

MINUTES OF THE JOINT SPECIAL MEETING OF THE  
BOARDS OF DIRECTORS OF

TRAILS AT CROWFOOT METROPOLITAN DISTRICT  
NOS. 1-3

Held: Thursday, November 16, 2023, at 4:00 p.m.

*This meeting was held via teleconference.*

**Attendance**

The Joint Special meeting of the Boards of Directors of the Trails at Crowfoot Metropolitan District Nos. 1-3 was called and held as shown above and in accordance with the applicable statutes of the State of Colorado. The following directors, having confirmed their qualification to serve on the Boards, were in attendance:

District No. 1:

Sarah Hunsche  
Christian Matt Janke  
Zachary Burgeson  
Christopher Elliott

District No. 2:

Sarah Hunsche  
Corey Elliott  
Christian Matt Janke  
Christopher Elliott  
Lauren Pennetti

District No. 3:

Sarah Hunsche  
Corey Elliott  
Christian Matt Janke  
Christopher Elliott

Director Matthew Cavanaugh (District No. 3) was absent. All absences are deemed excused unless otherwise noted in these minutes.

Also present: Kristin B. Tompkins, Esq., White Bear Ankele Tanaka & Waldron, District General Counsel (*for a portion*); Ashley B. Frisbie and Dan J. Cordova, White Bear Ankele Tanaka & Waldron, District Management; Cathee Sutton and Jennifer Van Valen, CliftonLarsonAllen LLP, District Accountant; Jennifer

Thomas, Front Range Recreation, Inc. (“FRR”) (*for a portion*); and Jordan Honea, D.R. Horton (*for a portion*).

**Call to Order**

It was noted that a quorum of the Boards were present and the meeting was called to order.

**Combined Meeting**

The Boards of Directors of the Districts have determined to hold joint meetings of the Districts and to prepare joint minutes of action taken by the Districts in such meetings. Unless otherwise noted herein, all official action reflected in these minutes is the action of each of the Districts. Where necessary, action taken by an individual District will be so reflected in these minutes.

**Conflict of Interest Disclosures**

Ms. Frisbie advised the Boards that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Frisbie reported that disclosures for those directors that provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest were filed with the Secretary of State’s Office and the Boards at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Boards. Ms. Frisbie inquired into whether members of the Boards 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 participation of the members present was necessary to obtain a quorum or to otherwise enable the Boards to act.

**Agenda**

Ms. Frisbie presented the Boards with the agenda for the meeting for consideration. Following discussion, upon a motion duly made and seconded, the Boards unanimously approved the agenda, as amended.

**Public Comment**

None.

**Consent Agenda**

Ms. Frisbie reviewed the items on the consent agenda with the Boards. Ms. Frisbie advised the Boards that any item may be removed from the consent agenda to the regular agenda upon the request of any director. No items were removed from the consent agenda. Upon a motion duly made and seconded, the following items on the consent agenda were unanimously approved and/or ratified:

- Minutes from October 26, 2023 Regular and Annual Meetings;

- Addendum to Engagement Letter with White Bear Ankele Tanaka & Waldron Related to Management Services;
- First Addendum to Independent Contractor Agreement with Environmental Landworks Company, Inc. (“ELCI”) for Snow Removal Services, through December 31, 2023; and
- First Addendum to Independent Contractor Agreement with ELCI for Landscape Maintenance Services (Irrigation Repairs) (\$1,020).

**Management Matters**

Update on Pool Operations      Director Janke reported that the shade structure in the pool area should be installed soon. Mr. Cordova noted that he will be meeting with the vendor to finalize the location and installation schedule. Ms. Thomas recommended that the canvas on the shade structure should be removed during the off-season, as it can be damaged by the weight of heavy snow events.

