

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ASPEN STREET METROPOLITAN DISTRICT

Held: March 7, 2024 at 1:00 p.m. *via* teleconference

ATTENDANCE

The meeting was held in accordance with the laws of the state of Colorado. The following director was in attendance:

Aric Jones
Wes Huffines
Gina Crespin
Javier Galvan

Also present were: Jennifer Tanaka, Esq. and Audrey G. Johnson, White Bear Ankele Tanaka & Waldron, Attorney's at Law, District General Counsel; Geol Scheirman, District Manager and Mark McGarey, Public Alliance, LLC; Diane Wheeler and Daisey Garcia, Simmons & Wheeler, P.C.; Katrina Gore, Brightland Homes

ADMINISTRATIVE MATTERS

Call to Order: It was noted that a quorum of the Board was present, and the meeting was called to order at 1:00 p.m.

Declaration of Quorum and confirmation of Director Qualifications: Ms. Tanaka noted that a quorum for the board was present and that the directors had confirmed their qualification to serve.

Reaffirmation of Disclosures of Potential or Existing Conflicts of Interest: Ms. Tanaka advised the board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Tanaka 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. Tanaka 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 Board determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

Approval of Agenda: Mr. Scheirman presented the Board with the proposed agenda for the meeting. Upon motion duly made by Director

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Jones, seconded by Director Galvan and, upon vote carried, the Board approved the agenda.

APPOINTMENT OF DIRECTORS **Appointments to fill Vacancies on the Board:** The Board will consider an appointment to fill the vacancy at the next Board meeting.

Election of Officers: Following discussion, upon motion duly made by Director Jones, seconded by Director Huffins and, upon vote carried, the Board appointed:

Javier Galvan	President
Aric Jones	Treasurer
Wes Huffins	Secretary
Gina Crespín	Assistant Secretary

PUBLIC COMMENTS

None.

CONSENT AGENDA

The Board was presented with the consent agenda items. Ms. Tanaka 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. Following discussion, upon motion duly made by Director Jones, seconded by Director Huffins and, upon vote carried, the Board took the following actions:

- Approval of Minutes from November 16, 2023 Regular Meeting and the November 16, 2023 Annual Meeting.
- Ratification of Payment of Claims as of March 1, 2024.
- Approval of Financial Statements as of December 31, 2023.
- Approval of Audit Engagement Letter with Hiratsuka & Associates, L.L.P. for preparation of 2023 Audit.

LEGAL MATTERS **Funding and Reimbursement Agreement with Brightland Homes of Colorado, LLC:** Ms. Johnson presented the Funding and Reimbursement Agreement with Brightland Homes of Colorado, LLC. Following discussion, upon motion duly made by Director Jones, seconded by Director Crespín and, upon vote carried, the Board approved the Funding and Reimbursement Agreement with Brightland Homes of Colorado, LLC.

Proposal for Collection Enforcement Services: Ms. Johnson presented proposals for Collection Enforcement Services. Following discussion, upon motion duly made by Director Jones, seconded by Director Galvan

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and, upon vote carried, the Board approved the proposal from Spencer Fane for Collection Enforcement Services.

Resolution No. 2024-03-01: Establishing Guidelines for Processing and Collection of Delinquent Fees and Charges: Ms. Johnson presented Resolution No. 2024-03-01: Establishing Guidelines for Processing and Collection of Delinquent Fees and Charges. Following discussion, upon motion duly made by Director Jones, seconded by Director Crespin and, upon vote carried, the Board adopted Resolution No. 2024-03-01: Establishing Guidelines for Processing and Collection of Delinquent Fees and Charges.

Working Capital/Reserve Funding for District: The Board discussed a \$600 closing fee that would be for a reserve account. Ms. Tanaka will prepare the documentation for review and approval.

Resolution No. 2024-03-02: Amending the Operations Fee Schedule: Ms. Johnson presented Resolution No. 2024-03-02: Amending the Operations Fee Schedule. Following discussion, upon motion duly made by Director Jones, seconded by Director Crespin and, upon vote carried, the Board adopted Resolution No. 2024-03-02: Amending the Operations Fee Schedule.

MANAGEMENT MATTERS

Manager Updates: Mr. Scheirman presented his manager's update.

Independent Contractor Agreement with American Conservation & Billing Solutions, Inc. for Billing Services: The Board reviewed the Independent Contractor Agreement with American Conservation & Billing Solutions, Inc. Following discussion, upon motion duly made by Director Jones, seconded by Director Huffins and, upon vote carried, the Board approved the Independent Contractor Agreement with American Conservation & Billing Solutions, Inc. for Billing Services.

Resident Improvement Guidelines: The Board reviewed the Resident Improvement Guidelines. Following discussion, upon motion duly made by Director Jones, seconded by Director Huffins and, upon vote carried, the Board approved the Resident Improvement Guidelines, with addition of the fencing design.

Resolution No. 2024-03-03: Regarding Policies, Procedures and Penalties for the Enforcement of the Governing Documents: The Board reviewed Resolution No. 2024-03-03: Regarding Policies, Procedures and Penalties for the Enforcement of the Governing Documents. Following discussion, upon motion duly made by Director

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Jones, seconded by Director Galvan and, upon vote carried, the Board approved Resolution No. 2024-03-03: Regarding Policies, Procedures and Penalties for the Enforcement of the Governing Documents.

Contract for Trash Vendor: The Board reviewed proposals for a trash vendor. Following discussion, upon motion duly made by Director Jones, seconded by Director Galvan and, upon vote carried, the Board approved the proposal with HBSCO LLC d/b/a HBS Trash Services.

FINANCIAL MATTERS

Authorized Users For Bill.com: The Board discussed the authorized users for bill.co. The Board has determined to continue with Mr. Jones as the authorized approver.

Funding Contacts for Brightland Homes: The Board discussed funding contacts for Brightland Homes and will follow up with accounting for those individuals.

DEVELOPMENT MATTERS

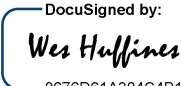
Updates for Building: Director Jones relayed that buildings are looking to close June 2024.

Other: None.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Jones, seconded by Director Silver and, upon vote carried, the meeting was adjourned at 1:37 p.m.

Respectfully submitted,

By:  _____
Secretary for the Meeting