

## RECORD OF PROCEEDINGS

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**MINUTES OF A SPECIAL MEETING OF  
THE BOARDS OF DIRECTORS OF THE  
RAMPART RANGE METROPOLITAN DISTRICT NOS. 1, 2 & 7  
(THE “DISTRICTS”)  
HELD  
DECEMBER 6, 2022**

A special meeting of the Boards of Directors of the Rampart Range Metropolitan District Nos. 1, 2 & 7 (referred to hereafter as the “Boards”) was convened on December 6, 2022 at 11:00 a.m. at Coventry Development Corp., 9878 Schwab Way, Suite 415, Lone Tree, Colorado. The meeting was open to the public.

### ATTENDANCE

**Directors In Attendance Were:**

Keith Simon, President  
Darryl Jones, Treasurer  
Elizabeth Matthews, Secretary

The absence of Director Linhardt was excused

**Also, In Attendance Were:**

Denise Denslow, Nic Carlson and Susan Sanchez; CliftonLarsonAllen LLP  
Jon Hoistad, Esq.; McGeady Becher P.C.  
Dennis Bedford; BrightView Landscape Services, Inc. (“BrightView”)  
Carson Besgrove; Merrick & Company  
Ernie Warzecha; Diverse Project Consultants  
John Connelly; Coventry Development Corp.  
Jennifer Miller, Shea Homes

### ADMINISTRATIVE MATTERS

**Quorum/call to order/disclosures of potential conflicts of interest:** Director Simon called the meeting to order and confirmed the presence of a quorum.

The Boards discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Boards of Directors to the Secretary of State. The members of the Boards were requested 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 Boards’ members prior to this meeting in accordance with statute. It was noted by Attorney Hoistad that disclosures of potential conflicts of interest were filed with the Secretary of State for all directors, and no additional conflicts were disclosed at the meeting.

**Agenda, location of meeting and posting of meeting notices:** The Boards reviewed the Agenda for the meeting. Following discussion, upon motion duly made by Director Matthews, seconded by Director Jones and, upon vote,

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unanimously carried, the Boards approved the Agenda, as presented.

The Boards entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the Districts' Board meeting. Following discussion, and upon motion duly made by Director Matthews, seconded by Director Jones and, upon vote, unanimously carried, the Boards determined to conduct the meeting at the above-stated date, time, and location, which is within 20 miles of the Districts. It was further noted that notice of the time, date and location was duly posted and that no objections to the location or any requests that the meeting place be changed by taxpaying electors within the Districts' boundaries have been received.

**Public Comment:** There were no public comments.

### CONSENT AGENDA ENGINEER/

#### **Minutes of October 26, 2022 Regular Meeting:**

**Proposal for Novus/SkyRidge Apartment Landscape Repairs between RRMD No. 1 and BrightView Landscape Services, Inc. in the amount of \$3,745.00:**

**Proposal for Novus/Sky Ridge Apartments Landscape install for Streetscapes between RRMD No. 1 and Brightview Landscape Services, Inc. in the amount of \$33,827.00:**

**Proposal for Novus/Sky Ridge Apartments irrigation for Streetscapes between RRMD No. 1 and Brightview Landscape Services, Inc. in the amount of \$35,629.00:**

**Change Order No. 1 to Service Agreement for Engineering Consultation and Construction Services (2022 West Side Miscellaneous Services) between RRMD No. 1 and Diverse Project Consultants, LLC in the amount of \$2,000:**

**Eighth Amendment to Amended and Restated Capital Funding and Reimbursement Agreement (West Side) between RRMD No. 1 and Ridgeway Investments, Inc.:**

Following review and discussion, upon a motion duly made by Director Simon, seconded by Director Matthews and, upon vote, unanimously carried, the Boards approved the Consent Agenda.

### CONSTRUCTION MATTERS

**Engineering/Design Report:** Mr. Besgrove noted there were no new updates to report.

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**Construction Report:** Mr. Warzecha noted there were no new updates to report.

### LANDSCAPE MATTERS

**Landscape Report:** Mr. Bedford reviewed the landscape report that was included in the packet.

### FINANCIAL MATTERS

**Claims:** Ms. Sanchez reviewed the prior claims with the RRMD No. 1 Board. Upon a motion duly made by Director Jones, seconded by Director Matthews and, upon vote, unanimously carried, the RRMD No. 1 Board ratified approval of prior claims totaling \$259,726.08, including ACH payments for Denver Water and Xcel Energy.

