

## RECORD OF PROCEEDINGS

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MINUTES OF A SPECIAL MEETING OF  
THE BOARDS OF DIRECTORS OF THE  
LITTLETON VILLAGE METROPOLITAN DISTRICT NOS. 1 AND 3  
(THE "DISTRICTS")  
HELD  
OCTOBER 10, 2022

A special meeting of the Boards of Directors of the Littleton Village Metropolitan District Nos. 1 and 3 (referred to hereafter as the "Boards") was convened on Monday, October 10, 2022, at 5:30 p.m. This District Board meeting was held via Microsoft Teams. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

##### District No. 1:

John (Jack) C. Buchanan, Jr., President  
Sherry Buchanan, Secretary

##### District No. 3:

John (Jack) C. Buchanan, Jr., President  
Sherry Buchanan, Secretary

#### Also, In Attendance Were:

Stephanie Odewumi, Richard Haggarty and Thuy Dam; CliftonLarsonAllen LLP ("CLA")  
Alan Pogue, Esq.; Icenogle Seaver Pogue, P.C. ("ISP")  
Dennis Bedford; BrightView Landscape Development  
Lynn Christensen and Ken Martinelli; Members of the Public

### ADMINISTRATIVE MATTERS

**Call to order and approval of agenda:** Director Jack Buchanan called the meeting to order at 5:31 p.m. Following review, upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Boards approved the agenda as amended to include an item for appointment of officers.

**Disclosures of potential conflicts of interest:** The Boards of Directors of the Districts 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 shall be deemed to be the action of all Districts. Where necessary, action taken by an individual District will be so reflected in these minutes. The Boards were advised that pursuant to Colorado law, certain disclosures by the Boards' members may be required prior to taking official action at the meeting. Attorney Pogue reported that disclosures for those directors with 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

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meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Boards. Attorney Pogue 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 Boards determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Boards to act.

**Quorum, location of meeting and posting of meeting notice:** The Boards confirmed a quorum, the location of the meeting and the posting of the meeting notice.

**Public comment:** Ms. Christensen informed the Boards of emergency access issues with the AMLI apartments street parking on Sherman St. and noted that District No. 3 is responsible for resolving this issue instead of the City of Littleton. Discussion ensued regarding commercial development. Mr. Martinelli inquired about the assessor rates and issues over the last few years and noted that a new assessor may be elected in the upcoming election. The Boards noted that they are not at liberty to endorse any election candidates.

**2023 insurance renewal and documents needed to obtain or maintain insurance coverage through the Colorado Special Districts Property and Liability Pool and T. Charles Wilson Risk Management and authorize membership in the Special District Association:** Following review and discussion, upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Boards approved the 2023 insurance renewal and documents needed to maintain insurance coverage through the Colorado Special Districts Property and Liability Pool and T. Charles Wilson Risk Management, and authorized membership in the Special District Association.

### CONSENT AGENDA

**Minutes from the March 18, 2022 regular meeting of the Districts and the May 17, 2022 special meeting of District No. 3:**

**Unaudited Financial Statements for the period ending June 30, 2022 (District No. 3):**

**2023 Annual Administrative Matters Resolution:**

**2023 Meeting Resolution:**

**Resolution Calling a Regular Election for Directors on May 2, 2023, appointing the DEO and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election:**

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### Interim Claims (District No. 3):

### Current cash positions (District No. 3):

### 2021 Audit Exemptions:

### District accountant to prepare Applications for Exemption from 2022 Audits:

### 2021 Annual Reports:

Following review, upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Boards approved, ratified, and accepted the Consent Agenda items.

### FINANCIAL MATTERS

**Public hearings on proposed 2022 Budget amendments:** Ms. Dam and Mr. Haggarty informed the Boards that 2022 Budget amendments are not necessary.

**Public hearings on proposed 2023 Budgets:** Upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Boards opened the public hearings to consider the proposed 2023 Budgets and to discuss related issues at 5:42 p.m.

