

RECORD OF PROCEEDINGS

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
CORNERSTAR METROPOLITAN DISTRICT
SEPTEMBER 24, 2020**

A special meeting of the Board of Directors of the Cornerstar Metropolitan District was held on September 24, 2020 at 9:00 a.m.

Due to Executive Orders issued by Governor Polis and Public Health Orders implementing the Executive Orders issued by the Colorado Department of Health and Environment, and the threat posed by the COVID-19 coronavirus, this meeting was held via Zoom teleconferencing.

Attendance: In attendance were Directors:

Austin Tillack

Also in Attendance:

Bob Blodgett, Andrew Williams & Paul Wilson; CliftonLarsonAllen LLP
Clint Waldron & Abby Franz; White Bear Ankele Tanaka & Waldron
Cheryl Berg, Paul Sheppard and Nicholas Freddo; ShopCore

I. Call to Order

Director Tillack called the meeting to order at 9:05 a.m.

II. Declaration of Quorum/Disclosure of Conflicts

The Directors in attendance confirmed their qualifications to serve.

Mr. Waldron advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Mr. Waldron reported that disclosures for those directors that provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest were filed with the Secretary of State's Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Mr. Waldron inquired into whether members of the Board had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted. The Board determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

III. Accept Resignations of Adrian Frank and Brent Chod

Upon a motion duly made and seconded by Director Tillack, the Board accepted the

resignations of Adrian Frank and Brent Chod.

IV. Appointment and Oaths of Office Administered to Mr. Freddo, Mr. Sheppard and Ms. Berg

Upon a motion duly made and seconded by Director Tillack, the Board appointed Mr. Freddo, Mr. Sheppard and Ms. Berg to the Board, and administered the Oath of Office. They each took their seats on the Board.

V. Election of Officers

Upon a motion duly made by Director Tillack, seconded by Director Sheppard, and upon a vote, unanimously carried, the Board elected Director Sheppard as President, Director Berg as Secretary and Director Freddo as Treasurer.

VI. Public Comment

None.

CONSENT AGENDA

VII. Review and Approve the July 23, 2020 Special Meeting Minutes

VIII. Financial Matters

IX. Manager Items

X. Attorney Items

XI. Director Items

Upon a motion duly made by Director Sheppard, seconded by Director Tillack, and upon a vote, unanimously carried, the Board approved the Consent Agenda as submitted.

DISCUSSION AGENDA

XII. Financial Items

A. Review and Accept August 31, 2020 Financial Statements and September 2020 Cash Position Report

Mr. Wilson reviewed with the Board. Upon a motion duly made by Director Sheppard, seconded by Director Tillack, and upon a vote, unanimously carried, the Board accepted the August 31, 2020 Financial Statements and September 2020 Cash Position Report.

1. Discuss Sales and Use Tax Projections

The Board determined this will be discussed during the 2021 Budget discussion later in the meeting.

2. Discuss Bond Payment Options for December 1st

This will also be discussed during the 2021 Budget discussion.

Director Sheppard will consult with ShopCore and recommend the Property Manager at Cornerstar to be considered for the Board at the November Board meeting.

B. Discuss 2021 Budget Schedule

1. Review Draft 2021 Budget

Mr. Wilson reviewed the draft 2021 Budget with the Board. He noted that it calls for a slight mill levy increase to make required principal and interest payments on one of the bond issues due to a projected reduction in sales and use tax revenues.

He reported the 2020 sales and use tax revenues have recently increased and that a transfer from the General Fund to make the December 1st bond payment does not appear to be required. The Debt Service Fund reserve will be utilized.

The Board will review the maintenance and repair schedule and contact Mr. Wilson if there are changes or additions to the budget for 2021. There may be some change of contractors to be utilized by ShopCore.

2. October 15, 2020 – Draft 2021 Budget Submitted to the Board
3. November 19, 2020 Board Meeting – Public Hearing to Review and Approve 2021 Budget
4. December 15, 2020 – Mill Levy Certification

The Board confirmed the November 19th Board meeting to review and approve the 2021 Budget.

C. Discuss ARI Mill Levy Payment

Mr. Wilson reviewed the ARI mill levy payment schedule with the Board. The Board concurred.

