

RECORD OF PROCEEDINGS

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

HELD: Thursday, June 17, 2021, at 10:00 a.m. via telephone conference/zoom meeting in light of the COVID 19 Pandemic.

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:

Ken Puncerelli (by phone)
Darren Oliver (by phone)
Vacancy
Vacancy

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

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:

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.

PUBLIC COMMENT: None

CONSIDER APPOINTMENTS FOR VACANCIES/OATHS OF OFFICE/BONDS:

District Counsel Mayers reported the vacancies of the Board was published and no one showed interest from the publication.

Director Oliver directed District Counsel Mayers to send to Mr. Puncerelli a purchase and sale contract and to qualify Mr. Puncerelli for serving on the Board of Directors.

REVIEW AND APPROVE THE MINUTES OF THE NOVEMBER 19, 2020, MEETING:

The Board reviewed the minutes of the meeting held by the Board of Directors of Crystal Crossing Metropolitan District on November 19, 2020.

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

FINANCIAL MATTERS:

Ratify Payment of Claims: The Board received the Payment of Claims, check #'s 2281 through #3017, totaling \$56,879.61 for claims paid through March 29, 2021, and Payment of Claims check #'s 3018 through #3031 in the amount of \$50,863.71 of claims dated March 31, 2021 through May 26, 2021, for a grand total of \$107,743.32.

Following discussion, on motion duly made, seconded, and unanimously carried, the Board ratified the payment of claims in the amount \$107,743.32.

Financial Statements: District Accountant Simmons distributed the March 31, 2021, Financial Statements to the Board and walked the Board through the financials. As of March 31, 2021, the General Fund was \$82,795; the Capital Fund was \$0.00; and the Debt Service Fund was \$1,241,941.

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

Review and Accept the 2020 Audit:

District Manager Elliott and District Counsel Mayers reviewed the 2020 draft Audit with the Board, prepared by WIPFLI, and walked the Board through the Audit and notes of the Audit.

Following discussion, upon motion made, seconded, upon vote and unanimously carried, the Board accepted the 2020 Audit subject to District Counsel review and final comments from the auditor.

LEGAL MATTERS:

SB 21-262: District Legal Counsel Mayers summarized the proposed bill:

1. Districts are required to provide the call for nominations in 1 of 5 ways: publication; mailing; inclusion in newsletter or billing statement; posting on a website; or physically posting.
2. Districts organized after January 1, 2000, are required to set up and maintain a website by January 1, 2022.
3. Districts organized after January 1, 2000, are required to file an annual report by September 1 for preceding year.
4. Provide homeowners with a disclosure notice including anticipated fee and tax amounts to newly constructed residences.
5. Prohibition of Dominant eminent domain powers without written resolution from jurisdiction which the property to be condemned is in.

District Legal Counsel Mayers the bill will be effective September 2021.

DIRECTOR MATTERS: None.

MANAGEMENT MATTERS:

2021 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, seconded and upon vote, the Board confirmed its 2021 physical posting location on the website www.crystalcrossinghoa.com.

Update on Paint Project for Perimeter Split Rail Fencing:

District Manager Elliott discussed the ease of the painting working with CertaPro; most of the extra time spent on the project was from homeowners in Filing 2. The painting project came in \$2,500 over because District Manager Elliott forgot an area on the map.

Other Projects (Park benches; split rails in Filing 1 for next year and landscaping changes):
The Board directed Manager to receive a quote from CertaPro on the park benches and Filing 1.

The Board and District Manager Elliott will meet on site to explore 2021 and 2022 landscaping enhancements. Conservatively, we can use \$15,000 for improvements this year. The Board will finalize in September in preparation of budget planning in October.

OTHER:

Discussion on Potential Return to In-Person Meetings:

The Board favored returning to physical meetings.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 10:56 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

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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: Thursday, November 18, 2021, 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 videoconference/phone)
Vacancy
Vacancy

Also, present by videoconference/phone: Lisa Mayers, District Counsel, Spencer Fane, LLP; Angela Elliott, District Manager; John Simmons, Simmons and Wheeler, Accountants for the District and Scott Littlefield, public.

1. ADMINISTRATIVE MATTERS:

A. CALL TO ORDER:

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

C. PRESENTATION BY COLORADO PROPERTY CARE: TABLED

The Board discussed the excessive irrigation repairs and directed Legal Counsel to draft a letter to CPC that any irrigation estimate over \$500 needs to be approved prior to repair.

