

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE HIGHLINE CROSSING METROPOLITAN DISTRICT HELD NOVEMBER 15, 2021

A special meeting of the Board of Directors of the Highline Crossing Metropolitan District (referred to hereafter as the “Board”) was convened on Monday, November 15, 2021 at 6:00 p.m. 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:

Doug Secord
Daniel Payotelis
William Moore

Also In Attendance Was:

David Solin; Special District Management Services, Inc.
Paula Williams, Esq.; McGeady Becher P.C.
Bryan Sullivan; Resident

**PUBLIC
COMMENTS**

There were no public comments.

**DISCLOSURE OF
POTENTIAL
CONFLICTS OF
INTEREST**

Disclosure of Potential Conflicts of Interest: Mr. Solin noted a quorum was present and discussed the requirements under Colorado Statute to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board of Directors to the Secretary of State. The members of the Board were requested to disclose any potential conflicts of interest regarding any matters scheduled for discussion at this meeting. No disclosures were made and it was noted that all Directors are residents of the District.

**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 by Director Secord, seconded by Director Moore and, upon vote, unanimously carried, the Agenda was approved, as amended.

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Meeting Location and Posting of Notice: The Board discussed the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. Following discussion, the Board determined to conduct the meeting by conference call. The Board further noted that notice of this meeting and the conference call access was duly posted and that it had not received any objections to the format of the meeting or any requests that the meeting format be changed by taxing electors within the District's boundaries.

Minutes: The Board reviewed the Minutes of the June 14, 2021 Special Meeting.

Following discussion, upon motion duly made by Director Moore, seconded by Director Secord and, upon vote, unanimously carried, the Minutes of the June 14, 2021 Special Meeting were approved.

Resolution No. 2021-11-01 Establishing Regular 2022 Meeting Dates, Time and Location and Designating Location for Posting of 24-Hour Notices: The Board discussed Resolution No. 2021-11-01 Establishing Regular 2022 Meeting Dates, Time and Location and Designating Location for Posting of 24-Hour Notices.

Mr. Solin reviewed the business to be conducted in 2022 to meet the statutory compliance requirements. The Board determined to meet on June 20, 2022 and November 21, 2022 at 6:00 p.m., via conference call.

Following discussion, upon a motion duly made by Director Moore, seconded by Director Payotelis and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-11-01 Establishing Regular 2022 Meeting Dates, Time and Location and Designating Location for Posting of 24-Hour Notices.

§32-1-809, C.R.S. Reporting Requirements (Transparency Notice): The Board discussed §32-1-809, C.R.S. reporting requirements and mode of eligible elector notification for 2022.

Following discussion, the Board determined to post the required transparency notice information on the Special District Association's website and the District website.

FINANCIAL MATTERS

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

Fund	Period Ending June 30, 2021	Period Ending July 22, 2021	Period Ending Aug. 31, 2021	Period Ending Sept. 30, 2021
General	\$ 13,562.42	\$ 12,910.27	\$ 11,020.33	\$ 6,813.29
Debt	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Total	\$ 13,562.42			

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Fund	Period Ending Oct. 22, 2021
General	\$ 8,691.40
Debt	\$ -0-
Capital	\$ -0-
Total	\$ 8,691.40

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

Unaudited Financial Statements: Mr. Solin presented to the Board the unaudited financial statements and statement of cash position for the period ending September 30, 2021.

Following review, upon motion duly made by Director Moore, seconded by Director Payotelis and, upon vote, unanimously carried, the Board accepted the unaudited financial statements and schedule of cash position for the period ending September 30, 2021.

2021 Audit Preparation: The Board reviewed the engagement letter from Schilling & Company, Inc., to perform the 2021 Audit.

Following discussion, upon a motion duly made by Director Payotelis, seconded by Director Moore and, upon vote, unanimously carried, the Board approved the engagement of Schilling & Company, Inc. to perform the 2021 Audit, in an amount not to exceed \$5,250.

Public Hearing on 2021 Budget Amendment: The President opened the public hearing to consider a Resolution to Amend the 2021 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 2021 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. No public comments were received and the public hearing was closed.

Following discussion, the Board determined that a 2021 Budget Amendment was not needed.

Appointment of Acting President: Director Secord departed the meeting prior to the Public Hearing for 2022 Budget.

Following discussion, upon motion duly made by Director Payotelis seconded by

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Director Moore and, upon vote, unanimously carried, Director Payotelis was appointed Acting President for the remainder of the meeting.

Public Hearing on 2022 Budget: The President opened the public hearing to consider the proposed 2022 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2022 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. No public comments were received and the public hearing was closed.

Mr. Solin and the Board reviewed the estimated 2021 expenditures and the proposed 2022 expenditures.

