

RECORD OF PROCEEDINGS

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
REUNION METROPOLITAN DISTRICT
HELD
NOVEMBER 19, 2020**

A special meeting of the Board of Directors of the Reunion Metropolitan District was held Thursday, November 19, 2020, at 3:00 p.m. Due to current circumstances related to COVID-19, this meeting was held electronically via ZOOM. The meeting was open to the public.

In attendance were Directors:

Kelly Leid
Brett Price
Terri Kershisnik
Tim Roberts

Also in attendance were:

Matthew Urkoski, Anna Jones and Shelby Clymer; CliftonLarsonAllen LLP
Kristen Bear, Esq.; White Bear Ankele Tanaka & Waldron P.C.
Aaron Clutter; JR Engineering
Jim Bogner; MSI
Roger Japp, Anna Phillips, Susan Good, Thomas Mueller and Doug Burns; North Range MD No. 1, North Range Metropolitan District No. 1, Subdistrict No. 1 and North Range Metropolitan District No. 1, Subdistrict No. 2 Board Members
AJ Heiser and Tiffanie Graham; North Range MD No. 2 and North Range Metropolitan District No. 2, Subdistrict No. 1 Board Members
Jim Hayes; North Range Metropolitan District No. 3 Board Member
Rick dela Castro; Employer's Council
Chris Churches and Keely Thompson - CUP Colorado
Ronna Sanchez; resident

Call to Order

Director Leid called the meeting to order at 3:01 p.m.

Declaration of
Quorum

A quorum was confirmed. The absence of Director Rau was excused.

Disclosures and
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. Bear noted that all Directors' Disclosure Statements have been filed. The

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Board noted that there are no additional conflicts to those filed with the Secretary of State pursuant to statute.

Approve Agenda Director Leid asked that holiday lighting be added to the HOA Manager's discussion. Upon a motion duly made by Director Leid, seconded by Director Prices, and upon vote unanimously carried, the Board approved the agenda as amended.

Public Comments None.

CONSENT AGENDA

- A. Review and Approve Minutes of the August 4, 2020, October 20, 2020 and October 21, 2020 Special Board Meetings
- B. Review and consider HOA Tribunal Recommendations
- C. Review and Consider Approval of Resolution Establishing an Electronic Signature Policy

After discussion, upon a motion duly made by Director Leid, seconded by Director Price, and upon vote unanimously carried, the Board approved the Consent Agenda.

6. Financial Matters

- A. Review, Ratify and Consider Approval of Claims

Ms. Clymer reviewed the claims with the Board. After review and discussion, upon a motion duly made by Director Leid, seconded by Director Price, and upon vote unanimously carried, the Board approved and/or ratified approval of the claims in the amount of \$7,875,219.50.

- B. Review and Consider Acceptance of the September 30, 2020 Unaudited Draft Financial Statements

Ms. Clymer reviewed the Unaudited Financial Statements with the Board. After discussion, upon a motion duly made by Director Leid, seconded by Director Kershnik, and upon vote unanimously carried, the Board accepted the September 30, 2020 Unaudited Draft Financial Statements.

- C. Discuss Recreation Center Fund Balance and Options for Partial Re-allocation

Director Leid provided some background information for the discussion, indicating a survey had been sent to all Reunion residents in which they were asked how they would like to allocate approximately \$200,000 from the rec center fund that was not spent in the summer months as the pools did not open due to COVID. Residents voted in favor of crediting each household approximately \$70.00. The second most favored response in the survey was to reallocate those funds toward rec center

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upgrades. After extensive Board discussion, Director Leid asked all Board members (Reunion, NR1 and NR2 Board members) to weigh in with their preferred selection. After a vote of 7-4 in favor of scenario 2, it was determined to refund each homeowner their calculated share of the \$200,000, which would be approximately \$70 per household. A roll call was taken to confirm the vote.

D. 2021 Budget Hearing

1. Consider Adoption of 2021 Budget Resolution

Upon a motion duly made by Director Leid, seconded by Director Price, the Board opened the public hearing at 3:50 p.m. Ms. Clymer reviewed the proposed 2021 budget with the Board. Discussion ensued. Upon a motion duly made by Director Leid, seconded by Director Price, the Board closed the public hearing at 4:30 p.m.

