

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF THE

HERITAGE TODD CREEK METROPOLITAN DISTRICT

Held: Monday, May 3, 2021 at 1:00 p.m., 8455 Heritage Drive, Thornton, CO 80602 and via Zoom remote teleconference.

Attendance

The special meeting of the Board of Directors of the Heritage Todd Creek Metropolitan District was called and held as shown above in accordance with the statutes of the State of Colorado. The following Directors, having confirmed their qualifications to serve on the Board, were in attendance:

Rod Stone, President
Phil Anderson, Vice President
Karl Wilmes, Assistant Secretary
Absent: Dan Kettle, and Paul Ozanich (absences excused).

Also in attendance were Cameron J. Richards, Seter & Vander Wall, P.C.; Janell Henderson* and Jeff Girardeau*, CCMC, District Manager; and members of the public*.

[*Attended via Zoom remote connection.]

Call to Order

Director Stone noted a quorum of the Board was in attendance and called the special meeting of the Board of Directors of the Heritage Todd Creek Metropolitan District to order at 1:04 p.m.

Conflict of Interest / Disclosure Matters

The Board had been previously advised that pursuant to Colorado law certain disclosures by the Board members may be required prior to taking official action at the meeting. Legal counsel advised that written disclosures of the conflicts of interest for each Director had been filed with the Secretary of State prior to the meeting.

No additional conflict disclosures were announced.

Approval of Agenda

The Board reviewed the agenda. The agenda was approved as presented upon motion duly made, seconded and unanimously

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carried.

Public Comment

Director Stone noted members of the public were present on the Zoom link and invited the public to provide any comment. There was no public comment offered at this time.

Community Management Request for Proposals

Director Anderson reviewed the process by which the District, in conjunction with the Master Homeowners Association and the Co-Tenancy, had solicited and reviewed proposals for community management services. Directors Anderson and Ozanich comprised the Board committee that represented the District in discussions with the other entities. A formal request for proposals had been prepared and published. Ultimately, two entities had responded; the current contractor, CCMC, and Advance HOA.

The committee had reviewed both entities responses, conducted interviews and site visits, and solicited additional responses to follow up questions. Director Anderson reviewed the financial information provided by each entity. Some data for Advance HOA was presented as a range as specific positions would have to be hired. Cost information from CCMC was based on current salaries. Director Anderson noted that there may be some annual cost savings associated with Advance HOA's proposal but there were also a number of unknown factors. Cindy Kettle, president of the Master Homeowners Association had prepared a financial summary of the expected costs with each entity.

The Board discussed the various proposals. The Board would like to see the same entity be the manager for the District, the Master Homeowners Association and the Co-Tenancy to ensure effective communication and collaboration in areas of mutual concern.

Upon motion duly made, seconded and unanimously carried, the Board formally recommended acceptance of the CCMC proposal for community management services and directed Director Anderson to take this decision back to the Master Home Owners Association Board as part of the final decision subject to preparation of a contract on terms acceptable to legal counsel.

Mr. Richards noted that the District will have a separate contract from the Master Homeowners Association and the Co-Tenancy and will work with CCMC to discuss an updated contract for

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Board consideration and approval.

The Board determined the executive session was not necessary.

Adjournment

The next regular meeting of the Board of Directors is scheduled for Monday, May 24, 2021, at 1:00 p.m.

The meeting was adjourned at approximately 1:25 p.m.



Secretary for the Meeting