

RECORD OF PROCEEDINGS

**MINUTES OF THE REGULAR MEETING AND BUDGET HEARING
OF
THE BOARD OF DIRECTORS
CRYSTAL CROSSING METROPOLITAN DISTRICT**

HELD: Thursday, November 3, 2022, at 10:00 a.m. at The Loft Meeting Room, 360 Village Square Lane, Castle Pines, CO 80108

ATTENDANCE:

A regular meeting of the Board of Directors of the Crystal Crossing Metropolitan District was called and held as shown above and in accordance with the applicable statutes of the State of Colorado; with the following directors present and acting:

Darren Oliver (in person)
Scott Littlefield (excused)
Tim Dietz (by telephone conferencing)
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Also, present: Lisa Mayers, District Counsel, Spencer Fane, LLP (in person); Angela Elliott, District Manager (in person); John Simmons, Simmons and Wheeler, Accountants for the District (via Teleconferencing).

1. ADMINISTRATIVE MATTERS:

A. CALL TO ORDER:

On behalf of the Board, District Counsel Myers called the meeting to order at 10:02 a.m.

B. DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST:

The Board noted that disclosure statements had been filed on behalf of the members of the Board of Directors with the Office of the Colorado Secretary of State and with the Board of Directors of the District. Upon motion duly made, seconded, and unanimously carried, the Board directed that said disclosures be incorporated herein. There were not conflicts to file on behalf of the Board of Directors. No additional conflicts were necessary to file for the Directors.

C. PUBLIC COMMENT: None.

D. APPROVAL OF MINUTES:

The Board reviewed the minutes of the meeting held by the Board of Directors of Crystal Crossing Metropolitan District on August 12, 2022. Following discussion and upon motion duly made, seconded, upon vote and unanimously carried, the Board approved the minutes as presented and authorized Director Oliver to execute the minutes as constituting a true and correct

record of the proceedings of the meeting.

II. FINANCIAL MATTERS:

A. Ratify Payment of Claims. The Board received the Payment of Claims, check #'s 3098 through #3318, totaling \$46,025.58 for ratification.

Following discussion, on motion duly made, seconded, upon vote and unanimously carried, the Board ratified the payment of claims in the amount \$46,025.58.

B. Financial Statements. District Accountant Simmons distributed the September 30, 2022 Financial Statements to the Board and walked the Board through the financials. The General Fund as of September 30, 2022, was \$81,419. As of end of September 30, 2022, the Capital Fund balance was \$0.00 and \$1,482,377 in the Debt Service Fund.

District Accountant Simmons noted that all property taxes expected to receive have been collected.

Following discussion, upon motion duly made, seconded, upon vote and unanimously carried, the Board accepted the financial statements as presented.

C. Conduct Public Hearing on the proposed 2023 Budget and consider adoption of Resolution to adopt the 2023 Budget, Set Mill Levies and Appropriate Sums of Money.

Upon motion duly made, seconded and unanimously carried, the Board authorized Director Oliver to open the public hearing.

On behalf of the Board, Director Oliver opened the public hearing to consider the proposed 2023 Budget and discuss related issues and proposed 2022 Amendment to Budget.

It was noted that the publication of Notice stating that the Board would consider adoption of the 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 further comments were made and upon motion duly made, seconded, upon vote and unanimously carried, Director Oliver closed the public hearing.

District Accountant Simmons discussed the assessed valuation decreased from 7.15 to 6.9 as a result of revising Gallagher.

The Board requested District Accountant Simmons to break out irrigation repairs on the expense items.

