

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE CASTLEWOOD RANCH METROPOLITAN DISTRICT HELD NOVEMBER 4, 2021

A Regular Meeting of the Board of Directors of the Castlewood Ranch Metropolitan District was duly held on Thursday, the 4th day of November, 2021, at 6:30 p.m. at the Philip S. Miller Library, 100 South Wilcox Street, Castle Rock, Colorado 80104. The meeting was also held via teleconference. The meeting was open to the public.

Directors In Attendance Were:

Caryn Johnson (at the physical location)
Max Brooks (via teleconference)
Steven Peterson (via teleconference)

Also In Attendance Were the Following Consultants:

David Solin; Special District Management Services, Inc. (at the physical location)

Paula Williams, Esq.; McGeady Becher P.C. (via teleconference)

Cathy Hamilton; Simmons & Wheeler, P.C. (via teleconference)

Homeowners: Dave Mulay, Rea Jackson, Terri Oxley, and Alex Lekich (at the physical location)

**PUBLIC
COMMENTS**

A homeowner in attendance inquired as to where District documents could be located. Mr. Solin noted that District documents could be found on the District website and on the Division of Local Government website.

**DISCLOSURE OF
POTENTIAL
CONFLICTS OF
INTEREST**

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. Director Johnson 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. No additional conflict disclosures were made at the meeting.

ADMINISTRATIVE

Agenda: The Board reviewed for approval a proposed Agenda for the District's

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MATTERS

Regular Meeting.

Following discussion, upon motion duly made by Director Brooks, seconded by Director Johnson and, upon vote, unanimously carried, the Agenda was approved, as presented.

Meeting Location: The Board entered into discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting.

Following discussion, upon motion duly made by Director Brooks, seconded by Director Johnson and, upon vote, unanimously carried, the Board determined that this District Board meeting was held as a hybrid meeting via teleconference and at a physical location. The Board noted that notice of this hybrid meeting was duly posted and the Board had not received any objections to the options of the hybrid meeting or any requests that the meeting be changed by taxpaying electors within the District's boundaries.

Minutes: The Board reviewed the Minutes of the June 3, 2021 Special Meeting.

Following discussion, upon motion duly made by Director Brooks, seconded by Director Johnson and, upon vote, unanimously carried, the Minutes of the June 3, 2021 Special Meeting were approved, as presented.

Resolution No. 2021-11-01; Resolution Establishing Regular 2022 Meeting Dates, Time and Location, and Designating Locations for Posting of 24-Hour Notices: Mr. Solin discussed with the Board Resolution No. 2021-11-01; Resolution Establishing Regular 2022 Meeting Dates, Time and Location, and Designating Locations for Posting of 24-Hour Notices.

The Board determined to meet both at a physical location at 6:30 p.m. on June 2, 2022 and November 3, 2022 at the Phillip S. Miller Library, 100 South Wilcox Street, Douglas County, Colorado, and by teleconference.

Following discussion, upon motion duly made by Director Johnson, seconded by Director Brooks and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-11-01; Establishing Regular 2022 Meeting Dates, Time and Location, and Designating Location for 24-Hour Notices.

§ 32-1-809, C.R.S. Reporting Requirements, Mode of Eligible Elector Notification for 2022: The Board discussed § 32-1-809, C.R.S., reporting requirements and mode of eligible elector notification for 2022. The Board determined to post the required transparency notice information on the Special District Association's website and the Homeowner's Association ("HOA") website.

District Website: Mr. Solin updated the Board on the status of the District website.

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FINANCIAL MATTERS

Claims: The Board considered ratifying the approval of the payment of claims as follows:

	Period Ending June 30, 2021	Period Ending July 31, 2021	Period Ending Aug. 31, 2021	Period Ending Sept. 30, 2021
General Fund	\$ 2,692.84	\$ 5,764.01	\$ 2,562.74	\$ 2,246.51
Debt Service Fund	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Capital Fund	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Total	\$ 2,692.84	\$ 5,794.01	\$ 2,562.74	\$ 2,246.51

	Period Ending Oct. 31, 2021
General Fund	\$ 2,507.55
Debt Service Fund	\$ -0-
Capital Fund	\$ -0-
Total	\$ 2,507.55

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

Unaudited Financial Statements: Ms. Hamilton reviewed with the Board the unaudited financial statements for the period ending September 30, 2021.

Following discussion, upon motion duly made by Director Johnson, seconded by Director Brooks and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending September 30, 2021, as presented.

