

**MINUTES OF THE BOARD OF DIRECTORS OF
TALLYN'S REACH AUTHORITY
SPECIAL MEETING**

**Held: Monday, November 25, 2019 at 6:00 p.m.
24900 E. Park Crescent Drive, Aurora, Colorado**

Attendance

The meeting referenced above was called and held in accordance with the applicable statutes of the State of Colorado. The following Directors were in attendance:

Board Members:

David Patterson
BJ Pell
Craig Wagner
Mike Dell'Orfano
Harry Yosten

Also in attendance were:

Kim Herman and Jerel Sangster; CliftonLarsonAllen LLP ("CLA")
Blair M. Dickhoner; White Bear Ankele Tanaka & Waldron
Kim Johanns; Simmons & Wheeler, P.C.
Kimberly Armitage; YMCA
Tim York
Adam Waters

**Call to Order and
Declaration of Quorum**

It was noted that a quorum was present and the meeting was called to order at 6:30 p.m.

Director Qualification

The Directors in attendance confirmed their qualification to serve.

Disclosure Matters

Mr. Dickhoner advised the Board that pursuant to Colorado law, certain disclosures by the Directors may be required prior to taking official action at the meeting. The Board reviewed the agenda for the meeting, following which each Director confirmed the contents of any written disclosure 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 Board determined that the participation of the Directors present was necessary to obtain a quorum or otherwise enable the Board to act.

Consent Agenda

- A. Agenda for November 25, 2019 Special Board Meeting
- B. Minutes for October 3, 2019 and October 18, 2019 Special Meetings
- C. Review, Ratify and Consider Approval of Claims
- D. Review and Consider Adoption of 2020 Annual Administrative Matters Resolution

Upon a motion duly made by Director Dell'Orfano, seconded by Director Yosten and, upon vote, unanimously carried, the Board approved the Consent Agenda, as presented.

Public Comments

None.

Financial Matters

- A. Conduct Public Hearing Regarding Proposed Amended 2019 Budget; Consider Approval of Resolution to Amend 2019 Budget

This item was not needed.

- B. Conduct Public Hearing Regarding Proposed 2020 Budget; Consider Approval of Resolution to Adopt 2020 Budget and Appropriate Expenditures

Upon a motion duly made by Director Dell'Orfano, seconded by Director Pell, the Board opened the public hearing at 7:30 p.m. No public comments. Upon a motion duly made by Director Dell'Orfano, seconded by Director Pell, the Board closed the public hearing at 7:40 p.m.

Ms. Johanns reviewed the 2020 budget with the Board.

Following review, upon a motion duly made by Director Pell, seconded by Director Yosten and, upon vote, unanimously carried, the Board approved adoption of resolution No. 2019-11-01, Adopting the 2020 Budget.

- C. Review and Consider Approval of Engagement Letter with Stratagem Certified Public Accountants for 2019 Audit Services

Ms. Johanns reviewed the 2019 Audit Engagement Letter with Stratagem Certified Public Accountants with the Board.

Following review, upon a motion duly made by Director Pell, seconded by Director Dell'Orfano and, upon vote, unanimously carried, the Board approved the 2019 Audit Engagement Letter with Stratagem Certified Public Accountants, with a not-to-exceed of \$5,300.

- D. Review and Consider Approval of September 30, 2019 Unaudited Financial Statements

Ms. Johanns reviewed the September 30, 2019 Financial Statements with the Board.

Following review, upon a motion duly made by Director Yosten, seconded by Director Pell and, upon vote, unanimously carried, the Board accepted the September 30, 2019 Financial Statements.

- E. Other

Ms. Herman noted the check from the City of Aurora for resident reimbursements regarding the Xcel power lines, reporting notices to

residents will be mailed in early February to explain the reimbursement process.

Legal Matters

A. Review and Consider Approval of Amended and Restated Public Records Request Policy

Mr. Dickhoner reviewed the Amended and Restated Public records Request Policy with the Board.

Following review, upon a motion duly made by Director Pell, seconded by Director Dell'Orfano and, upon vote, unanimously carried, the Board approved the Amended and Restated Public Records Request Policy.

B. Consider Adoption of Resolution Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges

Mr. Dickhoner reviewed Resolution Establishing Guidelines of the Processing and Collection of Delinquent Fees and Charges with the Board.

Following review, upon a motion duly made by Director Yosten, seconded by Director Pell and, upon vote, unanimously carried, the Board approved Resolution Establishing Guidelines of the Processing and Collection of Delinquent Fees and Charges.

C. Review and Consider Approval of 2020 YMCA Pool and Clubhouse Management Services Agreement

Mr. Dickhoner reviewed the 2020 YMCA Pool and Clubhouse Management Services Agreement with the Board.

Following review, upon a motion duly made by Director Pell, seconded by Director Yosten and, upon vote, unanimously carried, the Board approved the 2020 YMCA Pool and Clubhouse Management Services Agreement

D. Review and Consider Approval of 2020 Fee Resolution

Mr. Dickhoner reviewed the 2020 Fee Resolution with the Board.