**Cash Position Report:** Ms. Sanchez reviewed the Cash Position Report, noting that this is informational only.

**Public Hearing on District No. 2 Amendment to 2022 Budget:** Upon a motion duly made by Director Simon, seconded by Director Jones, the RRMD No. 2 Board opened the public hearing to consider an amendment to the 2022 Budget.

It was noted that publication of Notice stating that the Board would consider an amendment of the 2022 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within District No. 2. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

Ms. Sanchez reviewed the 2022 budget amendment with the RRMD No. 2 Board. Following review and discussion, upon motion duly made by Director Jones, seconded by Director Matthews and, upon vote, unanimously carried, the RRMD No. 2 Board approved the 2022 budget amendment and adopted the Resolution to Amend the 2022 Budget.

**Public Hearing on District No. 7 Amendment to 2022 Budget:** Upon a motion duly made by Director Simon, seconded by Director Jones, the RRMD No. 7 Board opened the public hearing to consider an amendment to the 2022 Budget.

It was noted that publication of Notice stating that the Board would consider an amendment of the 2022 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within District No. 7. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

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Ms. Sanchez reviewed the 2022 budget amendment with the RRMD No. 7 Board. Following review and discussion, upon motion duly made by Director Jones, seconded by Director Matthews and, upon vote, unanimously carried, the RRMD No. 7 Board approved the 2022 budget amendment and adopted the Resolution to Amend the 2022 Budget.

**Public Hearing on District No. 1 Amendment to 2022 Budget:** Upon a motion duly made by Director Simon, seconded by Director Jones, the RRMD No. 1 Board opened the public hearing to consider an amendment to the 2022 Budget.

It was noted that publication of Notice stating that the Board would consider an amendment of the 2022 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within District No. 1. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

Ms. Sanchez reviewed the 2022 budget amendment with the RRMD No. 1 Board. Following review and discussion, upon motion duly made by Director Jones, seconded by Director Matthews and, upon vote, unanimously carried, the RRMD No. 1 Board approved the 2022 budget amendment and adopted the Resolution to Amend the 2022 Budget.

**Public Hearing on District No. 2 2023 Budget:** Upon a motion duly made by Director Matthews, seconded by Director Jones, the RRMD No. 2 Board opened the public hearing to consider the proposed 2023 Budget and to discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2023 budget and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

Ms. Sanchez reviewed the 2023 Budget with the RRMD No. 2 Board. Following discussion, upon motion duly made by Director Simon, seconded by Director Jones and, upon vote, unanimously carried, the RRMD No. 2 Board approved the 2023 Budget, as discussed, and considered adoption of the Resolution to Adopt the 2023 Budget and Appropriate Sums of Money and the Resolution to Set Mill Levies. Following discussion, upon motion duly made by Director Simon, seconded by Director Jones and, upon vote unanimously carried, the RRMD No. 2 Board adopted the Resolutions and authorized execution of the Certification of Budget. The District Accountant was directed to transmit the Certification of Tax Levies to the Board of County Commissioners of Douglas

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County not later than December 15, 2022. The District Accountant was further directed to transmit the Certification of Budget to the Division of Local Government no later than January 31, 2023.

**Public Hearing on District No. 7 2023 Budget:** Upon a motion duly made by Director Jones, seconded by Director Matthews, the RRMD No. 7 Board opened the public hearing to consider the proposed 2023 Budget and to discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2023 budget and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

Ms. Sanchez reviewed the 2023 Budget with the RRMD No. 7 Board. Following discussion, upon motion duly made by Director Simon, seconded by Director Jones and, upon vote, unanimously carried, the RRMD No. 7 Board approved the 2023 Budget, as discussed, and considered adoption of the Resolution to Adopt the 2023 Budget and Appropriate Sums of Money and the Resolution to Set Mill Levies. Following discussion, upon motion duly made by Director Simon, seconded by Director Jones and, upon vote unanimously carried, the RRMD No. 7 Board adopted the Resolutions and authorized execution of the Certification of Budget. The District Accountant was directed to transmit the Certification of Tax Levies to the Board of County Commissioners of Douglas County not later than December 15, 2022. The District Accountant was further directed to transmit the Certification of Budget to the Division of Local Government no later than January 31, 2023.

