

# RECORD OF PROCEEDINGS

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## MINUTES OF THE SPECIAL MEETING OF BRIGHTON CROSSINGS OPERATIONS BOARD

HELD  
November 30, 2023

The Special Meeting of the Brighton Crossings Operations Board was held via Zoom and Teleconference on Thursday, November 30, 2023, at 7:00 p.m.

### ATTENDANCE

#### Directors in Attendance:

Matt Haley  
Neil Simpson  
Jeffrey Schum  
John Strider

#### Directors Absent, but Excused:

Chris Bremner

#### Also in Attendance:

Eve Velasco and Matt Gary; White Bear Ankele Tanaka & Waldron, P.C.  
Kenny Parrish, Andrew Kunkel, Amanda Castle, Tracie Kaminski,  
Stanely Holder, and Daryl Fields; Pinnacle Consulting Group, Inc.  
Dewayne Davis; District No. 4 Board.  
Lyndsey Paavilainen; District Nos. 5, 6, & 8 Boards.  
Several Members of the Public.

### ADMINISTRATIVE ITEMS

Call to Order: The Special Meeting of the Board of Directors of the Brighton Crossings Operations Board was called to order by Ms. Velasco at 7:02 p.m.

Declaration of Quorum/Director Qualifications/Disclosure of Potential Conflicts of Interest: Ms. Velasco noted that a quorum was present, with four out of five Directors in attendance. All Board Members confirmed their qualifications to serve on the Board. Ms. Velasco advised the Board that pursuant to Colorado law, certain disclosures by Board Members might be required prior to taking official action at a meeting. Ms. Velasco reported that disclosures for those Board Members who provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest, if any, were filed with the Colorado 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. Ms. Velasco inquired into whether members of the Board had any additional disclosures of potential or existing conflicts of interest regarding any matters scheduled for discussion at the meeting. No

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additional disclosures were noted. The participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

Approval of Agenda: The Board considered the approval of the agenda. Following review and discussion, upon a motion duly made by Director Simpson, seconded by Director Schum, and upon vote, unanimously carried, it was

**RESOLVED** to approve the agenda, as amended to remove Financial Items B and C.

Public Comment: There were no Public Comments received.

Director Comment:

Director Strider addressed comments received by District Management staff from certain residents and recommended that staff disengage if comments received are profane or hostile in the future.

### CONSENT AGENDA

Ms. Velasco reviewed the items on the consent agenda with the Board. Ms. Velasco advised the Board that any item may be removed from the consent agenda to the regular agenda upon the request of any Director. No items were requested to be removed from the consent agenda. Upon a motion duly made by Director Schum, Seconded by Director Simpson, the following items on the consent agenda were unanimously approved, ratified and adopted:

- A. Minutes – October 24, 2023, Regular Meeting.
- B. Payment of Claims.
- C. Contract Modifications.

### DISTRICT MANAGER ITEMS

District Manager's Report: Mr. Parrish presented the District Manager's Report to the Board.

Operations and Maintenance Report: Mr. Fields presented the Operations and Maintenance Report to the Board and answered questions.

2024 Master Service Agreements with Operations and Maintenance Service Contractors: Mr. Fields presented the 2024 Master Service Agreements with Operations and Maintenance Service Contractors to the Board and answered questions. Following review and discussion, upon a

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motion duly made by Director Strider, seconded by Director Schum, and upon vote, unanimously carried, it was

**RESOLVED** to approve the 2024 Master Service Agreements with Operations and Maintenance Service Contractors, as noted below:

- i. Environmental Designs, Inc.
- ii. Affordable Pest Control
- iii. Muttley's Maid
- iv. Fence Consulting Services, Inc.
- v. Star Playgrounds, Inc.
- vi. Frontier Environmental
- vii. Affordable Pest Control
- viii. Colorado Power Clean
- ix. The YMCA of Denver – (Venture Center Services)
- x. American Mechanical Services - (Venture Center Services)
- xi. ProSec Integration - (Venture Center Services)
- xii. Pool Doctor – (Venture Center Services)
- xiii. Around The Corner Handyman LLC – (Venture Center Services)

Authorization of District Manager to Execute 2024 Work Orders with Approved Operations and Maintenance Service Contractors within the Approved 2024 Budget: Ms. Velasco clarified the process to approve contracts and modifications under the existing Resolution Concerning Authorization for Approval of Contracts and Payment of Claims. No additional action was taken.

