

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF BRIGHTON CROSSING METROPOLITAN DISTRICT NO. 4

HELD
December 11, 2017

The Special Meeting of the Board of Directors of Brighton Crossing Metropolitan District No. 4 was held at the First Presbyterian Church, 510 S. 27th Avenue, Brighton, Colorado at 5:30 p.m. on Monday, December 11, 2017. Notice of the Combined Meeting was duly posted.

ATTENDANCE Directors in Attendance:
Marc Savela, President
Chris Petro, Vice President
Ashley Taruffelli, Secretary/Treasurer
Bryan Reid, Assistant Secretary

Directors Absent but Excused:
Shannon Robbins, Assistant Secretary

Also in Attendance:
David Dibbern, John Strider, Kirk Kolodziej, Chris Paradise, Veronica Paradies, Louis Auerback, Roger Bell, Jennifer Bell, residents; Brighton Crossing Metropolitan District No. 4
Wesley Lavanchy; Brookfield Residential (Colorado), L.L.C.
Barrett Marrocco, P.E.; Independent District Engineering Services, L.L.C.
Tom Flock, Molly Janzen, Brian Doble, and Shannon McEvoy; Pinnacle Consulting Group, Inc.
Diane Wheeler, Simmons & Wheeler, P.C.
Kimberly Armitage, Denver Metropolitan YMCA
Kristen Bear; White Bear Ankele Tanaka & Waldron, P.C.

CALL TO ORDER The Special Meeting of the Board of Directors of Brighton Crossing Metropolitan District No. 4 was called to order at 5:39 p.m. by Chairman Savela, noting that a quorum was present. Each of the Directors confirmed their qualifications to serve on the Board. Chairman Savela also confirmed that prior to the meeting each of the Directors had been notified of the meeting.

CONFLICTS OF INTEREST DISCLOSURE Ms. Bear noted that notices of potential conflicts of interest for all Board Members were filed with the Colorado Secretary of State's Office, disclosing that potential conflicts of interest may exist, as all Board Members are employees of Brookfield Residential, which is associated with the primary landowner and developer of land within the District. Ms. Bear advised the Board that pursuant to Colorado law, certain

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disclosures by the Board Members might be required prior to taking official action at a meeting. The Board reviewed the agenda for the meeting, following which each Board Member present confirmed the contents of the written disclosures previously made stating the fact and summary nature of any matters as required under Colorado law to permit official action to be taken at the meeting. Additionally, the Board determined that the participation of the Directors present was necessary to obtain a quorum or otherwise enable the Board to act.

AGENDA

The Board reviewed the presented agenda, following a brief discussion and review of the agenda items, upon motion duly made by Director Petro, seconded by Director Reid and, upon vote, unanimously carried, the Board

RESOLVED to approve the items on the agenda.

APPROVAL OF MINUTES

The Board reviewed the minutes from the special meeting held on November 30, 2017. Seeing no discrepancies and upon a motion duly made by Director Petro, seconded by Director Savela and, upon vote, unanimously carried, the Board

RESOLVED to approve the minutes as presented

PUBLIC COMMENT

No public comments were offered.

DISTRICT MANAGEMENT MATTERS

Pinnacle Consulting Group, Inc. Transition: Mr. Flock presented an update on the management transition between Overlook Property Management, Inc. and Pinnacle Consulting Group, Inc. Mr. Flock stated that Pinnacle had assumed responsibility of all district management matters as of December 1, 2017 and that all transitional matters were being executed as planned. Pinnacle is currently on schedule to be complete with the transition by December 31, 2017. Mr. Flock briefly covered the discussion topics from the December 6, 2017 Brighton Crossing Community Meeting and stated that more such meetings would occur in the future. Director Savela directed that subsequent community meetings would be held at the Brighton Crossing Recreation Center.

Trash Service: Mr. Doble gave a detailed brief about the current trash service and presented a recommendation to the Board regarding future services. Residents are currently paying \$14.49/month for trash-only service through American Disposal. Mr. Doble recommended to the Board, contingent on pricing confirmation, that service be switched to Pro Disposal who offers trash and recycling service for \$10.98/month per household.

Following a brief discussion, and upon motion duly made by Director Savela, seconded by Director Petro and, upon vote, unanimously carried, the Board

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RESOLVED to approve the change in service to Pro Disposal, subject to confirmation of the discussed pricing.

