

# RECORD OF PROCEEDINGS

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## MINUTES OF THE REGULAR MEETING OF ST. VRAIN LAKES METROPOLITAN DISTRICT NOS. 1, 3, & 4

HELD  
November 12, 2024

The Regular Meeting of St. Vrain Lakes Metropolitan District Nos. 1, 3, and 4 was held via Zoom and Teleconference on Tuesday, November 12, 2024, at 6:30 p.m.

### ATTENDANCE

#### Directors in Attendance:

Christopher Bremner  
Lyndsey Paavilainen  
Anastasia Urban

#### Directors Absent but Excused:

Neil Simpson

#### Also in Attendance:

Matt Gray; White Bear Ankele Tanaka & Waldron, P.C.  
Kevin Mitts, Tracie Kaminski, Amanda Castle, Logan Powell, Stanley Holder, and Andrew Kunkel; Pinnacle Consulting Group, Inc.  
Heather Coonts, Kathryn Rorer and Aulia Steinbis; The Management Trust  
Keegan McCormack; Kimley Horn  
Several Members of the Public.

### ADMINISTRATIVE ITEMS

Call to Order: The Regular Meeting of the Boards of Directors (collectively, the “Boards”) of the St. Vrain Lakes Metropolitan District Nos. 1, 3, and 4 (collectively, the “District”) was called to order by Director Bremner at 6:37 p.m.

Coordinated Meetings: The Boards determined to hold joint meetings of the Districts and to prepare joint minutes of actions taken by the Districts at such meetings. Unless otherwise noted herein, all official actions reflected in these minutes shall be deemed to be the actions of all the Districts. Where necessary, action taken by an individual District will be so reflected in these minutes.

Declaration of Quorum/Director Qualifications/Disclosure of Potential Conflicts of Interest: Mr. Mitts noted that a quorum was present, with three out of four Directors in attendance. All Board Members confirmed their qualifications to serve on the Boards. Mr. Gray advised the Boards that pursuant to Colorado law, certain disclosures by Board Members might be required prior to taking official action at a meeting. Mr. Gray

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reported that disclosures for those Board Members who provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest, if any, were filed with the Colorado Secretary of State's Office and the Boards at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Boards. Mr. Gray inquired into whether members of the Boards had any additional disclosures of potential or existing conflicts of interest regarding 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 Boards to act.

Approval of Agenda: The Boards considered the approval of the agenda. Following review and discussion, upon a motion duly made by Director Paavilainen, seconded by Director Urban, and upon vote, unanimously carried, it was

**RESOLVED** to approve the agenda, as amended to move V Capital Infrastructure Items B and C to follow I Administrative Items.

Appointment to Fill Board Vacancy: Ms. Paavilainen addressed the Boards noting there is one interested candidate to fill the vacancy on the Board of Directors. Following review and discussion, upon a motion duly made by Director Paavilainen, seconded by Director Bremner, and upon vote, unanimously carried, it was

**RESOLVED** to appoint Cori Echevarria to the Board of Directors.

Election of Officers: Ms. Paavilainen discussed the Election of Officers with the Boards. Following review and discussion, upon a motion duly made by Director Urban, seconded by Director Paavilainen, and upon vote, unanimously carried, it was

**RESOLVED** to elect the slate of officers as noted below:

Christopher Bremner – President  
Cori Echevarria – Assistant Secretary  
Lyndsey Paavilainen – Secretary  
Neil Simpson – Treasurer  
Anastasia Urban – Assistant Secretary

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## Public Comment:

David Thompson commented regarding ongoing issues with maintenance at the Cove, the replacement of gym equipment and the solicitation of new vendors and Ms. Coonts responded. David Thompson commented regarding increased maintenance fees and requested clarification regarding the removal of a road barrier and Director Bremner responded. David Thompson inquired regarding resident options to opt out of district operated maintenance services and Director Bremner responded.

Michael Compton commented regarding increased operations and maintenance fees and requested clarification for the needed increase and Director Bremner responded.

