

**RECORD OF PROCEEDINGS**

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

**HELD:** Tuesday, November 14, 2023, at 9:30 a.m. via videoconference

**ATTENDANCE:**

A special 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 videoconferencing)  
David Hammelman (by videoconferencing)  
Tim Dietz (by videoconferencing)  
Vacancy  
Vacancy

Also, present: Lisa Mayers, District Counsel, Spencer Fane, LLP; Angela Elliott, District Manager, Lucie Stuchlikova and Marlene Pappas, Teleos Management Group; Joy Tatton, Simmons and Wheeler, Accountants for the District, and members of the public.

**I. ADMINISTRATIVE MATTERS:**

**A. CALL TO ORDER:**

On behalf of the Board, District Manager Angela Elliott called the meeting to order at 9:41 a.m.

**B. DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST:**

The Board noted that disclosure statements, as were necessary, 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. No additional conflicts were noted by the Directors.

**C. PUBLIC COMMENT:** None

**D. APPROVAL OF AGENDA**

The Board reviewed the proposed meeting agenda. Following discussion and upon motion made by Director Oliver, seconded by Director Hammelman, upon vote and unanimously carried, the Board approved the meeting agenda as presented.

**E. APPROVAL OF MINUTES:**

The Board reviewed the minutes of the meeting held on October 27, 2023. Following discussion and upon motion duly made by Director Oliver, seconded by Director Dietz, 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. **LEGAL MATTERS:** None.

III. **DIRECTOR MATTERS:** None

IV. **FINANCIAL MATTERS:**

A. **Conduct Public Hearing on the proposed 2024 Budget and consider adoption of Resolution to adopt the 2024 Budget, Set Mill Levies and Appropriate Sums of Money.**

Upon motion duly made, seconded and unanimously carried, the Board authorized District Accountant Tatton to open the public hearing.

On behalf of the Board, District Accountant Tatton opened the public hearing to consider the proposed 2024 Budget and discuss related issues.

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.

Director Oliver discussed adopting a budget of the percentage amount to stay at the same assessment rate as last year. Director Hammelman discussed adopting a budget to be revenue neutral.

No further comments were made and upon motion duly made, seconded, upon vote and unanimously carried, District Accountant Tatton closed the public hearing.

Following discussion, the Board considered the adoption of the Resolution to Adopt the 2024 Budget, Set Mill Levies and Appropriate Sums of Money for the District, with the suggested changes as discussed. Upon motion duly made by Director Hammelman, seconded by Director Dietz, and, upon vote of two to one (Director Oliver voted against), the District (1) approved the 2024 budget, (2) approved the appropriation and expenditure of funds as detailed therein, (3) approved and adopted a mill levy of 56.300 mills to be certified by the District for collection in 2024, (4) authorized Director Oliver as President to sign the necessary documentation, and (5) directed District Accountant Tatton and Manager Elliott to submit the certification of tax levy to the Board of County Commissioners of Douglas County no later than December 15, 2023 and to file the 2024 budget with the Division of Local Government prior to January 30, 2024.

D. **Conduct Public Hearing on the Amendment to the 2023 Budget.**

The public hearing for the Amendment to the 2023 Budget was held contemporaneously with

the 2024 Budget Hearing.

Following discussion, upon motion duly made by Director Dietz, seconded by Director Oliver, upon vote and unanimously carried, the Board amended the 2023 Debt Service Fund from \$612,455 to \$617,485.

V. **MANAGEMENT MATTERS:** None

VI. **OTHER:**

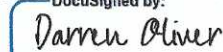
Director Dietz discussed the estimated completion date for the roundabout and improvements to the frontage road and interchange.

VII. **ADJOURNMENT:**

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

The foregoing minutes constitute 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:  


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President

  
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Secretary of the Board

## RECORD OF PROCEEDINGS

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

**HELD:** Friday, October 27, 2023, at 10:00 a.m. via videoconference

### **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 teleconferencing)  
David Hammelman (by teleconferencing)  
Tim Dietz (by teleconferencing)  
Vacancy  
Vacancy

Also, present: Lisa Mayers, District Counsel, Spencer Fane, LLP; Angela Elliott, District Manager, Lucie Stuchlikova and Marlene Pappas, Teleos Management Group; Joy Tatton, Simmons and Wheeler, Accountants for the District, and members of the public.

