

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS OF
THE CANYONS METROPOLITAN DISTRICT NO. 7 (THE “DISTRICT”)
HELD November 12, 2025**

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, November 12, 2025, at 10:00 a.m. This meeting was held via Zoom and was open to the public.

ATTENDANCE

Directors In Attendance Were:

Michele Miller, President
Dennet Hutchinson, Vice President
Sue Zloth, Assistant Secretary
Jessica McDonagh, Treasurer

Also in Attendance Were:

Ben McDowell, Hannah Wasson, Ariel Fuqua, Victoria Filippi,
Sarah Esther, Judy Smeltzler, Rachel Hillis; Advance HOA
Management
Zachary White and Tate Crosby; WBA, P.C., District General
Counsel
Dave Birt and Ryan McDermed; Shea Canyons, LLC,
Construction Manager
Will Medellin; BrightView Landscape
One Member of the Public

ADMINISTRATIVE MATTERS

Call to Order: Upon a motion by Director Miller, seconded by Director Hutchinson, unanimously carried the meeting was called to order at 10:04 a.m.

Declaration of Quorum/ Director Conflict of Interest

Disclosures: A quorum was confirmed. Mr. McDowell reported that disclosures for those directors that provided WBA, P.C. 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. Mr. McDowell 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.

Approval of Agenda: Upon a motion by Director Zloth seconded by Director Miller, the Board unanimously approved the Agenda.

PUBLIC COMMENTS

Mr. Handy provided public comments concerning a request to amend the Residential Design Guidelines pertaining to the use of jellyfish lighting.

CONSENT AGENDA

Consider Approval of Minutes of Regular Meeting held October 8, 2025, and Working Session held October 21, 2025, Approval of Audit Engagement Letter from Dazzio & Associates for 2025 Audit, and Approval of 2026 Annual Administrative Resolution: Following discussion, upon a motion duly made by Director Hutchinson, seconded by Director Zloth and, upon vote, unanimously carried, the Board approved/ratified the Consent Agenda item.

FINANCIAL MATTERS

Consider Approval/Ratification of Payables through September 30, 2025: Ms. Fuqua reviewed the payables with the Board. Following review, upon a motion made by Director Zloth, and seconded by Director Hutchinson, the Board unanimously approved the payables, as presented.

Consider Approval of Unaudited Financial Statements for Period ending September 30, 2025: Ms. Fuqua reviewed the Financial Statements with the Board. Following review and discussion, upon a motion duly made by Director Hutchinson, seconded by Director Miller and upon vote, unanimously carried, the Board accepted the Unaudited Financial Statements.

Conduct Public Hearing on Amended 2025 Budget; Consider Adoption of Resolution Amending 2025 Budget: Director McDonagh opened the Public Hearing. Ms. Fuqua presented the amended 2025 Budget. Hearing no public comment, the Public Hearing was closed. Following discussion, upon a motion duly made by Director Zloth, seconded by Director Hutchinson and upon vote unanimously approved, the Board approved the Resolution Amending 2025 Budget.

Conduct Public Hearing on 2026 Budget; Consider Adoption of Resolution Adopting 2026 Budget, Imposing Mill Levy and Appropriating Funds: Director McDonagh opened the Public Hearing. Ms. Fuqua presented the 2026 Budget. Hearing no public comment, the Public Hearing was closed. Following discussion, upon a motion duly made by Director Hutchinson, seconded by Director McDonagh and upon vote unanimously approved, the Board approved the 2026 Budget, Imposing Mill Levy and Appropriating Funds.

LEGAL MATTERS

Consider Approval of Intergovernmental Agreement with the City of Castle Pines, Colorado re Park and Recreation Ownership, Operation, and Maintenance: Mr. White updated the Board regarding the IGA. He noted that the City of Castle

Pines has approved the IGA and is prepared to begin the transition. Following review and discussion, upon a motion duly made by Director Zloth, seconded by Director McDonagh, and upon vote, unanimously carried, the Board approved the Intergovernmental Agreement with the City of Castle Pines, Colorado re Park and Recreation Ownership, Operation, and Maintenance.

Consider Approval of Amended and Restated Digital

Accessibility Policy: Ms. Crosby provided an overview of the policy. Following review and discussion, upon a motion duly made by Director Hutchinson, seconded by Director McDonagh, and upon vote, unanimously carried, the Board unanimously approved the Amended and Restated Digital Accessibility Policy.

INSURANCE MATTERS

Discuss and Review Proposals for Renewal of General Liability Schedule and Limits and Property Schedule and Consider

Approval and Authorization to Bind Coverage: Mr. McDowell noted that all necessary forms were completed before the deadline, however management has not received the proposals. The Board authorized Director Miller to review and approve the 2026 insurance renewal once received.

Discuss Consider Authorization of Exclusion from or Binding of Workers' Compensation Coverage:

Following review and discussion, upon a motion duly made by Director Hutchinson, seconded by Director Miller and upon vote, unanimously carried, the Board unanimously approved the Ratification the Exclusion from Workers' Compensation Coverage with Colorado Special Districts Property and Liability Pool.

MANAGER/OPERATIONS MATTERS

Manager's Report: Mr. McDowell presented the Manager Report to the Board noting key topics.

BrightView Monthly Maintenance Report – October: Mr. Medellin presented the monthly maintenance report.

Review Delinquency Report: The Board reviewed the Delinquency Report.

OTHER BUSINESS

Following Mr. Dameron's resignation from the Board, a vacancy now exists. The Board reviewed options for addressing this vacancy and instructed management to contact those individuals who had submitted statements of interest during the prior call for candidates.

ADJOURNMENT

There being no further business to come before the Board at this time, following a motion and a second, unanimously carried, the meeting was adjourned at 11:08 a.m.

Respectfully submitted,

By _____
Secretary for the Meeting