## CAPITAL INFRASTRUCTURE ITEMS

Cost Acceptance and Infrastructure Acquisition Resolution (Filing 4 Landscaping): Mr. McCormick presented the Cost Acceptance and Infrastructure Acquisition Resolution (Filing 4 Landscaping) to the Boards. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Urban, and upon vote, unanimously carried, it was

**RESOLVED** to approve Cost Acceptance and Infrastructure Acquisition Resolution (Filing 4 Landscaping), as presented.

Cost Acceptance and Infrastructure Acquisition Resolution (Filing 5 Landscaping): Mr. McCormick presented the Cost Acceptance and Infrastructure Acquisition Resolution (Filing 5 Landscaping) to the Boards. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Urban, and upon vote, unanimously carried, it was

**RESOLVED** to approve Cost Acceptance and Infrastructure Acquisition Resolution (Filing 5 Landscaping), as presented.

## CONSENT AGENDA

Mr. Mitts reviewed the items on the consent agenda with the Boards. Mr. Mitts advised the Boards that any additional item may be removed from the consent agenda to the regular agenda upon the request of any Director. No additional items were requested to be removed from the consent agenda. Upon a motion duly made by Director Urban, seconded by Director Paavilainen, the following items on the consent agenda were unanimously approved, ratified, and adopted:

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- A. Minutes – October 8, 2024, Regular Meeting, October 8, 2024, Annual Meeting.
- B. Payment of Claims.

DISTRICT MANAGER  
ITEMS

District Manager's Report: Mr. Mitts and Mr. Powell presented the District Manager's Report to the Boards. Director Bremner requested clarification regarding the removal of debris in the wetlands between Filing 2 and Filing 4 and Mr. Powell responded.

2025 Master Service Agreements with Operations and Maintenance Service Contractors: Mr. Powell presented the 2025 Master Service Agreements with Operations and Maintenance Service Contractors to the Boards. Director Urban discussed High Plains Environmental operational changes and inquired regarding the effectiveness of Environmental Designs, Inc. and Mr. Powell responded.

1. Affordable Pest Control
2. American Mechanical Services
3. Cam Services
4. Denver Commercial Property Services
5. Environmental Designs, Inc.
6. Foothills Landscape Management
7. Guardian Construction
8. High Plains Environmental
9. Muttley's Maid
10. Solitude Lake Management
11. Star Playgrounds
12. SWPPP-Storm Water Pollution Prevention Plan
13. Express Mulch
14. Stacy Flaherty – Fitness Instructor - Cove Operations
15. Melissa Martinez – Fitness Instructor – Cove Operations
16. Tracie Brown – Fitness Instructor – Cove Operations
17. Rocky Mountain Paddle Boards – Cove Operations
18. Aquatic Chemical Solutions – Cove Operations
19. Next Tech – Cove Operations
20. Cintas – Cove Operations
21. Commercial Electronics Systems – Cove Operations
22. Fish Window Cleaning – Cove Operations
23. Hillyard Chemicals – Cove Operations
24. Pro Sec – Cove Operations
25. Pure Water Dynamics – Cove Operations
26. Sport & Fitness Commercial Gym Equipment – Cove Operations
27. Stratus Janitorial – Cove Operations

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Following review and discussion, upon a motion duly made by Director Urban, seconded by Director Paavilainen, and upon vote, unanimously carried, it was

**RESOLVED** to approve the 2025 Master Service Agreements with Operations and Maintenance Service Contractors within the Approved 2025 Budget, as presented.

Amended and Restated Independent Contractor Agreement with Pinnacle Consulting Group, Inc. for District Management, Accounting, Finance, Facilities Operations, and Capital Services: Mr. Mitts presented the Amended and Restated Independent Contractor Agreement with Pinnacle Consulting Group, Inc. for District Management, Accounting, Finance, Facilities Operations, and Capital Services to the Boards. Following review and discussion, upon a motion duly made by Director Urban, seconded by Director Paavilainen, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Amended and Restated Independent Contractor Agreement with Pinnacle Consulting Group, Inc. for District Management, Accounting, Finance, Facilities Operations, and Capital Services to the Boards, as presented.

COMMUNITY  
MANAGEMENT  
ITEMS

Community Manager's Report: Ms. Coonts presented the Community Manager's Report to the Boards. Director Urban inquired regarding the timeline for the Windy Gap Firing Fee and Ms. Coonts responded. Director Urban requested clarification regarding totals for architectural review approvals and Ms. Coonts responded.

Appointment to the Social Committee: Mr. Mitts discussed the appointment of Lori Galbraith to the Social Committee with the Boards. Following review and discussion, upon a motion duly made by Director Paavilainen, seconded by Director Bremner, and upon vote, unanimously carried, it was

**RESOLVED** to appoint Lori Galbraith to the Social Committee.

Amended and Restated Independent Contractor Agreement with The Management Trust for 2025 Community Management Services: Ms. Coonts presented the Amended and Restated Independent Contractor Agreement with The Management Trust for 2025 Community Management Services to the Boards. Director Urban requested a cost comparison between 2024 and 2025, and Ms. Steinbis responded. Director Bremner inquired regarding approval of increased staffing and

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Director Paavilainen responded and provided additional clarity. It was the decision of the Boards to table this item following the 2025 Budget Hearing.

