

# KINSTON METROPOLITAN DISTRICT NOS. 1-10

## NOTICE OF REGULAR MEETING AND AGENDA

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expiration</u>
Kim Perry	President	May 2025
Tim DePeder	Vice President	May 2025
Josh Kane	Treasurer & Secretary	May 2025
Vacant	Secretary	May 2027
Brad Lenz	Asst. Secretary & Asst. Treasurer	May 2027

**Date: October 12, 2023 (Thursday)**

**Time: 1:00 P.M.**

**Place: MS TEAMS & Teleconference**

[Click here to join the meeting](#)

Meeting ID: 271 555 511 108 Passcode: xwx3hw

**Or call in (audio only)**

[+1 720-721-3140,,230336235#](#) Phone Conference ID: 230 336 235#

### **I. ADMINISTRATIVE ITEMS**

- A. Call to Order.
- B. Declaration of Quorum/Director Disclosure of any Potential Conflicts of Interest.
- C. Approval of Agenda. **(Pages 1-2)**
- D. Public Comment. (Limited to 3-Minutes Per Person).
- E. Director Comment.

### **II. CONSENT AGENDA**

- A. Approval of Minutes – September 14, 2023, Regular Meeting. **(Pages 3-6)**
- B. Ratification of Payment of Claims. **(Pages 7-9)**
- C. Ratification of Contract Modifications. **(Page 10)**

### **III. DISTRICT MANAGER ITEMS**

- A. District Manager’s Report. **(Pages 11-12)**
- B. Consider Approval of Addendum for Pinnacle Consulting Group, Inc. to include Community Management. **(To Be Distributed Under Separate Cover)**

### **IV. CAPITAL INFRASTRUCTURE ITEMS**

- A. District Capital Infrastructure Report and District Project Manager Update. **(Pages 13-19)**
- B. Capital Fund Summary Review. **(To Be Distributed Under Separate Cover)**
- C. Consideration and Approval of Project Budgets and Amended Project Budgets. **(To Be Distributed Under Separate Cover)**

Professionally Managed by:  
Pinnacle Consulting Group, Inc.  
550 W. Eisenhower, Loveland, CO 80537  
Phone: 970-617-2474 | FAX: 970-669-3612  
District Email: [KINMDAdmin@PCGI.com](mailto:KINMDAdmin@PCGI.com)  
District Website: [www.kinstonmd.live](http://www.kinstonmd.live)

D. Budget Approval and Contracting. **(To Be Distributed Under Separate Cover)**

1. Millenium East 16<sup>th</sup> Landscaping (CFS #)
  - a. Review Bid Memorandum
  - b. Consider Approval of Construction Contract with TBD (\$TBD)
  - c. Consider Approval of Amended Project Budget (\$TBD).

V. **FINANCIAL ITEMS**

- A. Finance Manager's Report. **(Page 20)**

VI. **LEGAL ITEMS**

- A. Acceptance of Parcels via Quit Claim Deed from Centerra East Development, Inc. **(Pages 21-23)**
- B. Consideration and Approval of Addendum No. 5 to Intergovernmental Agreement Regarding Allocation of Costs of Public Improvements between District No. 1 and Centerra Metropolitan District No. 1 for Regional Pond. **(To Be Distributed Under Separate Cover)**
- C. Consideration and Approval of Addendum No. 6 to Intergovernmental Agreement Regarding Allocation of Costs of Public Improvements between District No. 1 and Centerra Metropolitan District No. 1 for Public Improvements. **(To Be Distributed Under Separate Cover)**

VII. **DIRECTOR ITEMS**

VIII. **OTHER MATTERS**

- IX. **EXECUTIVE SESSION** – Pursuant to § 24-6-402(4)(b), C.R.S. for the purpose of receiving legal advice on specific legal questions.

X. **ADJOURNMENT**

***\*\*\*The next Regular Meeting is scheduled for November 3, 2023\*\*\****

**RECORD OF PROCEEDINGS**

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MINUTES OF THE COORDINATED  
REGULAR MEETING OF  
KINSTON METROPOLITAN DISTRICT NOS. 1-10

HELD  
September 14, 2023

The Coordinated Regular Meeting of the Board of Directors (collectively, “Boards”) of The Kinston Metropolitan District Nos. 1-10 (collectively, “Districts”) was held via MS Teams teleconference, on Thursday, September 14, 2023, at 1:00 p.m.

