

# RECORD OF PROCEEDINGS

---

## MINUTES OF THE REGULAR MEETING OF ST. VRAIN LAKES METROPOLITAN DISTRICT NOS. 1, 3, & 4

HELD  
October 10, 2023

The Regular Meeting of St. Vrain Lakes Metropolitan District Nos. 1, 3, and 4 was held via Zoom and Teleconference on Tuesday, October 10, 2023, at 6:30 p.m.

### ATTENDANCE

#### Directors in Attendance:

Christopher Bremner  
Brandon Curiel  
Lyndsey Paavilainen  
Neil Simpson  
Anastasia Urban

#### Also in Attendance:

Eve Velasco; White Bear Ankele Tanaka & Waldron, P.C.  
Kenny Parrish, Andrew Kunkel, Ronnie Kenfield, Stanely Holder, Amanda Castle, and Tracie Kaminski; Pinnacle Consulting Group, Inc.  
Raymond Byrd, Steven Galbraith, and Dallas Becker; St. Vrain Lakes Metropolitan District No. 2 Board Members  
Elizabeth Marlow; MSI, LLC.  
Several Members of the Public.

### ADMINISTRATIVE ITEMS

Call to Order: The Regular Meeting of the Boards of Directors (collectively, the “Boards”) of the St. Vrain Lakes Metropolitan District Nos. 1, 3, and 4 (collectively, the “District”) was called to order by Ms. Velasco at 6:31 p.m.

Coordinated Meetings: The Boards determined to hold joint meetings of the Districts and to prepare joint minutes of actions taken by the Districts at such meetings. Unless otherwise noted herein, all official actions reflected in these minutes shall be deemed to be the actions of all the Districts. Where necessary, action taken by an individual District will be so reflected in these minutes.

Declaration of Quorum/Director Qualifications/Disclosure of Potential Conflicts of Interest: Ms. Velasco noted that a quorum was present, with five out of five Directors in attendance. All Board Members confirmed their qualifications to serve on the Boards. Ms. Velasco advised the Boards that pursuant to Colorado law, certain disclosures by Board Members might be required prior to taking official action at a meeting. Ms. Velasco reported that disclosures for those Board Members who

## RECORD OF PROCEEDINGS

---

provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest, if any, were filed with the Colorado Secretary of State's Office and the Boards at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Boards. Ms. Velasco inquired into whether members of the Boards had any additional disclosures of potential or existing conflicts of interest regarding any matters scheduled for discussion at the meeting. No additional disclosures were noted. The participation of the members present was necessary to obtain a quorum or to otherwise enable the Boards to act.

Approval of Agenda: The Boards considered the approval of the agenda. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Paavilainen, and upon vote, unanimously carried, it was

**RESOLVED** to approve the agenda, as amended to remove Capital Items B and C.

Public Comment:

Melissa Foot: Ms. Foot requested the Board consider changing the age limit for accessing the gym from 16 to 12.

Tiffany Dix: Ms. Dix reported to the Board on behalf of the Social Committee, noting there is an opening on the social committee, and extended an invitation to the Board Members to attend the meetings and join the committee.

Robin and Roxanne Wolf: Mr. and Ms. Wolf reported an ongoing issue with a design review request and covenant violation. Mr. Parrish noted he would communicate with Ms. Wolf and work to find a timely solution.

Director Comment: Director Bremner responded to Ms. Wolf's comment and asked for further background on the issue. Director Bremner responded to Ms. Foot's comment regarding age restrictions at the gym and noted the matter would be investigated. Director Paavilainen expressed interest in working with the Social Committee.