Following review, upon a motion duly made by Director Pell, seconded by Director Yosten and, upon vote, unanimously carried, the Board approved the 2020 Fee Resolution for \$75 quarterly, per unit.

E. Other

None.

**Consultant
Contracts**

- A. Review and Consider Approval of 2020 Engagement Letter for District Accounting Services

Following discussion, the Board determined not to make changes to District Accounting Services at this time.

- B. Review and Consider Approval of Cash Access Addendum with CliftonLarsonAllen LLP

Following review, upon a motion duly made by director Pell, seconded by Director Yosten and, upon vote, unanimously carried, the Board approved the Cash Access Addendum with CliftonLarsonAllen LLP.

- C. Acknowledge Continuing Services with CliftonLarsonAllen LLP for District Management Services

Upon a motion duly made by Director Dell'Orfano, seconded by Director Pell and, upon vote, unanimously carried, the Board acknowledged continuing services with CliftonLarsonAllen LLP for District Management Services.

- D. Acknowledge Continuing Services for Tennis Court Maintenance Services with Sports Court of the Rockies

Upon a motion duly made by Director Dell'Orfano, seconded by Director Pell and, upon vote, unanimously carried, the Board acknowledged continuing services for Tennis Court Maintenance Services with Sports Court of the Rockies.

- E. Acknowledge Continuing Services for Lighting Services with Radiant Lighting

Upon a motion duly made by Director Dell'Orfano, seconded by Director Pell and, upon vote, unanimously carried, the Board acknowledged continuing services for Lighting Services with Radiant Lighting.

- F. Acknowledge Continuing Services for Landscape Maintenance and Snow Removal Services with CoCal Landscape

Upon a motion duly made by Director Dell'Orfano, seconded by Director Pell and, upon vote, unanimously carried, the Board acknowledged continuing services for Landscape Maintenance and Snow Removal Services with CoCal Landscape.

- G. Acknowledge Continuing Services for Landscaping Maintenance and Water Controllers Services with Fieldstone HOA

Upon a motion duly made by Director Dell'Orfano, seconded by Director Pell and, upon vote, unanimously carried, the Board acknowledged continuing services for Landscape Maintenance and Water Controllers Services with Fieldstone HOA.

H. Other

None.

Manager Matters

A. Manager's Report

Ms. Herman reviewed the Manager's Report with the Board.

Mr. Tim York, Mr. Adam Waters and Director Yosten reviewed potential projects for 2020 with the Board, noting a potential 24 million gallon water savings. Additionally, they informed the Board that they are working on a reimbursement for \$275,000 of product via the Capital Recovery Program, which has set a new allocation (25.9 million gallons). This can be modified after a 2 year education process.

a. Discussion Regarding Irrigation System Upgrades

Ms. Herman reviewed the RFP with the Board. Following review, the Board requested more detail.

b. Fieldstone Projects Update

i. Review and Consider Proposal from Leonard Rice Engineering - \$22,790

Upon a motion duly made by Director Pell, seconded by Director Patterson and, upon vote, with four Board members approving and Director Yosten abstaining, the Board approved the proposal from Leonard Rice Engineering.

ii. Review and Consider Invoice for Reimbursement to HOA - \$16,378.79

Upon a motion duly made by Director Dell'Orfano, seconded by Director Pell and, upon vote, with four Board members approving and Director Yosten abstaining, the Board approved the invoice for reimbursement to the HOA.

c. Traffic Calming Study

Director Yosten reviewed the Traffic Calming Study from the City with the Board, noting the City states an addition of flashing signs would cost the District \$6,000.

d. Finalized Reserve Study

Ms. Herman reported the reserve study updates have been completed, except for the inclusion of the number of apartments and fees collected. She stated the report would be finalized and sent to the Board as well as posted on the website.

e. 2020 Landscaping Projects

Ms. Herman provided an update on 2020 Landscaping Projects to the Board.

f. YMCA

Ms. Armitage reported all furniture repairs being made by the manufacture at no cost to the Authority and reviewed a proposal to purchase additional tables, chairs and lounges for the 2020 pool season. Upon a motion duly made by Director Pell, seconded by Director Yosten and, upon vote, the Board approved the proposal to purchase additional pool furniture, not to exceed \$5,326.34.

B. Review and Consider Approval of 2020 Insurance, Insurance Schedules and Renewal of Special District Association (“SDA”) Membership

Ms. Herman informed the Board that the 2020 insurance information was not yet available.

C. Discuss 2020 Meeting Schedule

The Board determined to meet on the second Tuesday of March, July, September and November at 6:00 p.m. and the Tallyn’s Reach Clubhouse.

D. Other

Director Patterson requested Ms. Herman and Director Pell finalize the survey to be sent to residents at the beginning of the year.

Adjournment

There being no further business to come before the Board and upon a motion duly made, seconded and unanimously carried, the meeting was adjourned at 8:31 p.m.

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

DocuSigned by:

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Secretary

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