

# RECORD OF PROCEEDINGS

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

HELD  
October 25, 2022

The Special Meeting of the Board of Directors of Brighton Crossing Metropolitan District No. 4 was held via teleconference at 5:30 p.m. on Wednesday, October 27, 2021. Notice of the meeting was duly posted.

### ATTENDANCE

#### Directors in Attendance:

John Strider, President  
Jeffrey Schum, Secretary  
Brittany Watkins, Treasurer  
David Dibbern, Assistant Secretary  
Jessica Zeleniak, Secretary

#### Also in Attendance:

Jason Woolard, Peggy Dowswell, Amanda Castle, Tracie Kaminski, Daryl Fields, and Jordan Wood; Pinnacle Consulting Group, Inc. (PCGI)  
Eve Velasco; White Bear Ankele Tanaka & Waldron, P.C.  
Lyndsey Paavilainen; Brookfield Residential.  
Nikki Unknown Last Name; member of the public.

### CALL TO ORDER

The Special Meeting of the Board of Directors of Brighton Crossing Metropolitan District No. 4 was called to order at 5:32 p.m. by Ms. Velasco, noting that a quorum was present. Each of the Directors confirmed their qualifications to serve on the Board. Ms. Velasco confirmed that prior to the meeting each of the Directors had been notified of the meeting.

### CONFLICTS OF INTEREST DISCLOSURE

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. Ms. Velasco reported that disclosures for those Board Members who provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest, if any, were filed with the Colorado Secretary of State's Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Ms. Velasco inquired into whether Board Members had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. The Board reviewed the agenda

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for the meeting, following which no additional disclosures were noted. The Board determined that the participation of the Directors present was necessary to obtain a quorum or otherwise enable the Board to act.

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### AGENDA

The Board considered the agenda. Following review, upon a motion duly made by Director Schum, seconded by Director Strider and, upon vote, unanimously carried, it was

**RESOLVED** to approve the agenda, as amended to edit the spelling of Director Watkins' first name.

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### CONSIDER RATIFICATION OF ACTION ITEMS

Ms. Velasco explained to the Board due to an administrative oversight regarding the administration and filing of Oaths of Office, actions taken during the June 13, 2022 and September 12, 2022 meetings needed ratification. Following discussion, upon motion duly made by Director Strider, seconded by Director Watkins and, upon vote, unanimously carried, it was

**RESOLVED** to ratify action items taken at the June 13, 2022 and September 12, 2022 meetings.

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### APPROVAL OF MINUTES

The minutes of the Special Board Meeting held on September 12, 2022, were presented. Director Zeleniak noted a correction related to the naming convention of the segments of neighborhood, not the parks. Following review, upon a motion duly made by Director Strider, seconded by Director Zeleniak and, upon vote, unanimously carried, it was

**RESOLVED** to approve the minutes of the Special Board Meeting held on September 12, 2022, as revised.

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### PUBLIC COMMENT

There were no comments made by members of the public.

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### DIRECTOR COMMENTS

Director Zeleniak stated it was difficult to find the notice of the Brighton Crossing Meetings and requested easier access to this information.

Director Watkins asked for more clarity regarding holiday lighting and covenant inspections.

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### FINANCIAL MATTERS

Ratification of Payment of Claims: Ms. Kaminski reviewed with the Board the payment of claims for the period through October 17, 2022, in the amount of \$4507.09. Following review and discussion, upon motion duly made by Director Zeleniak, seconded by Director Watkins and, upon vote, unanimously carried, it was

**RESOLVED** to ratify the payment of claims for through October 17, 2022, in the amount of \$4,507.09, as presented.

Consider Ratification of 2021 Audit: Ms. Kaminski reviewed with the Board the 2021 Audit and answered questions. Following review and discussion, upon motion duly made by Director Schum, seconded by Director Strider and, upon vote, unanimously carried, it was

**RESOLVED** to ratify the 2021 Audit as presented.

Review of Draft 2022 Budget: Ms. Kaminski reviewed with the Board the draft 2023 Budget and answered questions. Mr. Fields reviewed the 2022 Operations and Maintenance Budget and answered questions. The Board engaged in a general discussion of the Draft 2023 Budget.

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### MANAGEMENT MATTERS

Manager's Report: Mr. Woolard reviewed with the Board the written manager's report and answered questions. Mr. Woolard provided an update on the District's website and stated the Pinnacle Community Management Team has been receiving damage reports through the website.

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### LEGAL ITEMS

There were no legal items presented to the Board.

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### OTHER MATTERS

There were no other matters to come before the Board.

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### ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Schum, seconded by Director Watkins, and upon unanimous vote, the meeting was adjourned at 6:31 p.m.

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

Respectfully submitted,

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A handwritten signature in black ink, appearing to read "Jordan Wood". The signature is written in a cursive style with a large, looping initial "J".

Jordan Wood, Recording Secretary for the Meeting