

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF BRIGHTON CROSSINGS OPERATIONS BOARD

HELD
October 22, 2024

The Regular Meeting of the Brighton Crossings Operations Board was held via Zoom and Teleconference on Tuesday, October 22, 2024, at 7:00 p.m.

ATTENDANCE

Directors in Attendance:

Chris Bremner
Neil Simpson
Matt Haley
John Strider

Also in Attendance:

Matt Gray; White Bear Ankele Tanaka & Waldron, P.C.
Kenny Parrish, Tracie Kaminski, Daryl Fields, and Andrew Kunkel;
Pinnacle Consulting Group, Inc.
Lyndsey Paavilainen; District Nos. 5, 6, & 8 Board Member
Tim Wagley; District No. 7 Board Member

ADMINISTRATIVE ITEMS

Call to Order: The Regular Meeting of the Board of Directors of the Brighton Crossings Operations Board was called to order by Director Bremner at 7:01 p.m.

Declaration of Quorum/Director Qualifications/Disclosure of Potential Conflicts of Interest: Mr. Parrish noted that a quorum was present, with four out of four Directors in attendance. All Board Members confirmed their qualifications to serve on the Board. Mr. Gray advised the Board that pursuant to Colorado law, certain disclosures by Board Members might be required prior to taking official action at a meeting. Mr. Gray 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. Mr. Gray 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 additional disclosures were noted. The participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

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

RESOLVED to approve the agenda, as amended to move III District Manager Item D to follow I Administrative Item C.

Appointment to Fill Board Vacancy: Mr. Gray addressed the Board noting there is one interested candidate to fill the vacancy on the Board of Directors. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Simpson, and upon vote, unanimously carried, it was

RESOLVED to appoint Tim Wagley to the Board of Directors.

Public Comment: There were no Public Comments received.

Director Comment: There were no Director Comments received.

CONSENT AGENDA

Mr. Gray reviewed the items on the consent agenda with the Board. Mr. Gray 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 Bremner, Seconded by Director Simpson, the following items on the consent agenda were unanimously approved, ratified and adopted:

- A. Minutes – July 23, 2024, Regular Meeting.
 - B. Payment of Claims.
 - C. Contract Modifications.
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DISTRICT MANAGER ITEMS

District Manager's Report: Mr. Parrish presented the District Manager's Report to the Board. Director Brenmer requested clarification regarding the reporting functionality on the Districts Website and Mr. Parrish responded.

Operations and Maintenance Report: Mr. Fields presented the Operations and Maintenance Report to the Board. Director Bremner inquired regarding signage at the pickleball courts and Mr. Fields responded. Director Bremner inquired regarding the results of the RFP for the Landscape Maintenance Contractor. Mr. Fields, Director Bremner, and Director Strider discussed the RFP for the Landscape Maintenance

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Contractor with the Board outlining recommendations, methodology for analyzing bid results, options for references and anticipated costs for the 2025 season. It was the decision of the Board to table the discussion regarding the RFP for the Landscape Maintenance Contractor to the end of the meeting.

FINANCIAL ITEMS

Financial Statements: Ms. Kaminski reviewed the unaudited Financial Statements for the period ending September 30, 2024, with the Board. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Simpson, and upon vote, unanimously carried, it was

RESOLVED to accept the unaudited Financial Statements for the period ending September 30, 2024, as presented.

LEGAL ITEMS

Amended Brighton Crossing Filing No. 2 Development Agreement: Mr. Gray presented the Amended Brighton Crossing Filing No. 2 Development Agreement to the Board. Following review and discussion, upon a motion duly made by Director Bremner, seconded by Director Strider, and upon vote, unanimously carried, it was

RESOLVED to approve the Amended Brighton Crossing Filing No. 2 Development Agreement, as presented.

DIRECTOR MATTERS

Landscape Maintenance Contractor RFP: Director Bremner discussed the RFP for the Landscape Maintenance Contractor and outlined concerns for potential scope of work considerations. Director Strider described his prior work experiences and discussed his perceptions of each Landscape Maintenance Contractor. Director Bremner further Director Striders comments and noted contractor portfolios as a form of measurement for contractor compatibility and Mr. Fields responded noting information to be obtained for each contractor. Director Wagley requested clarification regarding the Districts current contractor and Mr. Fields responded. Director Wagley requested a cost comparison between 2024 and 2025 and Mr. Fields responded. Director Wagley inquired regarding the performance of the Districts current landscape maintenance contractor and Mr. Fields responded. It was the decision of the Board to continue the Landscape Maintenance Contractor RFP discussion to the November Board meeting.

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OTHER
MATTERS

There were no Other Matters to come before the Board.

ADJOURNMENT

There being no further business to come before the Board, upon motion duly made by Director Bremner, seconded by Director Simpson, and upon unanimous vote, the meeting was adjourned at 7:56 p.m.

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

Respectfully submitted,

Andrew Kunkel

Andrew Kunkel, Recording Secretary for the Meeting