

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE
GREEN GABLES METROPOLITAN DISTRICT NO. 1 (THE "DISTRICT")
HELD
FEBRUARY 21, 2023

A regular meeting of the Board of Directors of the Green Gables Metropolitan District No. 1 (referred to hereafter as the "Board") was convened on February 21, 2023, at 12:00 p.m. This District Board meeting was held 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:

Stephanie Odewumi, Denise Denslow, Celeste Terrell and Lindsay Ross;
CliftonLarsonAllen LLP
Colin Mielke; Seter & Vander Wall, P.C.
Leigh Dufresne; BrightView Landscaping
Gary Hawkins; Lennar Homes
Lisa Hall and Steven George; Members of the Public

ADMINISTRATIVE MATTERS

Call to Order and Approval of Agenda: Upon a motion duly made by President Zelasko, seconded by Director Steckler and, upon a vote, unanimously carried, the Board called the meeting to order at 12:01 p.m. and approved the Agenda.

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 November 9, 2022 Special Meeting: The Board reviewed the minutes of the November 9, 2022 special meeting. Upon a motion duly made by President Zelasko, seconded by Director Steckler and, upon vote,

RECORD OF PROCEEDINGS

unanimously carried, the Board approved the November 9, 2022 Special Meeting Minutes as presented.

FINANCIAL MATTERS

Approve and/or ratify approval of payment of claims in the amount of \$50,166.85: Ms. Ross reviewed with the Board. Following review, upon a motion duly made by Director Smith, seconded by Director Steckler and, upon vote, unanimously carried, the Board ratified approval of payment of claims in the amount of \$50,166.85 as presented.

December 31, 2022 Unaudited Financial Statements: Ms. Ross reviewed the December 31, 2022 unaudited financial statements with the Board. Questions were asked and responses provided. Following review and discussion, upon a motion duly made by Director Smith, seconded by Director Bartos and, upon vote, unanimously carried, the Board accepted the December 31, 2022 Unaudited Financial Statements as presented.

Status of following payments to the District:

- **2022 irrigation water payments from Green Gables Metro District No. 2:** Ms. Ross reported these have been completed.
- **2022 irrigation water payments from Green Gables HOA:** It was noted these have been completed.
- **2022 and 2023 landscaping and snow removal payments from Lennar:** It was noted these have been completed to date and the January 2023 invoices are currently being processed.

Other Financial Items: None.

LEGAL MATTERS

Consider approval of Resolution No. 2023-02-01, Annual Administrative Resolution: Mr. Mielke reviewed the 2023 Annual Administrative Resolution with the Board. Following review, upon a motion duly made by President Zelasko, seconded by Director Steckler and, upon vote, unanimously carried, the Board approved Resolution No. 2023-02-01, Annual Administrative Resolution as presented.

Letter regarding Conveyance of Tracts by GGDC with tract chart and tract maps: Mr. Mielke reviewed in detail and stated that no changes were made. He informed the Board that there are three tracts owned by Green Gables Development Company (“GGDC”) that are already being maintained by the District and it is recommended that ownership be transferred to the District. Mr. Mielke reviewed the process for the HOA to take over the other parcels owned by GGDC that are being maintained by the HOA.

RECORD OF PROCEEDINGS

Upon a motion duly made by Director Bartos, seconded by Director Arreguin and, upon vote, unanimously carried, the Board approved on the conveyance of the three tracts from GGDC to the District. It was noted that the HOA and GGDC should coordinate independently on any conveyance of the parcels currently maintained by the HOA.

Consider approval of Resolution 2023-02-02 Regarding PII Data

Destruction Policy: Mr. Mielke reviewed a resolution with the Board establishing a policy for the retention and destruction of personal identifying information. Following review, upon a motion duly made by President Zelasko, seconded by Director Steckler and, upon vote, unanimously carried, the Board approved Resolution 2023-02-02 Regarding PII Data Destruction Policy as presented.

