

# RECORD OF PROCEEDINGS

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**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
VILLAGES AT CASTLE ROCK METROPOLITAN DISTRICT NO. 6  
(THE “DISTRICT”)  
HELD  
JUNE 10, 2024**

A regular meeting of the Board of Directors of the Villages at Castle Rock Metropolitan District No. 6 (referred to hereafter as the “Board”) was convened on Monday, June 10, 2024, at 1:30 p.m., and held via Zoom videoconference. The meeting was open to the public.

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## **ATTENDANCE**

### **Directors In Attendance Were:**

Robert N. Martin, President  
Stanley DePue, Treasurer  
William Paris, Assistant Secretary  
Nancy Boehler, Assistant Secretary  
Eric Kubly, Assistant Secretary

### **Also, In Attendance Were:**

David Solin and Diana Garcia; Special District Services, Inc. (“SDMS”)

Suzanne M. Meintzer, Esq.; McGeady Becher P.C.

Lindsay Ross; CliftonLarsonAllen LLP (“CLA”)

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## **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

The Board discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board of Directors to the Secretary of State. The members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with statute. Attorney Meintzer noted that disclosures of potential conflicts of interest were filed with the Secretary of State for Directors Martin and Kubly, and that disclosures were not filed for Directors DePue, Paris and Boehler given they are residents of the District. No additional conflicts were disclosed at the meeting.

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## **ADMINISTRATIVE MATTERS**

**Quorum/Confirmation of Meeting Location/Posting of Notice:** Mr. Solin confirmed the presence of a quorum. The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District’s Board meeting. Following discussion, and upon

## RECORD OF PROCEEDINGS

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motion duly made by Director Paris, seconded by Director DePue, and upon vote unanimously carried, the Board determined to conduct the meeting at the above-stated date, time and location. It was further noted that notice of the time, date and location was duly posted and that no objections to the location or any requests that the meeting place be changed by taxpaying electors within the District's boundaries have been received.

**Designation of 24-Hour Posting Location:** Following discussion, upon motion duly made by Director Paris, seconded by Director DePue, and upon vote unanimously carried, the Board determined that notices of meetings of the District Board required pursuant to Section 24-6-402(2)(c), C.R.S., shall be posted at least 24 hours prior to each meeting on the District's website at: <https://villagesatcastlerockmetrodistrict6.com> or if posting on the website is unavailable, notice will be posted at the following physical location within the District's boundaries: Recreation Center, 7846 Oasis Drive, Castle Rock, Colorado 80108.

**Agenda:** The Board reviewed the Agenda for the meeting. Following discussion, upon motion duly made by Director Paris, seconded by Director DePue, and upon vote unanimously carried, the Board approved the Agenda.

**Minutes of the October 16, 2023 Special Meeting and the October 16, 2023 Annual Meeting:** The Board reviewed the Minutes of the October 16, 2023 Special Meeting and the October 16, 2023 Annual Meeting. Following review and discussion, upon motion duly made by Director Paris, seconded by Director DePue, and upon vote unanimously carried, the Board approved the Minutes.

**Website Accessibility Matters:** The Board discussed website accessibility matters. Following review and discussion, upon motion duly made by Director Paris, seconded by Director DePue, and upon vote unanimously carried, the Board appointed Mr. Solin as website compliance officer and authorized the posting of an accessibility statement on the District's website.

**2024 Special District Association's (SDA) Annual Conference:** Mr. Solin discussed the SDA Annual Conference with the Board. Following discussion, upon motion duly made by Director DePue, seconded by Director Paris, and upon vote unanimously carried, the Board authorized interested Board Members to attend the 2024 SDA's Annual Conference in Keystone on September 10, 11 and 12, 2024.

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### **PUBLIC COMMENT**

There were no public comments.

