

RECORD OF PROCEEDINGS

**MINUTES OF A REGULAR MEETING OF
THE BOARD OF DIRECTORS OF THE PRAIRIE CENTER
METROPOLITAN DISTRICT NO. 7 (the “District”)
HELD
JUNE 8, 2023**

A regular meeting of the Board of Directors of the Prairie Center Metropolitan District No. 7 (referred to hereafter as “Board”) was convened on Thursday, the 8th day of June, 2023 at 5:30 P.M. The District Board meeting was held via Zoom video/teleconference. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Michael Tamblyn
Melissa Zimmerman
Amanda Coffey
Ashley Licursi
Ronald Johnson

Also In Attendance Were:

Ann E. Finn and Travis Hunsaker; Special District Management Services, Inc.

Kathy Kanda, Esq.; McGeady Becher P.C.

Cecilia Wang; CliftonLarsonAllen LLP

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 and to the Secretary of State. Attorney Kanda noted that a quorum was present and requested members of the Board 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 further noted by Attorney Kanda that a conflict disclosure statement was filed for Director Tamblyn, and no new conflicts were disclosed at the meeting.

ADMINISTRATIVE MATTERS

Agenda: Ms. Finn distributed for the Board's review and approval a proposed agenda for the District's regular meeting.

Following discussion, upon motion duly made by Director Licursi, seconded by Director Coffey and, upon vote, unanimously carried, the agenda was approved, as amended.

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Meeting Location / Posting of Meeting Notices: The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's board meeting. The Board determined that the meeting would be held by video/telephonic means. Ms. Finn reported that notice was duly posted and that no objections to the video/telephonic manner of the meeting or any requests that the video/telephonic manner of the meeting be changed have been received from taxpaying electors within the District boundaries.

Consent Agenda: The Board considered the following actions:

- Approve Minutes of the November 3, 2022 Work Session Meeting and November 10, 2022 Special Meeting.
- Ratify approval of Service Agreement for Slurry Seal between the District and Rocky Mountain Pavement, LLC, d/b/a A-One Chipseal.

Following review, upon motion duly made by Director Licursi, seconded by Director Tamblyn and, upon vote, unanimously carried, the Board acknowledged, approved and/or ratified approval of, as appropriate, the above actions.

2023 Special District Association's Annual Conference: Ms. Finn discussed with the Board authorizing interested Board Members to attend the 2023 Special District Association's Annual Conference in Keystone on September 12, 13 and 14, 2023. No action was taken by the Board.

May 2, 2023 Regular Directors' Election: Ms. Finn reviewed the results of the District's May 2, 2023 Regular Directors' Election with the Board, noting that Directors Ronald Johnson and Michael Tamblyn were each elected to 4-year terms ending in May 2027.

Appointment of Officers: Following discussion, upon motion duly made by Director Coffey seconded by Director Schenberg and, upon vote, unanimously carried, the following slate of officers was appointed:

President	Michael Tamblyn
Treasurer	Ashley Licursi
Secretary	Ann E. Finn
Assistant Secretary	Melissa Zimmerman
Assistant Secretary	Amanda Coffey
Assistant Secretary	Ronald Johnson

PUBLIC COMMENT There were no public comments.

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COMMUNITY MANAGEMENT MATTERS

Community Management Report: Mr. Hunsaker presented the Community Management Report to the Board.

1967 Coopers Hawk Court.: The Board discussed the proposed revisions to Design Guidelines at 1967 Coopers Hawk Court. No action was taken by the Board.

1946 Griffin Drive: The Board discussed the proposed Trailer Parking Request for 1946 Griffin Drive. No action was taken by the Board.

Amendment to the Declaration of Master Design Review Covenant and Use Restrictions: The Board discussed a potential amendment to the Declaration of Master Design Review Covenant and Use Restrictions, and the delegation of rights and duties to the District. No action was taken by the Board.

FINANCIAL MATTERS

Payment of Claims: Ms. Wang reviewed with the Board the payment of claims for the period beginning November 1, 2022 through February 28, 2023 totaling \$500,267.34, and March 1, 2023 through June 1, 2023 totaling \$100,720.56.

