

## RECORD OF PROCEEDINGS

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### MINUTES OF THE SPECIAL MEETING OF PIONEER HILLS METROPOLITAN DISTRICT

HELD  
November 14, 2022

The Board of Directors of Pioneer Hills Metropolitan District held a special meeting, open to the public, via Zoom at 5:00 p.m., Monday, November 14, 2022.

ATTENDANCE

Directors in Attendance:

Doug Houston, President  
Victor Villarreal, Asst. Secretary  
Amy Trautman, Asst. Secretary

Directors Absent, but Excused:

Amanda Eno, Treasurer  
Erin Kerr, Secretary

Also, in Attendance:

Karlie R. Ogden; Icenogle Seaver Pogue, P.C.  
Jason Woolard, Amanda Castle, Kenny Parrish, Jordan Wood; Pinnacle Consulting Group, Inc.  
CJ; Member of the Public.

CALL MEETING TO  
ORDER

The meeting was called to order at 5:06 p.m. by Director Houston, noting that a quorum was present.

CONFLICT OF  
INTEREST  
DISCLOSURE

Director Houston disclosed his ownership interest in a residential property within the boundaries of the District. Ms. Ogden advised that a written disclosure statement was filed with the Secretary of State at least seventy-two hours prior to the meeting.

APPROVAL OF  
AGENDA

The Board considered the agenda. Upon a motion duly made by Director Trautman, seconded by Director Villarreal, and upon vote, unanimously carried, it was

**RESOLVED** to approve the agenda, as presented.

APPROVAL OF  
MINUTES

The Board considered the minutes of the special meeting held on August 1, 2022. Upon a motion duly made by Director Trautman, seconded by Director Villarreal, and upon vote, it was unanimously

## RECORD OF PROCEEDINGS

---

**RESOLVED** to approve the minutes of the special meeting held August 1, 2022 subject to revisions requested by Director Houston.

PUBLIC COMMENT

There were no comments made by members of the public.

FINANCIAL ITEMS

Consider Ratification of Claims: Ms. Castle reviewed the payables listing dated July through October 2022 for the District totaling \$25,862.12. Upon a motion duly made by Director Trautman, seconded by Director Villarreal, and upon vote, it was unanimously

**RESOLVED** to ratify the payables listing dated July through October 2022 for the District totaling \$25,862.12 as noted above.

Consider Approval of 2022 Auditor: Ms. Castle explained to the Board previously John Cutler and Associates performed the audits, however, proposed to explore bids for the completion of the 2022 audit. Following review and discussion, upon a motion duly made by Director Trautman, seconded by Director Villarreal, and upon vote, it was unanimously

**RESOLVED** to allow Pinnacle to bid on the 2022 Audit.

AMENDED 2022  
BUDGET

It was determined that this agenda item was not needed.

2023 BUDGET  
HEARING

Director Houston opened the 2023 Budget Hearing for Pioneer Hills Metropolitan District. Mr. Parrish reported that notice of the budget hearing had been published on November 10, 2022 in accordance with state budget law. Ms. Castle reviewed the budget in detail, and answered questions pertaining to the mill levies, estimated revenues, and expenditures. There being no public input, the public hearing portion was closed. The Board discussed regular meeting frequency and related legal costs.

General Fund:

Total Revenues: \$140,375.00

Mill Levy: 15.000

Total Expenditures: \$135,265.00

Debt Service Fund:

Total Revenues: \$266,713.00

Mill Levy: 28.500

Total Expenditures: \$275,913.00

## RECORD OF PROCEEDINGS

---

Upon a motion duly made by Director Trautman, seconded by Director Villarreal, and upon vote, it was unanimously

**RESOLVED** to approve the Resolution to Adopt the 2023 Budget for Pioneer Hills Metropolitan District, set the mill levy, appropriate budgeted funds upon final certification of value being received by Arapahoe County on or before December 15, 2022, approve all other documents related to the 2023 Budget, and authorize the District's accountant to make minor modifications that may be necessary following receipt of final assessed values.

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### LEGAL MATTERS

Election of Officers: Ms. Ogden reviewed with the Board the upcoming terms for office. Following review and discussion and upon a motion duly made by Director Trautman, seconded by Director Villarreal, and upon vote it was unanimously

**RESOLVED** to approve the following slate of officers:

Doug Houston, President  
Amanda Eno, Treasurer  
Erin Kerr, Secretary  
Victor Villarreal, Asst. Secretary  
Amy Trautman, Asst. Secretary

2023 Annual Administrative Matters Resolution: Ms. Ogden presented to the Board the 2023 Annual Administrative Matters Resolution; noting that it outlines the statutory compliance matters and provides direction to the District's legal counsel and management to execute all required compliance actions. Upon a motion duly made by Director Trautman, seconded by Director Villarreal, and upon vote it was unanimously

**RESOLVED** to approve the 2023 Annual Administrative Matters Resolution, as amended with meetings to be held the second Wednesday in March, July, and November, at 5:00 p.m., via online meeting with the March meeting being an in person and virtual meeting.

2023 Election Resolution: Ms. Ogden presented to the Board the 2023 Election Resolution and discussed the process. Upon a motion duly made by Director Trautman, seconded by Director Villarreal, and upon vote it was unanimously

**RESOLVED** to approve the 2023 Election Resolution as presented.

Update on Limited Maintenance Agreement and Easement: Ms. Ogden provided an update to the Board and answered questions regarding the same. No action was taken at this time.

## RECORD OF PROCEEDINGS

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*Director Villarreal left the meeting at this time. It was noted that quorum was no longer present and no official action was further taken by the Board. However, the following is a summary of the discussion that ensued.*

DISTRICT  
MANAGEMENT ITEMS

Update on Wetlands Operations and Maintenance: Director Houston provided an update on the Wetland Operations and Maintenance. Director Houston reported All Phase Landscaping completed the repair and maintenance of the trail.

Update on Future Wetlands Projects: Mr. Woolard reviewed with the Board an update on future wetland projects and answered questions regarding the same. Directors Houston and Trautman confirmed direction to Mr. Woolard to obtain proposal(s) from qualified engineer(s) for the drainage channel project.

EXECUTIVE SESSION

There was no executive session entered.

ADJOURNMENT

There being no further business to come before the Board and upon motion and second, the meeting was adjourned at 6:31 p.m.

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

Respectfully Submitted,

DocuSigned by:  
*Eric Kerr*

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Secretary for the Meeting