D. Approve bill.com Payments Totaling \$55,246.59

Upon a motion duly made by Director Tillack, seconded by Director Berg, and upon a vote, unanimously carried, the Board approved the bill.com payments totaling \$55,246.59.

1. Appoint Board Member(s) to Review and Approve Future bill.com Payments

Director Sheppard will discuss with ShopCore and notify Mr. Wilson of this appointment.

XIII. Manager's Items

A. Property Manager's Report

1. Ratify First Amendment to Independent Contractor Agreement with Snow Pros, Inc. d/b/a/ SiteSource CAM for Detention Pond (\$8,176) and Inlets and Native Mowing and Debris Removal Around Main Detention Pond and Inlets in the amount of \$16,844

Mr. Blodgett reported the \$8,176 expense is for 2020. The \$16,844 is for two maintenance treatments in 2021.

Upon a motion duly made by Director Sheppard, seconded by Director Tillack, and upon a vote, unanimously carried, the Board ratified the First Amendment to Independent Contractor Agreement with Snow Pros, Inc. d/b/a/ SiteSource CAM for Detention Pond (\$8,176) and Inlets and Native Mowing and Debris Removal Around Main Detention Pond and Inlets - \$16,844.

2. Ratify Independent Contractor Agreement with Denver Commercial Property Services for Repainting/Striping of 15700 E. Briarwood Circle in the amount of \$7,884

Upon a motion duly made by Director Sheppard, seconded by Director Tillack, and upon a vote, unanimously carried, the Board ratified the Independent Contractor Agreement with Denver Commercial Property Services for Repainting/Striping of 15700 E. Briarwood Circle for \$7,884.

3. Ratify Independent Contractor Agreement with Snow Pros, Inc. d/b/a/ SiteSource Common Area Maintenance Services for 2020-2023 Snow Removal in the amount of \$192,211.61.

Director Sheppard reported ShopCore may recommend a different contractor. Upon a motion duly made by Director Freddo, seconded by Director Berg, and upon a vote, unanimously carried, the Board authorized Director Sheppard to accept proposals and approve a snow removal contractor for the 2020-2021 season. Action on the Snow Pros Agreement was deferred.

4. Status of Street Repaving Work

No report.

5. Status of Dead Trees Removal and Replacement

- a. Review and Approve Metco landscape Proposal for Tree Removal in the amount of \$9,350

Director Tillack recommended this item be deferred until it can be confirmed that the trees to be removed are on District property only. The Board concurred.

6. YESCO Streetlight Maintenance Agreement

Upon a motion duly made by Director Sheppard, seconded by Director Berg, and upon a vote, unanimously carried, the Board ratified the YESCO Streetlight Maintenance Agreement.

- B. 811 Locates Update – Appoint Replacement for Adrian Frank

The Board will determine who this individual will be. It will likely be the new Property Manager, but for the time being, Mr. Frank will continue with this responsibility.

- C. Website Update – www.cornerstarmetrodistrict.org

Mr. Blodgett reported the website is up-to-date. The new Board member's names and titles will be added to the website.

XIV. Attorney Items

- A. Status of Detention Pond at Southwest Corner of Arapahoe Road & Chambers Way

Director Sheppard will review this issue with the ShopCore counsel and report back to the Board at the November meeting.

- B. Review Service Contracts

Mr. Waldron will send the service contract list to Mr. Blodgett for distribution to the Board. These will be approved for 2021 at the November Board meeting.

- C. Other

Director Berg asked Mr. Waldron to send the responsibilities of the Board Secretary to her.

XV. Director Items

- A. Development Update

The Board reported Tuesday Morning has recently closed.

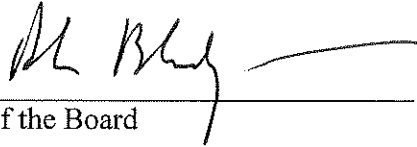
B. Accept Resignation of Director Tillack

The Board accepted the resignation of Director Tillack. They thanked him for his service to the District.

XVI. Adjournment

Upon a motion duly made by Director Sheppard, seconded by Director Freddo, and upon a vote unanimously carried, the Board adjourned the meeting at 10:30 a.m.

Respectfully submitted by,



Secretary of the Board