D. PUBLIC COMMENT: None.

E. APPROVAL OF MINUTES:

The Board reviewed the minutes of the meeting held by the Board of Directors of Crystal Crossing Metropolitan District on June 27, 2021. Following discussion and upon motion duly made, seconded, 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.

F. DISCUSSION ON VACANCIES:

Manager Elliott discussed reaching out to Kings Ridge HOA and the Crystal Crossing HOA for anyone interested in serving on the board in May 2022. Director Oliver is also reaching out to neighbors.

Director Oliver moved, seconded, and unanimously approved, appointed to Scott Littlefield to the Board of Directors.

G. OATH OF OFFICE/BONDS:

Director Oliver administered the Oath of Office to Mr. Littlefield. District Counsel Myers will file the Oath and bond Mr. Littlefield, once papers are received.

II. FINANCIAL MATTERS:

A. Ratify Payment of Claims. The Board received the Payment of Claims, check #'s 3032 through #3058, totaling \$98,686.23 for ratification.

Following discussion, on motion duly made, seconded and unanimously carried, the Board ratified the payment of claims in the amount \$98,668.23.

B. Financial Statements. District Accountant Simmons distributed the September 30, 2021 Financial Statements to the Board and walked the Board through the financials. The General Fund as of September 30, 2021, was \$49,754. As of end of September 30, 2021 the Capital Fund balance was \$0.00 and \$1,359,610 in the Debt Service Fund.

District Accountant Simmons noted that all property taxes have been collected and the expense line items of water utilities and landscaping repairs are over budget.

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

C. Conduct Public Hearing on the proposed 2022 Budget and consider adoption of Resolution to adopt the 2022 Budget, Set Mill Levies and Appropriate Sums of Money.

District Accountant Simmons reviewed the budget with the Board. Discussion followed on reducing the fence painting item to \$25,000, add \$10,000 to landscape repairs and move \$15,000 to Landscape Enhancements.

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 2022 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, and unanimously carried, the public hearing was closed.

Following discussion, the Board considered the adoption of the Resolution to adopt the 2022 Budget, Set Mill Levies and Appropriate Sums of Money for the District, with the suggested changes. Upon motion duly made by Director Puncerelli, seconded by Director Oliver, and, upon vote, unanimously carried, the District (1) approved the 2022 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 2022, (4) authorized Director Puncerelli 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, 2021 and to file the 2022 budget with the Division of Local Government prior to January 30, 2022.

D. Conduct Public Hearing on the Amendment to the 2021 Budget.
The Board determined there was no need to Amend the 2021 Budget.

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, and unanimously carried, the Board adopted the Resolution Excluding Workers Compensation Coverage.

B. Consider Adoption of Resolution Calling 2022 Election.
District Counsel Mayers discussed the upcoming election May 3, 2022, and following discussion, upon motion duly made, seconded and unanimously carried, the Board adopted the 2022 Regular Election Resolution and appointed Wendi McLaughlin as the Designated Election Official.

IV. DIRECTOR MATTERS: None.

V. MANAGEMENT MATTERS:

A. 2022 MEETING DATES:
The Board discussed holding 2022 meetings on the 3rd Thursday of June and 4th Thursday of October, 2022 (June 16 and October 27, 2022) at 10:00 a.m. via telephonic means.

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

B. ADMINISTRATIVE RESOLUTION:

District Manager Elliott presented the Resolution concerning 2022 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 2022 officers:

Darren Oliver President
Scott Littlefield Vice President/Treasurer

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

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

Following discussion and upon motion duly made, seconded, and unanimously carried, the Board approved the 2022 Administrative Resolution.

C. Ratify 2021-2022 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, and unanimously carried, the Board ratified the 2021-2022 snow removal contract by and between the Crystal Crossing Metropolitan District and Colorado Property Care, LLC.

D. Consider approval of Fence Painting bid for 2022

District Manager Elliott presented the bid from CertaPro who did the Phase 2 fences this past year at an estimate of \$24,000.

Following discussion, upon motion made, seconded and unanimously carried, the Board approved the fence painting bid to CertaPro Painters.

VI. OTHER: None

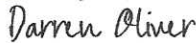
VII. ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 11:06 a.m.

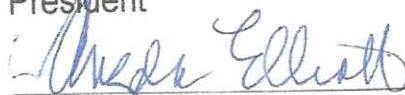
The foregoing minutes constitutes a true and correct copy of the minutes of the above referenced meeting and was approved by the Board of Directors of the Crystal Crossing Metropolitan District.

Respectfully submitted,

DocuSigned by:



President



Secretary of the Board