

## RECORD OF PROCEEDINGS

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### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE TIMNATH LAKES METROPOLITAN DISTRICT NO. 6 HELD DECEMBER 5, 2022

A Special Meeting of the Board of Directors of the Timnath Lakes Metropolitan District No. 6 (referred to hereafter as "Board") was convened on Monday, the 5<sup>th</sup> day of December, 2022 at 10:00 a.m. via Zoom. The meeting was open to the public.

#### ATTENDANCE

##### Directors In Attendance Were:

Janis L. Emanuel (via Zoom)

Robert Bol (via Zoom)

Following discussion, upon motion duly made by Director Emanuel seconded by Director Bol and, upon vote, unanimously carried, the absence of Director Theodore Antenucci was excused.

##### Also In Attendance Were:

Ann Finn; Special District Management Services, Inc. (via Zoom)

Paula Williams, Esq., Kate Olson, Esq., and Craig Sorensen; McGeady Becher P.C. (via Zoom)

Curtis Bourgoiuin; CliftonLarsonAllen LLP (via Zoom)

Nick Montalbano (via Zoom, for a portion of the meeting) and Michael Kuykendall (via Zoom); Catellus Development Corporation

#### ADMINISTRATIVE MATTERS

**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. Ms. Finn 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 Williams noted that all Directors' Disclosure Statements have been filed, and that no new conflicts were disclosed at the meeting.

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**Agenda:** Ms. Finn distributed for the Board's review and approval a proposed Agenda for the District's Regular Meeting.

Following discussion, upon motion duly made by Director Emanuel, seconded by Director Bol and, upon vote, unanimously carried, the Agenda was approved, as amended.

**Location of Meeting and Posting of Notices:** 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. The Board determined that the meeting would be held by video/telephonic means, and encouraged public participation via video or telephone. The Board further noted that notice of the time, date and location of the meeting was duly posted and that the District had not received any objections to the video/telephonic manner of the meeting, or any requests that the video/telephonic manner of the meeting be changed by taxpaying electors within the District boundaries.

**Resignation and Appointment of Secretary to the Board:** The Board discussed the resignation of Matt Cohrs and considered the appointment of Ann Finn as Secretary to the Board.

Following discussion, upon motion duly made by Director Emanuel, seconded by Director Bol and, upon vote, unanimously carried, the Board acknowledged the resignation of Matt Cohrs as Secretary to the Board and appointed Ann Finn as Secretary to the Board.

**Minutes:** The Board reviewed the Minutes of the July 20, 2022 Regular Meeting.

Following discussion, upon motion duly made by Director Emanuel and seconded by Director Bol and, upon vote, unanimously carried, the Minutes of the July 20, 2022 Regular Meeting were approved.

**Resolution No. 2022-12-01, Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices:** The Board considered Resolution No. 2022-12-01, Resolution Establishing Regular Meeting Dates, Time and Location and Designating Location for Posting of 24-Hour Notices.

Ms. Finn reviewed the business to be conducted in 2023 to meet the statutory compliance requirements. Following discussion, the Board determined to meet on January 18, April 19, July 19, and October 18, 2023 at 1:00 p.m. Meetings will be held virtually.

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Following review, upon motion duly made by Director Emanuel, seconded by Director Bol and, upon vote, unanimously carried, the Board adopted Resolution No. 2022-12-01, Resolution Establishing Regular Meeting Dates, Time and Location and Designating Location for Posting of 24-Hour Notices. A copy of the Resolution is attached hereto and incorporated herein by this reference.

**§32-1-809, C.R.S. Reporting Requirements, Mode of Eligible Elector Notification for 2023:** The Board discussed §32-1-809, C.R.S. reporting requirements and mode of eligible elector notification for 2023.

Following discussion, upon motion duly made by Director Emanuel seconded by Director Bol and, upon vote, unanimously carried, the Board determined to post the required transparency notice information on the Special District Association's website and the District website.

**District website:** The Board discussed the status of the District website.

*Subscription Agreement with TownCloud:* The Board reviewed the Subscription Agreement with TownCloud for creation of the District website.

