

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

OF THE

STERLING HILLS WEST METROPOLITAN DISTRICT

Held: Thursday, November 14, 2024, at 6:30 p.m., via video conference at <https://us06web.zoom.us/j/85399730296?pwd=KVAAQEw9ItmYDxHc5Dd1b8rYuEoa0a.1> or via telephone conference at Dial-In Number: 1-719-359-4580; Meeting ID: 853 9973 0296, Passcode: 224119. Notices advising members of the public of the login URL and call-in number to join the meeting were posted on the District's website and at the District's regular posting location.

Attendance: A regular meeting of the Board of Directors of the Sterling Hills West Metropolitan District was scheduled in compliance with the laws of the State of Colorado.

The following directors were in attendance:

Juliet Uhloff, President
Michael Lenz, Treasurer
Albertain Ransom, Secretary
CJ Matthews, Assistant Secretary

Also present were:

Jennifer L. Ivey, Icenogle Seaver Pogue, P.C.; Edward W. (Ted) Laves, Colorado Special District Management and Operations; Jason Carroll, CliftonLarsonAllen LLP; and one member of the public: Barb Flowers.

1. Call to Order / Declaration or Quorum: Director Uhloff, noting the presence of a quorum, called to order the regular meeting of the Board of Directors (the "Board") of the Sterling Hills West Metropolitan District (the "District") at approximately 6:35 P.M.
2. Approval of/Additions to/Deletions from Agenda: After review and discussion, upon the motion of Director Matthews, second of Director Lenz, the Board unanimously approved the agenda, as presented.
3. Director Matters - Conflicts of Interest: Ms. Ivey advised the Board that pursuant to Colorado law, certain disclosures by the Board members may be required prior to taking official action at the meeting. The Board then reviewed the agenda for the meeting, following which each Board member confirmed the contents of any written disclosure previously made, stating the fact and summary nature of any matters, as

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required under Colorado law, to permit official action to be taken at the meeting.

4. Public Comment: None.

5. Approval of Minutes
August 8, 2024
Regular Meeting:

Ms. Ivey presented to and reviewed with the Board minutes of its August 8, 2024 regular meeting. After review and discussion, upon motion of Director Matthews, second of Director Ransom, and unanimous vote, the Board approved its August 8, 2024 regular meeting minutes.

6. Financial Matters -
Engagement Letter
for 2024 Audit:

Mr. Carroll reviewed with the Board the engagement letter from BiggsKofford for the 2024 Audit. After review and discussion, upon motion by Director Uhlott, second by Director Matthews, and unanimous vote, the Board of Directors approved engagement of BiggsKofford for the 2024 Audit.

Statement(s) of
Work with
CliftonLarsonAllen
LLP:

Mr. Carroll reviewed with the Board of Directors the Statement(s) of Work with CliftonLarsonAllen LLP. After review and discussion, upon motion by Director Matthews, second by Director Ransom, and unanimous vote, the Board of Directors approved the Statement(s) of Work with CliftonLarsonAllen LLP.

Public Hearing on
Proposed 2024
Budget Amendment:

Upon motion by Director Lenz, seconded by Director Uhlott, and unanimous vote, the Board of Directors opened a public hearing on the proposed 2024 budget amendment consistent with published notice. There appearing no member of the public wishing to speak on the budget amendment, upon motion by Director Matthews, seconded by Director Ransom, and unanimous vote, the Board of Directors closed the public hearing.

Resolution
Approving
Proposed 2024
Budget
Amendment and
Appropriate
Sums of Money:

Mr. Carroll reviewed with the Board the proposed 2024 budget amendment and Ms. Ivey presented to the Board of Directors a Resolution for approval and adoption of the 2024 budget amendment and appropriating funds therefor. After review and discussion, upon motion by Director Uhlott, seconded by Director Matthews, and unanimous vote, the Board of Directors approved the resolution adopting the 2024 budget amendment as revised to amend the general fund budget to \$800,000 and appropriating the funds to the approved budget.

Public Hearing on
Proposed 2025

Upon motion by Director Matthews, second by Director Uhlott, and unanimous vote, the Board of Directors opened a public hearing on the

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- Budget:** proposed 2025 budget consistent with published notice. There appearing no member of the public wishing to speak on the budget, upon motion by Director Matthews, second by Director Uhlott, and unanimous vote, the Board of Directors closed the public hearing.
- Resolution Approving Proposed 2025 Budget, Certification of Mill Levy, and Appropriate Sums of Money:** Mr. Carroll reviewed with the Board the proposed 2025 budget and Ms. Ivey presented to the Board of Directors a Resolution for approval and adoption of the 2025 budget, appropriating funds therefor, and certification of a mill levy thereunder. After review and discussion, upon motion by Director Matthews, second by Director Lenz, and unanimous vote, the Board of Directors approved the resolution adopting the 2025 budget, appropriating the funds to the approved budget, and certifying the mill levies as provided in the budget, all as revised to decrease the debt service mill levy 23.134 mills.
- Financial Report:** Mr. Carroll reviewed the financial report with the Board. After review and discussion, upon motion of Director Matthews, second of Director Ransom, and unanimous vote, the Board accepted the financial report inclusive of the unaudited September 30, 2024 financial statements.
- Claims:** Mr. Carroll presented to and reviewed with the Board the interim and current claims of the District from the period August 6, 2024 through November 4, 2024, totaling \$388,580.55. After review and discussion, upon motion of Director Matthews, second of Director Ransom, and unanimous vote, the Board ratified approval of the interim claims and approved the current claims, as presented.
- 7. Manager's Report -** Mr. Laves discussed with the Board his District Manager's Report which was included in the meeting packet, the following Items were discussed in detail:
- Ratification of Additional Services:** After review and discussion, upon motion by Director Uhlott, second by Director Matthews, and unanimous vote, the Board of Directors approved/ratified, to the extent not previously approved, the following additional services authorizations:

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EDI:

<u>Date</u>	<u>Number</u>	<u>Purpose</u>	<u>Amount</u>
Aug 12	2024-06	Green Park Laterals	\$3,500
Aug 12	2024-07	Green Park Cobblestones	\$1,700
Aug 12	2024-08	Sterling Hills Pkwy Control Wires	\$3,000
Sept 10	2024-09	Sterling Hills Pkwy Laterals	\$2,000
Sept 16	2024-10	Sterling Hills Pkwy – broken mainline Joint	\$2,000
Sept 24	2024-11	LaSalle Place – new controller	\$10,557
Oct 21	2024-12	Fall Aeration [only spring in contract – p 21]	\$1,850
Oct 29	2024-13	Consolidate Sterling Hills Pkwy Controllers	\$1,500

Martin/Martin

<u>Date</u>	<u>Purpose</u>	<u>Amount</u>	<u>Notes</u>
Sept 6	Investigate Alternative Solutions	\$10,000	Follow up Aurora Meeting

RRL

<u>Date</u>	<u>Purpose</u>	<u>Amount</u>
Sept 23	Remove Basketball backboard and pole	\$270

Detention Pond Update:

Mr. Laves reviewed in detail the information contained in his management report. After review and discussion, upon motion by Director Matthews, second by Director Ransom, and unanimous vote, the Board of Directors approved an additional \$15,000 for Martin/Martin to interface with the City of Aurora, perform design work and prepare for bidding for installation of a new bar grate screen.

Update on Landscaping:

Mr. Laves reviewed in detail the information contained in his management report. After review and discussion, upon motion by Director Matthews, second by Director Ransom, and unanimous vote, the Board of Directors approved installation of a 650” silt fence in the retention pond to mitigate damage from prairie dogs at a cost of not to exceed \$15,000.

Red Park Vandalism:

Mr. Laves reviewed in detail the information contained in his management report. The Board determined to leave this as-is for now and will discuss this further at the spring meeting.

Update on 811 Application:

Mr. Laves advised that the District is now fully enrolled and receiving notifications.

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Consider Approval of Swing Set for Green Park:

The Board previously approved installing a new swing set and replacement of the playground mulch material for a cost not to exceed \$30,000. After review and discussion, upon motion by Director Matthews, second by Director Uhlott, and unanimous vote, the Board of Directors approved the revised proposals in the amount of \$38,760 and an amount to repair and replace the irrigation not to exceed the amount of \$10,000 at the discretion of the District’s Manager.

Update on HOA Fence Repairs:

Mr. Laves provided an update that the License Agreement is in place with the HOA for the fence repairs.

8. Legal Matters:

2025 Annual Administrative Resolution:

Ms. Ivey presented to and reviewed with the Board a resolution, prepared annually to handle the District’s ongoing operation and business. After review and discussion, upon motion by Director Matthews, second by Director Lenz, and unanimous vote, the Board of Directors approved the resolution, as revised, including the election of the following officers to the Board of Directors and regular meeting date/location:

- President: Juliet Uhlott
- Treasurer: Mike Lenz
- Secretary: Alberteen Ransom
- Assistant Secretary: CJ Matthews

Regular meetings will be held on the second Thursdays of March, June, August, and November at 6:30 p.m., via online meeting.

Election Resolution:

Ms. Ivey presented to and reviewed with the Board the 2025 Regular Special District Election Resolution. Following discussion and upon motion by Director Matthews, second by Director Ransom, and unanimous vote, the Board of Directors approved the 2025 Regular Special District Election Resolution and designated publication in the newspaper as the second means of providing the call for nominations.

Engagement of Community Resource Services of Colorado, LLC for the May 2025 election:

Ms. Ivey presented to and reviewed with the Board the engagement letter from Community Resource Services of Colorado, LLC for election services. Following discussion and upon motion by Director Matthews, second by Director Ransom, and unanimous vote, the Board of Directors approved the engagement letter from Community Resource Services of Colorado, LLC for election services.

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2024 Legislative
Memorandum:

Ms. Ivey presented to and reviewed with the Board a memorandum regarding 2024 Legislation. Ms. Ivey discussed with the Board the impacts of SB 24-233 and HB 24B-1001 on the District's future operations and maintenance mill levy revenues. The Board directed that further information be brought to the Board related to this in 2025.

9. Other Business:

None.

10. Adjournment:

There being no further business to come before the Board, upon motion of Director Uhlott, second of Director Ransom, and unanimous vote, the meeting was adjourned at 8:13 p.m.

DocuSigned by:

Alberteen Ransom

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Secretary of the Meeting