---

# RECORD OF PROCEEDINGS

---

## CONSENT AGENDA

Ms. Velasco reviewed the items on the consent agenda with the Boards. Ms. Velasco advised the Boards that any item may be removed from the consent agenda to the regular agenda upon the request of any Director. No items were requested to be removed from the consent agenda. Upon a motion duly made by Director Bremner, seconded by Director Simpson, the following items on the consent agenda were unanimously approved, ratified, and adopted, subject to confirmation of ownership of lots on the Town of Firestone invoices in the Payment of Claims:

- A. Approval of Minutes –July 11, 2023, Regular Meeting.
- B. Payment of Claims.
- C. Ratification of Contract Modifications.
- D. Ratification of Engagement Letter with Hill and Robbins, P.C. (District No. 1).
- E. Ratification of Agreement for Professional Services with Summit Water Engineers, Inc. (District No. 1).
- F. Approval of 2022 Annual Report.

---

## DISTRICT MANAGER ITEMS

District No. 2 Report: Director Becker presented the District No. 2 Report and highlighted their recommendation to engage The Management Trust for community management services. The Board for District No. 1 took the recommendation under advisement and will review proposals at the November Meeting.

Director Becker also provided an overview of the District No. 2 Board’s recommendation to eliminate lifeguard staffing for the pool in 2024. Director Simpson outlined his concerns regarding insurance requirements and the removal of lifeguards at the pool. Ms. Velasco noted the Colorado Special Districts Property & Liability Pool will be consulted regarding the proposed staff change to gather information regarding insurance implications for review by the Board of Directors for District No. 1 at the November Meeting.

District Manager’s Report: Mr. Parrish presented the District Manager’s Report to the Boards and answered questions.

Operations and Maintenance Report: Mr. Kenfield presented the Operations and Maintenance Report to the Boards and answered questions.

MSI Report: Mr. Parrish presented the MSI Report to the Boards and answered questions.

# RECORD OF PROCEEDINGS

---

Residential Improvement Guidelines: Ms. Velasco noted that the revised Residential Improvement Guidelines were approved by the Architectural Review Committee and answered questions. Director Paavilainen and Director Urban provided additional background.

---

## CAPITAL INFRASTRUCTURE ITEMS

Capital Project Manager Update: Mr. Holder provided an update on the status of the 2023 Landscaping Project and answered questions.

Delegation of Authority for Barefoot Lakes Filing 6 Landscape Project Bidding to Barefoot, LLC: Ms. Velasco presented the request from Barefoot LLC for the Board of District No. 1 to delegate authority to Barefoot Lakes, LLC to carry out the public bidding of the Barefoot Lakes Filing 6 Landscape Project on the District's behalf. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Curiel, and upon vote, unanimously carried, it was

**RESOLVED** to delegate authority for Barefoot Lakes Filing 6 Landscaping Project Bidding to Barefoot, LLC.

---

## FINANCIAL ITEMS

Financial Report: Ms. Kaminski reviewed the unaudited Financial Statements for the period ending June 30, 2023, with the Boards and answered questions. Following review and discussion, upon a motion duly made by Director Simpson, seconded by Director Paavilainen, and upon vote, unanimously carried, it was

**RESOLVED** to accept the unaudited Financial Statements for the period ending June 30, 2023, as presented.

---

## LEGAL ITEMS

Board Direction to Altitude Law Regarding Account in Collection: Ms. Velasco relayed a recommendation from Altitude Community Law to commence judicial foreclosure related to an account in collection. Director Bremner recommended this matter be tabled until the next regular meeting to allow the Board additional time to review the matter. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Urban, and upon vote, unanimously carried, it was

**RESOLVED** to table this discussion until the next regular board meeting.

---

## RECORD OF PROCEEDINGS

---

---

DIRECTOR  
MATTERS

There were no Director Matters to come before the Boards.  
\_\_\_\_\_

OTHER  
MATTERS

There were no Other Matters to come before the Boards.  
\_\_\_\_\_

ADJOURNMENT

There being no further business to come before the Boards, upon motion duly made by Director Bremner, seconded by Director Simpson, and upon unanimous vote, the meeting was adjourned at 7:53 p.m.  
\_\_\_\_\_

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

Respectfully submitted,

  
\_\_\_\_\_  
Andrew Kunkel, Recording Secretary for the Meeting