

## RECORD OF PROCEEDINGS

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MINUTES OF A MEETING OF  
THE BOARD OF DIRECTORS OF  
THE CANYONS METROPOLITAN DISTRICT NO. 7 (THE “DISTRICT”)  
HELD  
April 12, 2023

A regular meeting of the Board of Directors of The Canyons Metropolitan District No. 7 (referred to hereafter as the “Board”) was convened on Wednesday, April 12, 2023, at 10:00 a.m. This meeting was held via Zoom and was open to the public.

### ATTENDANCE

Directors In Attendance Were:

Jeff Kappes, President  
Michele Miller, Vice President/Secretary  
Teresa Kershnik, Treasurer  
Jessica McDonagh, Assistant Secretary

Director Hager was absent and excused.

Also, In Attendance Were:

Denise Denslow, Celeste Terrell, Ashley Heidt and Carrie Beacom; CliftonLarsonAllen LLP (“CLA”), District Manager and Accountant Zachary P. White, Esq.; White Bear Ankele Tanaka & Waldron P.C., District General Counsel; and Eric Sandri, Dave Birt and Ryan McDermed; Shea Canyons, LLC, Construction Managers Dylan Futrell and Will Medellin; BrightView Landscaping

### ADMINISTRATIVE MATTERS

**Call to Order/Declaration of Quorum:** Denise Denslow called the meeting to order at 10:08 a.m. A quorum was confirmed.

**Director Conflict of Interest Disclosures:** Attorney White advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Attorney White 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. Attorney White 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 participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

**Approval of Agenda:** The Board reviewed the Agenda for the meeting.

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Following review, upon motion duly made by Director Miller, seconded by Director McDonagh and, upon vote, unanimously carried, the Board approved the Agenda, as presented.

**Public Comment:** None.

### CONSENT AGENDA

Ms. Denslow presented the Board with the Consent Agenda items. Upon motion duly made by Director Miller, seconded by Director Kershisnik and, upon a vote, the Board unanimously took the following actions:

- a. Approval of Minutes of March 8, 2023 Regular Meeting

### FINANCIAL MATTERS

**Payables:** Ms. Beacom reviewed the Payables with the Board noting that there a few items from March that did not make this claims listing. Following review, upon a motion duly made by Director McDonagh, seconded by Director Kappes and, upon vote, unanimously carried, the Board approved the Payables in the amount of \$4,671.11, as presented.

**February 28, 2023 Financial Statements:** Ms. Beacom reviewed the February 28, 2023 Financial Statements with the Board. Following review and discussion, upon a motion duly made by Director McDonagh, seconded by Director Miller and, upon vote, unanimously carried, the Board accepted the February 28, 2023 Financial Statements, as presented.

**Schedule of Cash Position and Property Tax Reconciliation:** Ms. Beacom reviewed the Schedule of Cash Position and Property Tax Reconciliation with the Board. Following review, upon a motion duly made by Director McDonagh, seconded by Director Miller and, upon vote, unanimously carried, the Board approved the Schedule of Cash Position and Property Tax Reconciliation, as presented.

**Other:** None.

### LEGAL MATTERS

**Special Counsel for Collections Services:** Attorney White reviewed proposals for special counsel for collections services with the Board but noted that there are not any accounts currently that need to be sent to collections. Ms. Denslow noted it would be good to engage special counsel before any accounts reach that point. The Board discussed its current engagement with Altitude Law for covenant enforcement services who also provided a proposal for collections services. Director Miller noted that in another community, they engaged Orten Cavanagh Holmes and Hunt, LLC for collection services and covenant enforcement. Following discussion, upon a motion duly made by Director Miller, seconded by Director McDonagh and, upon vote, unanimously carried, the Board approved the termination of its engagement with Altitude Community Law for covenant enforcement services upon completion of its outstanding

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cases, and the engagement of Orten Cavanagh Holmes and Hunt, LLC for collection services and covenant enforcement services.

MANAGER /  
OPERATIONS  
MATTERS

**Managers' Report:** Ms. Denslow provided an update to the Board noting there has been a lot of questions and discussion regarding street parking.

**Covenant Enforcement Report:** Ms. Denslow reviewed the report with the Board. Director Miller asked for clarification on the holiday lighting violations and the landscaping violations.

**BrightView Monthly Maintenance Report:** Mr. Medellin reviewed the report with the Board.

**Annual Community Garage Sale:** Ms. Denslow noted that there was a question from a resident regarding holding a community garage sale. Following discussion, the Board determined to not hold annual community garage sales at this time.

**Relocation of Three Canyons Community Signs:** Director Miller reviewed the request and need to relocate the three signs. Following review, upon a motion duly made by Director Miller, seconded by Director McDonagh and, upon vote, unanimously carried, the Board approved the relocation of the three Canyons community signs.

**Other:** None.

CONSTRUCTION  
MATTERS

**Summary and Status of Construction Matters, Review Construction Manager Board Communication:** Mr. McDermed provided an update to the Board on construction matters.

**Independent Contractor Agreements:** None.

**Change Orders:** None.

**Construction Agreements:** None.

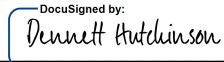
OTHER BUSINESS

**Other:** None.

ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at 10:41 a.m.

Respectfully submitted,

By  \_\_\_\_\_  
Secretary for the Meeting