

## **RECORD OF PROCEEDINGS**

### **MINUTES OF THE MEETING OF PAN-ARK ESTATES METROPOLITAN DISTRICT**

The Meeting of the Board of Directors of the Pan-Ark Estates Metropolitan District (“District”) was held and called to order on Tuesday, May 10, 2022 at 5:31 PM. Due to public health concerns, the Meeting was held by virtual attendance on Zoom <https://us02web.zoom.us/j/81264284016> US: +12532158782,,81264284016# or +13462487799,,81264284016# or US: +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656. Webinar ID: 812 6428 4016.

### **ATTENDANCE**

Directors in Attendance were:

David Galinis  
Michelle (Shelley) Hall  
Kevin V. Kirsner  
Joseph Burnham  
Dell Skluzak

Joe Norris of Cockrel, Ela, Glesne, Greher & Ruhland, P.C.  
Danaly Howe-Centennial Consulting Group  
Chris Keelan  
Daryl Manning  
Nick Keelan  
Jeff Johnson

### **DISCLOSURES OF ANY POTENTIAL CONFLICTS OF INTEREST**

None

### **APPROVAL OF MINUTES**

Director Galinis made a motion to approve from the April 12, 2022 meeting and Director Kirsner seconded. Unanimously approved.

### **PUBLIC COMMENT**

None

## **WELCOME OF NEW BOARD MEMBERS**

Director Skluzak and Director Burnham have been elected and have completed their Oaths of Office.

## **APPOINTMENT OF BOARD OFFICERS**

Mr. Norris described the required Board officer positions and the Board discussed. The Board recommended the following slate of officers:

President: Shelley Hall  
Vice President: Kevin Kirsner  
Secretary: Joseph Burnham  
Treasurer: David Galinis  
Assistant Secretary: Dell Skluzak

Director Galinis made a motion to approve the new officers and Director Skluzak seconded. Approved unanimously.

## **ENGAGEMENT OF CENTENNIAL CONSULTING GROUP AS DISTRICT MANAGER**

Ms. Howe described the error in the proposed engagement letter involving the number of meetings included with their flat-rate fee proposal for management. She offered to provide additional meetings at the hourly rate of \$145/hour with a cap of \$750 per additional meeting. Director Hall moved that the Board accept the flat rate contract at \$1,000.00 per month with any added expenses at the rate of \$145 per hour with a cap of \$750.00. Director Galinis and Director Kirsner seconded simultaneously. Unanimously approved.

## **PRESENTATION ON ROAD GRADER**

Nick Keelan gave a report on road maintenance with Chris Keelan's input. Grader expenses, work completed and needed were discussed. Nick will put together a grading maintenance and map document for the District to look at for equipment and personnel planning. Jeff Johnson from Mt. Elbert Water Association (MEWA) presented an update on MEWA's line extension projects. MEWA is interested in partnering with the District and was asked by Joe Norris to put together a list of cooperation items for a Memorandum of Understanding to document and make the partnership more formalized. Jeff discussed the money that has been given to the HOA for repairs after MEWA has worked in the area. Mr. Norris also requested that Mr. Keelan put together a list or written program of road maintenance activities so there is a plan for the District to implement.

## **TRANSFER OF EQUIPMENT/VEHICLES FROM THE HOA TO THE DISTRICT**

Currently working on transfers. Chris Keelan is working on the paperwork on behalf of the HOA.

## **DISCUSSION OF DISTRICT FIRE MITIGATION OPPORTUNITIES**

Director Hall talked about her research with the Colorado State Forest office and Lake Co. Office of Emergency Management and asked if this information can be posted on the future District website for interested parties. Chris Keegan mentioned a chipper on the MEWA site that might be available for rent?

**UPDATE ON DISTRICT FINANCIAL MATTERS**

Discussed most of this during the road grader presentation and included other equipment and any other financial issues pertaining to the District.

**UPDATE ON DISTRICT WEBPAGE**

CCG Management company should have the new website up in 30 days.

**ANY OTHER MATTER THAT MAY COME BEFORE THE BOARD**

Next Board meeting will be June 21, 2022 at 5:30 p.m.

**ADJOURNMENT**

There being no further business to come before the Board, Director Hall made a motion to adjourn and Director Galinis seconded. The meeting was adjourned at 7:03 p.m.

Respectively submitted,

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/s/ Shelley Hall

Michelle (Shelley Hall),  
Pan-Ark Estates Metropolitan District, Secretary