

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE LORETTO HEIGHTS METROPOLITAN DISTRICT NO. 1 HELD MARCH 25, 2024

A Regular Meeting of the Board of Directors of the Loretto Heights Metropolitan District No. 1 (referred to hereafter as the “Board”) was convened on Monday, March 25, 2024, at 2:00 p.m. The District 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  
Andrew R. Klein  
Paige C. Langley  
Megan Waldschmidt  
Blake Amen

#### 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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#### 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. 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.

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

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

## RECORD OF PROCEEDINGS

---

**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 District’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 on the District website, 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 District’s boundaries.

**Appointment of Treasurer:** Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Waldschmidt and, upon vote, unanimously carried, the Board appointed Paige Langley as Treasurer.

**Minutes:** The Board reviewed the Minutes of the February 26, 2024 Regular Meeting.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Waldschmidt and, upon vote, unanimously carried, the Minutes of the February 26, 2024 Regular Meeting were approved.

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### **PUBLIC COMMENT**

There were no public comments.

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### **FINANCIAL MATTERS**

**Payment of Claims:** The Board reviewed the payment of claims.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Waldschmidt, and upon vote, unanimously carried, the Board approved the payment of claims.

**Unaudited Financial Statements / Schedule of Cash Position:** No financial statements or schedule of cash position were presented.

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### **CAPITAL/ CONSTRUCTION MATTERS**

**Engineer’s Report and Verification of Costs Associated with Public Improvements Report No. 22 (“Report No. 22”):** The Board discussed Report No. 22, dated March 20, 2024, prepared by Schedio Group LLC, verifying public improvement costs in the amount of \$1,294,427.

## RECORD OF PROCEEDINGS

---

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Waldschmidt, and upon vote, unanimously carried, the Board approved Report No. 22.

**Acceptance of Verified Public Improvement Costs Pursuant to Report No. 22:** The Board discussed accepting verified public improvement costs pursuant to Report No. 22.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Waldschmidt, and upon vote, unanimously carried, the Board accepted the verified public improvement costs pursuant to Report No. 22.

**Status of Loretto Heights Infrastructure Project:** There was a brief discussion regarding the status of construction within the project.

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**LEGAL MATTERS** **Project Management Services Agreement by and between District No. 1 and Westside Property Investment Company, Inc.:** The Board discussed the Project Management Services Agreement by and between District No. 1 and Westside Property Investment Company, Inc.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Waldschmidt, and upon vote, unanimously carried, the Board approved the Project Management Services Agreement by and between District No. 1 and Westside Property Investment Company, Inc.


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**OTHER BUSINESS** There was no other business.

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

Respectfully submitted,

By:   
Secretary for the Meeting