

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF BRIGHTON CROSSINGS OPERATIONS BOARD

HELD  
March 3, 2020

The Regular Meeting of the Board of Directors of Brighton Crossings Operations Board was held at the Venture Center, 5225 Longs Peak, Brighton, Colorado at 6:30 p.m. on Tuesday, March 3, 2019. Notice of the meeting was duly posted.

### ATTENDANCE

#### Directors in Attendance:

Ashley Tarufelli, President  
Shannon Robbins, Treasurer  
Jeffrey Schum, Assistant Secretary  
Lisa Albers, Assistant Secretary  
John Strider, Secretary

#### Also in Attendance:

Crystal Clemens, Molly Janzen, Jason Woolard, Carol VanBeber, Doug Campbell, Ron Angle, Timantha Norman, and Josh McReynolds; Pinnacle Consulting Group, Inc.  
Eve Velasco; White Bear Ankele Tanaka & Waldron, P.C.

### CALL TO ORDER

The Brighton Crossings Operations Board Meeting was called to order at 6:27 p.m. by Ms. Clemens, noting that a quorum was present. Each of the Directors confirmed their qualifications to serve on the Board. Ms. Clemens also confirmed that prior to the meeting each of the Directors had been notified of the meeting

### CONFLICTS OF INTEREST DISCLOSURE

Ms. Velasco 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 certain Board Members are employees of Brookfield Residential, which is associated with the primary developer of land within the District. Ms. Velasco advised the Board that pursuant to Colorado law, certain 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.

## RECORD OF PROCEEDINGS

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AGENDA

The Board considered the approval of the agenda, with the removal of item I. E. YMCA of Denver Strategic Growth Plan presentation. Upon motion duly made by Director Tarufelli, seconded by Director Robbins, and upon vote, unanimously carried, it was

**RESOLVED** to approve the agenda as amended.

FINANCIAL  
PRESENTATION &  
2020 BUDGET  
PROJECTION UPDATE

Ms. Green and Mr. Angle gave a financial presentation and an update on the 2020 budget projections to the Board.

COVENANT  
VIOLATION  
HEARING

Covenant Violation hearing for 4698 Mt. Shavano Street: The Covenant Violation Hearing was cancelled because the residents failed to appear.

PUBLIC COMMENTS

Resident David Bailey (504 Iris St.) requested reimbursement two months' worth of trash service, stating he had not received waste disposal services and his trash containers were not delivered within 60 days of his request. The Board took the comments under advisement and agreed to provide a formal written decision within five business days.

APPROVAL OF  
MINUTES

The Board reviewed the December 4, 2019 Special Board Meeting minutes. Following review, upon a motion duly made by Director Schum, seconded by Director Albers, and upon vote, unanimously carried, it was

**RESOLVED** to approve the December 4, 2019 Special Board Meeting minutes and ratify actions taken at the December 4, 2019 Special Board Meeting, as presented.

FINANCIAL  
MATTERS

Ratification of payment of claims: Ms. Janzen reviewed with the Board the payables listing dated November 1, 2019 through January 31, 2020 totaling \$192,765.55. Following review and discussion, upon motion duly made by Director Tarufelli, seconded by Director Albers, and upon vote, unanimously carried, it was

## RECORD OF PROCEEDINGS

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**RESOLVED** to ratify the payment of claims for the period ending January 31, 2020 totaling \$192,765.55.

Unaudited Financial Statements: Ms. Janzen reviewed with the Board the unaudited Financial Statements for the period ending December 31, 2019 and answered questions. Following review and discussion, upon a motion duly made by Director Taruffelli, seconded by Director Schum, and upon vote, unanimously carried, it was

**RESOLVED** to accept the unaudited Financial Statements for the period ending December 31, 2019.

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MANAGEMENT AND  
OPERATIONAL  
MATTERS

Manager's Report: Ms. Clemens reviewed the written Management Report and answered questions.

