

# RECORD OF PROCEEDINGS

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**MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
VILLAGES AT CASTLE ROCK METROPOLITAN DISTRICT NO. 6  
HELD  
OCTOBER 11, 2021**

A Special 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 Thursday, the 11<sup>th</sup> day of October, 2021, at 1:30 p.m.

The District Board meeting was held at the Philip S. Miller Library, GSWC Conference Room, 100 S. Wilcox Street, Castle Rock, CO 80104. The meeting was open to the public.

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## **ATTENDANCE**

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

Stanley DePue  
William Paris  
Nancy Boehler  
Eric Kubly

Following discussion, upon motion duly made by Director Paris, seconded by Director DePue and, upon vote, unanimously carried, the absence of Director Martin was excused.

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

Ann E. Finn; Special District Management Services, Inc.

Lindsay Ross; CliftonLarsonAllen LLP

Ed Meserko; Resident

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

**Disclosure of Potential Conflicts of Interest:** The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Ms. Finn noted that a quorum was present and requested members of the Board to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting and incorporated for the record those disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that conflict disclosure statements for Directors Kubly and Martin were filed, and no additional disclosures were made at the meeting.

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### ADMINISTRATIVE MATTERS

**Agenda:** Ms. Finn distributed for the Board's review and approval a proposed Agenda for the District's Special Meeting.

Following discussion, upon motion duly made by Director Paris, seconded by Director DePue and, upon vote, unanimously carried, the Agenda was approved, as amended.

**Meeting Location/Manner and Posting of Meeting Notice:** 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. The District Board meeting was held at the Philip S. Miller Library, GSWC Conference Room, 100 S. Wilcox Street, Castle Rock, CO 80104.

Ms. Finn reported that notice was duly posted and that no objections to the meeting or any requests that meeting be changed by taxpaying electors within the District boundaries have been received.

**Appointment of Interim Acting President:** The Board discussed an appointment of Interim Acting President.

Following discussion, upon motion duly made by Director DePue, seconded by Director Paris and, upon vote, unanimously carried, the Board appointed Director Kubly as Interim Acting President.

**Minutes:** The Board reviewed the Minutes of the July 8, 2021 Special Meeting.

Following discussion, upon motion duly made by Director DePue, seconded by Director Paris and, upon vote, unanimously carried, the Minutes of the July 8, 2021 Special Meeting were approved.

**Resolution No. 2021-10-01; Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices:** Ms. Finn discussed with the Board Resolution No. 2021-10-01; Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices.

The Board determined to meet at 1:30 p.m. on June 13, 2022 via Zoom Meeting and October 10, 2022 at the Philip S. Miller Library, 100 South Wilcox Street, Castle Rock, Colorado 80104.

Following discussion, upon motion duly made by Director DePue, seconded by Director Paris and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-10-01; Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices.

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**§32-1-809, C.R.S. Reporting Requirements, Mode of Eligible Elector Notification for 2019:** The Board discussed §32-1-809, C.R.S. reporting requirements and mode of eligible elector notification for 2022.

Following discussion, upon motion duly made by Director Paris, seconded by Director DePue and, upon vote, unanimously carried, the Board determined to post the required transparency notice information on the Special District Association's website.

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### **PUBLIC COMMENT**

Mr. Meserko requested a map of the detention ponds and information concerning development within the District. Director Kubly provided an updated report concerning development within the District. Ms. Finn also noted she will email Mr. Meserko a map of the detention ponds.

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### **FINANCIAL MATTERS**

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

Fund	Period ending June 30, 2021	Period ending July 31, 2021	Period ending August 31, 2021	Period ending Sept. 31, 2021
General	\$ 24,763.44	\$ 8,982.51	\$ 12,466.92	\$ 12,747.97
Debt	\$ -0-	\$ 630.00	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-	\$ -0-
<b>Total</b>	<b>\$ 24,763.44</b>	<b>\$ 9,612.51</b>	<b>\$ 12,466.92</b>	<b>\$ 12,747.97</b>

Following review and 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 Schedule of Cash Position:** Ms. Ross discussed with the Board the unaudited financial statements, dated August 31, 2021 and the schedule of cash position, dated October 6, 2021.

