

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF

COTTONWOOD HOLLOW RESIDENTIAL METROPOLITAN DISTRICT

Held: Thursday, November 4, 2021 at 2:00 p.m. via teleconference

The special meeting referenced above was called and held in accordance with the applicable statutes of the State of Colorado. The following directors, having confirmed their qualification to serve, were in attendance:

Douglas Hatfield
Timothy O'Connor
Dustin Anderson

Also present were: Clint C. Waldron, Esq. and Megan J. Murphy, Esq., White Bear Ankele Tanaka & Waldron, District General Counsel; Carrie Bartow, CliftonLarsonAllen, LLP, District Accountant; and Dan Skeehan, Kimley-Horn & Associates, District Engineer.

Call to Order/Declaration of Quorum Director Hatfield noted that a quorum of the Board was present and called the meeting to order.

Director Conflict of Interest Disclosures Ms. Murphy reported that disclosures for those directors that provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest were filed with the Secretary of State's Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Ms. Murphy inquired into whether members of the Board had any additional disclosures of potential or existing conflicts of interest with regard to 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 Board to act.

Approval of Agenda The Board reviewed the proposed agenda. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the agenda as amended.

Public Comment None.

Consent Agenda

The Board reviewed the items on the consent agenda. Ms. Murphy advised the Board 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 and seconded, the following items on the consent agenda were unanimously approved, ratified and adopted:

- September 29, 2021 and October 21, 2021 Special Meeting Minutes;
- Claims Listing;
- Special District Disclosure Notice Pursuant to § 32-1-809, C.R.S.;
- Resolution Calling May 3, 2022 Election; and
- Accept Engineer's Report and Ratification of Requisition Nos. 1 & 2.

Legal Matters

Review Insurance Property and Liability Schedule and Limits and Discuss BMO Worker's Compensation

Mr. Waldron reviewed the property and liability schedule and limits with the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously determined to bind property and liability coverage as presented and worker's compensation coverage for policy year 2022.

Consider Adoption of 2022 Annual Administrative Resolution

Mr. Waldron reviewed the 2022 Annual Administrative Resolution with the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously adopted the 2022 Annual Administrative Resolution.

Discuss and Consider Approval of Procurement Policy

Ms. Murphy reviewed the Procurement Policy with the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the Procurement Policy.

Other Legal Matters

None.

Financial Matters

Review and Consider Acceptance of Financial Statements

Deferred.

Public Hearing on 2021 Budget Amendment (*if necessary*)

Not needed.

Consider Adoption of Resolution Amending 2021 Budget

Not needed.

Public Hearing on 2022 Budget

Director Hatfield opened the public hearing on the proposed 2022 Budget. Mr. Waldron noted that the notice of public hearing was provided in accordance with Colorado law. No written objections have been received prior to the meeting. There being no public comment, the hearing was closed.

Consider Adoption of Resolution Approving 2022 Budget

Ms. Bartow reviewed the 2022 Budget and Budget Resolution with the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously adopted the resolution adopting the 2022 Budget, appropriating funds therefor and certifying 10.070 mills for the General Fund, and 55.664 mills for the Debt Service Fund.

Consider Approval of Auditor Proposals for 2021 Audit

Deferred.

Consider Approval of 2021 Audit

Deferred.

Discuss and Consider Approval of Additional Requisitions

Deferred.

Other Financial Matters

None.

Construction Updates

Update on Status of District Construction

Director Hatfield noted that staking and surveying is ongoing.

Update on Acceptance of Costs from Forestar

The Board engaged in general discussion regarding acceptance of costs from Forestar noting that Forestar may be turning over improvements in November/December 2021.

Consider Approval of Temporary Construction Easement (Grading)

Ms. Murphy reviewed the Temporary Construction Easement (Grading) with the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the Temporary Construction Easement (Grading).

Discuss and Consider Approval of Proposal from Kumar & Associates for Observation and

Director Hatfield reviewed the Proposal from Kumar & Associates for Observation and Construction Materials Testing Services, CLOMR Grading with the Board noting that the CLOMR expires in March of 2022. Following discussion, upon

Construction Materials
Testing Services, CLOMR
Grading

a motion duly made and seconded, the Board unanimously approved the Proposal from Kumar & Associates for Observation and Construction Materials Testing Services, CLOMR Grading.

Consider Approval of
Change Order No. 1 with
OTB in the amount of
\$1,496,314.08

The Board reviewed Change Order No. 1 with OTB in the amount of \$1,496,314.08. Following discussion, upon a motion duly made and seconded, the Board unanimously approved Change Order No. 1 with OTB in the amount of \$1,496,314.08.

Consider Approval of
Invoice from Lyons Gaddis

Ms. Murphy reviewed the Invoice from Lyons Gaddis with the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the invoice.

Other Construction Updates

Deferred.

Other Business

None.

Adjourn

There being no further business to come before the Board, and following discussion and upon motion duly made and unanimously carried, the Board determined to adjourn the meeting.

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

Dustin Anderson

Dustin Anderson (Jan 12, 2022 14:54 MST)

Secretary for the Meeting

The foregoing minutes were approved on the 10th day of January, 2022.