*Consider Approval of Proposal for Pool Deck Furniture*      Ms. Thomas presented the Boards with the proposal from FRR for pool deck furniture. Following discussion, upon a motion duly made and seconded, the Board of District No. 3 unanimously approved the proposal, subject to the addition of four umbrella bases, in a not-to-exceed amount of \$8,130.87.

*Update on Status of Proposals for Pool Gate Access Card Reader*      Ms. Thomas reported that she met onsite with the preferred vendor for access card readers on the front gate and main bathroom door, and will circulate the proposal once available.

Update on Landscape Maintenance Operations      Mr. Cordova provided the Boards with an update on the status of landscape maintenance operations, noting that the irrigation system has been winterized for the season and the first fall cleanup will occur soon. Mr. Cordova also noted that Keesen Landscape Management, Inc. will be installing holiday décor this week. Following discussion, the Board authorized holiday lighting to be turned on as soon as it has been installed.

Consider Adoption of 2024 Joint Annual Administrative Resolution      Ms. Frisbie presented the Boards with the 2024 Joint Annual Administrative Resolution. Following discussion, upon a motion duly made and seconded, the Boards unanimously adopted the resolution.

Consider Approval of Renewal of Property and Liability Schedule and Limits, Workers Compensation Coverage,      Ms. Frisbie presented the Boards of District Nos. 1 and 2 with the 2024 Property Liability Schedule and Limits and the Board of District No. 3 with the current Property Schedule. Following discussion, upon a motion duly made and seconded, the Boards unanimously approved the renewal of Property and Liability

and SDA Membership for 2024

Schedule and Limits, Workers Compensation Coverage, and SDA Membership for 2024.

Review and Consider Approval of Proposals for 2024 Landscape Maintenance Services and 2024 Snow Removal Services

Director Janke reported that the developer is involved in negotiations with ELCI for the replacement of some plant material that has died, and ELCI may provide a warranty for that plant material upon installation. Director Hunsche noted that the developer is working to hold ELCI accountable to ensure certain plant material is replaced. It was noted that the Board of District No. 3 previously authorized certain board members to select a contractor to perform these services. Director Hunsche noted that the authorized representatives will consider costs when selecting the contractor. Following discussion, the Board of District No. 3 determined to defer this matter, noting that all services are covered through December 31, 2023.

Consider Adoption of Resolution Regarding Acquisition of Public Improvements (Filing Nos. 1 and 9) pursuant to the Second Amended and Restated Infrastructure Acquisition and Reimbursement Agreement with HR935, LLC (District No. 3)

Mr. Cordova discussed the Resolution Regarding Acquisition of Public Improvements (Filing Nos. 1 and 9) pursuant to the Second Amended and Restated Infrastructure Acquisition and Reimbursement Agreement with HR935, LLC with the Board of District No. 3, noting that Melody Homes, Inc. has agreed to provide landscape maintenance through July of 2024 and a warranty for two years from the date of acceptance for certain improvements. Following discussion, upon a motion duly made and seconded, the Board of District No. 3 unanimously approved the resolution, subject to finalization and execution of the resolution within 30 days. The Board of District No. 3 also designated Director Janke to provide final review of the resolution.

*Consider Approval of Bill of Sale (District No. 3)*

Mr. Cordova discussed the Bills of Sale for the Filing Nos. 1 and 9 Public Improvements with the Board of District No. 3. Following discussion, upon a motion duly made and seconded, the Board of District No. 3 unanimously approved the Bill of Sale with HR935, LLC (Filing No. 1, Tract A) and the Bill of Sale with Meldoy Homes, Inc. (Filing No. 9).

*Consider Approval of Additional Property Coverage (District No. 3)*

Mr. Cordova presented the additional improvements that will need to be covered under the insurance policy of District No. 3. Ms. Frisbie noted that coverage for 2024 will be approximately \$6,000 for the additional improvements. Following discussion, upon a motion duly made and seconded, the Board of District No. 3 unanimously approved the additional property coverage.