Following discussion, the Board considered the adoption of Resolution No. 2021-11-02; Resolution to Adopt the 2022 Budget and Appropriate Sums of Money and Resolution No. 2021-11-03; Resolution to Set Mill Levies for the General Fund at 18.000 mills and the Debt Service Fund at 55.664 mills, and ARI levy at 1.114 mills, for a total mill levy of 74.778 mills. Upon motion duly made by Director Payotelis, seconded by Director Moore and, upon vote, unanimously carried, the Resolutions were adopted, as discussed subject to final assessed valuation, and execution of the Certification of Budget and Certification of Mill Levies was authorized, subject to receipt of the final Certification of Assessed Valuation from the County on or before December 10, 2021. Mr. Solin was authorized to transmit the Certification of Mill Levies to the Board of County Commissioners of Arapahoe County, not later than December 15, 2021. Mr. Solin was also authorized to transmit the Certification of Budget to the Division of Local Government not later than January 30, 2022. Copies of the adopted Resolutions are attached to these minutes and incorporated herein by this reference.

DLG-70 Mill Levy Certification Form: The Board considered authorizing the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.

Following discussion, upon motion duly made by Director Payotelis seconded by Director Moore and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.

Resolution Authorizing Adjustment of the District Mill Levy in Accordance with the District Service Plan: The Board reviewed Resolution No. 2021-11-04,

Resolution Authorizing Adjustment of the District Mill Levy in Accordance with

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the District Service Plan.

Following discussion, upon motion duly made by Director Payotelis, seconded by Director Moore, and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-11-04, Resolution Authorizing Adjustment of the District Mill Levy in Accordance with the District Service Plan. A copy of the adopted Resolution is attached hereto and incorporated herein by this reference

2023 Budget Preparation: The Board discussed appointing the District Accountant to prepare the 2023 Budget and setting the date for the Public Hearing to adopt the 2023 Budget for November 21, 2022.

Following discussion, upon motion duly made by Director Payotelis seconded by Director Moore and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare the 2023 Budget and set the date for the Public Hearing to adopt the 2023 Budget for November 21, 2022.

Amendment to Fee Resolution to Increase Operations and Maintenance Fee: The Board discussed an amendment to the Fee Resolution to Increase the Operations and Maintenance Fee.

Following discussion, upon motion duly made by Director Payotelis, seconded by Director Moore, and, upon vote, unanimously carried, the Board authorized the amendment to the Fee Resolution to Increase the Operations and Maintenance Fee to \$1,000 per year, or \$250 per quarter.

Approvers for Bill.com: The Board discussed approvers for Bill.com.

Following discussion, upon motion duly made by Director Moore, seconded by Director Payotelis, and, upon vote, unanimously carried, the Board appointed Directors Payotelis and Moore as approvers on Bill.com. It was noted that PDF invoices would be sent in advance for review and approval.

LEGAL MATTERS **Resolution Calling May 3, 2022 Director Election:** The board discussed the May 3, 2022 election. Following discussion, upon a motion duly made by Director Payotelis, seconded by Director Moore, and upon vote unanimously carried, the Board adopted a Resolution Calling a May 3, 2022 Directors' Election which appointed David Solin as the Designated Election Official ("DEO"), and authorized him to perform all tasks required for the May 3, 2022 Regular Election of the Board of Directors for the conduct of a mail ballot election.

COVENANT **Community Manager's Report:** The Community Manager's Report was not

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CONTROL/ COMMUNITY MANAGEMENT

available for discussion.

Proposal from Rocky Mountain Tree Care for Landscape Enhancement: Mr. Solin discussed a Proposal between the District and Rocky Mountain Tree Care for landscape enhancement. No action was taken at this time.

Proposal from CDI Environmental Contractor for 2022 Landscape Maintenance: The Board discussed a proposal from CDI Environmental Contractor for 2022 landscape maintenance.

Following discussion, upon motion duly made by Director Moore, seconded by Director Payotelis, and, upon vote, unanimously carried, the Board approved the proposal from CDI Environmental Contractor for 2022 landscape maintenance.

Proposal from CDI Environmental Contractor for 2021-2022 Snow Removal Services: The Board discussed a proposal from CDI Environmental Contractor for 2021-2022 snow removal services.

Following discussion, upon motion duly made by Director Moore, seconded by Director Payotelis, and, upon vote, unanimously carried, the Board approved the proposal from CDI Environmental Contractor for 2021-2022 snow removal services.

OTHER BUSINESS **Acknowledge Resignation of Doug Secord from the Board of Directors:**

Following discussion, upon motion duly made by Director Payotelis, seconded by Director Moore, and, upon vote, unanimously carried, the Board acknowledged the resignation of Director Doug Secord from the Board of Directors, effective at the end of the November 15, 2021 meeting.

Appointment of Officers: Following discussion, upon motion duly made by Director Payotelis, seconded by Director Moore, and upon vote unanimously carried, the following slate of officers were appointed for the District:


President:	Daniel Payotelis
Treasurer:	William Moore
Secretary:	Vacant
Assistant Secretaries:	Vacant

ADJOURNMENT

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

Respectfully submitted,

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By: 
Secretary for the Meeting