



RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE SKY RANCH COMMUNITY AUTHORITY BOARD (“CAB”) HELD FEBRUARY 11, 2022

A regular meeting of the Board of Directors (referred to hereafter as the “Board”) of the CAB convened on Friday, the 11th day of February 2022, at 8:30 a.m. at Pure Cycle Corporation, 34501 E. Quincy Ave., Bldg. 34, Watkins, CO 80137. This CAB Board meeting was also held virtually via Microsoft Teams and by conference call. The meeting was open to the public.

Directors in Attendance Were:

Mark Harding, President
Joe Knopinski, Vice President
Kevin McNeill, Treasurer
Scott Lehman, Secretary
Dirk Lashnits, Assistant Secretary

Also in Attendance Were:

Lisa Johnson, Celeste Terrell, Jenny Hackelman, and Cathee Sutton (for a portion of the meeting); CliftonLarsonAllen LLP (“CLA”)
Suzanne Meintzer, Esq.; McGeady Becher P.C.
Stan Fowler and Barrett Marrocco; Independent District Engineering Services, LLC (“IDES”)
Cyrena Finnegan; Pure Cycle Corporation

Members of the Public:

Ed Garner, Kelyn Lanier, and Spencer Mahaffey.

**ADMINISTRATIVE
MATTERS**

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Ms. Johnson noted that all Directors’ Disclosure Statements were filed. Ms. Johnson requested members of the Board to disclose any potential conflicts of interest regarding any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. No additional conflicts were disclosed at the meeting.

Quorum, Location of Meeting, Posting of Meeting Notice and Agenda: Ms. Johnson confirmed the presence of a quorum. The Board reviewed a proposed agenda for the CAB’s regular meeting.



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Following discussion, upon a motion duly made by Director McNeill, seconded by Director Harding and, upon vote, unanimously carried the Board approved the agenda, as amended to include the review and acceptance of the December 31, 2022 financial statements.

The Board discussed the requirements of Section 32-1-903(1), C.R.S., concerning the location of the CAB's Board meeting.

Upon a motion duly made by Director McNeill, seconded by Director Lashnits and, upon vote, unanimously carried, the Board determined that certain Board members and consultants of the CAB would attend this meeting in person at the above-referenced location. However, certain other Board members and consultants of the CAB would attend this meeting via video conference or teleconference. The Board further noted that the notice of the time, date, location, and video conference/teleconference information for the meeting was duly posted and that no objections to the means of hosting the meeting were received from taxing electors.

Designation for Posting of Meeting Notices: As determined by the January 14, 2022 Board meeting, the Board affirmed the designated posting place as the CAB website at least 24 hours in advance of Board meetings.

Minutes form the January 14, 2022 Regular Meeting: Following review, upon a motion duly made by Director Knopinski, seconded by Director McNeill and, upon vote, unanimously carried, the Board approved the Minutes from the January 14, 2022 regular meeting, as amended to include that the designated posting place would be the CAB/District website on page two.

PUBLIC COMMENT Mr. Lanier addressed the Board regarding covenant enforcement violations related to holiday lighting and questions regarding the use of jellyfish lights and other lighting approval concerns. Ms. Johnson commented that the CAB also received a violation notice because its contractor had not yet removed their holiday lighting. She also noted that residents who are receiving violation notices and need additional time to comply or have issues with compliance should contact Ms. Terrell and her team to discuss the matter. Ms. Johnson noted the intent is never to take an extremely aggressive stance, but instead to work with residents when unforeseen circumstances arise that make it difficult to comply. Ms. Terrell will communicate this in an upcoming email to the community.

Mr. Lanier asked if the CAB could prepare a summary of the revenues that are received each year and how those revenues are being used by the CAB. Director Harding noted that he will work to prepare a visual graph of this information and include it on the



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website and email it to the community.

CITIZENS ADVISORY COMMITTEE ("CAC") MATTERS

CAC Presentation to the CAB Board Regarding CAC Recommendations: There were no recommendations presented.