2020 Operations Plan: Mr. Woolard reviewed the 2020 Operations Plan and answered questions. Following review and discussion, upon a motion duly made by Director Albers, seconded by Director Robbins, and upon vote, unanimously carried, it was

**RESOLVED** to approve the 2020 Operations Plan, as presented.

Additional Trash Cans: Mr. Campbell reviewed the proposal to add additional trash cans at various locations in the District as discussed with Director Strider and Director Schum. Following review and discussion, upon a motion duly made by Director Strider, seconded by Director Schum, and upon vote, unanimously carried, it was

**RESOLVED** to authorize Mr. Campbell to purchase trashcans using the contingency fund.

2020 Independent Contractor Agreements and Contract Modifications Report: Mr. Woolard reviewed the 2020 Independent Contractor Agreements and Contract Modifications Report with the Board. Following review and discussion, upon a motion duly made by Director Albers, seconded by Director Robbins, and upon vote, unanimously carried, it was

**RESOLVED** to approve and ratify the 2020 Independent Contractor Agreements and Contract Modifications Report, as presented.

## RECORD OF PROCEEDINGS

---

Swim Team Branding by Brookfield Residential: Ms. Clemens reviewed the swim team branding contributed by Brookfield Residential with the Board. Following review and discussion, upon a motion duly made by Director Strider, seconded by Director Schum, and upon vote, unanimously carried, it was

**RESOLVED** to approve the swim team branding contributed by Brookfield Residential, as presented.

Appointment of Financial Committee Members: Ms. Clemens reviewed the list of residents that volunteered to participate on the Financial Committee. Following review and discussion, upon a motion duly made by Director Schum, seconded by Director Strider, and upon vote, unanimously carried, it was

**RESOLVED** to approve the appointment of listed residents to the Financial Committee, as presented.

Appointment of Social Committee Members: Ms. Clemens reviewed the list of residents that volunteered to participate on the Social Committee. Following review and discussion, upon a motion duly made by Director Strider, seconded by Director Schum, and upon vote, unanimously carried, it was

**RESOLVED** to approve the appointment of listed residents to the Social Committee, as presented.

### LEGAL MATTERS

Resolution Adopting Amended and Restated Exhibit B to the Policies and Procedures for Brighton Crossings Recreational Amenities (Swimming Pool and Venture Center): Ms. Velasco presented the Resolution Adopting Amended and Restated Exhibit B to Policies and Procedures Governing the Brighton Crossings Recreational Amenities (Swimming Pool and Venture Center) for consideration. Upon a motion duly made by Director Strider, seconded by Director Schum and upon vote, unanimously carried, it was

**RESOLVED** to approve the Resolution Adopting Amended and Restated Exhibit B to Policies and Procedures Governing the Brighton Crossings Recreational Amenities (Swimming Pool and Venture Center).

Policies and Procedures Regarding the Spree House: Ms. Velasco presented a draft of the Policies and Procedures Regarding the Spree House for Board review and answered questions.

## RECORD OF PROCEEDINGS

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Approval of Resolution Establishing an Enhancement Committee and Appointment of Committee Members: Ms. Velasco presented the Resolution Establishing an Enhancement Committee for consideration. Upon a motion duly made by Director Schum, seconded by Director Strider and upon vote, unanimously carried, it was

**RESOLVED** to approve the Resolution Establishing an Enhancement Committee and appoint the list of residents to the Enhancement Committee, as presented.

Amended and Restated Resolution Concerning the Imposition of Authority Fees: Ms. Velasco presented the Amended and Restated Resolution Concerning the Imposition of Authority Fees for consideration. Upon a motion duly made by Director Strider, seconded by Director Tarufelli and upon vote, unanimously carried, it was

**RESOLVED** to approve the Amended and Restated Resolution Concerning the Imposition of Authority Fees, as presented.

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### DIRECTOR'S ITEMS

Director Strider voiced that he would like the Operations Board, in an effort to foster better relations with the City of Brighton's City Council, co-host a cookout during the summer for the residents of Brighton Crossings to meet their City of Brighton Council member.

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### OTHER MATTERS

There were no other matters presented to the Board.

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### ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Tarufelli, seconded by Director Schum, and upon unanimous vote, the meeting was adjourned at 7:24 p.m.


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

Respectfully submitted,

## RECORD OF PROCEEDINGS

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Crystal Glemens, Recording Secretary for the Meeting