Following review and discussion, upon a motion duly made by Director Leid, seconded the Director Kershisnik, and upon vote unanimously carried, the Board approved the 2021 budget and adopted the 2021 Budget Resolution subject to changes discussed.

E. Consider Approval of 2021 Fee Addendum to Resolution Concerning the Imposition of Fees and Charges

Ms. Clymer reviewed the Addendum, noting it will facilitate an escalation of the 2021 rec center fees and a reduction of HOA fees. She noted the annual amount paid by homeowners would not change. Mr. Urkoski noted an increased rec center fee would be dedicated to recreational amenities. He further indicated staff will work with District Engineer Aaron Clutter to get options lined up for consideration at the February Board meeting.

After discussion, upon a motion duly made by Director Leid, seconded by Director Price, and upon vote unanimously carried, the Board approved the 2021 Fee Addendum to Resolution concerning the Imposition of Fees and Charges modifying the 2021 fees to \$36.50 toward the rec center fund and \$0 toward the HOA fund and allocating \$100,000 toward recreation amenities.

F. Consider Amendment to Joint Resolution with North Range Metropolitan District No. 1, Subdistrict No. 2 Concerning the Imposition of a Maintenance Fee

Ms. Clymer reviewed the Joint Resolution with the Board. After discussion, upon a motion duly made by Director Roberts, seconded by Director Kershisnik, and upon vote unanimously carried, the Board approved the Amendment to the Joint Resolution with North Range Metropolitan District No. 1, Subdistrict No. 2 concerning the Imposition of a Maintenance Fee.

G. Consider Amendment to Joint Resolution with North Range Metropolitan District No. 2, Subdistrict No. 1 Concerning the Imposition of a Maintenance Fee

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Ms. Clymer reviewed the Joint Resolution with the Board. After discussion, upon a motion duly made by Director Roberts, seconded by Director Kershisnik, and upon vote unanimously carried, the Board approved the Amendment to the Joint Resolution with North Range Metropolitan District No. 2, Subdistrict No. 1 concerning the Imposition of a Maintenance Fee.

H. Consider Approval of Auditor Proposal for 2020 Audit

Ms. Clymer reviewed the proposal for the 2020 Audit with the Board. Director Kershisnik indicated considering a change in auditors in 2021 would be prudent. After discussion, upon a motion duly made by director Kershisnik, seconded by Director Price, and upon vote unanimously carried, the Board approved the Auditor Proposal for the 2020 Audit with Haynie and Company.

I. Consider Approval of Consent Letter in relation to Mill Levy to be Imposed by North Range Metropolitan District No. 1, Subdistrict No. 1

Ms. Clymer reviewed the Consent Letter with the Board. After discussion, upon a motion duly mad by Director Price, seconded by Director Roberts, and upon vote unanimously carried, the Board approved the Consent Letter in relation to Mill Levy to be Imposed by North Range Metropolitan District No. 1, Subdistrict No. 1.

7. Manager Matters

A. Parks/Irrigation Manager's Report

1. Review and Consider Approval of Pickup Truck and Plow Purchase for January 2021 in an amount not to exceed \$33,890.00

Mr. Urkoski reviewed the Parks/Irrigation Manager's Report on behalf of Mr. Martinez. Discussion ensued regarding the truck purchase proposal, indicating a lease is recommend by the District Accountant in order to maintain a robust fund balance in the Operations Fund. Ms. Clymer indicated the interest on a lease agreement would equal approximately \$2,800 over an outright purchase.

After discussion, upon a motion duly made by Director Leid, seconded by Director Roberts, and upon vote unanimously carried, the Board approved leasing a truck for a term of three years.

B. Operations Manager's Report

1. COVID-19 Update

Mr. Urkoski reviewed the Operations Manager's Report on behalf of Mr. Follweiler, noting the newly enforced restriction of 10% capacity in the rec center taking effect tomorrow.

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C. HOA Manager's Report

Mr. Bogner reviewed his report with the Board, indicating holiday lights have been illuminated at some homes earlier than allowed per covenants. Director Leid recommended not enforcing any holiday light violations in light of the pandemic. Upon a motion duly made by Director Price, seconded by Director Kershnik, and upon vote unanimously carried, the Board determined not to enforce any holiday lighting violations.