Following discussion, the Board considered the adoption of the Resolution to adopt the 2023 Budget, Set Mill Levies and Appropriate Sums of Money for the District, with the suggested changes. Upon motion duly made by Director Oliver, seconded by Director Dietz, and, upon vote, unanimously carried, the District (1) approved the 2023 budget, (2) approved the appropriation and expenditure of funds as detailed therein, (3) approved and adopted a mill

levy of 74.625 mills to be certified by the District for collection in 2023, (4) authorized Director Oliver as President to sign the necessary documentation, and (5) directed District Accountant Simmons and Manager Elliott to submit the certification of tax levy to the Board of County Commissioners of Arapahoe County no later than December 15, 2022 and to file the 2023 budget with the Division of Local Government prior to January 30, 2023.

D. Conduct Public Hearing on the Amendment to the 2022 Budget.

The Board determined there was no need to Amend the 2022 Budget.

E. Audit Fee Agreement.

Following discussion, upon motion duly made, seconded, upon vote and unanimously carried, the Board approved the Audit Fee Agreement with WIPFLI if the fee does not exceed \$5000.

III. LEGAL MATTERS:

A. Consider Adoption of Exclusion of Workers Compensation Coverage Resolution.

District Counsel Mayers discussed this Resolution is annually adopted stating the appointed officials of the District are not deemed employees.

Following discussion, upon motion duly made, seconded, upon vote and unanimously carried, the Board adopted the Resolution Excluding Workers Compensation Coverage.

B. Consider Adoption of Resolution Calling 2023 Election.

District Counsel Mayers discussed the upcoming election May 2, 2023, and following discussion, upon motion duly made, seconded, upon vote and unanimously carried, the Board adopted the 2023 Regular Election Resolution and appointed Wendi McLaughlin as the Designated Election Official.

C. Ratify Renewal of Property & Liability Schedule & Limits & SDA Membership (enclosure).

Following discussion, upon motion duly made, seconded, upon vote and unanimously carried, the Board ratified the 2023 Renewal of P and L insurance and membership to SDA.

IV. DIRECTOR MATTERS:

Discussion followed on Legal Counsel notifying Crystal Valley Metro District for reimbursement on water bills and future participation in billings of water.

District Counsel Mayers will work with District Manager to start negotiations.

V. MANAGEMENT MATTERS:

A. 2023 MEETING DATES:

The Board discussed holding 2023 meetings on the 3rd Thursday of June and 4th Thursday of October, 2022 (June 16 and October 27, 2022) at 10:00 a.m., 1st choice is the Phillips Library, and or via telephonic means.

Following discussion and upon motion duly made, seconded, upon vote and unanimously carried, the Board approved the above meeting dates, time, and location.

B. ADMINISTRATIVE RESOLUTION:

District Manager Elliott presented the Resolution concerning 2023 Annual Administrative Matters for Manager, Accountant, Legal Counsel and Bond Counsel to perform certain tasks on a recurring basis in the operation of the District.

The Board discussed appointing the following 2023 officers:

Darren Oliver	President
Scott Littlefield	Vice President/Treasurer
Tim Dietz	Director

Following discussion, upon motion made, seconded, upon vote and unanimously carried, the above Directors were elected to their positions.

The Board further discussed retaining the same newspaper and the posting place online.

Discussion followed on the website the district currently shares with the Crystal Crossing Homeowners Association who would like to delete the cost and expense of having an Association website. Further discussion followed on the District creating and registering its own website.

Following discussion, upon motion duly made, seconded, upon vote and unanimously carried, the Board approved establishing its own website.

Following discussion and upon motion duly made, seconded, upon vote and unanimously carried, the Board approved the 2023 Administrative Resolution.

C. Ratify 2022-2023 Snow Removal Contract:

District Manager Elliott included the executed snow removal contract with Colorado Property Care, LLC in the meeting packet.

Following discussion and upon motion duly made, seconded, upon vote and unanimously carried, the Board ratified the 2022-2023 snow removal contract by and between the Crystal Crossing Metropolitan District and Colorado Property Care, LLC.

D. Consider approval of Fence Repair Bids for 2022

District Manager Elliott presented the bid from Front Range Fence Company who did repairs this past year at an estimate of \$14,292, however some of these repairs have been made in 2022 but more repairs may be needed in 2023.

