

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF THE

ESTANCIA METROPOLITAN DISTRICT

Held: Tuesday, June 28, 2022, at 11:00 A.M.

The meeting was held via teleconference.

ATTENDANCE

The meeting was held in accordance with the laws of the State of Colorado. The following directors were in attendance:

Rodney Alpert
Jason Dassinger
Paul Andrade
Richard Giardina

Also present were: Audrey G. Johnson, Esq., WHITE BEAR ANKELE TANAKA & WALDRON, District General Counsel; Ashley Frisbie and Dan Cordova, WHITE BEAR ANKELE TANAKA & WALDRON, District Manager; Kimberly Johanns, Simmons & Wheeler, PC, District Accountant; and Dan Penry, Ari Stone and Lynn Schwartz, residents.

Director Harvey Alpert was absent. All absences are deemed excused unless otherwise noted in these minutes.

ADMINISTRATIVE MATTERS

Call to Order

The meeting was called to order.

Declaration of Quorum and Confirmation of Director Qualifications

Ms. Frisbie noted that a quorum for the Board was present and that the directors had confirmed their qualification to serve.

Reaffirmation of Disclosures of Potential or Existing Conflicts of Interest

Ms. Frisbie advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Frisbie reported that disclosures for those directors that provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest, if any, were filed with the Secretary of State's Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Ms. Frisbie inquired into whether members of the Board

had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted. The participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

Approval of Agenda

Ms. Frisbie presented the Board with the proposed agenda for the meeting. Upon motion of Mr. Giardina, seconded by Mr. Dassinger, the Board unanimously approved the agenda, as presented.

DIRECTORS' MATTERS

Consider Appointment of Officers

The Board engaged in discussion regarding the appointment of officers. Following discussion, upon a motion duly made by Mr. R. Alpert, seconded by Mr. Dassinger, the Board unanimously appointed its members to the following positions:

President: Jason Dassinger
Treasurer: Rodney Alpert
Secretary: Paul Andrade
Assistant Secretary: Harvey Alpert
Assistant Secretary: Richard Giardina

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

Upon motion of Mr. Dassinger, seconded by Mr. Giardina, the Board unanimously took the following actions:

- a. Approved Minutes from October 13, 2021 Special Meeting, as amended
- b. Ratified Payment of Claims as of June 28, 2022 (\$49,785.33)
- c. Accepted Unaudited Financial Statements as of December 31, 2021
- d. Ratified Addendum No. 2 to Independent Contractor Agreement for Landscape Maintenance Services with Keesen Landscape Management, Inc. ("Keesen") for Winter Watering (\$1,600)

FINANCIAL MATTERS

December 31, 2021
Unaudited Financial
Statements

Ms. Johans provided the Board with an overview of the District's December 31, 2021 Unaudited Financial Statements. It was noted that this item was accepted by the Board on the Consent Agenda.

**DISTRICT
MANAGEMENT
MATTERS**

General Update

Ms. Frisbie reviewed her Management Report with the Board, noting that management received multiple complaints about the traffic light at the intersection of S. Espana Way and E. Arapahoe Road sitting on red for long periods of time for cars exiting the community. The City of Centennial (the “City”) reported that the City’s Traffic Manager inspected the intersection and confirmed that the lights were cycling normally but did note that if vehicles are pulled too far forward in the intersection, they may not trigger the camera which activates the light change, and that any additional concerns will need to be submitted to the City by residents through the City’s online Report a Problem page.

The Board requested that management send out an email blast to the community with an update on the traffic light issue.

Mr. Giardina requested clarification on the Design Review Committee. Ms. Frisbie confirmed that the Design Review Committee is comprised of Sterling Design Associates, LLC, Mr. H. Alpert, and Mr. Dassinger.

Covenant Enforcement
Update

Ms. Frisbie provided the Board with a general update on covenant enforcement, noting that multiple homes are being monitored for landscaping installation and regular compliance.

Consider Approval of
Proposal for Updated
Property and Liability
Coverage

Ms. Frisbie presented the proposal for updated Property and Liability Coverage to the Board for consideration. Following discussion, upon a motion duly made by Mr. Giardina, seconded by Mr. R. Alpert, the Board unanimously approved the changes to the coverage as presented.

Consider Approval of
Addendum No. 3 to
Independent Contractor
Agreement for Landscape
Maintenance Services with
Keesen for Detention Pond
Clean Out and Native
Mowing (\$6,750)

Ms. Frisbie presented the Board with Addendum No. 3 to the Independent Contractor Agreement for Landscape Maintenance Services with Keesen for Detention Pond Clean Out and Native Mowing, in the amount of \$6,750. Following discussion, upon a motion duly made by Mr. Dassinger, seconded by Mr. Giardina, the Board unanimously approved the addendum.

Mr. Andrade inquired about the water valve by the detention pond near the community entrance. Ms. Frisbie noted that she will reach out to Keesen to inquire.

The Board discussed maintenance responsibility for the culverts and drains.

Review and Consider
Approval of Proposal for
On-Site Wastewater
Treatment System
("OWTS") Inspection and
Pumping Services

Mr. Cordova reported that the District's current contractor for OWTS inspection and pumping services, Todd Companies, Inc., recently split their services into three separate companies. The new pumping services branch of the business has informed the District that they do not have the capacity to continue to provide services to the District. In order to streamline services, it is recommended that the District utilize a new contractor to provide OWTS inspection and pumping services.

Mr. Cordova presented the Board with proposals received for OWTS Inspection and Pumping Services for consideration. Following discussion, upon a motion duly made by Mr. Dassinger, seconded by Mr. Andrade, the Board unanimously approved the proposal and agreement with Seipp Enterprises, Inc., d/b/a High Plains Sanitation Services. The Board requested that the contractor provide notice to the property owners of any deficiencies found and directed management to include information about the new service provider in the community email blast.

Discuss Community Town
Hall Meeting

Ms. Frisbie informed the Board that there was resident interest in holding a Town Hall meeting. Following discussion, the Board determined to hold a Town Hall meeting and directed management to circulate dates to the Board for consideration.

LEGAL MATTERS

Status of Collection
Accounts

Ms. Johnson and Ms. Frisbie provided the Board with an update on the status of collection accounts, noting that there are currently two accounts with foreclosure counsel, totaling \$6,223.75.

OTHER BUSINESS

Next Regular Meeting

The next regular meeting is scheduled for October 12, 2022, at 1:00 P.M.

ADJOURNMENT

There being no further business to be conducted, the meeting was adjourned.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

Paul Andrade
[Paul Andrade \(Oct 20, 2022 19:18 MDT\)](#)

Secretary for the Meeting