

**MINUTES OF SPECIAL MEETING AND 2023 BUDGET HEARING OF THE  
BOARD OF DIRECTORS OF THE  
SERRATOGA FALLS METROPOLITAN DISTRICT NO. 1  
HELD  
DECEMBER 13, 2022**

A Special Meeting of the Board of Directors of the Serratoga Falls Metropolitan Districts No. 1 was held on December 13, 2022, at 10:00 a.m. held exclusively via video conference. The meeting was open to the public.

**ATTENDANCE:**

In attendance were Directors:

Andrew Hartsel  
Kenneth Mitchell  
Anthony Vienna  
Melinda Northrup

Absent and Excused were:

None

Also in attendance were:

Alex Carlson and Andrea Weaver, Centennial Consulting Group, LLC  
Joe Norris, Cockrel Ela Glesne Greher Ruhland, P.C.

**CALL TO ORDER**

Mr. Carlson noted that a quorum of the Board was present or participating and called the meeting to order at 10:01 a.m.

**DIRECTOR  
QUALIFICATIONS/  
DISCLOSURES**

The Directors in attendance confirmed their qualification to serve. Mr. Carlson confirmed Notice of the meeting had been posted on the District's website at least 24 hours in advance of the meeting.

**CONFLICT OF INTEREST**

Mr. Carlson advised the Board that pursuant to Colorado law, certain disclosures by the Board members may be required prior to taking official action at the meeting. The Board reviewed the agenda for the meeting, following which each Board member confirmed the contents of written disclosures previously made, stating the fact and summary nature of any matters, as required under Colorado law, to permit official action to be taken at the meeting.

**AGENDA**

Following review and discussion, upon a motion by Director Mitchell, seconded by Director Vienna, unanimously carried, the Board approved the agenda as amended to include a discussion item regarding CCG out of scope services under item 6(a) and a discussion item regarding the CC&Rs under item 9.

**ADMINISTRATIVE  
MATTERS**

April 18, 2022 Minutes: Following review, upon a motion by Director Northrup, seconded by Director Hartsel, and unanimously carried, the Board approved the April 18, 2022 Serratoga Falls joint Special Meeting Minutes as amended removing the reference to District No. 3.

**FINANCIAL MATTERS**

Financial Statements: Ms. Weaver presented the unaudited statements for the period ending October 30, 2022. Following review, upon a motion by Director Mitchell, seconded by Director Vienna, and unanimously carried, the Board approved the Financial Statements as presented.

Payables: Ms. Weaver presented the payables for the period of January 14, 2022, through November 30, 2022. Following review, upon a motion made by Director Hartsel, seconded by Director Mitchell, and unanimously carried, the Board ratified the payables as presented.

2021 Audit: This item was tabled for a future meeting.

2022 Audit Preparation: Following review, upon a motion made by Director Mitchell, seconded by Director Northrup, and unanimously carried, the Board authorized the District Accountant to prepare the 2022 Audit Engagement Agreement and authorized Director Hartsel to review and sign when complete.

Public Hearing on 2022 Budget Amendment: Director Hartsel opened the public hearing.

Hearing no public comments, Director Hartsel closed the public hearing.

Following review and discussion, upon a motion by Director Mitchell, seconded by Director Hartsel, and unanimously carried, the Board adopted the Resolution Amending the 2022 Budget. Director Hartsel will communicate the Board's action to the Developer.

Public Hearing on 2023 Budget: Director Hartsel opened the public hearing.

Hearing no comments, Director Hartsel closed the public hearing.

Following review and discussion, upon a motion by Director Hartsel, seconded by Director Mitchell, and unanimously carried, the Board adopted the Resolution Adopting the 2023 Budget, Appropriating Sums of Money, and Setting Mill Levies.

## **LEGAL MATTERS**

CCG District Management and Accounting: The Board reviewed and considered approving the 2023 CCG contract for management and accounting services. Following review, upon motion made by Director Hartsel, seconded by Director Vienna, and unanimously carried the Board approved the 2023 contract subject to the addition of 3 items to the scope of work and fee increased to \$18,000 annually to offset the increase in scope of service.

2023 Election Resolution: Following review, upon a motion made by Director Hartsel, seconded by Director Northrup, and unanimously carried, the Board adopted the Resolution Calling the May 2023 Election.

2021 Annual Report: Following review, upon a motion made by Director Vienna, seconded by Director Hartsel and unanimously carried, the Board ratified the filing of the 2021 Annual Report.

2022 Annual Report: Following review, upon a motion made by Director Hartsel, seconded by Director Vienna and unanimously carried, the Board authorized Legal Counsel to draft and file the 2022 Annual Report.

2023 Workers Compensation Resolution: Following review, upon a motion made by Director Hartsel, seconded by Director Northrup, and unanimously carried, the Board adopted the Resolution Determining not to Provide Workers' Compensation Insurance Coverage for Uncompensated Members of the Board for 2023.

Preliminary Acceptance of Phases 1 and 2 Blocks: Director Hartsel described the acceptance process. The Board discussed preliminary acceptance of Phase 1 and Phase 2 Block 5, 6, 7, 8, 9, 10, 11, and 23 from Boxelder Sanitation District.

Warranty Deed and Bill of Sale Conveying Sanitary Sewer Infrastructure: Following discussion and review, upon a motion made by Director Hartsel, seconded by Director Northrup, and unanimously carried, the Board ratified the Warranty Deed and Bill of Sale Conveying Sanitary Sewer Infrastructure to Boxelder Sanitation District.

## **DEVELOPER UPDATE**

Director Hartsel described construction progress within the District.

## **PUBLIC COMMENT**

None.

**OTHER BUSINESS**

CC&R Discussion: The Board requested that Director Hartsel work with the Development Team and District General Counsel to finalize updates to the CC&Rs for Filing 3.

Contractor Contracts and Engagement Agreements: The Board discussed proposals from Quantum Well and Controls, Applegate. Landscape Entrance Maintenance Agreement (north side) and Snow Removal for District No. 1. The Board requested that Director Hartsel and Director Vienna review and sign these contracts once completed to be ratified at a future meeting.

**ADJOURNMENT**

There being no further business to come before the Board, Director Hartsel moved to adjourn the meeting. Director Vienna seconded, and the Board adjourned the meeting.

Respectfully submitted,

*Alex Carlson*

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Secretary of the Board