ATTENDANCE

Directors in Attendance:

- Kim Perry, President
- Tim DePeder, Vice President
- Brad Lenz, Assistant Secretary & Assistant Treasurer

Directors Absent, but Excused:

- Josh Kane, Treasurer & Secretary

Also in Attendance:

- Deborah Early; Icenogle Seaver Pogue, P.C.
- Jeff Breidenbach, Jim Niemczyk, Laura Wright, and Samantha Romero; McWhinney
- Sarah Bromley, Bryan Newby, Kieyesia Conaway, Irene Buenavista, Wendy McFarland, Doug Campbell, Dillon Gamber, and Nic Ortiz; Pinnacle Consulting Group, Inc. \_\_\_\_\_

ADMINISTRATIVE  
ITEMS

Call to Order: The meeting was called to order at 1:00 p.m. by Director Perry, noting that a quorum was present. The Directors in attendance confirmed their qualifications to serve.

Combined Meeting: The Boards determined to hold joint meetings of the Districts and to prepare joint minutes of actions taken by the Districts at such meetings. Unless otherwise noted below, the matters set forth below shall be deemed to be the actions of the Board of Directors of Kinston Metropolitan District No. 1, with concurrence by the Boards of Directors of Kinston Metropolitan District Nos. 2, 3, 4, 5, 6, 7, 8, 9 and 10.

Declaration of Quorum/Director Qualifications/Disclosure of Potential Conflicts of Interest: *Director Perry noted that a quorum was present, with three out of four Directors in attendance. All Board Members confirmed their qualifications to serve on the Boards. Deborah Early, legal counsel, stated that notices of potential conflicts of interest for all*

## RECORD OF PROCEEDINGS

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Board Members were filed with the Colorado Secretary of State's Office, disclosing potential conflicts as Board Members are employees of McWhinney Real Estate Services, Inc. and Land Asset Strategies, which are associated with the primary landowners and developer within the Districts. Ms. Early advised the Boards that pursuant to Colorado law, certain disclosures by the Board Members might be required prior to taking official action at a meeting. The Boards reviewed the agenda for the meeting, following which each Board Member present confirmed the contents of the written disclosures previously made stating the fact and summary nature of any matters as required under Colorado law to permit official action to be taken at the meeting. Additionally, the Boards determined that the participation of the members present was necessary to obtain a quorum or otherwise enable the Boards to act.

Approval of Agenda: The Boards considered the approval of the agenda. Following review and discussion, upon a motion duly made by Director DePeder, seconded by Director Lenz, and upon vote, unanimously carried, it was

**RESOLVED** to approve the agenda, as presented.

Public Comment: There were no Public comments received.

Director Comments: There were no Director Comments received.

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### CONSENT AGENDA

Ms. Perry reviewed the items on the consent agenda with the Boards. Ms. Perry advised the Boards that any item may be removed from the consent agenda to the regular agenda upon the request of any Director. No items were requested to be removed from the consent agenda. Upon a motion duly made by Director DePeder, Seconded by Director Lenz, the following items on the consent agenda were unanimously approved, ratified and adopted:

- A. Approval of July 13, 2023 Special Meeting Minutes.
  - B. Ratification of Payables.
  - C. Unaudited Financial Statements for the period ending June 30, 2023.
  - D. Ratification of Contract Modifications.
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### DISTRICT MANAGER ITEMS

Manager's Report: Mr. Newby and Mr. Gamber presented the Manager's Report to the Boards and answered questions.



**RECORD OF PROCEEDINGS**

Amended Resolution Imposing an Operations and Maintenance Fee: Ms. Bromley presented the Amended Resolution Imposing an Operations and Maintenance Fee to the Board and answered questions. Following review and discussion, upon a motion duly made by Director DePeder, seconded by Director Lenz, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Amended Resolution Imposing an Operations and Maintenance Fee.

CAPITAL  
INFRASTRUCTURE  
ITEMS

Capital Infrastructure Report and District Project Manager Update: Mr. Ortiz presented the Capital Infrastructure Report and Mr. Breidenbach provided a District Project Manager update to the Boards and answered questions.

Capital Fund Summary and Capital Needs Assessment Review: Mr. Ortiz and Mr. Breidenbach reviewed the Capital Fund Summary & Capital Needs Assessment with the Boards and answered questions.