Following discussion, upon motion made, seconded, upon vote and unanimously carried, the Board approved the fence repair bid not to exceed \$15,000.00.

E. Plan Amendment for enhancements to Xeriscaping.

Manager discussed the next phase of conversion from turf to native seed at the cost of \$25,200. However, the District needs to go through the Town of Castle Rock for a plat amendment and may also be eligible for a rebate.

Following discussion, upon motion made, seconded, upon vote and unanimously carried, the Board approved the enhancements to convert to native seed not to exceed \$25,200.00.

F. Electrical Installation- Manager discussed when the monument sod area on the north side of Crystal Valley Parkway is being torn up for the roundabout, is the time to have electrical conduit installed so we do not have to rely on homeowner for holiday lighting. The amount to do this was budgeted and estimated to be approximately \$6000.

G. 2023 Landscape Contract. Manager walked the board through the 2-year contract with CPC.

Following discussion, upon motion made, seconded and unanimously carried, the Board approved the Landscape Contract in the amount of \$27,813.00. But to also add another \$6000 To the line item on the budget. District Accountant Simmons will change the landscape contract Line item to \$34,000.00.

VI. OTHER: None

VII. ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 10:50 a.m.

The foregoing minutes constitutes a true and correct copy of the minutes of the above referenced meeting and was approved by the Board of Directors of the Crystal Crossing Metropolitan District.

Respectfully submitted,

DocuSigned by:

Darren Oliver

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President

Angela Elliott

Secretary of the Board

RECORD OF PROCEEDINGS

**MINUTES OF THE SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
CRYSTAL CROSSING METROPOLITAN DISTRICT**

HELD: Friday, August 12, 2022, at 10:00 a.m. via telephone conference/zoom meeting

ATTENDANCE:

A regular meeting of the Board of Directors of the Crystal Crossing Metropolitan District was called and held as shown above and in accordance with the applicable statutes of the State of Colorado; with the following directors present and acting:

Darren Oliver (by phone)
Scott Littlefield (by phone)
Tim Dietz (by phone)

Also, present by phone were: Lisa Mayers, District Counsel, Spencer Fane, LLP; Angela Elliott, and Marlene Pappas, District Manager, Teleos Management; Frank Main, Town of Castle Rock; Brad Rodenburg; Tim Nuetzel and Pedro Rosales Vela, CPC landscaping.

CALL TO ORDER:

On behalf of the Board, District Counsel Mayers called the meeting to order at 10:03 a.m.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST:

District Counsel Mayers noted that the Board is comprised of homeowners and disclosure statements do not need to be filed unless there is a conflict of interest on an item on the agenda. Director Dietz disclosed his position as Town Councilman.

District Counsel Mayers noted the Agenda should be amended to move Legal Matters to the top of the Agenda.

LEGAL MATTERS:

Discussion and possible action on Temporary Construction Easement between Crystal Crossing Metropolitan District and the Town of Castle Rock.

The Town of Castle Rock and Contractors presented their plans to construct the roundabout at Plum Creek Parkway and Crystal Valley Parkway in the near future.

Following discussion, upon motion made by Director Oliver, seconded by Director Littlefield, upon vote, the Board approved the Temporary Construction Easement subject to completing the blanks and review by District Counsel Mayers. Director Dietz abstained due to conflict.

PUBLIC COMMENT: No Public

REVIEW AND APPROVE THE MINUTES OF THE JUNE 16, 2022:

The Board reviewed the minutes of the meeting held by the Board of Directors of Crystal Crossing Metropolitan District on June 16, 2022.

Following discussion and upon motion duly made by Director Oliver, seconded by Director Littlefield, upon vote and unanimously carried, the Board approved the minutes as presented and authorized Mr. Oliver to execute the minutes as constituting a true and correct record of the proceedings of the meeting.

