

**COTTONWOOD HIGHLANDS METROPOLITAN DISTRICT NO. 1**  
**SPECIAL MEETING**

9781 S. Meridian Boulevard, #120, Englewood, Colorado  
December 8, 2015 at 1:30 P.M.

Andrew Trietley, President  
Term, May 2016

Scott Carlson, Vice President  
Term, May 2018

Jeffery Carlson, Secretary/Treasurer  
Term, May 2016

Kristi Balken, Assistant Secretary  
Term, May 2016

Clay Carlson, Assistant Secretary  
Term, May 2018

AGENDA

1. Call to Order/Declaration of Quorum
2. Director Conflict of Interest Disclosures
3. Approval of Agenda
4. Approval of Minutes - June 3, 2015
5. General Matters
  - a. 2016 Annual Administrative Resolution
  - b. 2016 Updated General Counsel Engagement Letter
  - c. Resolution Calling May 3, 2016 Director Election
  - d. Potential Inclusion and Town Consent
6. Financial Matters
  - a. Payables/Financials
  - b. Invoice Payment Process/District Checking Account
  - c. Pending Renewals/Payment (Liability Insurance, SDA Membership, etc)
  - d. Developer Advance and Reimbursement Capital
  - e. Developer Advance and Reimbursement Administrative
  - f. 2015 Budget Hearing/Adoption of Budget Resolution
  - g. 2016 Budget Hearing/Adoption of Budget Resolution
7. Other Business
  - a. Operations/Maintenance Status with Overlapping Cottonwood Highlands Metro District
  - b. 2016 Development Outlook
8. Adjourn/Next Meeting