It was noted that Notice stating that the Boards would consider adoption of the 2023 budgets and the date, time and place of the public hearings was published pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received, and upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Boards closed the public hearings at 5:43 p.m.

**Resolution Approving Proposed 2023 Budget, Certification of Mill Levy, and Appropriate Sums of Money for District No. 1:** Ms. Dam reviewed the 2023 Budget and Resolution with the Board of District No. 1, noting that the District is required to complete a \$0 annual budget. Following review and discussion, upon a motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Board of District No. 1 approved the 2023 Budget and the Resolution Approving Proposed 2023 Budget, Certification of Mill Levy, and Appropriate Sums of Money, as presented.

**Resolution Approving Proposed 2023 Budget, Certification of Mill Levy, and Appropriate Sums of Money for District No. 3:** Ms. Dam

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reviewed the 2023 Budget and Resolution with the Board of District No. 3. The Board discussed current and projected assessments for the AMLI apartment residents. Attorney Pogue noted that all residents will continue to pay the same mill levy amounts. It was noted that \$80,000 is billed twice per year for maintenance fees based on the District's assessed value. Following review and discussion, upon a motion duly made by Director Sherry Buchanan, seconded by Director Jack Buchanan and, upon vote, unanimously carried, the Board of District No. 3 approved the 2023 Budget and the Resolution Approving Proposed 2023 Budget, Certification of Mill Levy, and Appropriate Sums of Money, as presented.

**Board member to sign the DLG70 Certifications of Tax Levies:** Following discussion, upon a motion duly made by Director Sherry Buchanan, seconded by Director Jack Buchanan and, upon vote, unanimously carried, the Boards appointed Director Sherry Buchanan to sign the DLG70 Certifications of Tax Levies.

**Other:** None.

### LEGAL MATTERS

**Detention pond parcel development (District No. 3):** Attorney Pogue provided an update to the Board of District No. 3 regarding the detention pond parcel development, noting that the appraisal came in higher than expected. Director Jack Buchanan stated he has not been able to review the appraisal but will discuss strategy with Attorney Pogue.

**Appointment of officers:** Attorney Pogue noted that the Districts require a Treasurer on the Boards of Directors. Following discussion, upon motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the following slate of officers were appointed for the Districts:

President: John (Jack) C. Buchanan, Jr.  
Secretary/Treasurer: Sherry Buchanan

**Other:** Ms. Christensen noted that she would like to discuss easement agreements with Ms. Denslow.

### MANAGER MATTERS

**CliftonLarsonAllen LLP 2023 statements of work for District No. 3:** Following review, upon motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Board of District No. 3 approved the CliftonLarsonAllen LLP 2023 statements of work, as presented.

**September 2022 Monthly Maintenance Report from BrightView**

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**Landscape Services, Inc.** Mr. Bedford reviewed the September Monthly Maintenance Report with the Boards, noting a 3% increase in landscape maintenance fees for 2023. The Board discussed the status of tree replacement along Broadway St. due to damage caused by BrightView.

**Independent Contractor Agreement for 2023 Snow Removal Services between the Districts and BrightView Landscape Services, Inc. (District Nos. 2 and 3):** Following review, upon motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Board of District No. 3 approved the Independent Contractor Agreement for 2023 Snow Removal Services between the District and BrightView Landscape Services, Inc., as presented.

**2023 Landscape Services Agreement between the Districts and BrightView Landscape Services, Inc. (District No. 3):** Following review, upon motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Board of District No. 3 approved the 2023 Landscape Services Agreement between the Districts and BrightView Landscape Services, Inc., as presented.

**Other:** None.

DIRECTOR  
MATTERS

**Other:** None.

OTHER BUSINESS

**Other:** None.

ADJOURNMENT

There being no further business to come before the Boards at this time, upon motion duly made by Director Jack Buchanan, seconded by Director Sherry Buchanan and, upon vote, unanimously carried, the Boards adjourned the meeting at 6:25 p.m.

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

Respectfully submitted,

DocuSigned by:

*Sherry Buchanan*

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Secretary for the Meeting