

# RECORD OF PROCEEDINGS

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## MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF THE

## HUNTING HILL METROPOLITAN DISTRICT

Held: Monday, December 6, 2021 at 11:00 a.m. at Douglas  
County Libraries, Highlands Ranch Branch, 9292 Ridgeline  
Blvd., Event Hall A, Highlands Ranch, Colorado.

### Attendance:

A special meeting of the Board of Directors of the Hunting  
Hill Metropolitan District was scheduled in compliance with  
the laws of the State of Colorado, with the following directors  
in attendance:

Kathryn Neely, President  
Al Sullivan, Treasurer  
Chris Nelson, Assistant Secretary  
Jayne Veeder, Assistant Secretary

The following directors were absent (*absence excused*):

David Hoffman, Secretary

Also present were: Jennifer L. Ivey, Icenogle Seaver Pogue,  
P.C.; Lindsay Ross, CliftonLarsonAllen LLP; Ron Harris,  
Advance HOA Management, Inc.; and the following District  
residents: Dick Kraft, Judy Kraft, Pat Havener, Kay Johnson,  
Bruce Campbell, Mimi Carroll, Gary Wolff, Tom Cadwell,  
Dan Jensen, Kathy McConathy, and Tom McConathy.

### Call to Order/ Declaration of Quorum:

Director Neely, noting the presence of a quorum, called to  
order the special meeting of the Board of Directors of Hunting  
Hill Metropolitan District at 11:00 a.m.

### Directors Matters/Disclosure Matters:

Ms. Ivey advised the Board of Directors that pursuant to  
Colorado law, certain disclosures may be required prior to  
taking official action at the meeting. The Board of Directors  
reviewed the agenda for the meeting, following which each  
director confirmed the contents of written disclosures previously  
made, if any, stating the fact and summary nature of any matters,  
as required by Colorado law, to permit official action to be taken

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at the meeting. Additionally, the Board of Directors determined that the participation of the members present was necessary to obtain a quorum or otherwise enable the Board to act.

Director Neely reported that she had disclosed the following conflicts of interest: 1) she is an owner of property within the District boundaries, and 2) she has no financial interest in connection with official action of the District.

Director Sullivan reported that he had disclosed the following conflicts of interest: 1) he is an owner of property in the District boundaries, and 2) he has no financial interest in connection with official action of the district.

Director Nelson reported that he had disclosed the following conflicts of interest: 1) he is an owner of property within the District boundaries, and 2) he has no financial interest in connection with official action of the District.

Ms. Ivey advised that written disclosures of these interests were filed with the Secretary of State at least seventy-two hours prior to the meeting.

Approval of/Additions To/  
Deletions From the Agenda:

After review and discussion and upon motion of Director Sullivan and second of Director Neely, the Board unanimously approved the agenda as presented.

Public Comment for Items Not  
on Agenda:

None.

Approval of Minutes -  
September 20, 2021 Special  
Meeting Minutes:

After review and discussion and upon motion of Director Nelson and second of Director Veeder, the Board unanimously approved the minutes of the September 20, 2021 special meeting.

Management Report -

Mr. Harris reviewed with the Board his District Management Report, which was included in the meeting packet and the following items were discussed in detail:

Snow ramps have been installed near Building 8 to ease snow removal efforts. Mr. Harris is in communications with management for the Cityscapes area to coordinate snow

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removal efforts.

Mr. Harris is also communicating with management for the Cityscapes area regarding repairs to landscaping on Tract A.

The promenade area has dry utility work being installed by Century Communities and Xcel Energy is also installing lines for service to the Century Communities development. Mr. Harris reported that this work is being completed in existing casements but will result in some temporary road closures. Mr. Harris has put Absolute Lawncare, LLC in touch with the contractors to ensure that the District's irrigation lines are not impacted.

### Landscaping:

Mr. Harris distributed and reviewed a report from Ms. Ditman on landscaping including a report on the new trees that were planted as well as their locations, a winter watering plan, and landscaping projects for 2022 and after. Mr. Harris also reviewed a proposal from Byerly Tree, LLC for winter watering and other services which should be considered if the current dry weather conditions continue. Mr. Harris reported that he believes that Byerly Tree, LLC should be providing the winter watering for the 5 new trees this year as part of the expense of installation. Mr. Harris also reported that Absolute Lawncare, LLC is able to provide these types of services as additional services under its existing contract. Director Neely requested that if deep root winter water is performed to ensure that residents are advised so they do not hand water and cause an over-watering situation. After review and discussion, upon motion by Director Neely, second by Director Veeder, and unanimous vote, the Board of Directors approved one-time deep root watering of all trees in December in an amount not-to-exceed \$1,500.00 with either Byerly Tree, LLC or Absolute Lawncare, LLC, at the selection of Mr. Harris.

### Legal Matters -

Annual Resolution, Election  
of Officers and Regular  
Meeting Date/Location:

Ms. Ivey presented to and reviewed with the Board a resolution, prepared annually to handle the District's ongoing operation and business. After review and discussion, upon motion by Director Sullivan, second by Director Neely, and unanimous vote, the Board of Directors approved the resolution including the election of the following officers to the Board of Directors and regular meeting date/location:

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President/Chairman: Kathryn Neely  
Secretary: David Hoffman  
Treasurer: Alfred Sullivan  
Assistant Secretary: Christopher R. Nelson  
Assistant Secretary: Jayne Veeder

March 2, June 20, September 12 and December 12 at 1:00 P.M. at Douglas County Libraries, Highlands Ranch Branch, 9292 Ridgeline Boulevard, Highlands Ranch, Colorado, 80237 with a revision to correct that the District's website will be the primary location for posting meeting notices.