Updates and Changes Community Design Guidelines: Amended and Restated Residential Improvement Guidelines, Barefoot Lakes Landscape Design Guidelines, and Barefoot Architectural Design Guidelines (“Barefoot Design Book”); and new Barefoot Village Landscape Design Guidelines: Director Paavilainen and Director Urban discussed updates to the Barefoot Lakes community documents with the Boards.

CAPITAL  
INFRASTRUCTURE  
ITEMS CONT.

District Project Manager Update: Mr. Holder provided the District Project Manager Update to the Boards.

Amendment to Temporary Operations & Funding Regarding Filing 5 Landscaping: Director Paavilainen presented the Amendment to Temporary Operations & Funding Regarding Filing 5 Landscaping to the Boards. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Urban, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Amendment to Temporary Operations & Funding Regarding Filing 5 Landscaping, as presented.

Amendment to Filing 6 Landscaping Funding and Reimbursement Agreement: Director Paavilainen presented the Amendment to Filing 6 Landscaping Funding and Reimbursement Agreement to the Boards. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Urban, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Amendment to Filing 6 Landscaping Funding and Reimbursement Agreement, as presented.

2024  
AMENDED  
BUDGET HEARING

Ms. Kaminski reported that notice of the budget hearing was published on October 30, 2024, in the Longmont Times Call, in accordance with state budget law. Upon a motion duly made by Director Bremner, seconded by Director Urban, and upon vote, unanimously carried, the 2024 Amended Budget Hearing was opened. Ms. Kaminski reviewed the amended budgets in detail and answered questions. Upon a motion duly made by Director Paavilainen, seconded by Director Bremner, and upon

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vote, unanimously carried, the 2024 Amended Budget Hearing was closed. The amended budgets for the District are as follows:

District No. 1  
General Fund: \$2,616,416.00

Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Urban, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Resolution to Adopt the 2024 Amended Budget and appropriate funds for St. Vrain Lakes Metropolitan District No. 1 and authorize such further actions of the officers and consultants necessary to sign related documents and submit and file such documents required to finalize the amended budget.

2025  
BUDGET HEARING

Ms. Kaminski reported that notice of the budget hearing was published on October 30, 2024, in the Longmont Times Call, in accordance with state budget law. Upon a motion duly made by Director Bremner, seconded by Director Urban, and upon vote, unanimously carried, the 2025 Budget Hearing was opened. Ms. Kaminski reviewed the proposed budgets in detail and answered questions. Upon a motion duly made by Director Paavilainen, seconded by Director Bremner, and upon vote, unanimously carried, the 2025 Budget Hearing was closed. The 2025 budgets for the Districts are as follows:

District No. 1  
General Fund: \$2,944,081.00  
Capital Projects Fund: \$34,206,030.00

District No. 3  
Mill Levy: 00 mills  
General Fund: \$22,391.00  
Debt Service Fund: \$72,591.00

District No. 4  
Mill Levy: 00 mills  
General Fund: \$4,349.00  
Debt Service Fund: \$836,262.00

Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Urban, and upon vote, unanimously carried, it was

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**RESOLVED** to approve the Resolutions to Adopt the 2025 Budgets for St. Vrain Lakes Metropolitan District Nos. 1, 3, and 4 , set the mill levies, and appropriate budgeted funds upon final certification of values being received by the County of Weld on or before December 15, 2024, and approve all other documents related to the 2025 budgets. The District Manager is authorized to make minor modifications that may be necessary following receipt of final assessed values.

FINANCIAL ITEMS  
CONT.

District No. 4 ColoTrust Account: Ms. Kaminski requested approval from the Boards for District staff to open a ColoTrust account for District No. 4. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Paavilainen, and upon vote, unanimously carried, it was

**RESOLVED** to authorize District staff to open a ColoTrust account for District No. 4.

Amended & Restated Resolution Regarding Imposition of District Fees: Ms. Kaminski presented the Amended and Restated Resolution Regarding Imposition of District Fees to the Boards. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Urban, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Amended and Restated Resolution Regarding Imposition of District Fees, as presented.

