

**MINUTES OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF THE
HERITAGE RIDGE METROPOLITAN DISTRICT
HELD NOVEMBER 12, 2018**

A special meeting of the Board of Directors (the “**Board**”) of the Heritage Ridge Metropolitan District (the “**District**”) was held on Monday, November 12, 2018, at 4:00 p.m. at Berthoud Community Center, 248 Welch Ave, Berthoud, Colorado. The meeting was open to the public.

ATTENDANCE

Directors in Attendance:

Kenneth Mitchell, President
Russell Baker, Secretary
Tony Vienna, Treasurer

Directors Absent and Excused:

Karen Mitchell, Assistant Secretary
Jim Birdsall, Assistant Secretary

Also in Attendance:

Danaly Howe, and Bill Stopperan, Centennial Consulting Group, LLC;
Andrew Hartsel, Mosaic Land Development

Also in Attendance via Teleconference:

Megan Becher, Esq., McGeady Becher P.C.;
Jim Righeimer, Lee Lowrey, Arbor Capital Partners, LLC;
11 District Residents as referenced in the attached attendance sheet

ADMINISTRATIVE
MATTERS

Call to Order: Ms. Howe called the meeting to order, noting that a quorum of the Board was present.

Disclosures of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Attorney Murphy noted that a quorum was present and requested members of the Board to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. Attorney Murphy noted that all Directors’ Disclosure Statements had been filed by the statutory deadline.

Agenda: The Board reviewed the Agenda for the meeting and following discussion, upon a motion duly made by Director Vienna, seconded by Director Kenneth Mitchell and, upon vote, unanimously carried, the

Board approved the Agenda as presented. The Board excused the absence of Director Karen Mitchell and Director Birdsall.

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, the Board determined to conduct the meeting at the above-stated date, time and location. Ms. Howe reported that notices were duly posted and that no objections to the locations or any requests that the meeting place be changed by taxpaying electors within its boundaries have been received.

August 13, 2018 Meeting Minutes: The Board reviewed the minutes from the August 13, 2018 regular meeting. Following discussion, upon motion duly made by Director Baker, seconded by Director Vienna and, upon vote, unanimously carried, the Board approved the minutes from the August 13, 2018 special meeting.

Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Locations for Posting of 72-Hour and 24-Hour Notices:

The Board discussed the regular meeting schedule and considered adopting the Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Locations for Posting of 72-Hour and 24-Hour Notices. Director Kenneth Mitchell made a motion to adopt the Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Locations for Posting of 72-Hour and 24-Hour Notices as amended to include the Amenity Center Bulletin Board as a 72-hour posting location. Director Baker seconded, and the motion was unanimously carried.

Insurance and Special District Association Membership: Ms. Howe discussed insurance renewal, the District's insurance schedule, and Special District Association membership with the Board.

FINANCIAL MATTERS

Ratify and Approve Payment of Claims: Mr. Stopperan reviewed the claims for the period ending November 12, 2018 with the Board for ratification. Following discussion, upon a motion duly made by Director Kenneth Mitchell, seconded by Director Baker and, upon vote, unanimously carried, the Board ratified and approved the payment of claims.

Ratify and Accept Unaudited Financial Statements: Mr. Stopperan reviewed the unaudited financial statements for the period ending October 31, 2018 with the Board. Following discussion, upon motion duly made by Director Vienna, seconded by Director Kenneth Mitchell and, upon

vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending October 31, 2018.

2018 Auditor Engagement: The Board discussed and considered approving engagement of Marc James & Associates PC to perform the 2018 Audit. Upon a motion by Director Kenneth Mitchell, seconded by Director Vienna and, upon vote, unanimously carried, the Board approved engagement of Marc James & Associates PC to perform the 2018 Audit.

2018 Budget Amendment: Upon a motion by Director Kenneth Mitchell, seconded by Director Vienna and, upon vote, unanimously carried, the Board opened the Public Hearing Regarding the 2018 Budget Amendment. There were no public comments. Upon a motion by Director Baker, seconded by Director Kenneth Mitchell and, upon vote, unanimously carried, the Board closed the Public Hearing.

The Board discussed and considered adopting the Resolution to Amend the 2018 Budget. Upon a motion by Director Vienna, seconded by Director Kenneth Mitchell and, upon vote, unanimously carried, the Board adopted the Resolution to Amend the 2018 Budget, subject to legal and management review.

2019 Budget: The Board deferred action on the 2019 Budget to a subsequent meeting.

DLG-70 Mill Levy Certification Form: The Board discussed and considered authorizing the District Accountant to prepare and sign the DLG-70 Mill Levy Certification Form for certification to the Board of County Commissioners and other interested parties. Upon a motion by Director Kenneth Mitchell, seconded by Director Vienna and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG-70 Mill Levy Certification Form for certification to the Board of County Commissioners

LEGAL MATTERS

Drainage Easement Agreement with Alma Wilson Family Trust: The Board deferred action on the Easement Agreement to a subsequent meeting.

Shed Survey Results and Resolution Adopting the First Amended and Restated Rules and Regulations: Ms. Howe presented the shed survey results to the Board. In consideration with the survey results, the Board discussed and considered approving the Resolution Adopting the First Amended and Restated Rules and Regulations. Upon a motion by Director Kenneth Mitchell, seconded by Director Vienna and, upon vote,

unanimously carried, the Board approved the Resolution Adopting the First Amended and Restated Rules and Regulations.

CAPITAL
PROJECTS/
OPERATIONS:

2019 Landscape Maintenance Service Agreement: The Board deferred action on the 2019 Landscape Maintenance Service Agreement to a subsequent meeting.

Current Capital Project Discussion: Director Mitchell and Director Vienna gave an update on the current capital projects in the District.

Status of contracts: The Board discussed the status of contracts with the District. No action was taken.

Pool Maintenance and Services: The Board discussed the future pool maintenance and services needed, including possible lifeguarding.

OTHER MATTERS:

Members of the Public presented comments on the following issues to the Board:

- Street parking regulation.
- An unscreened chain link fence.

ADJOURNMENT

Director Kenneth Mitchell made a motion to continue the meeting on December 10, 2018 at 5:00 p.m. Director Vienna seconded, and the motion was unanimously approved.

Respectfully submitted,

By  Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL NOVEMBER 12,
2018 MINUTES OF THE HERITAGE RIDGE METROPOLITAN
DISTRICT BY THE MEMBERS OF THE BOARD OF DIRECTORS
SIGNING BELOW:



Kenneth Mitchell



Russell Baker



Tony Vienna

Karen Mitchell

Jim Birdsall