Recommendations from the CAC: None.

FINANCIAL MATTERS

Unaudited Financial Statements and Schedule of Cash Position through December 31, 2021, Updated as of February 1, 2022, and Accounts Receivable Summaries, Tax Schedules, and Developer Advance Schedule: Following a presentation by Ms. Sutton, upon a motion duly made by Director Lashnits, seconded by Director McNeill and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for period ending December 31, 2022, schedule of cash position through December 31, 2021, updated as of February 1, 2022, and accounts receivable summaries, tax schedules and developer advance schedule.

Payables through February 7, 2022: Following review, upon a motion duly made by Director Knopinski, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved the payables through February 7, 2022 in the revised amount of \$2,882,354.85.

2021 Budget Amendment (First Reading): Ms. Johnson discussed the need for a 2021 budget amendment in the debt service fund. The public hearing to adopt the resolution to amend the 2021 budget will be held at the March Board meeting. Ms. Johnson noted that publication of notice of the budget amendment and the public hearings during this meeting and the March meeting was made. No action was taken at this time.

CONSTRUCTION MATTERS

Project Manager's Report: Director Lashnits reviewed the Project Manager's Report with the Board.

Engineers Report: Mr. Fowler presented the Engineer's Report to the Board and reviewed the change orders and pay applications with the Board. He also reported that an invitation to bid for fencing is in process and a recommendation for an award of contract is anticipated to be presented at the March meeting. Mr. Fowler also noted the Filing 4 Cost Certification Report No. 2 is anticipated to be presented to the Board at the March meeting.

Task Order No. 7 under the Master Service Agreement for Traffic Engineering Services with LSC Transportation Consultants, Inc. in the amount of \$7,500 for Ongoing Traffic Engineering: Following review, upon a motion duly made by



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Director Harding, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved Task Order No. 7 under the Master Service Agreement for Traffic Engineering Services with LSC Transportation Consultants, Inc. in the amount of \$7,500 for ongoing traffic engineering.

PHASE 1 (FILING NOS. 1, 2 AND 3) CONSTRUCTION MATTERS:

Drainage and Utilities: None.

Roadway Improvements: None.

Grading/Earthwork: This item was moved to Phase 2 Construction Matters, below.

Landscape Improvements:

Phase 1: None.

Phase 2: None.

Phase 3: None.

PHASE 2 (FILING NO. 4) CONSTRUCTION MATTERS:

Grading/Earthwork:

Pay Application No. 8 to the Construction Contract with Bemis Construction, Inc. in the amount of \$93,409.51 (final retainage release):

Following review, upon a motion duly made by Director Harding, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved Pay Application No. 8 to the Construction Contract with Bemis Construction, Inc. in the amount of \$93,409.51.

Drainage and Utilities:

Change Order No. 3 to the Wet Utilities Contract with Nelson Pipeline Constructors, LLC for Costs Related to Installing Dry Utility Sleeves under the Streets, in the amount of \$832,772.00: Upon a motion duly made by

Director Harding, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved Change Order No. 3 to the Wet Utilities Contract with Nelson Pipeline Constructors, LLC for costs related to installing dry utility



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sleeves under the streets, in the amount of \$832,772.00.

Pay Application No. 9 to Wet Utilities Contract with Nelson Pipeline Constructors, LLC in the amount of \$1,043,926.50: Upon a motion duly made by Director Harding, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved Pay Application No. 9 to the Wet Utilities Contract with Nelson Pipeline Constructors, LLC in the amount of \$1,043,926.50.

Erosion Control:

Change Order No. 2 to the Erosion Control Contract with Pure Cycle Corporation for Costs Related to Adding Erosion Control Measures around the Trickle Channels, Maintenance of Trails and Storm Inlets, in the amount of \$61,500.00: Following review, upon a motion duly made by Director Harding, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved Change Order No. 2 to the Erosion Control Contract with Pure Cycle Corporation for costs related to adding erosion control measures around the trickle channels, maintenance of trails and storm inlets, in the amount of \$61,500.00.