D. COVID-19 Employee Leave Policy Protocol – Rick dela Castro

Mr. dela Castro reviewed the new policy “Healthy Families and Workplace Act”, highlighting the decision points for the Board:

1. Accrual of sick leave or “front load” the 48 hours of the paid leave. Director Leid noted an effective date of January 1, 2021. After discussion, upon a motion duly made by Director Price, seconded by Director Kershnik, and upon vote unanimously carried, the Board approved the accrual of sick leave or “front load” the 48 hours of paid leave effective January 1, 2021.
2. Unused paid sick leave – leave would not be paid out when an employee terminates, rather the accrued balance would be credited. After discussion, upon a motion duly made by Director Kershnik, seconded by Director Roberts, and upon vote unanimously carried, the Board approved to not pay out unused sick leave at the time of employee termination.
3. Employer can determine the length of time that must be used for paid sick leave in increments. Mr. dela Castro recommended hourly increments for every 30 hours accrued. After discussion, upon a motion duly made by Director Price, seconded by Director Kershnik, and upon vote unanimously carried, the Board approved a one hour increment for every 30 hours of accrued paid sick leave.

E. Community Relations and District Website Update

Mr. Urkoski updated the Board on the community relation and the District website.

F. Discuss 2021 Regular Meeting Dates [February __, May __, August __, and November __]

After discussion, the Board determined to keep the current meeting schedule in 2021 on the first Tuesday of February, May, August and November at 6:00 p.m.

G. Consider Adoption of 2021 Annual Administrative Resolution

After review and discussion, upon a motion duly made by Director Leid, seconded by Director Roberts, and upon vote unanimously carried, the Board adopted the 2021 Annual Administrative Resolution subject to officer updates.

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- H. Consider Approval of 2021 Extension to Management Agreement among Reunion Metropolitan District, North Range Metropolitan District No. 1 and Reunion Homeowners Association

Mr. Urkoski reviewed the Agreement with the Board. After discussion, upon a motion duly made by Director Price, seconded by Director Kershisnik, and upon vote unanimously carried, the Board approved the Consider Approval of 2021 Extension to Management Agreement among Reunion Metropolitan District, North Range Metropolitan District No. 1 and Reunion Homeowners Association.

- I. Review and Consider Approval of 2021 Addendum to the Policies and Procedure for Covenant and Rule Enforcement

Ms. Bear reviewed the Addendum with the Board, noting changes being made to the escrow agreement. After discussion, upon a motion duly made by Director Lied, seconded by Director Roberts, and upon vote unanimously carried, the Board approved the 2021 Addendum to the Policies and Procedure for Covenant and Rule Enforcement.

- J. Review and Consider Renewal of Independent Contractor Agreement between Environmental Designs, Inc. and Reunion Metropolitan District for 2021 Landscape Maintenance Services

Mr. Urkoski reviewed the Agreement with the Board. After discussion, upon a motion duly made by Director Price, seconded by Director Leid, and upon vote unanimously carried, the Board renewed the Independent Contractor Agreement between Environmental Designs, Inc. and Reunion Metropolitan District for 2021 Landscape Maintenance Services

- K. Ratify 2019 Annual Report

Mr. Urkoski reviewed the Annual Report, noting that it has already been submitted to the various entities. Upon a motion duly made by Director Leid, seconded by Director Price, and upon vote unanimously carried, the Board ratified approval of the 2019 Annual Report.

- L. Discuss and Approval of Property and Liability Insurance Schedule Renewal

Mr. Urkoski indicated he has not yet received the property and liability insurance schedule yet from the pool, but requested approval subject review by him and a Board member. After discussion, upon a motion duly made by Director Kershisnik, seconded by Director Price, and upon vote unanimously carried, the Board approved the property and liability insurance schedule subject to Mr. Urkoski and Board member review.

- 8. Legal Matters

- A. Review and Consider Resolution Regarding Acceptance of Public Improvements (Filing No. 21 Landscaping)

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Ms. Bear reviewed the Resolution with the Board, recommending Board acceptance. After discussion, upon a motion duly made by Director Price, seconded by Director Roberts, and upon vote unanimously carried, the Board approved the Resolution Regarding Acceptance of Public Improvements (Filing No. 21 Landscaping).

