

**LORETTO HEIGHTS COMMUNITY AUTHORITY  
("AUTHORITY")**

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<https://lorettoheightscommunityauthority.com>

NOTICE OF REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
<b>Mark J. Witkiewicz</b> (LHMD 1)	President	2025/May 2025
<b>Andrew R. Klein</b> (LHMD 2)	Assistant Secretary	2025/May 2025
<b>Paige C. Langley</b> (LHMD 3)	Assistant Secretary	2027/May 2027
<b>Megan Waldschmidt</b> (LHMD 4)	Assistant Secretary	2025/May 2025
Peggy Ripko	Secretary	

DATE: February 26, 2024

TIME: 2:00 p.m.

PLACE: **Zoom Meeting: This meeting will be held via Zoom without any individuals (neither District representatives nor the general public) attending in person. The meeting can be joined through the directions below:**

Zoom information:

<https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUIZZc1VMWTJFZjFHdz09>

**Meeting ID: 862 6755 0643**

**Passcode: 987572**

**Dial In: 1-719-359-4580**

I. ADMINISTRATIVE MATTERS

A. Present disclosures of potential conflicts of interest.

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B. Confirm quorum; confirm location of meeting, posting of meeting notices and approve agenda.

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C. Review and consider approval of minutes of the January 22, 2024 Regular Meeting (enclosures).

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II. PUBLIC COMMENTS

- A. Members of the public may express their views to the Board on matters that affect the Authority that are not otherwise on the agenda. Comments will be limited to three (3) minutes.
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III. FINANCIAL MATTERS

- A. Review and accept the Unaudited Financial Statements for the period ending \_\_\_\_\_, 2023 and the Schedule of Cash Position for the period ending \_\_\_\_\_, 2023, updated as of \_\_\_\_\_, 2023 (to be distributed).
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IV. CAPITAL/CONSTRUCTION MATTERS

- A. Review and consider approval of Engineer’s Report and Verification of Costs Associated with Public Improvements Report No. 21, dated \_\_\_\_\_, 2024, prepared by Schedio Group LLC, for the amount of \$\_\_\_\_\_ (“Report No. 21”) (to be distributed).
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- B. Consider acceptance of verified public improvement costs pursuant to Report No. 21.
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- C. Consider acknowledgement of reimbursement by Loretto Heights Metropolitan District No. 1 to ACM Loretto VI LLC under the Facilities Funding and Acquisition Agreement between Loretto Heights Metropolitan District No. 1 and ACM Loretto VI LLC, pursuant to Report No. 21.
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V. LEGAL MATTERS

- A. \_\_\_\_\_
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VI. OTHER BUSINESS

- A. \_\_\_\_\_
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VII. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR MARCH 25, 2024.**

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE LORETTO HEIGHTS COMMUNITY AUTHORITY (“Authority”) HELD JANUARY 22, 2024

A Regular Meeting of the Board of Directors of the Loretto Heights Community Authority (referred to hereafter as “Board”) was convened on Monday, January 22, 2024, at 2:00 p.m. The Board meeting was held via Zoom. The meeting was open to the public.

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#### **ATTENDANCE**

##### **Directors In Attendance Were:**

Mark J. Witkiewicz, representing Loretto Heights MD No. 1  
Andrew R. Klein, representing Loretto Heights MD No. 2  
Paige C. Langley, representing Loretto Heights MD No. 3

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Klein and, upon vote, unanimously carried, the absence of Director Waldschmidt was excused.

##### **Also In Attendance Were:**

Peggy Ripko; Special District Management Services, Inc.

Jon Hoistad, Esq.; McGeady Becher P.C.

Lindsay Ross; CliftonLarsonAllen LLP (“CLA”)

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#### **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

**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. It was noted that a quorum was present, and Attorney Hoistad requested members of the Board 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. Attorney Hoistad noted that Directors’ Disclosure Statements were filed for all Directors by the statutory deadline. No additional conflicts were disclosed at the meeting.

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## RECORD OF PROCEEDINGS

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### ADMINISTRATIVE MATTERS

**Agenda:** Ms. Ripko distributed for the Board's review and approval a proposed Agenda for the Authority's Regular Meeting.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Klein and, upon vote, unanimously carried, the Agenda was approved, as amended.

**Meeting Location/Manner and Posting of Meeting Notice:** The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the Authority's Board meeting. The Board determined that the meeting would be held via video/telephonic means and encouraged public participation via video or telephone. The Board further noted that notice of the time, date and location/manner of the meeting was duly posted, and that the Board had not received any objections to the video/telephonic manner of the meeting, or any requests that the video/telephonic manner of the meeting be changed by taxpaying electors within the Authority's Service Area.

**Designation of 24-Hour Posting Location:** Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Klein and, upon vote, unanimously carried, the Board designated the location for posting meeting notices pursuant to Section 24-6-402(2)(c), C.R.S., on the Authority website.

**Minutes:** The Board reviewed the Minutes of the November 27, 2023 Annual Meeting and November 27, 2023 Regular Meeting.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Minutes of the November 27, 2023 Annual Meeting and November 27, 2023 Regular Meeting were approved.

### PUBLIC COMMENT

There were no public comments.

### FINANCIAL MATTERS

There were no financial matters at this time.

### CAPITAL/ CONSTRUCTION/ MATTERS

**Engineer's Report and Verification of Costs Associated with Public Improvements Report No. 20 ("Report No. 20"):** The Board discussed Report No. 20, dated January 23, 2024, prepared by Schedio Group LLC, for the amount of \$ 371,216.91.

## RECORD OF PROCEEDINGS

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Following review and discussion, upon motion duly made by Director Klein, seconded by Director Witkiewicz, and upon vote, unanimously carried, the Board approved Report No. 20, subject final review by Accountant.

**Verified Public Improvement Costs Pursuant to Report No. 20:** The Board discussed the verified public improvement costs pursuant to Report No. 20.

Following review and discussion, upon motion duly made by Director Klein, seconded by Director Witkiewicz, and upon vote, unanimously carried, the Board accepted the verified public improvement costs pursuant to Report No. 20, subject to final review by Accountant.

**Reimbursement by Loretto Heights Metropolitan District No. 1 to ACM Loretto VI LLC under the Facilities Funding and Acquisition Agreement between Loretto Heights Metropolitan District No. 1 and ACM Loretto VI LLC, pursuant to Report No. 20:** The Board discussed the reimbursement by Loretto Heights Metropolitan District No. 1 to ACM Loretto VI LLC under the Facilities Funding and Acquisition Agreement between Loretto Heights Metropolitan District No. 1 and ACM Loretto VI LLC, pursuant to Report No. 20.

Following review and discussion, upon motion duly made by Director Klein, seconded by Director Witkiewicz and upon vote, unanimously carried, the Board acknowledged the reimbursement by Loretto Heights Metropolitan District No. 1 to ACM Loretto VI LLC under the Facilities Funding and Acquisition Agreement between Loretto Heights Metropolitan District No. 1 and ACM Loretto VI LLC, pursuant to Report No. 20, subject to final review by Accountant.

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**LEGAL MATTERS**

There were no legal matters at this time.

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**OTHER BUSINESS**

None.

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## RECORD OF PROCEEDINGS

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### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Klein, seconded by Director Langley and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

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