DIRECTOR MATTERS:

Director Dietz discussed watering the medians and the county property and neighboring district using district water. District Counsel Mayers will approach entities on reimbursement of district water.

MANAGEMENT MATTERS:

Holiday Lighting.

Following discussion, upon motion made by Director Dietz, seconded by Director Littlefield, upon vote, the Board unanimously ratified the holiday lighting at the 3 monuments and offering two property owners \$200 gift certificates each if we could utilize their outlet.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 10:55 a.m.

The foregoing minutes constitutes a true and correct copy of the minutes of the above-referenced meeting and was approved by the Board of Directors of the Crystal Crossing Metropolitan District.

Respectfully submitted,

DocuSigned by:

Darren Oliver

DocuSigned by:

Angela Elliott

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Secretary of the Board

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE CRYSTAL CROSSING METROPOLITAN DISTRICT

HELD: Thursday, June 16, 2022, at 10:00 a.m. via telephone conference/zoom meeting

ATTENDANCE:

A regular meeting of the Board of Directors of the Crystal Crossing Metropolitan District was called and held as shown above and in accordance with the applicable statutes of the State of Colorado; with the following directors present and acting:

Darren Oliver (by phone)
Scott Littlefield (by phone)
Tim Dietz (by phone)

Also, present by phone were: Lisa Mayers, District Counsel, Spencer Fane, LLP; Angela Elliott, District Manager, Teleos Management; John Simmons, Simmons and Wheeler, Accountants for the District. Also present, Gabrielle Gavito and Marlene Pappas, Teleos Management.

CALL TO ORDER:

On behalf of the Board, District Counsel Mayers called the meeting to order at 10:02 a.m.

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST:

District Counsel Mayers noted that the Board is comprised of homeowners and disclosure statements do not need to be filed unless there is a conflict of interest on an item on the agenda.

PUBLIC COMMENT: No Public

REVIEW AND APPROVE THE MINUTES OF THE NOVEMBER 19, 2021, MEETING:

The Board reviewed the minutes of the meeting held by the Board of Directors of Crystal Crossing Metropolitan District on November 18, 2021.

Following discussion and upon motion duly made by Director Oliver, seconded by Director Littlefield, upon vote and unanimously carried, the Board approved the minutes as presented and authorized Mr. Oliver to execute the minutes as constituting a true and correct record of the proceedings of the meeting.

DISCUSSION ON VACANCIES: Tabled

ELECTION OF OFFICERS:

District Counsel Mayers discussed the various offices and their duties of the Directors. Following discussion, upon motion duly made by Director Dietz, seconded by Director Oliver, upon vote and unanimously carried, the following board members were elected to the following offices:

President	Darren Oliver
Secretary/Treasurer	Scott Littlefield
Asst. Sec./Treasurer	Tim Dietz

FINANCIAL MATTERS:

Ratify Payment of Claims: The Board received the Payment of Claims, check #'s 3065 through #3097, totaling \$88,538.51 for claims paid through May 27, 2022. District Accountant Simmons walked the Board through the claims.

Following discussion, on motion duly made by Director Oliver, seconded by Director Dietz, upon vote and unanimously carried, the Board ratified the payment of claims in the amount \$88,538.51.

Financial Statements: District Accountant Simmons distributed the December 31, 2021, Financial Statements to the Board and walked the Board through the financials. As of December 31, 2021, the General Fund balance was \$36,347; the Capital Fund was \$0.00; and the Debt Service Fund was \$1,003,890.

Discussion and explanation by District Accountant Simmons followed on Tabor, outstanding obligations to developer and the budget process.

Following discussion, upon motion duly made by Director Oliver, seconded by Director Dietz, upon vote and unanimously carried, the Board accepted the December 31, 2021 financial statements as presented.

District Accountant Simmons distributed the March 31, 2022, Financial Statements to the Board and walked the Board through the financials. As of March 31, 2022, the General Fund balance was \$94,595; the Capital Fund was \$0.00; and the Debt Service Fund was \$1,325,127.