### **I. ADMINISTRATIVE MATTERS:**

#### **A. CALL TO ORDER:**

On behalf of the Board, District Counsel Mayers called the meeting to order at 10:25 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. No additional conflicts were noted by the Directors.

#### **C. PUBLIC COMMENT:** None

#### **D. APPROVAL OF AGENDA**

The Board reviewed the proposed meeting agenda. Following discussion and upon motion made by Director Oliver, seconded by Director Hammelman, upon vote and unanimously carried, the Board approved the meeting agenda as presented.

#### **E. APPROVAL OF MINUTES:**

The Board reviewed the minutes of the meeting held by the Board of Directors on June 16, 2023.

Following discussion and upon motion duly made by Director Dietz, seconded by Director Hammelman, 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. 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 desire to be excluded from Workers Compensation Coverage.

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

### B. Ratify Renewal of Property & Liability Schedule & Limits & SDA Membership.

Following discussion, upon motion duly made by Director Hammelman, seconded by Director Dietz, upon vote and unanimously carried, the Board ratified the 2024 Renewal of P and L insurance and membership to SDA.

## III. DIRECTOR MATTERS: None

## IV. FINANCIAL MATTERS:

### A. Ratify Payment of Claims. The Board received the Payment of Claims, totaling \$49,770.72 for ratification.

Following discussion, on motion duly made by Director Oliver, seconded by Director Hammelman, upon vote and unanimously carried, the Board ratified the payment of claims in the amount \$49,770.72.

The Board reviewed the Claims in the amount of \$10,750.68 to be approved. Following discussion, on motion duly made by Director Oliver, seconded by Director Hammelman, upon vote and unanimously carried, the Board approved the payment of claims in the amount of \$10,750.68.

### B. Financial Statements - Tabled

### C. Conduct Public Hearing on the proposed 2024 Budget and consider adoption of Resolution to adopt the 2024 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 2024 Budget and discuss related issues.

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.

The Board requested that District Accountant Tatton perform further analysis with adjustments to increased assessed valuation and impact on mill levy assessments and directed Management to schedule a special meeting to include another public hearing.

The Board discussed the date and time of November 14, at 9:30 a.m. for public hearing on the 2024 budget.

D. Conduct Public Hearing on the Amendment to the 2023 Budget. Accountant Tatton advised that it would not be necessary to amend the 2023 Budget.

E. Audit Fee Agreement.

Following discussion, upon motion duly made by Director Oliver, seconded by Director Dietz, upon vote and unanimously carried, the Board approved the Audit Fee Agreement with WIPFLI providing the fee does not exceed \$5100.

V. MANAGEMENT MATTERS:

A. 2024 MEETING DATES:

The Board discussed holding 2024 meetings on March 4<sup>th</sup>, June 4<sup>th</sup> and October 29, 2024, at 10:00 a.m., on a virtual platform.

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 2024 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 2024 officers:

Darren Oliver	President
David Hammelman	Vice President/Treasurer
Tim Dietz	Director

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

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

Following discussion and upon motion duly made, seconded, upon vote and unanimously

carried, the Board approved the 2024 Annual Administrative Matters Resolution.

**C. Consider approval of holiday lighting**

Following discussion upon motion duly made by Director Hammelman, seconded by Director Dietz, upon vote and unanimously carried the Board approved the 2023 Holiday Lighting contract with Keesen and to offer a \$250 gift certificate to homeowners for tying into their electrical if the roundabout is not completed and the District is not able to hook onto electrical off Castlemaine.

**D. Consider approval of Fence Painting Bid for 2024**

Tabled

**VI. OTHER:**

Discussion followed on repairs to irrigation caused by the installation of the roundabout and if the District may be reimbursed for the expenditures. District Counsel Mayers will look into the terms of the easement agreement.

Director Dietz discussed the estimated completion date for the roundabout and improvements to the frontage road and interchange.

**VII. ADJOURNMENT:**

There being no further business to come before the Board, the meeting was adjourned at 11:21 a.m.

