

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE COMMONS AT EAST CREEK METROPOLITAN DISTRICT HELD AUGUST 14, 2024

A special meeting of the Board of Directors of The Commons at East Creek Metropolitan District (the “**District**”) was convened on Wednesday, the 14th day of August, 2024 at 1:00 p.m. This District Board Meeting was held via Zoom. The meeting was open to the public via Zoom.

Directors In Attendance Were:

Adam Young, President
Loralee Broer, Treasurer
Brien Hollowell, Assistant Secretary
Trenton Radford, Assistant Secretary

Also In Attendance Was:

Peggy Ripko; Special District Management Services, Inc. (“**SDMS**”)

Jeffrey Erb, Esq.; Erb Law, LLC

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Ms. Ripko confirmed a quorum. The Board discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board to the Secretary of State. Ms. Ripko requested that the Directors consider whether they have any conflicts of interest to disclose with regard to any matters scheduled for discussion at this meeting, and noted for the record that the Directors are residents of the District.

ADMINISTRATIVE MATTERS

Agenda: Ms. Ripko distributed for the Board’s review and approval a proposed Agenda for the District’s special meeting.

Following discussion, upon motion duly made by Director Radford and seconded by Director Young and, upon vote, unanimously carried, the Board approved the Agenda.

Approval of Meeting Location: The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District’s Board meeting.

Following discussion, upon motion duly made by Director Radford and seconded by Director Young and, upon vote, unanimously carried, the Board determined this District Board meeting was held by Zoom. The Board further noted that

RECORD OF PROCEEDINGS

notice of this meeting and conference/video access was duly posted on the District website.

Designation of 24-hour Posting Location: Following discussion, upon motion duly made by Director Radford, seconded by Director Young and, upon vote, unanimously carried, the Board determined that notices of meetings of the District Board required pursuant to Section 24-6-402(2)(c), C.R.S., shall be posted within the boundaries of the District at least 24-hours prior to each meeting on the District's website: <https://eastcreekcommonsmd.colorado.gov/>.

Minutes: The Board reviewed the Minutes of the November 17, 2023 Regular Meeting.

Following discussion, upon motion duly made by Director Young and seconded by Director Broer and, upon vote, unanimously carried, the Board approved the Minutes of the November 21, 2023 Regular Meeting.

PUBLIC COMMENT There were no public comments.

FINANCIAL MATTERS

Claims: The Board considered approving the payment of claims through March 31, 2024 in the amount of \$43,866.09 and the payment of claims through June 30, 2024 in the amount of \$13,013.50.

Following discussion, upon motion duly made by Director Young, seconded by Director Broer and, upon vote, unanimously carried, the Board ratified approval of the payment of claims through March 31, 2024 in the amount of \$43,866.09 and the payment of claims through June 30, 2024 in the amount of \$13,013.50.

Unaudited Financial Statements: The Board reviewed with the Board the unaudited financial statements for the period ending June 30, 2024.

Following discussion, upon motion duly made by Director Young, seconded by Director Broer and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending June 30, 2024.

2023 Application for Exemption from Audit: The Board reviewed the 2023 Application for Exemption from Audit.

Following discussion, upon motion duly made by Director Young, seconded by Director Broer and, upon vote, unanimously carried, the Board ratified approval for the 2023 Application for Exemption from Audit.

RECORD OF PROCEEDINGS

COMMUNITY MANAGEMENT/ OPERATIONS

Report from Community Manager: The Board discussed the Report from the Community Manager.

Proposal from PST for Removal of Dead Plants: The Board deferred discussion at this time.

Master Service Agreement between the District and Professional Landscape Services LLC for 2024/2025 Snow Removal: The Board reviewed the Master Service Agreement between the District and Professional Landscape Services LLC for 2024/2025 Snow Removal.

Following discussion, upon motion duly made by Director Young, seconded by Director Broer and, upon vote, unanimously carried, the Board approved the Master Service Agreement between the District and Professional Landscape Services LLC for 2024/2025 Snow Removal.

Estimate from Pet Scoop, Inc.: The Board reviewed the estimate from Pet Scoop, Inc. for weekly dog station maintenance.

Following discussion, upon motion duly made by Director Broer, seconded by Director Radford and, upon vote, unanimously carried, the Board approved the estimate from Pet Scoop, Inc. for weekly dog station maintenance and one trash can.

LEGAL MATTERS

Resolution Regarding Website Accessibility Policy: The Board reviewed Resolution No. 2024-08-01, Website Accessibility Policy.

Following discussion, upon motion duly made by Director Young, seconded by Director Radford and, upon vote, unanimously carried, the Board adopted Resolution No. 2024-08-01, Website Accessibility Policy.

Website Accessibility Status and Next Steps: The Board discussed the website accessibility status and next steps.

2024 Annual Administrative Resolution: The Board reviewed the 2024 Annual Administrative Resolution.

Following discussion, upon motion duly made by Director Radford, seconded by Director Young and, upon vote, unanimously carried, the Board adopted the 2024 Annual Administrative Resolution.

RECORD OF PROCEEDINGS

OTHER BUSINESS

The Board discussed the policies for parking in fire lanes.


The Board discussed Board Positions.

Following discussion, upon motion duly made by Director Radford, seconded by Director Hollowell and, upon vote, unanimously carried, the Board appointed Director Broer as President and Director Radford as Treasurer to the Board of Directors.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Hollowell, seconded by Director Radford, and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By 
Secretary for the Meeting