Following discussion, upon motion duly made by Director Emanuel seconded by Director Bol and, upon vote, unanimously carried, the Board approved the Subscription Agreement with TownCloud for creation of the District website.

*Eligible Governmental Entity Agreement with the Colorado Statewide Internet Portal Authority:* The Board reviewed the termination of the Eligible Governmental Entity Agreement with the Colorado Statewide Internet Portal Authority and all associated documents for website services.

Following discussion, upon motion duly made by Director Emanuel seconded by Director Bol and, upon vote, unanimously carried, the Board approved the termination of the Eligible Governmental Entity Agreement with the Colorado State Internet Portal Authority and all associated documents for website services.

**PUBLIC  
COMMENTS**

There were no public comments.

**FINANCIAL  
MATTERS**

**Payment of Claims:** The Board reviewed the payments of claims for the periods ending as follows:

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Fund	Period Ending Oct. 31, 2022	Period Ending Nov. 30, 2022
General	\$ 19,014.54	\$ 12,519.90
Debt Service	\$ -0-	\$ -0-
Capital Projects	\$ -0-	\$ -0-
<b>Total Claims</b>	<b>\$ 19,014.54</b>	<b>\$ 12,519.90</b>

Following review and discussion, upon motion duly made by Director Emanuel, seconded by Director Bol and, upon vote, unanimously carried, the Board ratified the approval of the payment of claims, as presented.

**Unaudited Financial Statements and Schedule of Cash Position:** Mr. Bourgouin reviewed with the Board the unaudited financial statements through the period ending September 30, 2022 and the schedule of cash position as of November 28, 2022.

Following discussion, upon motion duly made by Director Emanuel, seconded by Director Bol and, upon vote, unanimously carried, the Board accepted the unaudited financial statements through the period ending September 30, 2022 and the schedule of cash position as of November 28, 2022, as presented.

**Preparation of 2022 Audit:** The Board discussed the engagement of Wipfli LLP to prepare the 2022 Audit.

Following discussion, upon motion duly made by Director Emanuel, seconded by Director Bol and, upon vote, unanimously carried, the Board approved the engagement of Wipfli LLP to prepare the 2022 Audit, for an amount not to exceed \$5,600.00.

**2022 Budget Amendment Hearing:** The President opened the public hearing to consider an amendment to the 2022 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider amendment of the 2022 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. No public comments were received, and the public hearing was closed.

Following review and discussion, Director Emanuel moved to adopt the Resolution to Amend 2022 Budget, Director Bol seconded the motion and, upon vote, unanimously carried, the Board adopted Resolution No. 2022-12-02 to Amend the 2022 Budget. A copy of the adopted Resolution is attached hereto and incorporated herein by this reference.

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**2023 Budget Hearing:** The President opened the public hearing to consider the proposed 2023 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2023 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to or at this public hearing. No public comments were received, and the President closed the public hearing.

Mr. Bourgouin reviewed the estimated 2022 revenues and expenditures and the proposed 2023 revenues and expenditures.

Following discussion, the Board considered the adoption of Resolution No. 2022-12-03 to Adopt the 2023 Budget and Appropriate Sums of Money and Resolution No. 2022-12-04 to Set Mill Levies (zero mill levy). Upon motion duly made by Director Emanuel, seconded by Director Bol and, upon vote, unanimously carried, the Resolutions were adopted, as discussed, and execution of the Certification of Budget and Certification of Mill Levies (zero mill levy) was authorized, subject to receipt of final Certification of Assessed Valuation from the County on or before December 10, 2022. Mr. Bourgouin was authorized to transmit the Certification of Mill Levies (zero mill levy) to the Board of County Commissioners of Larimer County and the Division of Local Government not later than December 15, 2022. Mr. Bourgouin was also authorized to transmit the Certification of Budget to the Division of Local Government not later than January 30, 2023. Copies of the adopted Resolutions are attached hereto and incorporated herein by this reference.