**Public Hearing on District No. 1 2023 Budget:** Upon a motion duly made by Director Jones, seconded by Director Matthews, the RRMD No. 1 Board opened the public hearing to consider the proposed 2023 Budget and to discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2023 budget and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

Ms. Sanchez reviewed the 2023 Budget with the RRMD No. 1 Board. Following discussion, upon motion duly made by Director Matthews, seconded by Director Jones and, upon vote, unanimously carried, the RRMD No. 1 Board approved the 2023 Budget, as discussed, and considered adoption of the Resolution to Adopt the 2023 Budget and Appropriate Sums of Money and the Resolution to

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Set Mill Levies. Following discussion, upon motion duly made by Director Matthews, seconded by Director Jones and, upon vote unanimously carried, the RRMD No. 1 Board adopted the Resolutions and authorized execution of the Certification of Budget. The District Accountant was directed to transmit the Certification of Tax Levies to the Board of County Commissioners of Douglas County not later than December 15, 2022. The District Accountant was further directed to transmit the Certification of Budget to the Division of Local Government no later than January 31, 2023.

**DLG-70 Mill Levy Certification Forms:** Following discussion, upon motion duly made by Director Jones, seconded by Director Simon and, upon vote, unanimously carried, the Boards authorized the District Accountant to prepare the DLG-70 Mill Levy Certification Forms for certification to the Board of County Commissioners and other interested parties and appointed Director Simon to sign the DLG-70 Mill Levy Certification Forms.

**CliftonLarsonAllen LLP 2023 statement(s) of work for Accounting and Management Services:** Ms. Sanchez and Ms. Denslow reviewed the 2023 Statements of Work with the Boards. Following discussion, upon a motion duly made by Director Simon, seconded by Director Jones and, upon vote, unanimously carried, the Boards approved the CliftonLarsonAllen LLP 2023 Statements of Work for Accounting and Management Services.

**Preparation of 2024 Budgets:** Upon a motion duly made by Director Simon, seconded by Director Matthews and, upon vote, unanimously carried, the Boards appointed the District Accountant to prepare the 2024 Budgets.

**2022 Audits:** Ms. Sanchez reviewed the engagement letters from Fiscal Focus Partners LLC with the Boards. Following discussion, a motion duly made by Director Jones, seconded by Director Simon and, upon vote, unanimously carried, the Boards approved the engagement of Fiscal Focus Partners LLC to perform the 2022 Audits.

### LEGAL MATTERS

**Plat amendment and conveyance of Tracts D1 and E1, Ridgeway – Section 22 Filing No. 1, Amendment No. 1, City of Lone Tree, Douglas County, State of Colorado from RRMD No. 1 to Retreat at Ridgeway LLC:** This item was deferred.

**May 2, 2023 Regular Director Elections:** Attorney Hoistad reviewed the election with the Boards noting that elections may be possible in 2023.

**RRMD Nos. 2 and 7 Engagement Letter with Community Resource Services of Colorado, LLC for Designated Election Official (“DEO”) Services:** Attorney Hoistad discussed the DEO services with the Boards. Following discussion, upon a motion duly made by Director Jones, seconded by Director Matthews and, upon vote, unanimously carried, the

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RRMD No. 2 and No. 7 Boards approved the engagement of Community Resource Services of Colorado, LLC for DEO Services, subject to final review by Director Simon.

**Resolutions Calling May 2, 2023 Election:** The Boards discussed the May 2, 2023 election. Following discussion, upon motion duly made by Director Jones, seconded by Director Matthews and, upon vote, unanimously carried, the Boards adopted the Resolutions Calling a May 2, 2023 Directors' Election and Authorized the DEO to Perform all Tasks Required for the Conduct of a Mail Ballot Election.

### MANAGER MATTERS

**Resolutions Establishing Regular Meeting Dates, Times and Location, and Designating Location for Posting 24-Hour Notices:** Ms. Denslow discussed the business to be conducted in 2023 with the Boards. Following discussion, the Boards determined to schedule 2023 regular meetings for the fourth Wednesday each month at 3:00 p.m. at the office of Coventry Development. Following discussion, upon a motion duly made by Director Simon, seconded by Director Matthews and, upon vote, unanimously carried, the Boards approved the 2023 meeting schedule and adopted the Resolutions Establishing Regular Meeting Dates, Times and Location, and Designating Location for Posting 24-Hour Notices.

