requiring the unanticipated expenditure of funds in excess of those appropriated for the fiscal year 2019; and

WHEREAS, the expenditure of such funds is a contingency which could not have been reasonably foreseen at the time of adoption of the budget; and

WHEREAS, funds are available for such expenditures in the Capital Projects Fund from excess bond proceeds.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Highline Crossing Metropolitan District shall and hereby does amend the adopted Budget for the fiscal year 2019 and adopts a supplemental budget and appropriation for the Capital Projects Fund for the fiscal year 2019, as follows:

Capital Projects Fund	\$	3,854
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BE IT FURTHER RESOLVED, that such sums are hereby appropriated from the revenues of the District to the proper funds for the purposes stated.

DATED this 22nd day of June, 2020.

HIGHLINE CROSSING METROPOLITAN
DISTRICT

By: 

McGeady Becher P.C.
Document Retention Policy

Types of Documents

In representing you we will or may take possession of, create, and/or keep various types of documents. These consist of documents you provide to us, documents which constitute the District's official public record, and internal documents we create to assist us in providing services to you.

Documents You Provide to Us

It is our policy to copy and return original documents you provide to us as soon as practicable. Exceptions to this policy are original documents which should be kept as part of the District's official public record, instances where we must have an original document to represent you, or cases where we have affirmatively agreed retain a document for safekeeping.

The District's Record

As a part our engagement, we will maintain the District's official public Record (the "Record"). The Record is a highly useful and detailed compilation of documents reflecting the official actions of the District and serves multiple functions. First, it collects those documents which the public is entitled to inspect and copy under various state and federal public records and freedom of information statutes. Second, it organizes the records of the District – such as its contracts, land and title records, and easements - in a manner which is useful in conducting the ongoing business of the District. Third, the Record helps expedite the District's annual audit process. Fourth, in the event you should change legal counsel or employ in-house counsel, the Record will enable that counsel to understand the status and assume representation of the District with maximum efficiency.

The Record includes the District's organizational documents, fully-executed agreements which are still in effect, rules, regulations, resolutions adopted by the District, official minutes books, meeting notices, agendas, insurance policies, District maps, election records, bond documents, audit documents, and many more. A comprehensive list of documents comprising the Record is available from us at any time upon request.

Creating and maintaining the Record is an important and complex task, and you agree to pay our actual costs and hourly fees associated with doing this.

Supplemental Documents

All other documents created in course of representing you are referred to as Supplemental Documents. These include our notes, drafts, memoranda, worksheets, electronic communications, and other electronic documents stored in various media or file servers.

Documents We Retain

Except as provided in this Document Retention Policy or an amendment thereto, we will keep the Record and any original documents accepted by us for safekeeping so long as we represent you.

Delivery of the Record

Once a matter is concluded or our representation terminated, we deliver the original, printed Record, together with any original documents we have accepted for safekeeping, to you or the District's designee, provided our fees and costs have been paid in full. If you do not designate someone to receive these records, we will deliver them to a then-current officer or director of the District. If we are unable to deliver these documents because of your failure to designate a recipient, we may retain, destroy, or otherwise dispose of them in manner which assures their continued confidentiality within thirty (30) days following the conclusion of a matter or the termination of our representation.

We will also confidentially destroy the Record of any District in our possession if a final order of dissolution of the District is entered.

All other documents, including all Supplemental Documents, are routinely, periodically, confidentially, and permanently purged by us once they are no longer useful to us in providing services to you.