Engagement of Hinkle & Co. for 2024 Audit Services: Ms. Kaminski recommended the Boards engage Hinkle & Co. for 2024 Audit Services. Director Paavilainen inquired regarding the need for a District No. 3 Audit and Ms. Kaminski responded. Following review and discussion, upon a motion duly made by Director Paavilainen, seconded by Director Urban, and upon vote, unanimously carried, it was

**RESOLVED** to engage Hinkle & Co. for 2024 Audit Services.

COMMUNITY  
MANAGEMENT  
ITEMS CONT.

Amended and Restated Independent Contractor Agreement with The Management Trust for 2025 Community Management Services: The Boards further discussed the Amended and Restated Independent Contractor Agreement with The Management Trust for 2025 Community Management Services. Following review and discussion, upon a motion duly made by Director Paavilainen, seconded by Director Urban, and upon vote, unanimously carried, it was



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**RESOLVED** to approve the Amended and Restated Independent Contractor Agreement with The Management Trust for 2025 Community Management Services

### LEGAL ITEMS

ARC Appointment by the Declarant: Director Paavilainen requested ratification of the ARC appointment by the Declarant by the Boards. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Urban, and upon vote, unanimously carried, it was

**RESOLVED** to ratify the ARC Appointment by the Declarant.

Amended & Restated Contribution Agreement for 2025: Mr. Gray and Director Paavilainen presented the Amended and Restated Contribution Agreement for 2025 to the Boards. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Urban, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Amended and Restated Contribution Agreement for 2025, as presented.

Resolution to Amenity Fee Schedule, Amenity Use Policies, Rental Form and Amenity Rental Application: Director Paavilainen presented the Resolution to Amenity Fee Schedule, Amenity Use Policies, Rental Form and Amenity Rental Application to the Boards. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Urban, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Resolution to Amenity Fee Schedule, Amenity Use Policies, Rental Form and Amenity Rental Application, as presented.

Amended and Restated Joint Resolution Adopting a Digital Accessibility Policy and Designating a Compliance Officer: Mr. Gray presented the Amended and Restated Joint Resolution Adopting a Digital Accessibility Policy and Designating a Compliance Officer to the Boards. Following review and discussion, upon a motion duly made by Director Urban seconded by Director Paavilainen, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Amended and Restated Joint Resolution Adopting a Digital Accessibility Policy and Designating a Compliance Officer, as presented.

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2025 Joint Annual Administrative Resolution: Mr. Gray presented the 2025 Joint Annual Administrative Resolution to the Boards. Mr. Mitts and the Boards discussed the 2025 meeting schedule. Following review and discussion, upon a motion duly made by Director Bremner seconded by Director Paavilainen, and upon vote, unanimously carried, it was

**RESOLVED** to approve the 2025 Joint Annual Administrative Resolution, as amended to finalize the 2025 Board meeting schedule and to include an in person Annual Community Meeting.

May 2025 Election: Mr. Gray discussed the May 2025 Election with the Boards. Director Paavilainen requested clarification regarding opting out of the 5.2% Ballot Question and Ms. Castle responded. Director Paavilainen requested clarification regarding the results of the 2017 Tabor Election as it relates to the retention of revenues and Ms. Castle responded.

Joint Resolution Calling Election: Director Urban recommended the Boards table the Joint Resolution Calling Election until the next regular meeting. Mr. Gray recommended the Boards approve the Joint Resolution Calling Election subject to the removal of the proposed Ballot Question. Following review and discussion, upon a motion duly made by Director Paavilainen seconded by Director Bremner, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Joint Resolution Calling Election, subject to the removal of the proposed Ballot Question.

Amended & Restated Joint Public Records Request Policy: Mr. Gray presented the Amended & Restated Joint Public Records Request Policy to the Boards. Following review and discussion, upon a motion duly made by Director Paavilainen seconded by Director Urban, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Amended & Restated Joint Public Records Request Policy, as presented.

DIRECTOR  
MATTERS

Director Urban requested Mr. Gray review the rule restrictions for the Ovations on lot maintenance and Mr. Gray responded.

OTHER  
MATTERS

There were no Other Matters to come before the Boards.

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### ADJOURNMENT

There being no further business to come before the Boards, upon motion duly made by Director Bremner, seconded by Director Urban, and upon unanimous vote, the meeting was adjourned at 8:46 p.m.

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

Respectfully submitted,

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Andrew Kunkel, Recording Secretary for the Meeting

Draft