Social Committee Matters

*Social Committee Report*

Ms. Frisbie presented the Social Committee Report to the Boards.

*2024 Social Committee Budget*

Ms. Frisbie presented the 2024 Social Committee Budget to the Boards. Following discussion, the Board of District No. 3 determined to approve the Social Committee budget as part of the overall budget approval under Financial Matters.

*Discuss Request from Social Committee for Installation of Little Library on District Property*

Ms. Frisbie informed the Boards that the Social Committee has expressed an interest in installing a Little Library for the community, which is anticipated to be installed on District property. Ms. Frisbie inquired as to if the Boards were agreeable to the Social Committee pursuing this as an option, and once the details and location have been confirmed, it would be brought back to the Boards for approval. Following discussion, the Boards directed staff to work with the Social Committee on the details for the Little Library.

Other Management Matters None.

**Legal Matters**

Other Legal Matters None.

**Financial Matters**

Consider Approval of Claims None.

Consider Acceptance of Schedule of Cash Position

Ms. Sutton presented the Boards with the schedule of cash position and property tax schedules. Following discussion, upon a motion duly made and seconded, the Boards unanimously accepted the schedule of cash position and property tax schedules.

Conduct Public Hearing on 2023 Budget Amendment and Consider Adoption of Resolution to Amend 2023 Budget (District No. 3)

The public hearing on the 2023 Budget Amendment for District No. 3 was opened. Ms. Frisbie noted that notice of the public hearing was provided in accordance with Colorado law. No written objections have been received prior to the meeting. There being no public comment, the hearing was closed.

Ms. Sutton reviewed the 2023 Budget Amendment with the Board of District No. 3. Following discussion, upon a motion duly made and seconded, the Board of District No. 3 unanimously adopted the resolution amending the General Fund to \$195,000 and the Debt Service Fund to \$1,440,000.

Conduct Public Hearing on 2024 Budget and Consider Adoption of Resolution Adopting 2024 Budget,

The public hearings on the proposed 2024 Budgets were opened. Ms. Frisbie noted that notice of the public hearings was provided in accordance with Colorado law. No written objections have been received prior to the meeting. There being no public comment, the hearings were closed.

Imposing Mill Levy and  
Appropriating Funds

Ms. Sutton reviewed the proposed 2024 Budgets with the Boards.

Following discussion, upon a motion duly made and seconded, the Board of District No. 1 unanimously adopted the resolution adopting the 2024 Budget, appropriating funds therefor, and certifying mills as shown in the 2024 Budget, subject to changes as discussed and receipt of the final assessed valuation.

Following discussion, upon a motion duly made and seconded, the Board of District No. 2 unanimously adopted the resolution adopting the 2024 Budget, appropriating funds therefor, and certifying mills as shown in the 2024 Budget, subject to changes as discussed and receipt of the final assessed valuation.

Following discussion, upon a motion duly made and seconded, the Board of District No. 3 unanimously adopted the resolution adopting the 2024 Budget, appropriating funds therefor, and certifying mills as shown in the 2024 Budget, subject to changes as discussed and receipt of the final assessed valuation.

Consider Approval of Master  
Service Agreement and  
Statement of Work from  
CliftonLarsonAllen LLP

Ms. Sutton presented the Boards with the Master Service Agreement and Statement of Work from CliftonLarsonAllen LLP. Following discussion, upon a motion duly made and seconded, the Boards unanimously approved the agreement and statement of work.

Other Financial Matters

None.


**Other Business**

Following discussion, the Boards determined to cancel the December 28, 2023 regular meeting.

**Adjourn**

There being no further business to come before the Boards, upon a motion duly made, seconded and unanimously carried, the Boards determined to adjourn the meeting.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

  
Chris Elliott (Feb 26, 2024 07:39 HST)

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Secretary for the Meeting

The foregoing minutes were approved by the Boards of Directors on the 22<sup>nd</sup> day of February, 2024.