

MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
MEADOWBROOK CROSSING METROPOLITAN DISTRICT
HELD OCTOBER 30, 2019

A regular meeting of the Board of Directors of the Meadowbrook Crossing Metropolitan District was held on October 30, 2019, at 1:00 p.m., continued to November 13, 2019 at 1:00 p.m., at 660 Southpointe Court, Suite 210, Colorado Springs, CO 80906.

Attendance on October 30, 2019

Board Members:

Deirdre Smith
Rebecca Mientka
Michaele Salsgiver
Melissa Harrison

Excused absences: Kelly Nelson

Others:

Pete Susemihl; Susemihl, McDermott, & Cowan P.C.
Josh Miller, Chelsea Gondeck & Carrie Bartow; CliftonLarsonAllen
LLP ("CLA")
Danny Mientka

Attendance on November 13, 2019

Board Members:

Deirdre Smith
Rebecca Mientka
Kelly Nelson
Melissa Harrison

Excused absences: Michaele Salsgiver

Others:

Pete Susemihl; Susemihl, McDermott, & Cowan P.C.
Chelsea Gondeck & Rosie Kranzler; CliftonLarsonAllen LLP
("CLA")
Danny Mientka

Call to Order/
Approve Agenda

Director Smith called the meeting to order at 1:00 p.m.

Upon a motion duly made by Director Salsgiver, seconded by Director Harrison and, upon vote, unanimously carried, the Board approved the agenda and excused Kelly Nelson.

Declaration of
Quorum

Each time the Board convened a quorum was confirmed.

Posting and Published Notice

Director Smith confirmed that Mr. Susemihl posted the notices.

Public Comment

None.

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Review and Consider Approval of Minutes From:

A. Review and Consider Approval of Minutes from July 31, 2019 Regular Meeting

Upon a motion duly made by Director Mientka, seconded by Director Salsgiver and, upon vote, unanimously carried, the Board approved the minutes.

Financial Matters

A. Review Draft Unaudited Financial Statements as of August 31, 2019

Ms. Bartow reviewed the financial statements with the Board noting that they were through August 31, 2019 rather than September 30, 2019. Upon a motion duly made by Director Harrison, seconded by Director Salsgiver and, upon vote, unanimously carried, the Board approved the minutes.

B. Ratify Claims Totaling \$38,235.16

Ms. Bartow reviewed the claims with the Board. Upon a motion duly made by Director Harrison, seconded by Director Mientka and, upon vote, unanimously carried, the Board approved the minutes.

C. Conduct Public Hearing to Consider Amending 2019 Budget and Adoption of 2020 Budget, Appropriate Expenditures, and Certify Mill Levy; Consider Adopting Resolution 2019-10-01; Amending 2019 Budget and Adoption of 2020 Budget, Appropriate Expenditures, and Certify Mill Levy

Upon a motion duly made by Director Harrison, seconded by Director Mientka and, upon vote, unanimously carried, the Board opened the public hearing at 1:07 p.m. for the 2020 budget and consider the petition for inclusion of property into Meadowbrook Crossing Metropolitan District. Hearing no public comment, upon a motion duly made by Director Harrison, seconded by Director Mientka and, upon vote, unanimously carried, the Board closed the public hearing at 1:07 p.m.

Ms. Bartow reviewed the budget. Discussion ensued on increasing the water expenditure to \$20,000 from \$10,000. Upon a motion duly made by Director Harrison, seconded by Director Mientka and, upon vote, unanimously carried, the Board approved Resolution 2019-10-01 amending the 2019 budget and adopting the 2020 budget, appropriating expenditures, and certifying the mill levy.

D. Review and Consider Approval of Engagement Letter with BiggsKofford P.C., for 2019 Audit

Following discussion, upon a motion duly made by Director Smith, seconded by Director Mientka and, upon vote, unanimously

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carried, the Board approved the engagement letter with BiggsKofford P.C. for the 2019 audit.

Manager's Matters

A. Manager's Report

Mr. Miller reviewed the Manager's Report. Ms. Gondeck reviewed the front yard landscaping issues with the Board. Discussion ensued on wattle removal.