The foregoing minutes constitute 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

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 CRYSTAL CROSSING METROPOLITAN DISTRICT

**HELD:** Friday, June 16, 2023, 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 (via video conferencing) (initially excused, joined meeting after meeting was called to order)

Tim Dietz (via video conferencing)

David Hammelman (via video conferencing)

Vacancy

Vacancy

Also, present: Lisa Mayers, District Counsel, Spencer Fane, LLP (via video conferencing); Angela Elliott, District Manager and Marlene Pappas, Teleos Management (via video conferencing); and, members of the public.

**1. ADMINISTRATIVE MATTERS:**

**A. CALL TO ORDER:**

On behalf of the Board, District Counsel Mayers called the meeting to order at 10:03 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 no transactional conflicts to file on behalf of the Board of Directors for this meeting.

**C. PUBLIC COMMENT:**

None

**D. APPROVAL OF AGENDA:**

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

**E. ELECTION OF OFFICERS:**



Following discussion, upon motion made by Director Dietz, seconded by Director Oliver, upon vote and unanimously carried, the Board elected the following officers:

Darren Oliver - President

Tim Dietz – Assistant Secretary

David Hammelman - Treasurer

**E. APPROVAL OF MINUTES:**

The Board reviewed the minutes of the meeting held by the Board of Directors of Crystal Crossing Metropolitan District on April 11, 2023. Following discussion and upon motion duly made Director Oliver, seconded by Director Dietz, 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. LEGAL MATTERS:** None

**III. DIRECTOR MATTERS:**

Director Dietz asked Management to send color of fences for review.

**IV. FINANCIAL MATTERS:**

A. Ratify Payment of Claims. The Board received the Payment of Claims, check #'s 3098 through #3111, totaling \$14,829.38 for ratification.

Following discussion, on motion duly made Director Oliver, seconded by Director Hammelman, upon vote and unanimously carried, the Board ratified the payment of claims in the amount \$14,829.38.

B. Financial Statements. District Accountant distributed the March 31, 2023, Financial Statements to the Board and walked the Board through the financials. The General Fund balance as of March 31, 2023, was \$64,442. As of end of March 31, 2023, there was \$1,176,732 in the Debt Service Fund.

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

C. Discussion on 2022 draft audit. The 2022 draft audit is not complete as of this meeting. Following discussion, upon motion duly made by Director Oliver, seconded by Director Hammelman, upon vote and unanimously carried, the Board voted to file the 2022 audit by July 31 2023, subject to Board and Legal review and approval prior to filing.

**V. MANAGEMENT MATTERS:**

A. SAFETY AND LOSS PREVENTION GRANT \$1799.87:

The manager discussed the grant available to the district that can be used for possible reimbursement for lighting or possibly the slide replacement if it is not under warranty. The district will need to send in the paid invoice to apply for reimbursement. Manager Elliott will keep the board posted.

**B. DEAD TREES AND MULCH:**

The manager suggested obtaining bids from Davey Tree and Express Mulching for estimates on enhancements in 2024. Manager Elliott will have bids available by the October meeting.

**C. CONSTRUCTION UPDATE:**

Manager Elliott discussed the roundabout/road project is moving forward. Electric to the monuments will not be installed for at least another month. Boring company is still waiting for the storm drain to be put in under the road.

**D. INTERCHANGE AT FRONTAGE ROAD AND DISTRICT ACTION:**

No action needed, irrigation has been capped and Town has worked with Crystal Valley on the removal of the trees.

**VI. OTHER:**

**Bench Repairs**

The District Manager sent the bench staining and trash can staining proposal from Certapro for \$615.

Following discussion, upon motion made, seconded, upon vote and unanimously carried, the Board approved the staining of the trash can and bench on Manorbrier and selected the color:

**Slide Repairs**

Manager Elliott advised that the manufacturer said it might not be until October before parts are available. The manufacturer is checking to see if the slide is still under warranty.

**Blocking the Road:** Manager still waiting for bids.

**VII. ADJOURNMENT:**

There being no further business to come before the Board, the meeting was adjourned at 10:33 a.m.

The foregoing minutes constitute 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

DocuSigned by:  
*Angela Elliott*

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Secretary of the Board

**RECORD OF PROCEEDINGS**

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

**HELD:** Tuesday, April 11, 2023, at 3:30 p.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 (via telephone conferencing) (excused)  
Scott Littlefield (via telephone conferencing)  
Tim Dietz (via telephone conferencing)  
Vacancy  
Vacancy

Also, present: Lisa Mayers, District Counsel, Spencer Fane, LLP (via telephone conferencing); Angela Elliott, District Manager (via telephone conferencing); Ken Puncerelli, LAI Design, (via telephone conferencing); Ed Obrien from EDI Landscaping; and, Dave Hammelman, homeowner.