LEGAL MATTERS

Adoption of the 2018 Annual Administrative Resolution: Ms. Bear briefed the board regarding the 2018 Administrative Resolution. Director Savela directed the location of the meetings be changed to the Anything Library in Brighton, CO and the time changed to 6:30 pm for each meeting. The dates of the meetings were to stay the same. Following review and discussion, upon motion duly made by Director Tarufelli, seconded by Director Petro and, upon unanimous vote it was

RESOLVED to approve the 2018 Annual Administrative Resolution with the directed changes.

Approval of Amended and Restated Public Records Request: Ms. Bear discussed the Amended and Restate Public Records Request. Following review and discussion, upon motion duly made by Director Petro, seconded by Director Tarufelli and, upon unanimous vote it was

RESOLVED to approve the Amended and Restated Public Records Request as presented.

Election Resolution: Ms. Bear presented the Resolution Calling for an Election to the board. Following review and a question asked by Mr. Dibble concerning the election process that was satisfactorily fielded by the Board, and upon motion duly made by Director Savela, seconded by Director Petro and, upon unanimous vote it was

RESOLVED to adoption the Resolution Calling for an Election.

Approval of 2018 Fee Addendum: The Board discussed approval of the 2018 Fee Addendum. Upon motion duly made by Director Tarufelli, seconded by Director Petro, and upon unanimous vote, it was

RESOLVED to approve the 2018 Fee Addendum having changed the billing date to the first of the month.

Approval of Property and Liability Schedule and Limits: The board requested that all address deficiencies be corrected before approval.

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Approval of Agreements and Addendums with Keesen Landscape Management: Following a brief discussion upon motion duly made by Director Petro, seconded by Director Reid and, upon unanimous vote it was

RESOLVED to approve items 7. c.-e. on the agenda.

Approval of Agreement with Keesen Landscape Management for Snow Removal: Following a discussion regarding the scope of the snow removal services upon motion duly made by Director Reid, seconded by Director Petro and, upon unanimous vote it was

RESOLVED to approve the snow removal agreement with Keesen Landscape Management with the understanding that Pinnacle Consulting Group, Inc. would define the scope regarding the correct amount of actionable snow.

Approval of Second Addendum to Agreement with YMCA: The Board discussed multiple options for the Brighton Crossing community pool. Following discussion and upon motion duly made by Director Savela, seconded by Director Tarufelli and, upon unanimous vote it was

RESOLVED to approve the Second Addendum, with Option 3, having the pool close on August 15th with the option to extend if needed.

Approval of Agreement with YMCA for Recreation Center Management Services: Following discussion and upon motion duly made by Director Petro, seconded by Director Tarufelli and, upon unanimous vote it was

RESOLVED to approve the Agreement with the YMCA changing the requirement to ten months from 12, with the hours remaining the same, and subject to the 2017/18 date corrections.

FINANCIAL MATTERS

Approval of Payables/Financials: Ms. Wheeler briefed the board concerning the district's payables and financial matters. Following discussion and upon motion duly made by Director Tarufelli, seconded by Director Petro and, upon unanimous vote it was

RESOLVED to approve the payables and financials as presented.

2017 Budget Amendment Hearing: Director Savela opened the 2017 Amended Budget Hearing and the 2018 Budget hearing. Having no input from the public, the public

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portion of the hearing was closed. The Board then discussed the 2017 Budget, planning on increasing funds for neighborhood events and decreasing the contingency fund. Budgeted expenditures will increase to \$71,000,000 and \$17,500,000 in the Capital Projects Fund and Debt Service Fund, respectively. Upon motion duly made by Director Tarufelli, seconded by Director Petro and, upon unanimous vote it was

RESOLVED to adopt the Resolution Amending the 2017 Budget as amended.

2018 Budget Hearing: The Board reviewed the 2018 Budget Resolution. Following review and discussion and upon motion duly made by Director Savela, seconded by Director Tarufelli and, upon unanimous vote it was

RESOLVED to adopt the 2018 Budget Resolution as presented.

CONSTRUCTION
MATTERS AND
REPORT

Ratification of Change Orders: Mr. Marrocco presented past change orders to the Board for ratification. Upon motion duly made by Director Reid, seconded by Director Petro and, upon unanimous vote it was

RESOLVED to ratify the change orders as presented.

Approval of Change Orders: Mr. Marrocco presented new change orders to the board for approval. Upon motion duly made by Director Reid, seconded by Director Savela and, upon unanimous vote it was

RESOLVED to approve the change orders as presented.

OTHER
MATTERS

Directors' Comments: There were no items brought before the Board for consideration.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Petro, seconded by Director Reid, and upon unanimous vote, the meeting was adjourned at 6:47 p.m.

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

Respectfully submitted,

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Shannon McEvoy, Recording Secretary for the Meeting