Election Resolution:

Ms. Ivey presented to and reviewed with the Board the 2022 Regular Special District Election Resolution. Following discussion and upon motion by Director Neely, second by Director Veeder and unanimous vote, the Board of Directors approved the 2022 Regular Special District Election Resolution with the publication in a newspaper as the second means of providing the call for nominations. Director Sullivan discussed the cost of running a contested election, which Ms. Ivey stated is subject to a number of items but is typically estimated to be \$20,000. Ms. Ross stated that the current draft of the 2022 budget does not budget for a contested election.

2021 Legislative Report:

Ms. Ivey presented to and reviewed with the Board a memorandum regarding 2021 Legislation.

Website Compliance:

Ms. Ivey presented to and reviewed with the Board a memorandum regarding website compliance.

Financial Matters: -

Ratification of Claims:

Ms. Ross reviewed with the Board the interim claims of the District from the period August 26, 2021 through November 30, 2021 totaling \$58,841.96. After review and discussion, upon motion by Director Neely, second by Director Sullivan and unanimous vote, the Board of Directors ratified the interim claims as presented.

Acceptance of Financial Statements:

Ms. Ross reviewed with the Board the September 30, 2021 financial statements. After review and discussion, upon motion by Director Sullivan, second by Director Veeder and unanimous vote, the Board of Directors accepted the September 30, 2021, financial statements and Schedule of

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- Cash Position updated as of December 1, 2021, as presented. Ms. Ross reported that funds from the Reserve Fund were used for the December bond payment and a notice is being filed by her office with EMMA.
- Public Hearing on Proposed 2022 Budget: Ms. Ross reviewed with the Board the proposed 2022 budget. Upon motion by Director Neely, second by Director Sullivan and unanimous vote, the Board of Directors opened a public hearing on the proposed 2022 budget consistent with published notice. Ms. Johnson inquired about the Capital Recovery Fees. Mr. Wolff inquired about the schedule of payments of principal on the bonds. There being no further comments from the members of the public, upon motion by Director Neely, second by Director Sullivan and unanimous vote, the Board of Directors closed the public hearing.
- Resolution Approving Proposed 2022 Budget, Certification of Mill Levy, and Appropriate Sums of Money: Ms. Ross further reviewed with the Board the proposed 2022 budget and Ms. Ivey presented to the Board of Directors a resolution for approval and adoption of the 2022 budget, appropriating funds therefore and certification of a mill levy thereunder. After review and discussion, upon motion by Director Sullivan, second by Director Neely and unanimous vote, the Board of Directors approved the resolution adopting the 2022 budget and appropriating the funds to the approved budget and certifying the mill levies as provided in the budget.
- Engagement Letter for 2021 Audit: Ms. Ross reviewed with the Board the engagement letter with Dazzio & Associates, PC for 2021 audit services. After review and discussion, upon motion by Director Sullivan, second by Director Vecder, and unanimous vote, the Board of Directors approved engagement of Dazzio & Associates, PC for 2021 audit services.
- Master Services Agreement and Statement(s) of Work with CliftonLarsonAllen LLP: Ms. Ross reviewed with the Board of Directors the Master Services Agreement and Statement(s) of Work with CliftonLarsonAllen LLP. After review and discussion, upon motion by Director Nelson, second by Director Neely, and unanimous vote, the Board of Directors approved the Master Services Agreement and Statement(s) of Work with CliftonLarsonAllen LLP subject to revisions to be negotiated by legal counsel.
- Consider Initiation of Capital Ms. Ivey reviewed with the Board the process for initiating a

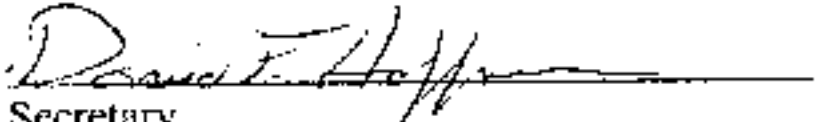
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- Reserve Study:** Capital Reserve Study. Discussion among the Board members ensued. It was noted that the District is attempting to accumulate some capital reserves to prepare for future capital improvements but is not anticipating the Capital Reserve Study in 2022 since development within the District is not completed at this time. After review and discussion, upon motion by Director Neely, second by Director Veeder, and unanimous vote, the Board of Directors tabled this item to December 12, 2022.
- Other:** None.
- Other Business -  
Tree Replacement:** This item was covered under the Management Report.
- Century Update:** Director Neely provided an update to the Board on Century, noting 32 townhomes have been sold, as of June 30, 2021, 28 building permits had been requested and they were late in making payment of fees to the District, but those payments have been made with interest. At this time, another 15 building permits have been requested, the District's fees have not been paid and Ms. Ross will be charging interest on those. Director Neely reported on comments that were provided to the County regarding the pending approval for a revised Site Improvement Plan including, but not limited to: (1) a request for a gate at the emergency access point on Primo Road; (2) removal of the cut-off location on Primo Road; (3) the materials used for retaining walls and safety rails need to be consistent with the rest of the community; (4) additional information regarding curbs and the like for the round-about; (5) moving the light pole in the parking lot so it does not impact Building 13 residents; (6) materials used for temporary fencing to be cedar wood; and (7) correction of typos. Ms. Johnson noted that the Homeowners Association did not make comments because not all residents received this referral notice. Director Neely will advise the County that not all residents have received this notice.
- Executive Session:** No Executive Session was needed.
- Adjournment:** There being no further business to come before the Board, the meeting was adjourned upon motion by Director Neely, second by Director Veeder and unanimous vote at 12:38 p.m.

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Secretary