

RECORD OF PROCEEDINGS

**MINUTES OF THE REGULAR MEETING
OF
THE BOARD OF DIRECTORS
CRYSTAL CROSSING METROPOLITAN DISTRICT**

HELD: Tuesday, June 4, 2024, at 10:00 a.m. via videoconference

ATTENDANCE:

A special meeting of the Board of Directors of the Crystal Crossing Metropolitan District was called and held as shown above and in accordance with the applicable statutes of the State of Colorado; with the following directors present and acting:

Darren Oliver (by videoconferencing)
David Hammelman (by videoconferencing)
Tim Dietz (by videoconferencing)
Eric Bauer (by videoconferencing)
Darren Kreitler (by videoconferencing)

Also, present: Lisa Mayers, District Counsel, Spencer Fane, LLP; Angela Elliott, District Manager, Teleos Management Group; Joy Tatton and Lucinda Gang, Simmons and Wheeler, Accountants for the District, and members of the public.

I. ADMINISTRATIVE MATTERS:

A. CALL TO ORDER:

On behalf of the Board, Director Hammelman called the meeting to order at 10:04 a.m.

B. DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST:

The Board noted that disclosure statements, as were necessary, had been filed on behalf of the members of the Board of Directors with the Office of the Colorado Secretary of State and with the Board of Directors of the District. No additional conflicts were noted by the Directors.

C. APPROVAL OF AGENDA

The Board reviewed the proposed meeting agenda. Following discussion and upon motion made by Director Dietz, seconded by Director Kreitler, upon vote and unanimously carried, the Board approved the meeting agenda as presented.

D. PUBLIC COMMENT: None

E. APPROVAL OF MINUTES:

The Board reviewed the minutes of the meeting held on March 4, 2024. Following discussion

and upon motion duly made by Director Hammelman, seconded by Director Bauer, upon vote and unanimously carried, the Board approved the minutes as presented and authorized Director Oliver to execute the minutes as constituting a true and correct record of the proceedings of the meeting.

II. LEGAL MATTERS:

A. Discussion and action Website ADA accessibility Statement; Compliance Officer.

District Counsel Mayers discussed the district's website deadline requirements and the need to identify a Compliance Officer and the use of software that remediates documents for ADA compliance. Streamline has partnered with Spencer Fane and offers \$80-120 per month which includes the platform; indemnity, building the website, ongoing support and quarterly reports that are required to be posted on the website. The Board was advised that websites with more functions are more expensive on a monthly basis. The July 1st deadline is to have the ADA accessibility statement on the website.

Following discussion, upon motion duly made by Director Hammelman, seconded by Director Bauer, upon vote and unanimously carried, the Board appointed Angela Elliott, Teleos Management, as the Compliance Officer and authorized entering into the agreement with Streamline.

III. DIRECTOR MATTERS:

Discussion followed regarding request for Manager to provide the Board a list of all contracts over 12 months; brief review of outstanding indebtedness and payoff date.

IV. FINANCIAL MATTERS:

A. Ratify Payment of Claims

The Board received the Payment of Claims, totaling \$21,591.73 for ratification and claims in the amount of \$9,982.61 to be approved.

Following discussion, on motion duly made by Director Hammelman, seconded by Director Dietz, upon vote and unanimously carried, the Board ratified the payment of claims in the amount \$21,591.73 and the Board approved the payment of claims in the amount of \$9,982.61.

B. Financial Statements.

District Accountant Tatton distributed the March 31, 2024, Financial Statements to the Board and walked the Board through the financials. The General Fund as of March 31, 2024 held \$152,552; and \$1,611,307 was held in the Debt Service Fund.

Following discussion, upon motion duly made by Director Dietz, seconded by Director Hammelman, upon vote and unanimously carried, the Board accepted the financial statements as presented.

C. Discussion and possible acceptance of 2023 Financial Audit

District Accountant Tatton walked the Board through the draft 2023 Audit. The Board discussed the bonds, when they expire and how they get paid off.

District Accountant Tatton explained the schedule of amortization; operating debt incurs interest at 8% and construction/capital improvement debt incurs interest at 7%; and she reviewed Note 4 addressing the long-term debt. Further discussion followed on the Reimbursement Agreement, and the requirement for appropriating funds.

The Board discussed the need for lowering the debt.

Following discussion, upon motion duly made by Director Hammelman, seconded by Director Dietz, upon vote and unanimously carried, the Board accepted the 2023 audit financial statement subject to legal review and clean opinion by the Auditor and authorized its filing.

V. MANAGEMENT MATTERS:

A. Management Report. The manager discussed the managers' report and there were no further questions.

B. Discussion on round about repairs and reimbursement. Manager discussed meeting with Town and subcontractors regarding \$3800 of damage incurred during the roundabout construction for damage to the lateral line and main line in two areas. The damaged areas were screened with construction fence. The contractor is reaching out to the subcontractors – for assistance in reimbursement.

Discussion followed on UCC and if the district should be registered for locates. Following discussion, upon motion duly made by Director Dietz, seconded by Director Bauer, upon vote and unanimously carried, the Board directed Manager to register with UCC.

C. Discuss possible action on fence painting bids.

Discussion followed on the 2024 fencing bid in the amount of \$26,000 with CertaPro and \$77K for power washing and painting. Front Frange fence has been doing repairs for the last couple years and the district has already spent \$20,000 on repairs. Manager recommended phasing the fencing painting and repairs and to start to replace the fences.

The Board tabled the fence repair/painting discussion until next meeting.

D. Discuss possible action on landscape enhancements

Discussion followed on the 2024 bid for enhancement of the landscaping in the amount of \$17,000 for irrigation, and \$47,000 for conversion to native. The irrigation project needs to be done first and then by September the conversion needs to be in place. Town of Castle Rock is offering a rebate for the project if approved.

Following discussion, upon motion duly made by Director Bauer, seconded by Director Dietz, upon vote and unanimously approved, the Board approved the not to exceed amounts of \$17,000 and \$47,000 and will continue to evaluate what monies are available for fencing.

E. Update on Annual Meeting

The Manager addressed the possibility of holding the annual meeting during the summer months perhaps at the pool area and having a food truck.

The Manager will discuss with HOA management scheduling the annual meeting for August. District Accountant Lucinda Gang will be available for the meeting.

The Board directed Manager to obtain a date in August.

F. Discussion on Snow Removal and Landscape Contracts

Manager addressed that EDI's contract ends December. The Board directed Manager to obtain proposals from other companies.

VI. OTHER:

The Board thanked the new members for their interest and participation on the District Board.

VII. ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 11:17 a.m.

The foregoing minutes constitute a true and correct copy of the minutes of the above referenced meeting and were approved by the Board of Directors of the Crystal Crossing Metropolitan District.

Respectfully submitted,

DocuSigned by:

Darren Oliver

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President

Angela Elliott

Secretary of the Board