Following discussion, upon motion duly made by Director Coffey, seconded by Director Tamblyn and, upon vote, unanimously carried, the Board ratified approval of the payment of claims.

Following further discussion, upon motion duly made by Director Coffey, seconded by Director Tamblyn and, upon vote, unanimously carried, the Board authorized payment of statutory directors' fees to Director Ronald Johnson.

2022 Audit: Ms. Wang reviewed the 2022 Audit with the Board.

Following review and discussion, upon motion duly made by Director Licursi, seconded by Director Tamblyn and, upon vote, unanimously carried, the Board approved the 2022 Audit and authorized execution of the Representations Letter, subject to attorney review and receipt of an unmodified opinion letter from the auditor.

Engineer's Report and Verification of Costs Associated with District Public Improvements and Primary Public Improvements Report No. 5, dated January 2023: The Board reviewed the Engineer's Report and Verification of Costs Associated with District Public Improvements and Primary Public Improvements Report No. 5, dated January 2023, prepared by Independent District Engineering Services, LLC, in the amount of \$1,358,115.81 ("Report No. 5").

Following discussion, upon motion duly made by Director Tamblyn, seconded by Director Coffey, and upon vote, unanimously carried, the Board ratified the approval of Report No. 5.

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Engineer's Report and Verification of Costs Associated with District Public Improvements and Primary Public Improvements Report No. 6, dated March 2023: The Board reviewed the Engineer's Report and Verification of Costs Associated with District Public Improvements and Primary Public Improvements Report No. 6, dated March 2023, prepared by Independent District Engineering Services, LLC, in the amount of \$728,423.83 ("Report No. 6").

Following discussion, upon motion duly made by Director Tamblyn, seconded by Director Coffey, and upon vote, unanimously carried, the Board ratified the approval of Report No. 6.

2024 Budget Public Hearing: The Board entered into discussion regarding setting the date for a Public Hearing to adopt the 2024 Budget.

Following discussion, upon motion duly made by Director Coffey, seconded by Director Licursi and, upon vote, unanimously carried, the Board determined to hold the public hearing to consider adoption of the 2024 Budget on November 9, 2023, at 5:30 p.m., via Zoom.

LEGAL MATTERS

Resolution No. 2023-06-01, Resolution Adopting Rules and Regulations for Construction Activity: Attorney Kanda reviewed with the Board Resolution No. 2023-06-01, Resolution Adopting Rules and Regulations for Construction Activity.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Tamblyn, and upon vote, unanimously carried, the Board adopted Resolution No. 2023-06-01, Resolution Adopting Rules and Regulations for Construction Activity.

Construction Activity Permit: The Board reviewed the form Construction Activity Permit.

Following discussion, upon motion duly made by Director Zimmerman, seconded by Director Tamblyn, and upon vote, unanimously carried, the Board approved the form Construction Activity Permit.

District Records Due Diligence and Documentation Project: Attorney Kanda discussed with the Board the status of District Counsel's District records due diligence and documentation project.

New Legislation Regarding Annual Meeting Requirement: Ms. Finn discussed with the Board the new statutory requirement for residential districts to conduct annual meetings. Following discussion, the Board directed Ms. Finn to schedule the required meeting after the draft 2024 budget is available and prior to the November 9, 2023 budget hearing.

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OPERATIONS AND MAINTENANCE

Operation and Maintenance Services: Director Coffey reported on various landscape maintenance issues concerning native and weeds. Director Tamblyn noted he will contact Vargas Property Services, Inc. regarding the Board's concerns.

Change Order No. 1 to Service Agreement for Slurry Seal: Following discussion, upon motion duly made by Director Licursi, seconded by Director Coffey and, upon vote, unanimously carried, the Board approved Change Order No. 1 to the Service Agreement for Slurry Seal between the District and Rocky Mountain Pavement, LLC, d/b/a A-One Chipseal, in the amount of \$619.20.

CAPITAL MATTERS

Prairie Center Village I Phase IV Improvement Projects: Director Tamblyn reported to the Board that initial acceptance from the City has been received with a one-year warranty period, final acceptance in January 2024. The District will own and maintain the landscaping improvements.


OTHER MATTERS

There were no other matters.

ADJOURNMENT

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

Respectfully submitted,

By  _____
Secretary for the Meeting