

**COTTONWOOD HOLLOW RESIDENTIAL METROPOLITAN DISTRICT  
AND  
COTTONWOOD HOLLOW COMMERCIAL METROPOLITAN DISTRICT  
JOINT SPECIAL MEETING (Via Teleconference)**

Friday, September 30, 2022 at 1:30 p.m.

[cottonwoodhollowmetrodistrict.org](http://cottonwoodhollowmetrodistrict.org)

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Douglas Hatfield, President	Term to May 2023
Timothy O'Connor, Treasurer	Term to May 2023
Dustin Anderson, Secretary	Term to May 2023
Vacant	Term to May 2025
Vacant	Term to May 2025

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*This meeting will be held via Zoom and may be joined using the following link or call-in information:*

<https://us06web.zoom.us/j/82151408750?pwd=VXRuc0k3VnBZVW93U3Z0OXA0MXBhZz09>

Call-in Number: 720-707-2699

Meeting ID: 821 5140 8750

Passcode: 978292

**NOTICE OF JOINT SPECIAL MEETING AND AGENDA**

1. Call to Order
2. Declaration of Quorum/Director Conflict of Interest Disclosures
3. Approval of Agenda
4. Public Comment – Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes per person.
5. Consent Agenda –The items listed below are a group of items to be acted on with a single motion and vote by the Board. An item may be removed from the consent agenda to the regular agenda, by any Board member. Items on the consent agenda are then voted on by a single motion, second, and vote by the Board.
  - a. Approval of June 30, 2022 Joint Special Meeting Minutes
  - b. Approval of Special District Disclosure Notices Pursuant to §32-1-809, C.R.S.
  - c. Adoption of Joint Resolution Designating Meeting Notices Posting Location
  - d. Consider Approval of Joint Resolution Calling May 2, 2023 Regular Election
  - e. Ratification of Contract with DB Enterprises, LLC for Traffic Engineering Services (Residential)
  - f. Consider Approval of Independent Contractor Agreement with PCS Group for Landscape Plans for Filing No. 5 (Residential)
6. Legal Matters
  - a. Consider Adoption of 2023 Joint Annual Administrative Resolution
  - b. Discuss and Review Insurance General Liability Schedule and Limits, Consider Authorization to Bind Coverage
  - c. Consider Approval 2023 BMO Worker's Compensation Renewal, Consider Authorization to Bind Coverage

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Notices of Regular or Special Meetings are posted to [cottonwoodhollowmetrodistrict.org](http://cottonwoodhollowmetrodistrict.org)

- d. Discuss 2022 Legislative Memorandum
  - e. Consider Approval of Contractor Agreement with Heatherly Creative for Website Maintenance and Management
    - i. Discuss Board Member Contact Emails for District Website
  - f. Other Legal Matters
7. District Operations
- a. Discuss Landscape Maintenance Contract (Residential)
  - b. Other District Operations
8. Financial Matters
- a. Review Unaudited Financial Statements, Property Tax Schedule and Cash Sheet
  - b. Review and Consider Approval of Claims Payable
  - c. Status of 2021 Draft Audits
  - d. Status of Letter Regarding Release and Use of District Funds (Residential)
  - e. Public Hearing on 2022 Budget Amendment (*if necessary*)
    - i. Consider Approval of Resolution Amending the 2022 Budget (*if necessary*)
  - f. Public Hearing on 2023 Budget
    - ii. Consider Approval of Resolution Adopting the 2023 Budget
  - g. Other Financial Matters
9. Construction Updates
- a. Update on District Construction (Residential)
  - b. Consider Approval of Resolution Accepting District Eligible Costs and Approval of Requisitions from Project Fund (Residential)
  - c. Consider Acceptance of Engineer's Report and Approval of Requisitions from Project Fund (Residential)
  - d. Update on Acceptance of Costs and Turnover of Tracts from Forestar (Residential)
  - e. Other Construction Updates
10. Other Business
11. Adjourn