**1. ADMINISTRATIVE MATTERS:**

**A. CALL TO ORDER:**

On behalf of the Board, Director Dietz called the meeting to order at 3:38 p.m.

District Manager Elliott suggested moving Item D under Management Matters to first item under Section IV.

Following discussion, upon motion duly made, seconded, upon vote and unanimously carried, the Board approved moving item D under Management Matters to first item under Section IV, Management Matters.

**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 no 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 November 3, 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. LEGAL MATTERS:

III. DIRECTOR MATTERS:

Discussion followed on turning the irrigation off near the frontage road.

V. MANAGEMENT MATTERS:

A. UPDATE ON LANDSCAPE ENHANCEMENTS/TOWN OF CASTLE ROCK REQUIREMENTS:

Mr. Puncerelli discussed the meetings and correspondence with the Town of Castle Rock and the reports from the referral agencies. The enhancements/modifications should have never had to be reviewed by the Town. The Town was also unable to locate the irrigation plans and utility plans.

Following discussion upon motion made by Director Dietz, seconded by Director Littlefield, upon vote and unanimously approved, the Board withdrew the application from Town of Castle Rock.

B. 2023 MEETING DATES/TIMES:

The Board discussed holding 2023 meetings on June 16 (Friday) and October 27, 2023 at 10:00 a.m., 1<sup>st</sup> choice is the Phillips Library, and or via telephonic means.

C. ROUNABOUT CONSTRUCTION UPDATE:

District Manager Elliott discussed the roundabout construction work has commenced on the south side of Crystal Valley Parkway and the north side will commence mid-summer.

D. RATIFY PARKER ELECTRIC BID IN THE AMOUNT OF \$10,715:

Following discussion and upon motion duly made, seconded, upon vote and unanimously carried, the Board ratified the Parker Electric Bid in the amount \$10,715.

District Manager Elliott further discussed with the Board that the entrance to the District via Plum Creek does not have electrical outlet, but hopefully homeowner off Castlemaine will allow district to tie in to their outlet.

Following discussion, upon motion made by Director Littlefield, seconded by Director Dietz, upon vote and unanimously approved, the Board withdrew the application from Town of

Castle Rock.

**E. INTERCHANGE AT FRONTAGE ROAD AND DISTRICT ACTION.**

District Manager Elliott discussed the proposed interchange at the frontage road and capping off of irrigation and removal of trees.

Following discussion, upon motion made, seconded, upon vote and unanimously carried, the Board ratified the removal of trees by the Town and approved the bid in the amount of \$2266 (pending reimbursement from the Town of Castle Rock). Town of Castle did state they would not pay for "digging". District Manager Elliott is waiting TOCR's response.

Following discussion, upon motion made, seconded, upon vote and unanimously carried, the Board ratified the removal of trees by the Town and approved the bid in the amount of \$2266 (pending reimbursement from the Town of Castle Rock).

**VI. OTHER: Fence Repairs**

District Manager Elliott discussed the repairs to the fencing was done in the amount of \$11,079 of \$15,000 budgeted.

District Manager Elliott brought up that a homeowner on Manorbrier said their fence needed repairs, but not part of the scope of work. District Manager Elliott further discussed the fence weakened and need repairs due to the landscaping of the homeowner in the amount of \$1400.

Following discussion, upon motion made, seconded, upon vote and unanimously carried, the Board ratified the repairs of the fence along Manorbrier with a letter to homeowner, prepared by District Counsel that should the repairs need to happen in the future homeowner will be responsible.

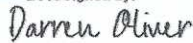
Upon motion duly made by Director Dietz, seconded by Director Littlefield, upon vote and unanimously carried, the Board excused Director Oliver from the meeting

**VII. ADJOURNMENT:**

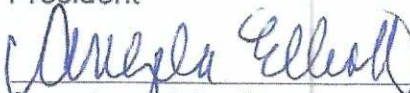
There being no further business to come before the Board, the meeting was adjourned at 4:14 p.m.

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:  


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President

  
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Secretary of the Board