

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ERIE HIGHLANDS METROPOLITAN DISTRICT NOS. 1 AND 2 HELD MAY 13, 2025

DISTRICT NO. 2 MINUTES

A consolidated special meeting of the Boards of Directors of the Erie Highlands Metropolitan District Nos. 1 and 2 was convened on Tuesday, May 13, 2025 at 6:30 p.m. This District Board Meeting was held via Zoom video/telephone conference. The meeting was open to the public.

Directors for District No. 2 in Attendance Were:

Mitchell Gonzales, President
Andrew J. Matyus, Treasurer
Keith Kauffman, Secretary
Elizabeth Thoma, Assistant Secretary
Alexandra Hobbs

Also In Attendance Were:

David Solin and Diana Garcia; Special District Management Services, Inc.

Jeffrey Erb, Esq. and Haley Trecarichi, Esq. ; Erb Law, LLC (General Counsel for District No. 1)

Joan Fritsche, Esq.; Fritsche Law LLC (General Counsel for District No. 2)

Chad Rodriguez; TruMark Homes and members of the public

CALL TO ORDER

The meeting was called to order. The Board noted a quorum was present and discussed the requirements of Colorado law to disclose any potential conflicts of interest of the Board of Directors to the Secretary of State and the Board. 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. No disclosures were made, and it was noted that all Directors are residents of the District.

Agenda: The Board reviewed the proposed Agenda for the District's special meeting.

Following discussion, upon motion duly made by Director Gonzales, seconded by Director Kauffman and, upon vote, unanimously carried, the Board approved the Agenda, as amended.

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Results of May 6, 2025 Election: Mr. Solin confirmed with the Board the results of the May 6, 2025 Election and the current Board Members.

Appointment of Officers: The Board discussed the appointment of officers.

Following discussion, upon motion, duly made by Director Matyus, seconded by Director Thoma and, upon vote, unanimously carried, the following slate of officers were elected:

President	Mitchell Gonzales
Treasurer	Andrew J. Matyus
Secretary	Keith Kauffman
Assistant Secretary	Elizabeth Thoma
Assistant Secretary	Alexandra Hobbs

PUBLIC COMMENT There were no public comments made.

ADMINISTRATIVE MATTERS

Minutes: The Board reviewed the Minutes of the April 2, 2025 regular meeting.

Following discussion, upon motion, duly made by Director Matyus, seconded by Director Hobbs and, upon vote, unanimously carried, the Board approved the Minutes of the April 2, 2025 regular meeting.

Joint Resolution re: Creation of Committees and Scope of Committee

Authority: The Board reviewed the Joint Resolution re: Creation of Committees and Scope of Committee Authority and membership structure of the Pool and Clubhouse Committee and Landscape Committee.

Following discussion, upon motion, duly made by Director Gonzales, seconded by Director Matyus and, upon vote, unanimously carried, the Board adopted the Joint Resolution re: Creation of Committees and Scope of Committee Authority and ratified approval of the membership structure of the Pool and Clubhouse Committee and Landscape Committee.

Resolution re: Rules of Decorum for Public Meetings and Public Comment:

The Board reviewed the Resolution re: Rules of Decorum for Public Meetings and Public Comment.

Following discussion, upon motion, duly made by Director Gonzales, seconded by Director Thoma and, upon vote, unanimously carried, the Board adopted the Resolution re: Rules of Decorum for Public Meetings and Public Comment.

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FINANCIAL MATTERS

Payment of Claims: The Board reviewed the payment of claims as follows:

Fund	Period Ending April 30 2025
General	\$ 27,414.61
Debt Service	\$ -0-
Capital Projects	\$ -0-
Total Claims	\$ 27,414.61

Following discussion, upon motion, made by Director Gonzales seconded by Director Matyus and, upon vote, unanimously carried, the Board approved the payment of claims, as presented excluding the payment(s) for the BrightView invoice(s). Directors Matyus and Gonzales were appointed as approvers on Bill.com

Unaudited Financial Statements and Cash Position: There were no financial reports available at this time. The Board directed Mr. Solin to provide an updated Cash Position Statement for the most recent month-end for future meetings.

2024 Audit: The Board discussed engagement of Dazzio & Associates, PC for preparation of the 2024 Audit.

Following discussion, upon motion, made by Director Matyus, seconded by Director Thoma and, upon vote, unanimously carried, the Board approved the engagement of Dazzio & Associates, PC for preparation of the 2024 Audit, not to exceed an amount of \$6,000.