**DLG-70 Certification of Tax Levies Form (“Certification”):** Following discussion, upon motion duly made by Director Emanuel, seconded by Director Bol and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare the Certification (zero mill levy), authorized Director Emanuel to sign the Certification, and directed the District Accountant to file the Certification with the Board of County Commissioners and other interested parties.

**CliftonLarsonAllen LLP 2023 Statements of Work:** The Board reviewed the CliftonLarsonAllen LLP 2023 Statements of Work for accounting services.

Following discussion, upon motion duly made by Director Emanuel, seconded by Director Bol and, upon vote, unanimously carried, the Board approved the CliftonLarsonAllen LLP 2023 Statements of Work for accounting services.

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**2024 Budget Preparation:** The Board discussed the preparation of the 2024 Budget.

Following discussion, upon motion duly made by Director Emanuel, seconded by Director Bol and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare the 2024 Budget. The Board determined to hold the public hearing to consider adoption of the 2024 Budget on October 19, 2023, at 1:00 p.m., via Zoom.

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### **LEGAL MATTERS**

**First Amendment to 2022 Operation Funding Agreement:** Attorney Williams reviewed with the Board the First Amendment to 2022 Operation Funding Agreement between the District and CAC Timnath, LLC.

Following discussion, upon motion duly made by Director Emanuel, seconded by Director Bol and, upon vote, unanimously carried, the Board approved the First Amendment to 2022 Operation Funding Agreement between the District and CAC Timnath, LLC.

**2023 Operation Funding Agreement:** Attorney Williams reviewed with the Board the 2023 Operation Funding Agreement between the District and CAC Timnath, LLC.

Following discussion, upon motion duly made by Director Emanuel, seconded by Director Bol and, upon vote, unanimously carried, the Board approved the 2023 Operation Funding Agreement between the District and CAC Timnath, LLC.

**May 2, 2023 Regular Directors' Election ("Election"):** The Board discussed the Election.

Following discussion, upon motion duly made by Director Emanuel, seconded by Director Bol and, upon vote, unanimously carried, the Board adopted Resolution No. 2022-12-05; Resolution Calling a Regular Election for Directors on May 2, 2023, appointing Larry Loften as Designated Election Official ("DEO") and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election. A copy of the adopted Resolution is attached hereto and incorporated herein by this reference.

**District Operation Fees (Residential):** A brief discussion was held. Following discussion, the Board deferred action on this matter.

**Service Plan Amendment:** Attorney Williams provided the Board with an update regarding the timing of the Service Plan Amendment.

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**Timnath Lakes Community Authority:** The Board discussed the status of creation of the Timnath Lakes Community Authority. No action was taken by the Board.

**Resolution of the Board of Directors of the Timnath Lakes Metropolitan District No. 6 Adopting the Policies and Procedures Governing the Enforcement of the Declaration of Covenants, Conditions and Restrictions for Timnath Lakes:** The Board deferred discussion.

**Service Agreement for Cost Verification Services:** Attorney Williams reviewed with the Board the Service Agreement for Cost Verification Services between the District and Ranger Engineering, LLC.

Following discussion, upon motion duly made by Director Emanuel, seconded by Director Bol and, upon vote, unanimously carried, the Board approved the Service Agreement for Cost Verification Services between the District and Ranger Engineering, LLC, subject to final legal review.

**Cost Verification Reports:** The Board deferred action on this matter.

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### **CAPITAL MATTERS**

**Akin Lateral Irrigation Ditch Relocation:** Mr. Kuykendall updated the Board on the status of relocation of the Akin Lateral Irrigation Ditch. No action was taken by the Board.

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### **OPERATIONS AND MAINTENANCE**

There were no operations and maintenance matters.

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### **COMMUNITY MANAGEMENT**

There were no community management matters.

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### **OTHER BUSINESS**

**Current Development:** Mr. Kuykendall updated the Board on the status of development within the District.

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### ADJOURNMENT

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

Respectfully submitted,

By:   
Secretary for the Meeting