Following discussion, upon motion duly made by Director Oliver, seconded by Director Dietz, upon vote and unanimously carried, the Board accepted the March 31, 2022 financial statements as presented.

Review and Accept the 2021 Audit:

District Accountant Simmons noted the audit is not done but the December 31, 2021 financials reflect the districts financial status. Once the report is received, District Account Simmons will send the draft to the Board, District Manager and District Counsel Mayers for review. The audit will be ratified at the next meeting.

LEGAL MATTERS:

District Counsel Mayers noted that she is working on sending a letter to Crystal Valley for

reimbursement of water usage for the last two years. Further discussion followed on the licensing agreement, obligations and what needs to be accomplished. Director Dietz asked District Counsel to forward those agreements to him for review and possible action.

DIRECTOR MATTERS:

Director Dietz noted that he has received emails regarding the monument lights not working Filing 2 and the possibility of installing holiday lighting at all monument signs.

Management was directed to work on the issues.

MANAGEMENT MATTERS:

2022 Posting Place.

District Manager Elliott noted that at the first meeting of the year special districts are required by statute to identify an official posting location for notices of meetings of the Board of Directors.

Following discussion, upon motion made by Director Oliver, seconded by Director Littlefield, upon vote, the Board unanimously confirmed its 2022 physical posting location on the website www.crystalcrossinghoa.com.

Ratify Fence Repairs.

District Manager Elliott discussed that repairs to the perimeter fencing were needed due to strong winds all winter long. A bid was received for full repairs at \$14000 and the District has repaired approximately \$3200. District Manager would like to put this for approval for 2023 budget or if funds are available to repair by late fall. Fence is approximately 8-10 years old.

Following discussion, upon motion duly made Director Oliver, seconded by Director Dietz, upon vote and unanimously carried, the Board approved the estimate in the amount not to exceed \$14,000 to be performed when funds are available.

Ratify LAI Design proposal for xeriscaping and reduction of irrigation.

District Manager Elliott discussed the Board's previous decisions to reduce the irrigation bills of \$40,000 plus each by implementing a drought tolerant environment. Ken Puncerelli and his team created plans for such work to be implemented in phases. His proposal was for \$8000 that requires ratification. District Manager Elliott discussed the district exceeded the \$8000 due to an additional site visit.

Following discussion, upon motion duly made by Director Oliver, seconded by Director Dietz, upon vote and unanimously carried, the Board ratified LAI Design contract in the amount of \$8000.

Consider approval of landscaping enhancement to reduce water usage:

District Manager Elliott discussed the bid in the amount of \$8311 for 4500 s.f. of reduction. Manager Elliott discussed if some additional work can be approved for early spring of 2023 and Management will also reach out to Town of Castle Rock for any rebates.

Following discussion, upon motion duly made by Director Oliver, seconded by Director Littlefield,

upon vote and unanimously carried, the Board ratified CPC estimate for turf replacement in the amount of \$8311.

OTHER:

The Board discussed Management fo find a location if possible, for an in person meeting at the library? Management will start working on a location and if not possible, will hold a meeting via zoom.

Further discussion followed on changing the October 27, 2022, meeting and budget hearing to November 3, 2022, at 10 am. Location to be determined.

Following discussion, upon motion duly made and seconded, upon vote and unanimously carried, the Board approved moving the meeting and budget hearing to November 3., 2022, 10:00 am.

Manager Elliott discussed the broken limbs behind Manorbrier will be cleaned up this weekend.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 11:11 a.m.

The foregoing minutes constitutes a true and correct copy of the minutes of the above-referenced meeting and was approved by the Board of Directors of the Crystal Crossing Metropolitan District.

Respectfully submitted,

DocuSigned by:
Darren Oliver

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President

Angela Elliott

Secretary of the Board