B. Review and Consider Adoption of Resolution 2019-10-02; Annual Administrative Matters for 2020

Following discussion, upon a motion duly made by Director Mientka, seconded by Director Harrison and, upon vote, unanimously carried, the Board approved Resolution 2019-10-02; Annual Administrative Matters for 2020.

C. Review and Consider Approval of 2020 Fee Schedule

Upon a motion duly made by Director Harrison, seconded by Director Salsgiver and, upon vote, unanimously carried, the Board approved the 2020 fee schedule.

D. Discuss District Insurance Coverage and Renewal of Same; Discuss Renewal of Special District Association Membership

Following discussion, upon a motion duly made by Director Mientka, seconded by Director Salsgiver and, upon vote, unanimously carried, the Board approved the renewal of the District's insurance and Special District Association Membership.

E. Discuss Transparency Notice and Posting of Same on the SDA Website

Mr. Susemihl noted he would draft the transparency notice for review by Management before posting it on the SDA website.

F. Review and Consider Approval of Landscape Maintenance and Snow Removal Agreements with BrightView Landscapes, LLC

Following discussion on updating the terms to be in compliance with TABOR requirements, upon a motion duly made by Director Harrison, seconded by Director Salsgiver and, upon vote, unanimously carried, the Board approved the landscape maintenance and snow removal agreements with BrightView Landscapes, LLC.

Legal Matters

Mr. Susemihl noted that Directors Smith, Mientka, and Salsgiver will be up for election next year and that he will prepare the appropriate documents in early 2020.

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Director's Matters

A. Development Update

Mr. Mientka provided a development update to the Board.

Other Business

A. Consider Cancelling or Confirm Quorum for Next Regular Meeting scheduled for November 27, 2019 at 1:00 p.m.

The Board cancelled the next regular meeting scheduled for November 27, 2019. Discussion ensued on the need to meet

B. Conduct Public Hearing to Consider Petition for Inclusion of Property into Meadowbrook Crossing Metropolitan District; Consider Resolution for Approval of Petition for Inclusion of Property into Meadowbrook Crossing Metropolitan District

Following discussion, upon a motion duly made by Director Harrison, seconded by Director Nelson and, upon vote, unanimously carried, the Board approved the resolution for approval of the petition for inclusion of property.

Adjournment

With no further business to discuss, the Board adjourned the meeting.

Approved,

DocuSigned by:

Melissa Harrison

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Meeting Secretary

Certificate Of Completion

Envelope Id: AED94FCB77BE498B9FFCC7BB8373F9F3	Status: Completed
Subject: Please DocuSign: 5. 10-30-2019 MINUTES.docx	
Client Name: MCMD	
Client Number: NA	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Kimbrie Garcia
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Kimbrie.Garcia@claconnect.com
	IP Address: 67.137.57.251


Record Tracking

Status: Original 7/14/2020 2:20:30 PM	Holder: Kimbrie Garcia Kimbrie.Garcia@claconnect.com	Location: DocuSign
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Signer Events

Melissa Harrison
melissa@theequitygroup.net
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

688B95A25F86477...
Signature Adoption: Pre-selected Style
Using IP Address: 65.157.77.186

Timestamp

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Resent: 7/14/2020 2:29:39 PM
Viewed: 7/20/2020 1:49:05 PM
Signed: 7/24/2020 11:59:55 AM

Electronic Record and Signature Disclosure:
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ID: c5192356-a4a9-470e-ac21-6a71b3ceadec

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Chelsea Gondeck
Chelsea.Gondeck@claconnect.com
CLA

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Sent: 7/14/2020 2:27:49 PM
Viewed: 7/24/2020 12:01:08 PM

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	7/14/2020 2:29:39 PM
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Envelope Summary Events	Status	Timestamps
Certified Delivered	Security Checked	7/20/2020 1:53:36 PM
Signing Complete	Security Checked	7/24/2020 11:59:55 AM
Completed	Security Checked	7/24/2020 11:59:55 AM

Payment Events	Status	Timestamps
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