Budget Approval and Contracting for Kinston Offsite Drainage (CFS #13): Mr. Breidenbach presented the Budget approval and Contracting for Kinston Offsite Drainage to the Boards and answered questions. Following review and discussion, upon a motion duly made by Director DePeder, seconded by Director Lenz, and upon vote, unanimously carried, it was

**RESOLVED** to approve the Project Budget in the amount of 300,000.00.

FINANCIAL ITEMS

Finance Manager’s Report: Ms. Buenavista presented the Finance Manager’s Report to the Boards and answered questions.

LEGAL ITEMS

Approval of First Amendment to Resolution Regarding District Facilities, and in connection therewith, Rules for Use of Park Facilities, Application for First Amendment Demonstration Permit, and Event License Agreement: Ms. Early presented the First Amendment to Resolution Regarding District Facilities, and in connection therewith, Rules for Use of Park Facilities, Application for First Amendment Demonstration Permit, and Event License Agreement to the Boards and answered questions. Following review and discussion, upon a motion duly made by Director DePeder, seconded by Director Lenz, and upon vote, unanimously carried, it was

## RECORD OF PROCEEDINGS

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**RESOLVED** to approve the First Amendment to Resolution Regarding District Facilities, and in connection therewith, Rules for Use of Park Facilities, Application for First Amendment Demonstration Permit, and Event License Agreement.

Approval of First Amendment to Intergovernmental Agreement Regarding Allocation of Costs of Public Improvements: Ms. Early presented the First Amendment to Intergovernmental Agreement Regarding Allocation of Costs of Public Improvements to the Boards and answered questions. Following review and discussion, upon a motion duly made by Director DePeder, seconded by Director Lenz, and upon vote, unanimously carried, it was

**RESOLVED** to approve the First Amendment to Intergovernmental Agreement Regarding Allocation of Costs of Public Improvements.

DIRECTOR ITEMS

There were no Director Items to come before the Boards.

OTHER  
MATTERS

There were no Other Matters to come before the Boards.

ADJOURNMENT

There being no further business to come before the Boards, the meeting was adjourned at 1:29 p.m.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

Respectfully Submitted,

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Kieyesia Conaway, Secretary for the Meeting

**Kinston Metropolitan District No. 1**  
**Check Detail**  
September 6 through October 5, 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>		<b>09/21/2023</b>	<b>City of Loveland</b>	<b>1-11000 · Cash - Checking</b>	
Bill	056670 08.23	08/31/2023	City of Loveland	1-23000 · Accounts Payable	-31.16
TOTAL					<u>-31.16</u>
<b>Liability Check</b>		<b>09/27/2023</b>	<b>QuickBooks Payroll Service</b>	<b>1-11000 · Cash - Checking</b>	
				66000 · Payroll Expenses	5.25
			QuickBooks Payroll Service	2110 · Direct Deposit Liabilities	554.10
TOTAL					<u>559.35</u>
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>09/07/2023</b>	<b>Bath, Inc.</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	SINV-001453	07/15/2023		3-55101 · Project-Direct	48,851.28
TOTAL					<u>48,851.28</u>
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>09/07/2023</b>	<b>Pinnacle Consulting Group, Inc.</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	24859	07/31/2023		1-51080 · Facilities Management	805.00
				1-51040 · District Management	8,575.00
				1-51000 · Accounting	5,915.00
				1-51120 · Office, Dues & Other	403.98
TOTAL					<u>15,698.98</u>
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>09/07/2023</b>	<b>Icenogle Seaver Pogue, P.C.</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	23993	07/31/2023		1-51110 · Legal Services	10,881.50
TOTAL					<u>10,881.50</u>
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>Pinnacle Consulting Group, Inc.</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	24935	08/15/2023		3-56203 · Project Administration	1,875.00
TOTAL					<u>1,875.00</u>
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>CWC Consulting Group Inc</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	INV3259	08/15/2023		3-55204 · Engineering	1,875.00
TOTAL					<u>1,875.00</u>
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>CMS Environmental Solutions, LLC</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	156440	08/15/2023		3-55101 · Project-Direct	395.00
TOTAL					<u>395.00</u>
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>Pinnacle Consulting Group, Inc.</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	24934	08/15/2023		3-55203 · Project Administration	1,260.00
TOTAL					<u>1,260.00</u>
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>Pinnacle Consulting Group, Inc.</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	24933	08/15/2023		3-55603 · Project Administration	1,125.00
TOTAL					<u>1,125.00</u>