Pay Application No. 4 to the Erosion Control Contract with Pure Cycle Corporation in the amount of \$47,871.00: Following review, upon a motion duly made by Director Harding, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved Pay Application No. 4 to the Erosion Control Contract with Pure Cycle Corporation in the amount of \$47,871.00.

Roadway Improvements:

Paving/Asphalt:

Pay Application No. 3 to the Paving Contract with Martin Marietta Materials, Inc. in the amount of \$157,354.20: Upon a motion duly made by Director Harding, seconded by Director Lehman and, upon vote, unanimously carried, the Board approved Pay Application No. 3 to the Paving Contract with Martin Marietta Materials, Inc. in the amount of \$157,354.20.

Concrete/Striping/Signage:

Pay Application No. 3 to the Concrete Contract with Premier Earthworks & Infrastructure, Inc., in the amount of \$196,875.40: Upon a motion duly made by Director Harding, seconded by Director Lehman and, upon vote, unanimously



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carried, the Board approved Pay Application No. 3 to the Concrete Contract with Premier Earthworks & Infrastructure, Inc., in the amount of \$196,875.40.

LEGAL MATTERS

Executive Session: The Board determined that an Executive Session was not necessary.

COMMUNITY MANAGEMENT / COVENANT CONTROL / OPERATIONS

Community Manager's Report: Ms. Terrell presented her Community Manager's Report to the Board.

OTHER BUSINESS

Quorum for March 11, 2022 Board Meeting: The Board confirmed a quorum for the March 11, 2022 Board meeting.

ADJOURNMENT

There being no further business to come before the Board at this time, following a motion duly made by Director McNeill, seconded by Director Lashnits and, upon vote, unanimously carried, the Board adjourned the meeting at 9:24 a.m.

Respectfully submitted,

By:

DocuSigned by:
Lisa Johnson
810F8170E93A48A...

 Secretary for the Meeting

Certificate Of Completion

Envelope Id: 9F6BB36C42744C45BEBAF62B84B2A498

Status: Completed

Subject: Please DocuSign: Sky Ranch CAB - Minutes - 2-11-2022 and 03-11-2022 - Regular Mtgs

Client Name: Sky Ranch CAB

Client Number: 011-045658-OS09-2022

Source Envelope:

Document Pages: 12

Signatures: 2

Envelope Originator:

Certificate Pages: 5

Initials: 0

Cindy Jenkins

AutoNav: Enabled

220 South 6th Street

Enveloped Stamping: Enabled

Suite 300

Time Zone: (UTC-06:00) Central Time (US & Canada)

Minneapolis, MN 55402

Cindy.Jenkins@claconnect.com

IP Address: 165.225.10.184

Record Tracking

Status: Original

Holder: Cindy Jenkins

Location: DocuSign

4/11/2022 6:36:09 PM

Cindy.Jenkins@claconnect.com

Signer Events

Lisa Johnson

Lisa.Johnson@claconnect.com

District Manager

Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

816F8176E93A48A...

Signature Adoption: Pre-selected Style

Signed by link sent to

Lisa.Johnson@claconnect.com

Using IP Address: 165.225.10.175

Timestamp

Sent: 4/11/2022 6:41:32 PM

Viewed: 4/12/2022 10:36:43 AM

Signed: 4/12/2022 10:36:52 AM

Electronic Record and Signature Disclosure:

Accepted: 4/12/2022 10:36:43 AM

ID: 2bfc1b20-43aa-4a7b-8671-581464502493

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

4/11/2022 6:41:32 PM

Certified Delivered

Security Checked

4/12/2022 10:36:43 AM

Signing Complete

Security Checked

4/12/2022 10:36:52 AM

Completed

Security Checked

4/12/2022 10:36:52 AM

Payment Events

Status

Timestamps

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