Service and Facility Fee and 2025 Budget Amendment: The Board deferred discussion at this time.

POOLHOUSE AND CLUBHOUSE MATTERS

Facilities and Activities Release and Waiver Form: The Board reviewed the Facilities and Activities Release and Waiver form.

Following discussion, upon motion, made by Director Kauffman seconded by Director Matyus and, upon vote, unanimously carried, the Board approved the Facilities and Activities Release and Waiver form.

Facilities and Activities Release and Waiver for Pool and Clubhouse Access and Key Card Activation: The Board discussed the Facilities and Activities Release and Waiver for Pool and Clubhouse Access and Key Card Activation. No action was necessary.

Pool & Clubhouse Rules: The Board reviewed the Pool and Clubhouse Rules.

Following discussion, upon motion, duly made by Director Kauffman, seconded by Director Matyus and, upon vote, unanimously carried, the Board approved the Pool

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and Clubhouse Rules and directed Mr. Solin to look into the CSD Insurance Pool's requirements and costs for coverage by allowing alcohol consumption during clubhouse rentals.

Information Form: The Board reviewed the Information Form.

Following discussion, upon motion, duly made by Director Kauffman, seconded by Director Matyus and, upon vote, unanimously carried, the Board approved the Information Form.

Acknowledgment of Rules and Regulation Form: The Board reviewed the Acknowledgment of Rules and Regulation Form.

Following discussion, upon motion, duly made by Director Kauffman, seconded by Director Matyus and, upon vote, unanimously carried, the Board approved the Acknowledgment of Rules and Regulation Form.

Joint Resolution Regarding Fees: The Board reviewed the Joint Resolution Regarding Fees.

Following discussion, upon motion, duly made by Director Kauffman, seconded by Director Thoma and, upon vote, unanimously carried, the Board adopted the Joint Resolution Regarding Fees, subject to final legal review and calculation to determine the amount for out-of-District fees for a pool membership. The clubhouse rental fees were set at \$150 for ½ day (4-hours) rental and \$300 for full day (8-hours) plus cleaning fee (\$100) and deposit (\$200).

Proposal from Cardio Partners for AED: The Board reviewed the Proposal from Cardio Partners for AED and for associated equipment at Pool and Clubhouse.

Following discussion, upon motion, duly made by Director Matyus, seconded by Director Thoma and, upon vote, unanimously carried, the Board approved the Proposal from Cardio Partners for an AED to be located at the pool for lifeguard use, and directed Mr. Solin to get a proposal for installation of an AED to be located in a wall cabinet in the gym inside the Clubhouse.

Pool Furniture: The Board reviewed the pool furniture options.

Following discussion, upon motion, duly made by Director Matyus, seconded by Director Kauffman and, upon vote, unanimously carried, the Board voted to send this matter to the Pool Committee for recommendations.

OPERATION MATTERS

Contract with Neighborhood Lawn Care for 2025 Landscape Maintenance Services: The Board reviewed the Contract with Neighborhood Lawn Care for 2025 landscape maintenance services.

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Following discussion, upon motion, duly made by Director Gonzales, seconded by Director Matyus and, upon vote, unanimously carried, the Board ratified the Contract with Neighborhood Lawn Care for 2025 landscape maintenance services.

Contract with YMCA for Lifeguard Services: The Board reviewed the Contract with the YMCA for lifeguard services.

Following discussion, upon motion, duly made by Director Thoma, seconded by Director Hobbs and, upon vote, unanimously carried, the Board ratified the Contract with the YMCA for lifeguard services subject to verification of excess liability insurance coverage verification and revisions to the YMCA Pool Rules to conform to the Districts' Pool Rules.

LEGAL MATTERS **Settlement Agreement:** Attorney Fritsche updated the Board regarding the status items required by the Settlement Agreement. Attorney Fritsche directed Mr. Solin to provide separate accounting for Carriage House revenues and expenditures to include in future Board packets.

Other: The Board directed Mr. Solin to ask Neighborhood Lawn Care to empty dog waste stations on an interim basis while proposals are received for a permanent pet waste service.

OTHER BUSINESS **Signage on District Property:** The Board deferred discussion at this time.

ADJOURNMENT There being no further business to come before the Board at this time, upon motion duly made and seconded, and upon vote unanimously carried, the meeting was adjourned.

Respectfully submitted,

By *Keith Kauffman*
Secretary for the Meeting