

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE CASTLEWOOD RANCH METROPOLITAN DISTRICT HELD JUNE 4, 2020

A Special Meeting of the Board of Directors of the Castlewood Ranch Metropolitan District was duly held on Thursday, the 4th day of June, 2020, at 6:30 p.m. The meeting was open to the public.

Due to Executive Orders issued by Governor Polis and Public Health Orders implementing the Executive Orders issued by the Colorado Department of Health and Environment, and the threat posed by the COVID-19 coronavirus, this meeting was held via teleconference.

Directors In Attendance Were:

Richard M. Levin
Caryn Johnson
Ann T. Weaver

Also In Attendance Were the Following Consultants:

David Solin; Special District Management Services, Inc.

Paula Williams, Esq.; McGeady Becher P.C.

Diane Wheeler; Simmons & Wheeler, P.C. (for a portion of the meeting)

Greg Livin and Amanda Gildea; Stratagem PC, Certified Public Accountants (for a portion of the meeting)

Steven Peterson; Resident

**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. Mr. Solin 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. It was noted that Directors Levin is a member on the Castlewood Ranch Master Homeowners Association Board of Directors. No additional conflict disclosures were made at the meeting.

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ADMINISTRATIVE MATTERS

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

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

Approval of 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 Levin, seconded by Director Johnson and, upon vote, unanimously carried, the Board determined that due to concerns regarding the spread of COVID-19 and the benefit to the control of the virus by limiting in-person contact, this District Board meeting was held via teleconference. The Board noted that notice of this meeting and teleconference was duly posted and the Board had not received any objections to the teleconference meeting or any requests that the meeting be changed by taxpaying electors within the District's boundaries. Due to COVID-19, meetings will be held via teleconference until determined otherwise.

Appointment of Director: The Board considered the appointment of Mr. Peterson to fill a vacancy on the Board of Directors.

Following discussion, upon motion duly made by Director Levin, seconded by Director Johnson and, upon vote, unanimously carried, the Board appointed Mr. Peterson to fill a vacant position on the Board of Directors.

Appointment of Officers: The Board entered into discussion regarding the appointment of officers.

Following discussion, upon motion duly made by Director Levin, seconded by Director Johnson and, upon vote, unanimously carried, the following slate of officers was appointed:

President	Richard M. Levin
Treasurer	Steven G. Peterson
Secretary	David Solin
Assistant Secretary	Caryn Johnson
Assistant Secretary	Ann T. Weaver

Minutes: The Board reviewed the Minutes of the November 14, 2019 Special Meeting.

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Following discussion, upon motion duly made by Director Johnson, seconded by Director Levin and, upon vote, unanimously carried, the Minutes of the November 14, 2019 Special Meeting were approved, as presented.

SDA 2020 Annual Conference: Mr. Solin discussed having the Board Members attend the virtual SDA 2020 Annual Conference.

Following discussion, upon motion duly made by Director Levin, seconded by Director Johnson and, upon vote, unanimously carried, the Board authorized the Directors to attend the virtual SDA 2020 Annual Conference.

PUBLIC COMMENT There was no public comment.

FINANCIAL MATTERS

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

	Period Ending Dec. 19, 2019	Period Ending Jan. 20, 2020	Period Ending Feb. 20, 2020
General Fund	\$ 11,389.88	\$ 3,906.13	\$ 2,705.90
Debt Service Fund	\$ -0-	\$ -0-	\$ -0-
Capital Fund	\$ -0-	\$ -0-	\$ -0-
Total	\$ 11,389.88	\$ 3,906.13	\$ 2,705.90

	Period Ending March 20, 2020	Period Ending April 20, 2020	Period Ending May 20, 2020
General Fund	\$ 1,753.42	\$ 1,530.45	\$ 1,666.87
Debt Service Fund	\$ -0-	\$ -0-	\$ -0-
Capital Fund	\$ -0-	\$ -0-	\$ -0-
Total	\$ 1,753.42	\$ 1,530.45	\$ 1,666.87

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

Unaudited Financial Statements: Ms. Wheeler reviewed with the Board the unaudited financial statements for the period ending March 31, 2020.

Following discussion, upon motion duly made by Director Levin, seconded by Director Johnson and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending March 31, 2020, as presented.

2019 Audit: The Board reviewed the 2019 Audit and noted that acceptance is subject to final legal review and receipt of opinion letter.

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2021 Budget Preparation: The Board discussed the preparation of the 2021 Budget.

Following discussion, upon motion duly made by Director Levin, seconded by Director Weaver and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare the 2021 Budget. The Board determined to hold the public hearing to consider adoption of the 2021 Budget on November 5, 2020, at 6:30 p.m., to be held at the Philip S. Miller Library, 100 South Wilcox Street, Castle Rock, Colorado.

Quarterly Lift Station Operations and Maintenance Subsidy Payment: Mr. Solin reviewed with the Board the quarterly lift station operations and maintenance subsidy collection report. He noted that no payments have been received through May 2020.

LEGAL MATTERS

Bella Mesa Open Space Negotiation: The Board discussed the negotiation efforts with Bella Mesa property owner for perpetual open space designation of certain property within Bella Mesa and the creation of a system for District residents to gain access permits. It was noted the property is open for use by the residents.

McGeady Becher P.C. District Records Retention Policy: The Board deferred discussion until the November 5, 2020 meeting.

CAPITAL IMPROVEMENTS/ MAINTENANCE MATTERS

2020 Detention Pond Maintenance: The Board discussed the HOA's performance of District detention pond maintenance. The Board directed Mr. Solin to submit the Inspection Report to the HOA Manager for remediation of the noted areas by the HOA's landscaper.

OTHER BUSINESS

Right-of-Way Easements: Director Levin indicated that Richmond American Homes is widening Ridge Road at Appleton Way and discussed the potential impact of such widening to trees, irrigation, and sidewalk improvements installed by the District. The Board authorized Attorney Williams to contact counsel for Richmond American Homes to arrange a walk through and meeting with the District and HOA representatives to understand the widening project and Richmond's plans for repair and/or replacement of District improvements disturbed by such widening projects.

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ADJOURNMENT

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

Respectfully submitted,

By: 

Secretary for the Meeting