

RECORD OF PROCEEDINGS

MINUTES OF THE SPECIAL MEETING OF PTARMIGAN WEST METROPOLITAN DISTRICT NOS. 1-3

HELD
March 8, 2022

The Special Meeting of the Boards of Directors of Ptarmigan West Metropolitan District Nos. 1-3 was held via teleconference at 3:00 p.m. on Tuesday, March 8, 2022. Notice of the meeting was duly posted. Unless otherwise noted herein, all official action reflected in these minutes is the action of each of the Districts. Where necessary, action taken by an individual District will be so reflected in these minutes.

ATTENDANCE

Directors in Attendance:

Dave Muth, President/Chairman
Leslie Kulbeck, Vice President/Asst. Secretary/Asst. Treasurer
Scott Robbins, Vice President/Asst. Secretary/Asst. Treasurer

Also in Attendance:

Tom Muth, JBT Properties
Judi Rhea, JBT Properties
Geol Scheirman, Andrew Kunkel and Ettie Arnold; Pinnacle Consulting Group, Inc.
Audrey G. Johnson, Robert Rogers; White Bear Ankele Tanaka & Waldron, P.C.
Zachary Leavitt; Clifton, Larson and Allen, LLP

CALL TO ORDER

The Special Meeting of the Boards of Directors of Ptarmigan West Metropolitan District Nos. 1-3 was called to order at 3:00 p.m. by Director Muth, noting that a quorum was present. Each of the Directors confirmed their qualifications to serve on the Boards. Mr. Scheirman also confirmed that prior to the meeting each of the Directors had been notified of the meeting.

AGENDA

The Boards considered the agenda as presented. Following review, upon a motion duly made by Director Muth, seconded by Director Robbins and, upon vote, unanimously carried, it was

RESOLVED to approve the agenda, as presented.

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CONFLICT OF INTEREST DISCLOSURE

Mr. Rogers noted that notices of potential conflicts of interest for those Board members who provided White Bear Ankele Tanaka & Waldron with Notice of potential conflicts of interest were filed with the Colorado Secretary of State's Office, disclosing that potential conflicts of interest may exist, as certain Board Members are employees of JBT Properties, which is associated with the primary developer of land within the District. Mr. Rogers advised the Boards the pursuant to Colorado law, certain disclosures by the Board Members might be required prior to taking official action at a meeting. The Boards reviewed the agenda for the meeting, following which each Board Member present confirmed the contents of the written disclosures previously made stating the fact and summary nature of any matters as required under Colorado law to permit official action to be taken at the meeting. Additionally, the Boards determined that the participation of the Directors present was necessary to obtain a quorum or otherwise enable the Boards to act.

AGENDA

The Boards considered the agenda as presented. Following review, upon a motion duly made by Director Muth, seconded by Director Robbins and, upon vote, unanimously carried, it was

RESOLVED to approve the agenda, as presented.

APPROVAL OF MINUTES

The minutes of the Special Board Meeting held on November 11, 2021, were presented. Following review and discussion, upon a motion duly made by Director Muth, seconded by Director Robbins and, upon vote, unanimously carried, it was

RESOLVED to approve the minutes of the Special Board Meeting held on November 11, 2021, as presented.

PUBLIC COMMENT

There were no comments made by members of the public.

DISTRICT MANAGER ITEMS

Design Review Committee: Mr. Scheirman requested the Boards appoint members to the Design Review Committee. Following review and discussion, upon motion duly made by director Muth, seconded by Director Robbins and, upon vote, unanimously carried, it was

RESOLVED to appoint Tom Muth and David Muth to the Design Review Committee.

Website Discussion: Mr. Scheirman discussed with the Boards the need

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for a district website with the capabilities to comply with new statutory requirements.

FINANCIAL MATTERS

Financial Statements: Mr. Leavitt reviewed the unaudited Financial Statements for the period ending December 31, 2021 with the Boards.

Budget Discussion: The Boards discussed amending the 2022 budget verbiage to remove HOA Income and Replace with District Fee Income for increased clarity. It was the consensus of the Boards to table this item until the 2023 annual budget meeting.

LEGAL MATTERS

Resolution Concerning Imposition of Operations Fee (District No. 1): Mr. Rogers reviewed with the Boards the Resolution Concerning Imposition of Operations Fee for District No. 1. Following review and discussion, upon motion duly made by director Muth, seconded by Director Robbins and, upon vote, unanimously carried, it was

RESOLVED to approve the Resolution Concerning Imposition of Operations Fee for District No. 1, as amended to change billings from monthly to quarterly.

Joint Resolution Establishing Guidelines for Processing and Collection of Delinquent Fees and Charges (District Nos. 1-3): Mr. Rogers reviewed with the Boards the Joint Resolution Establishing Guidelines for Processing and Collection of Delinquent Fees and Charges for District Nos. 1-3. Following review and discussion, upon motion duly made by director Muth, seconded by Director Robbins and, upon vote, unanimously carried, it was

RESOLVED to approve the Joint Resolution Establishing Guidelines for Processing and Collection of Delinquent Fees and Charges for District Nos. 1-3.

May 2022 Election Update: Mr. Rogers updated the Boards on the May 2022 election and noted that all District elections have been cancelled and all electors will be appointed following the May 3, 2022 election date.

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OTHER MATTERS

Mr. Rogers reminded the Boards that the budget hearing will need to take place in the Town of Windsor.

ADJOURNMENT

There being no further business to come before the Boards, upon motion duly made by Director Muth, seconded by Director Robbins, and upon unanimous vote, the meeting was adjourned at 3:44 p.m.

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

Respectfully submitted,



Andrew Kunkel, Recording Secretary for the Meeting