**2023 Insurance:** Ms. Denslow reviewed the 2023 property and liability insurance documents with the Boards. Following discussion, upon a motion duly made by Director Simon, seconded by Director Matthews and, upon vote, unanimously carried, the Boards approved the 2023 insurance renewals through the Colorado Special Districts Property and Liability Pool and T. Charles Wilson and authorized membership in the Special District Association (SDA).

**Service Agreement for Engineering Consulting and Construction Services (2023 West Side Miscellaneous Services) between RRMD No. 1 and Diverse Project Consultants, LLC:** Ms. Denslow reviewed the Service Agreement with the RRMD No. 1 Board. Following discussion, upon a motion duly made by Director Simon, seconded by Director Matthews and, upon vote, unanimously carried, the RRMD No. 1 Board approved the Service Agreement for Engineering Consulting and Construction Services (2023 West Side Miscellaneous Services) between RRMD No. 1 and Diverse Project Consultants, LLC in the amount of \$9,500.00.

**2023 Miscellaneous Service Agreement – West Side between RRMD No. 1 and Merrick & Company:** This item was deferred.

**Service Agreement for 2023 Landscape Maintenance and Snow Removal Services between RRMD No. 1 and BrightView Landscape Services, Inc.:** Ms. Denslow reviewed the Service Agreement with the RRMD No. 1 Board.

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Following discussion, upon a motion duly made by Director Simon, seconded by Director Matthews and, upon vote, unanimously carried, the RRMD No. 1 Board approved the Service Agreement for 2023 Landscape Maintenance and Snow Removal Services between RRMD No. 1 and BrightView Landscape Services, Inc.

**Updates to the website to meet the new legislation deadline of January 1, 2023:** Ms. Denslow reviewed the new legislation requirements with the Boards, suggesting transitioning the current website to the CLA website team for a flat fee of \$750.00. Following discussion, upon a motion duly made by Director Simon, seconded by Director Matthews and, upon vote, unanimously carried, the Boards authorized transitioning website services to CLA for a flat fee of \$750.00.

**Section 32-1-809, C.R.S., reporting requirements (Transparency Notice):** Ms. Denslow reviewed the reporting requirements with the Board. The Board authorized management to prepare the Transparency Notice and post on the SDA website.

**BOARD MEMBER  
ITEMS**

**Other:** Director Simon discussed potential monument sign upgrades, the City of Lone Tree mobility hub and possible activation of development on the bluffs located in District No. 3.


**OTHER BUSINESS**

**Other:** None.

**ADJOURNMENT**

There being no further business to come before the Boards at this time, Director Simon adjourned the meeting.

Respectfully submitted,

By    
1886778258184D8...  
Secretary for the Meeting



**Certificate Of Completion**

Envelope Id: EDE88B337E6F470C8AE92512C4E4026D	Status: Completed
Subject: RRMD No. 1 - Minutes 12-06-2022 (RRMD 1 2 7).pdf	
Client Name: RRMD No. 1	
Client Number: A525730-OS01-2023	
Source Envelope:	
Document Pages: 8	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Kathy Suazo
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 S 6th St Ste 300
	Minneapolis, MN 55402-1418
	Kathy.Suazo@claconnect.com
	IP Address: 65.59.88.254

**Record Tracking**

Status: Original	Holder: Kathy Suazo	Location: DocuSign
5/2/2023 12:14:36 PM	Kathy.Suazo@claconnect.com	

**Signer Events**

Elizabeth Matthews  
 ematthews@coventrydevelopment.com  
 EXECUTIVE DIRECTOR  
 SCHWEIGER RANCH FOUNDATION  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 16B677B2561B4D8...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 4.43.1.82

**Timestamp**

Sent: 5/2/2023 12:16:08 PM  
 Viewed: 5/2/2023 12:26:34 PM  
 Signed: 5/2/2023 12:26:50 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 5/2/2023 12:26:34 PM  
 ID: 0515415f-f891-4530-ba75-956d34718c92

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
Jen Henry jhenry@specialdistrictlaw.com Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 5/2/2023 12:26:51 PM
<b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign		
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	5/2/2023 12:16:09 PM
Certified Delivered	Security Checked	5/2/2023 12:26:34 PM
Signing Complete	Security Checked	5/2/2023 12:26:50 PM
Completed	Security Checked	5/2/2023 12:26:51 PM

**Payment Events**

**Status**

**Timestamps**

**Electronic Record and Signature Disclosure**

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To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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ii. send us an email to [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CliftonLarsonAllen LLP as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CliftonLarsonAllen LLP during the course of your relationship with CliftonLarsonAllen LLP.