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CAPITAL  
INFRASTRUCTURE  
ITEMS

Capital Projects Update: Mr. Holder provided the Capital Projects Update to the Board and answered questions.

Joint Cost Acceptance and Infrastructure Acquisition Resolution (Filing 7 Phase 1-3 Landscaping): Ms. Velasco presented the Joint Cost Acceptance and Infrastructure Acquisition Resolution (Filing 7 Phase 1-3 Landscaping) to the Board and answered questions. Following review and discussion, upon a motion duly made by Director Simpson, seconded by Director Strider, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Joint Cost Acceptance and Infrastructure Acquisition Resolution (Filing 7 Phase 1-3 Landscaping), as presented.

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Joint Cost Acceptance and Infrastructure Acquisition Resolution (Filing 7 Phase 4-6 Landscaping): Ms. Velasco presented the Joint Cost Acceptance and Infrastructure Acquisition Resolution (Filing 7 Phase 4-6 Landscaping) to the Board and answered questions. Following review and discussion, upon a motion duly made by Director Simpson, seconded by Director Strider, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Joint Cost Acceptance and Infrastructure Acquisition Resolution (Filing 7 Phase 4-6 Landscaping), as presented.

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## FINANCIAL ITEMS

Financial Statements: Ms. Kaminski reviewed the unaudited Financial Statements for the period ending September 30, 2023, with the Board and answered questions. Following review and discussion, upon a motion duly made by Director Schum, seconded by Director Simpson, and upon vote, unanimously carried, it was

**RESOLVED** to accept the unaudited Financial Statements for the period ending September 30, 2023, as presented.

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## 2024 BUDGET HEARING

Ms. Velasco opened the public hearing on the proposed 2024 Budget. Mr. Parrish reported that notice of the budget hearing was published on November 16, 2023, in the Brighton Standard Blade, in accordance with state budget law. Ms. Kaminski reviewed the estimated revenues and expenditures in detail and answered questions.

No written objections have been received prior to the meeting. There being no public comment, the hearing was closed. After further review and discussion, upon a motion duly made by Director Simpson, seconded by Director Schum, and upon vote, unanimously carried, it was

**RESOLVED** to adopt the Resolution to Adopt the 2024 Budget appropriate funds therefor, subject to receipt of final assessed valuations for the Districts.. The Board authorized the District Accountant to make minor modifications that may be necessary following receipt of final assessed values.

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## FINANCIAL ITEMS CONTINUED

Authorized Signers on Bill.com: Ms. Kaminski requested direction from the Board regarding additional Authorized Signers on Bill.com. Following review and discussion, upon a motion duly made by Director Simpson, seconded by Director Haley, and upon vote, unanimously carried, it was

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**RESOLVED** to Authorize Director Bremner as an additional Signer on Bill.com

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## LEGAL ITEMS

2024 Annual Administrative Matters Resolution: Ms. Velasco presented the 2024 Annual Administrative Matters Resolution to the Board and answered questions. Following review and discussion, upon a motion duly made by Director Simpson, seconded by Director Haley, and upon vote, unanimously carried, it was

**RESOLVED** to approve the 2024 Annual Administrative Matters Resolution, as amended to change the October 22, 2024, meeting time from 6:00 p.m. to 7:00 p.m.

Implementation of Accessibility Standards for Individuals with a Disability for Information Technology Systems: Ms. Velasco presented information regarding requirements that will come into effect in July 2024 regarding accessibility standards for the Operations Board's website and answered questions.

Amended and Restated Fee Resolution: Ms. Velasco and Ms. Kaminski presented the Amended and Restated Fee Resolution to the Board. Following review and discussion, upon a motion duly made by Director Strider, seconded by Director Simpson, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Amended and Restated Fee Resolution, as presented.

Third Amendment to Contribution Agreement: Ms. Velasco presented the Third Amendment to Contribution Agreement to the Board. Following review and discussion, upon a motion duly made by Director Strider, seconded by Director Schum, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Third Amendment to Contribution Agreement, as presented.

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## DIRECTOR MATTERS

There were no Director Matters to come before the Board.

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## OTHER MATTERS

There were no Other Matters to come before the Board.

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### ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Schum, seconded by Director Simpson, and upon unanimous vote, the meeting was adjourned at 7:45 p.m.

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

Respectfully submitted,



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Andrew Kunkel, Recording Secretary for the Meeting