2021 Audit: Mr. Solin reviewed with the Board the statutory requirements for an Audit. The Board reviewed the proposal from Wipfli LLP to perform the 2021 Audit.

Following review and discussion, upon motion duly made by Director Johnson, seconded by Director Brooks, and upon vote, unanimously carried, the Board approved the engagement of Wipfli LLP to perform the 2021 Audit, for an amount not to exceed \$4,400.

2021 Annual Notice Concerning Budgets: Following discussion, the Board acknowledged receipt of 2021 Annual Notice Concerning Budgets.

2021 Budget Amendment Hearing: The President opened the public hearing to consider the Resolution to Amend the 2021 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider

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adoption of a Resolution to Amend the 2021 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.

The Board determined that an amendment to the 2021 Budget was not necessary.

2022 Budget Hearing: The President opened the public hearing to consider the proposed 2022 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption 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 or at this public hearing. No public comments were received, and the President closed the public hearing.

Ms. Hamilton reviewed the estimated year-end 2021 revenues and expenditures and the proposed 2022 estimated revenues and expenditures.

Following discussion, the Board considered the adoption of Resolution No. 2021-11-02 to Adopt the 2022 Budget and Appropriate Sums of Money and Resolution No. 2021-11-03 to Set Mill Levies (for the General Fund at 5.000 mills and the Debt Service Fund at 35.000 mills, for a total of 40.000 mills). Upon motion duly made by Director Brooks, seconded by Director Johnson and, upon vote, unanimously carried, the Resolutions were adopted, as discussed, and execution of the Certification of Budget and Certification of Mill Levies was authorized, subject to receipt of final Certification of Assessed Valuation from the County on or before December 10, 2021. The District Accountant was authorized to transmit the Certification of Mill Levies to the Board of County Commissioners of Douglas County and the Division of Local Government not later than December 15, 2021. The District Accountant was also authorized to transmit the Certification of Budget to the Division of Local Government not later than January 30, 2022. Copies of the adopted Resolutions are attached hereto and incorporated herein by this reference.

DLG-70 Mill Levy Certification Form: The Board 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.

Following discussion, upon motion duly made by Director Brooks, seconded by Director Johnson 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 and other interested parties.

Preparation of the 2023 Budget: The Board discussed preparation of the 2023

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Budget.

Following discussion, upon motion duly made by Director Brooks, seconded by Director Johnson, and upon vote, unanimously carried, the Board appointed the District Accountant to prepare the 2023 Budget, and directed that the form of the 2023 budget be the same as the 2022 budget. The Budget Hearing was set for November 3, 2022 during the District's Regular Meeting.

Optional Redemption Amount: The Board discussed an optional redemption amount to be paid on the District's Series 2016 obligations for 2022.

Following discussion, upon motion duly made by Director Brooks, seconded by Director Johnson, and upon vote, unanimously carried, the Board determined to pay \$335,000 on June 1, 2022 and directed Mr. Solin to send notification to the Trustee.

Quarterly Lift Station Operations and Maintenance Subsidy Payments: Mr. Solin discussed with the Board the quarterly lift station operations and maintenance subsidy payments per terms of the Amended and Reinstated Castlewood Ranch Collection Agreement between the Town of Castle Rock, Castlewood Ranch LLC, and the District. No action was necessary.

LEGAL MATTERS

Resolution to Call the May 3, 2022 Regular Election: The Board discussed the upcoming election and Resolution No. 2021-11-04 to Call the May 3, 2022 Regular Election.

Following discussion, upon motion duly made by Director Brooks seconded by Director Johnson and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-11-04 to Call the May 3, 2022 Regular Election and appointed David Solin as the Designated Election Official and authorized him to perform all tasks required for the May 3, 2022 Regular Election of the Board of Directors for the conduct of a polling place/mail ballot election. A copy of the adopted Resolution is attached hereto and incorporated herein by this reference.

CAPITAL IMPROVEMENTS/ MAINTENANCE MATTERS

2021 Detention Pond Reinspection Report: Mr. Solin reviewed with the Board the Reinspection Report of the Detention Pond. No action was necessary.

Appleton Way Landscaping: Director Johnson updated the Board on the Appleton Way Landscaping. She noted that the HOA has been addressing the issues directly with Richmond Homes. No action was necessary.

OTHER BUSINESS

Lost Canyon Ranch: The Board entered into discussion regarding the Lost

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Canyon Ranch. No action was necessary.

Bella Mesa: No update.

ADJOURNMENT

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

Respectfully submitted,

By: 
Secretary for the Meeting