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### **FINANCIAL MATTERS**

**Payment of Claims:** The Board considered ratifying the approval of the payment of claims as follows:

## RECORD OF PROCEEDINGS

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| Fund         | Period ending<br>Oct. 31, 2023 | Period ending<br>Nov. 30, 2023 | Period ending<br>Dec. 31, 2023 | Period ending<br>Jan. 31, 2024 |
|--------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| General      | \$ 8,851.61                    | \$ 13,045.43                   | \$ 21,684.61                   | \$ 1,149.85                    |
| Debt         | \$ -0-                         | \$ -0-                         | \$ -0-                         | \$ -0-                         |
| Capital      | \$ -0-                         | \$ -0-                         | \$ -0-                         | \$ -0-                         |
| <b>Total</b> | <b>\$ 8,851.61</b>             | <b>\$ 13,045.43</b>            | <b>\$ 21,684.61</b>            | <b>\$ 1,149.85</b>             |

| Fund         | Period ending<br>Feb. 29, 2024 | Period ending<br>Mar. 31, 2024 | Period ending<br>Apr. 30, 2024 | Period ending<br>May 31, 2024 |
|--------------|--------------------------------|--------------------------------|--------------------------------|-------------------------------|
| General      | \$ 1,691.10                    | \$ 3,896.40                    | \$ 5,929.84                    | \$ 443,055.35                 |
| Debt         | \$ -0-                         | \$ -0-                         | \$ -0-                         | \$ -0-                        |
| Capital      | \$ -0-                         | \$ -0-                         | \$ -0-                         | \$ -0-                        |
| <b>Total</b> | <b>\$ 1,691.10</b>             | <b>\$ 3,896.40</b>             | <b>\$ 5,929.84</b>             | <b>\$ 443,055.35</b>          |

Following discussion, upon motion duly made by Director Paris, seconded by Director DePue and, upon vote unanimously carried, the Board ratified approval of the payment of the claims.

**Unaudited Financial Statements and Cash Position:** Ms. Ross reviewed the unaudited financial statements and cash position for the period ending March 31, 2024 with the Board. Following discussion, upon motion duly made by Director Martin, seconded by Director DePue, and upon vote unanimously carried, the Board accepted the unaudited financial statements and cash position.

**Public Hearing on Amendment to 2023 Budget:** Director Martin opened the public hearing to consider an amendment to the 2023 Budget.

It was noted that publication of Notice stating that the Board would consider amendment of the 2023 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

Following discussion, upon motion duly made by Director DePue, seconded by Director Paris, and upon vote unanimously carried, the Board adopted Resolution No. 2024-06-01 to Amend the 2023 Budget.

**2023 Audit:** Ms. Ross reviewed the 2023 Audit with the Board.

Following discussion, upon motion duly made by Director DePue, seconded by Director Paris, and upon vote unanimously carried, the Board approved the 2023 Audit, and authorized execution of the Representations Letter, subject to final legal review and an unmodified opinion from the auditor.

## RECORD OF PROCEEDINGS

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### LEGAL MATTERS

**First Amendment to Intergovernmental Agreement with Town of Castle Rock:** Attorney Meintzer presented the First Amendment to Intergovernmental Agreement with Town of Castle Rock concerning fire protection and emergency services with the Board. Following discussion, upon motion duly made by Director DePue, seconded by Director Paris, and upon vote unanimously carried, the Board approved the First Amendment to Intergovernmental Agreement with Town of Castle Rock concerning fire protection and emergency services.

**2024 Legislation:** Attorney Meintzer briefly summarized HB24-1302, HB24-1454 and SD24-233 with the Board, noting there may also be initiatives on the November ballot. No action from the Board was necessary.

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### OPERATION AND MAINTENANCE

**Detention Pond Maintenance:** Mr. Solin discussed the detention pond maintenance with the Board. Discussion ensued regarding the number of detention ponds within the District. Director Kubly noted that he would follow-up regarding conveyance of one of the ponds. Following the discussion, the Board directed that the trickle channels be cleaned.

**Detention Pond Signage:** The Board determined signage was not needed at this time.


**Change Order No. 1 to the Service Agreement for Landscape Maintenance – Detention Ponds between the District and All Phase Landscaping Construction, Inc. (“Change Order No. 1”):** Following discussion, upon motion duly made by Director DePue, seconded by Director Paris, and upon vote unanimously carried, the Board ratified approval of Change Order No.1.

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### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Paris, seconded by Director DePue and, upon vote, unanimously carried, the meeting was adjourned at 1:41 p.m.

Respectfully submitted,

By   
Secretary for the Meeting