Following discussion, upon motion duly made by Director DePue, seconded by Director Paris and, upon vote, unanimously carried, the Board accepted the unaudited financial statements, dated August 31, 2021 and the schedule of cash position, dated October 6, 2021.

**Master Service Agreement with CLA:** Ms. Ross reviewed with the Board a Master Service Agreement with CLA.

Following discussion, upon motion duly made by Director DePue, seconded by Director Paris and, upon vote, unanimously carried, the Board approved the Master Service Agreement with CLA.

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**2021 Audit:** The Board reviewed the proposal from Dazzio & Associates, P.C. to perform the 2021 Audit.

Following discussion, upon motion duly made by Director DePue, seconded by Director Paris and, upon vote, unanimously carried, the Board approved the engagement of Dazzio & Associates, P.C. to perform the 2021 Audit, for an amount not to exceed \$4,900.

**2021 Budget Amendment Hearing:** The Interim Acting President opened the public hearing to consider a Resolution to Amend the 2021 Budget and discuss related issues.

It was noted that publication of a Notice stating that the Board would consider adoption of a Resolution to Amend the 2021 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 or during this public hearing. No public comments were received, and the Interim Acting President closed the public hearing.

The Board determined that an amendment to the 2021 Budget was not necessary.

**2022 Budget Hearing:** The Interim Acting President opened the public hearing to consider the proposed 2022 Budget and discuss related issues.

It was noted that publication of a Notice stating that the Board would consider adoption of the 2022 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 or during this public hearing. No public comments were received and the President closed the public hearing.

Ms. Ross reviewed the estimated year-end 2021 revenues and expenditures and the proposed 2022 estimated revenues and expenditures.

Following discussion, the Board considered the adoption of Resolution No. 2021-10-02 to Adopt the 2021 Budget and Appropriate Sums of Money and Resolution No. 2021-10-03 to Set Mill Levies (for the General Fund at 5.000 mills, the Debt Service Fund at 55.664 mills and Other Fund(s) at 10.000 mills, for a total of 70.664 mills). Upon motion duly made by Director DePue, seconded by Director Paris and, upon vote, unanimously carried, the Resolutions were adopted, as discussed, and execution of the Certification of Budget and Certification of Mill Levies was authorized, subject to receipt of final Certification of Assessed Valuation from the County on or before December 10, 2021. Ms. Finn was authorized to transmit the Certification of Mill Levies to the Division of Local Government not later than December 15, 2021. Ms. Finn was also authorized to

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transmit the Certification of Budget to the Division of Local Government not later than January 30, 2022. Copies of the adopted Resolutions are attached hereto and incorporated herein by this reference.

**DLG-70 Mill Levy Certification Form:** The Board considered authorizing the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.

Following discussion, upon motion duly made by Director DePue, seconded by Director Paris and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.

**Preparation of the 2023 Budget:** The Board discussed preparation of the 2023 Budget.

Following discussion, upon motion duly made by Director DePue, seconded by Director Paris, and upon vote, unanimously carried, the Board appointed the District Accountant to prepare the 2023 Budget.

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### **LEGAL MATTERS**

**Proposal from All Phase Landscape Construction, Inc. for Additional Detention Pond Work:** The Board reviewed a proposal from All Phase Landscape Construction, Inc. for additional detention pond work.

Following discussion, upon motion duly made by Director Paris, seconded by Director DePue, and upon vote, unanimously carried, the Board approved the proposal from All Phase Landscape Construction, Inc. for additional detention pond work.

**2022 Detention Pond Maintenance:** The Board reviewed proposals from All Phase Landscape Construction, Inc. and CDI Environmental Contractor for 2022 Detention Pond Maintenance.

Following discussion, upon motion duly made by Director Paris, seconded by Director DePue, and upon vote, unanimously carried, the Board approved the proposal from All Phase Landscape Construction, Inc. for 2022 Detention Pond Maintenance. The Board further approved the Service Agreement for 2022 Detention Pond Maintenance.

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### OTHER BUSINESS

There was no other business.

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### ADJOURNMENT

Following discussion, upon motion duly made, seconded and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By: *Ann Finn*  
Secretary for the Meeting