Other legal matters: The Board discussed the status of the upcoming May regular election.

**MANAGER
MATTERS**

District landscaping plans and schedule for the upcoming growing season to be provided by Lennar representatives:

Mr. Hawkins stated Lennar's irrigation audit began last week, and weather did cause a set-back but they are back out this week to complete the audit. The landscaping items will be addressed as weather permits and they will be scheduling items mid to late April. He noted that the punch list was sent over to President Zelasko from a punch walk done in January. President Zelasko stated this wasn't received and requested to have it be re-sent. Mr. Hawkins stated they are looking to get public improvements construction and inspections closed out and complete the transfer of public improvements this summer season (June).

- **Schedule for repairs (irrigation, turf, trees shrubs) in Townhome construction areas:** This has been noted in the above statements and will be done this season.

President Zelasko asked with regards to the irrigation audit and if there are any types of irrigation issues, who should be the contact for repairs. It was noted that everything should be sent to Mr. Hawkins and he will dispatch the crews that are needed.

Consider approval of BrightView contract for 2023 Landscape Services:

Ms. Dufresne reviewed with the Board and informed them that she has removed the irrigation activation and the first couple of checks through June, therefore, the contract has been reduced by \$339.00 to reflect a total of \$46,881.00. Following review and discussion, upon a motion duly made by

RECORD OF PROCEEDINGS

President Zelasko, seconded by Director Arreguin and, upon vote, unanimously carried, the Board approved the BrightView contract for 2023 Landscape Services as presented and confirmed a start date of April 1, 2023.

Ms. Dufresne mentioned there have been a few calls about a trash can in the Open Space overflowing, and they may want to look into an additional trash can across from the patio villas.

Family leave coverage for Stephanie Odewumi: Ms. Odewumi provided an update to the Board on her leave coverage and introduced Ms. Terrell to the Board, who will be providing management services to the District during Ms. Odewumi's absence.

Other: None.

DIRECTOR MATTERS

Homeless encampment cleanup completed: President Zelasko stated there were two on-site encampments that were cleaned up by BrightView they were abandoned. She stated she is still working with JeffCo Open Space on a plan moving forward, and currently there hasn't been any new activity.

Townhome Pedestrian Access maintenance responsibility: President Zelasko stated there were two concrete paths by the townhomes construction by the gulch that were installed to connect the townhomes to the Metro District No. 1 sidewalk. She noted that the District was not consulted about the steps/concrete and she informed the Board that it has been communicated to the HOA that once this area is turned over from Lennar, the HOA will be responsible for the maintenance of these areas and not the District.

Board Subcommittee for review Metro District landscaping during 2023 growing season: President Zelasko stated that Board members were polled on a committee for landscaping work this summer. Directors Steckler and Bartos were chosen to be the subcommittee to work with Mr. Hawkins. Director Bartos mentioned that this is not inclusive of the gulch as that has its own turnover process that includes the Mile High Food District and Army Corp, and this should be a separate sub-committee.

Other: None.

OTHER BUSINESS

Confirm Quorum for Next Meeting –May 2023:

The Board requested an email be sent to confirm dates closer to the meeting.

Public Comment: Mr. George questioned the trash can mentioned by Ms. Dufresne and asked when weekly pick-up happens, and that the area by the

RECORD OF PROCEEDINGS

two benches and patio villas does overflow weekly, but it is mostly pet waste pick up.

Ms. Hall requested additional information on the election. Mr. Mielke noted that there are four positions open this year, and that if there are not more candidates than seats available, the election will be canceled and the candidates will be elected by acclamation. If there are more candidates than seats available, an election will be conducted pursuant to the Colorado Local Government Election Code.

Other: None.

ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director Bartos, seconded by Director Smith and, upon vote, unanimously carried the meeting was adjourned 1:15 p.m.

Respectfully submitted,

By  _____
Secretary for the Meeting