B. Review and Consider Acceptance of Southlawn Improvements

1. Resolution Regarding Acceptance of Public Improvements (Southlawn Pool)
2. Warranty Agreement between Reunion Metropolitan District and Clayton Properties Group II, Inc.
3. Bill of Sale from Clayton Properties Group II, Inc. to Reunion Metropolitan District

Ms. Bear reviewed the Southlawn improvements with the Board, recommending approval with conditions. After discussion, upon a motion duly made by Director Kershisnik, seconded by Director Roberts, and upon vote unanimously carried, the Board accepted the Southlawn improvements, upon the conditions of receipt of the executed engineer's certification and resolution of punch list items.

C. Review and Consider Acceptance of the Coffee House Improvements

1. Resolution Regarding Acceptance of Public Improvements (Coffee House)
2. Special Warranty Deed from Clayton Properties Group II, Inc. to Reunion Metropolitan District
3. Bill of Sale from Clayton Properties Group II, Inc. to Reunion Metropolitan District
4. Assignment, Assumption and Amendment of Food and Beverage Concession Agreement

Ms. Bear reviewed the Coffee House improvements with the Board. After discussion, upon a motion duly made by Director Roberts, seconded by Director Kershisnik, and upon vote unanimously carried, the Board accepted the Coffee House improvements.

9. Engineer Matters

A. Review and Consider Ratification of Change Order No. 8 to the Agreement between Reunion Metropolitan District and JBS Pipeline Contractors

Mr. Clutter reviewed the Change Order with the Board. After discussion, upon a motion duly made by Director Price, seconded by Director Roberts, and upon vote unanimously carried, the Board approved ratified approval of Change Order No. 8 to the Agreement between Reunion Metropolitan District and JBS Pipeline Contractors.

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- B. Review and Consider Approval of Change Order No. 1 for Reunion Ridge Filing No. 1 Improvements between Reunion Metropolitan District and ESCO Construction

Mr. Clutter reviewed the Change Order with the Board. After discussion, upon a motion duly made by Director Price, seconded by Director Roberts, and upon vote unanimously carried, the Board approved Change Order No. 1 for Reunion Ridge Filing No. 1 Improvements between Reunion Metropolitan District and ESCO Construction.

- C. Review and Consider Approval of Change Order No. 4 for Reunion 112th Avenue Phase 1 Improvements between Reunion Metropolitan District and Hudick Excavating Inc. dba HEI Civil

Mr. Clutter reviewed the Change Order with the Board. After discussion, upon a motion duly made by Director Price, seconded by Director Kershisnik, and upon vote unanimously carried, the Board approved Change Order No. 4 for Reunion 112th Avenue Phase 1 Improvements between Reunion Metropolitan District and Hudick Excavating Inc. dba HEI Civil.

- D. Discuss Status of Temporary Construction Easement from Public Service Company to Reunion Metropolitan District

Mr. Clutter reviewed the temporary construction easement with the Board, noting that it has been obtained.

10. Other Business

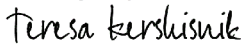
There was no other business.

11. Adjournment

There being no further business to come before the Board, the meeting adjourned at 5:25 p.m.

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

Respectfully submitted,

DocuSigned by:

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Secretary for the Meeting

Certificate Of Completion

Envelope Id: 928DDA654C04419FBECD0684330F9FC5	Status: Completed
Subject: Please DocuSign: 5.A.1. 11-19-20 Minutes (RMD)(final).pdf	
Client Name: Reunion MD	
Client Number: 011-042159-OS01-2021	
Source Envelope:	
Document Pages: 8	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Kathy Suazo
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Kathy.Suazo@claconnect.com
	IP Address: 67.137.57.251

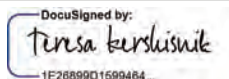
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Status: Original	Holder: Kathy Suazo	Location: DocuSign
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Signer Events

Teresa Kershisnik
 terri.kershisnik@sheahomes.com
 Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Pre-selected Style
 Using IP Address: 73.203.122.25

Timestamp

Sent: 2/12/2021 2:42:54 PM
 Viewed: 2/12/2021 3:36:20 PM
 Signed: 2/12/2021 3:36:26 PM

Electronic Record and Signature Disclosure:
 Accepted: 2/12/2021 3:36:20 PM
 ID: 71e82054-e9a0-4179-877e-43d14a110684

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	2/12/2021 2:42:54 PM
Certified Delivered	Security Checked	2/12/2021 3:36:20 PM
Signing Complete	Security Checked	2/12/2021 3:36:26 PM
Completed	Security Checked	2/12/2021 3:36:26 PM

Payment Events	Status	Timestamps
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