

## RECORD OF PROCEEDINGS

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MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
GREEN GABLES METROPOLITAN DISTRICT NO. 1 (THE "DISTRICT")  
HELD  
SEPTEMBER 11, 2023

A special meeting of the Board of Directors of the Green Gables Metropolitan District No. 1 (referred to hereafter as the "Board") was convened on September 11, 2023, at 11:00 a.m. This District Board meeting was held at Green Gables Clubhouse, 2139 S. Reed Street, Lakewood, CO 80227 and via Microsoft Teams. The meeting was open to the public.

### ATTENDANCE

Directors In Attendance Were:

JoAnn Zelasko, President  
Krystal Smith, Treasurer  
Paul Bartos, Secretary  
Les Steckler, Assistant Secretary  
Mark Arreguin, Assistant Secretary

Also, In Attendance Were:

Denise Denslow, Lindsay Ross and Stephanie Odewumi; CliftonLarsonAllen LLP  
Colin Mielke; Seter & Vander Wall, P.C.  
Leigh Dufresne; BrightView Landscaping  
Gary Hawkins; Lennar Homes  
Bob Palmer, Julia Cooley, Steven George, Bill Karsell and Larry Von Thuh;  
Members of the Public

### ADMINISTRATIVE MATTERS

**Call to Order and Approval of Agenda:** Upon a motion duly made by President Zelasko, seconded by Director Bartos and, upon a vote, unanimously carried, the Board called the meeting to order at 11:01 a.m. and approved the Agenda as presented.

**Confirm Quorum, Location of Meeting and Posting of Meeting Notices:**

The Board had been previously advised that pursuant to Colorado law, certain disclosures by the Board members might be required prior to taking official action at the meeting. The Board then reviewed the agenda for the meeting, following which each Board member affirmed their conflicts of interest, stating the fact and summary nature of any matters, as required under Colorado law, to permit official action to be taken at the meeting. The Board determined that the participation of the members present was necessary to obtain a quorum or otherwise enable the Board to act. It was noted posting of meeting notice was confirmed and a posted.

**Minutes of May 19, 2023 Special Meeting:** The Board reviewed the minutes

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of the May 19, 2023 special meeting. Upon a motion duly made by President Zelasko, seconded by Director Steckler and, upon vote, unanimously carried, the Board approved the May 19, 2023 Special Meeting Minutes as presented.

### FINANCIAL MATTERS

**Approve and/or ratify approval of payment of claims in the amount of \$101,141.76:** Following review, upon a motion duly made by President Zelasko, seconded by Director Bartos and, upon vote, unanimously carried, the Board ratified approval of payment of claims in the amount of \$101,141.76 as presented.

**June 30, 2023 Unaudited Financial Statements:** Following review, upon a motion duly made by Director Bartos, seconded by Director Steckler and, upon vote, unanimously carried, the Board accepted the June 30, 2023 Unaudited Financial Statements and a schedule of cash position updated through September 6, 2023 as presented.

**2024 Budget Process Overview:** Ms. Ross provided an overview of the CLA process for 2024 budgets and noted that the draft budget will be presented on or before the October 15<sup>th</sup> deadline which include possible legislative requirements along with the budget. She further stated that the Board will conduct a budget hearing and final budget will then be processed by January 31, 2024.

### LEGAL MATTERS

**Discuss Lennar Request Regarding Acceptance of Public Improvements:** Mr. Mielke informed the Board that Mr. Hawkins delivered a packet of documents related to public improvements that Lennar has requested the District accept for ongoing ownership, operation, and maintenance. He reviewed the District's Public Improvements Acceptance Process with the Board and noted that the Board has until September 30<sup>th</sup> to provide a punch list of items for repair or replacement to Lennar.

Mr. Hawkins confirmed that he has received a punch list from Mile High Flood District related to Sanderson Gulch and that Lennar will be completing all punch list repairs and replacements required by Mile High Flood District.

**Streetlight Maintenance Responsibility:** The Board discussed the responsibility for streetlight maintenance within the District. It was noted and confirmed by representatives of the HOA that the black streetlights with the yellow tags are owned and maintained by Xcel, and other streetlights are owned and maintained by the HOA. The Metro District does not own or maintain any streetlights and will not insure streetlights due to the ownership by Xcel and the HOA.

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### MANAGER MATTERS

#### **Discuss Service Agreement for Pump Maintenance Services with Ramey Environmental Compliance, Inc. for Pump House Maintenance and Meter**

**Readings:** Ms. Odewumi presented the Board with a proposal for their consideration. Upon discussion, the Board directed CLA to obtain additional quotes and to form a committee of Directors Steckler and Arreguin to assist in review. Following discussion, upon a motion duly made by Director Bartos, seconded by President Zelasko and, upon vote, unanimously carried, the Board approved to form the committee to assist in review of additional quotes for pump maintenance services.

**Insurance Status Update:** Ms. Odewumi and President Zelasko provided an overview of the process to obtain an updated property schedule with TCW insurance. It was noted they will be increasing insurance to cover the items that will be turned over by Lennar. Final information is due to the Board by 9/30.

**Snow Removal Contract Renewal:** Ms. Odewumi informed the Board she has requested updated rate sheet information from BrightView for the renewal. Ms. Dufresne stated that the rate sheet has been provided.

### DIRECTOR MATTERS

#### **Review List of Improvements and Punch List Items to be Compiled:**

President Zelasko reviewed a list of compiled items to add to a punch list and discussion was had with the Board. Items discussed included the pumphouse and irrigation pump system, Sanderson Gulch, landscaping, the non-potable irrigation system, various stonework and concrete, fencing, water detention ponds, and sidewalks.

The Board will continue to review documentation provided by Lennar and work to prepare a punch list for Lennar by the 9/30 deadline .

**Board Recommendation on Bridge Lights:** The Board discussed the status of lighting on the bridge and Lennar's willingness to either replace the stolen lighting or remove the lighting elements from the bridge. Upon discussion, the Board will be requesting Lennar cap off the stripe bridge lights and repair the wall rather than replace the lighting.

### OTHER BUSINESS

**Confirm Quorum for Annual Meeting and Budget Hearing Meeting:** The Board will discuss and move forward with email communications to coordinate quorums for November meetings.

**Public Comment:** There were six (6) members of the public present and the following matters were discussed with the Board:

- The HOA's facilities turnover process with Lennar
- Metro District public improvement turnover matters

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- Potential for a new street access for traffic flow
- Meeting times to accommodate members of the public

### ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director Bartos, seconded by President Zelasko and, upon vote, unanimously carried the meeting was adjourned at 1:07 p.m.

By  Secretary for the Meeting  
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