Kinston Metropolitan District No. 1

Check Detail

September 6 through October 5, 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>CMS Environmental Solutions, LLC</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	154929	08/15/2023		3-55101 · Project-Direct	395.00
TOTAL					395.00
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>Kumar &amp; Associates</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	222553	08/15/2023		3-56204 · Engineering	350.00
TOTAL					350.00
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>King Surveyors LLC</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	419756	08/15/2023		3-55804 · Engineering	1,553.75
TOTAL					1,553.75
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>Pinnacle Consulting Group, Inc.</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	24936	08/15/2023		3-55803 · Project Administration	5,040.00
TOTAL					5,040.00
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>Kumar &amp; Associates</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	222608	08/15/2023		3-55804 · Engineering	180.00
TOTAL					180.00
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>McWhinney Real Estate Services, Inc.</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	405098	08/15/2023		3-56202 · Project Management	2,990.88
TOTAL					2,990.88
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>Kumar &amp; Associates</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	222596	08/15/2023		3-55204 · Engineering	3,712.33
TOTAL					3,712.33
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>Pinnacle Consulting Group, Inc.</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	24799	07/15/2023		3-56203 · Project Administration	3,225.00
TOTAL					3,225.00
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>Prairie Mountain Media, LLC</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	1997735	08/15/2023		3-55805 · Permits, Fees and Other	103.00
TOTAL					103.00
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>Coyote Ridge Construction LLC</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	INV 10	07/15/2023		3-55801 · Project-Direct	308,014.59
TOTAL					308,014.59
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>King Surveyors LLC</b>	<b>1072 · Bill.com Money Out Clearing</b>	
Bill	419746	08/15/2023		3-56204 · Engineering	2,268.50
TOTAL					2,268.50

Kinston Metropolitan District No. 1

Check Detail

September 6 through October 5, 2023

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>Pinnacle Consulting Group, Inc.</b>	<b>1072 - Bill.com Money Out Clearing</b>	
Bill	24937	08/15/2023		3-55103 - Project Administration	1,800.00
TOTAL					<u>1,800.00</u>
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>McWhinney Real Estate Services, Inc.</b>	<b>1072 - Bill.com Money Out Clearing</b>	
Bill	405125	08/15/2023		3-51170 - Project Infrastructure	480.00
TOTAL					<u>480.00</u>
<b>Bill Pmt -Check</b>	<b>Bill.com</b>	<b>10/02/2023</b>	<b>Pinnacle Consulting Group, Inc.</b>	<b>1072 - Bill.com Money Out Clearing</b>	
Bill	24932	08/15/2023		3-51040 - District Management, Capital	1,800.00
TOTAL					<u>1,800.00</u>
<b>Paycheck</b>	<b>DD1072</b>	<b>09/28/2023</b>	<b>Bradley D Lenz</b>	<b>1-11000 - Cash - Checking</b>	
				1-51030 - Directors' Fees	200.00
				66000 - Payroll Expenses	12.40
				24000 - Payroll Liabilities	-12.40
				24000 - Payroll Liabilities	-12.40
				66000 - Payroll Expenses	2.90
				24000 - Payroll Liabilities	-2.90
				24000 - Payroll Liabilities	-2.90
				2110 - Direct Deposit Liabilities	-184.70
TOTAL					<u>0.00</u>
<b>Paycheck</b>	<b>DD1073</b>	<b>09/28/2023</b>	<b>Kim Perry</b>	<b>1-11000 - Cash - Checking</b>	<b>0.00</b>
				1-51030 - Directors' Fees	200.00
				66000 - Payroll Expenses	12.40
				24000 - Payroll Liabilities	-12.40
				24000 - Payroll Liabilities	-12.40
				66000 - Payroll Expenses	2.90
				24000 - Payroll Liabilities	-2.90
				24000 - Payroll Liabilities	-2.90
				2110 - Direct Deposit Liabilities	-184.70
TOTAL					<u>0.00</u>
<b>Paycheck</b>	<b>DD1074</b>	<b>09/28/2023</b>	<b>Timothy G DePeder</b>	<b>1-11000 - Cash - Checking</b>	<b>0.00</b>
				1-51030 - Directors' Fees	200.00
				66000 - Payroll Expenses	12.40
				24000 - Payroll Liabilities	-12.40
				24000 - Payroll Liabilities	-12.40
				66000 - Payroll Expenses	2.90
				24000 - Payroll Liabilities	-2.90
				24000 - Payroll Liabilities	-2.90
				2110 - Direct Deposit Liabilities	-184.70
TOTAL					<u>0.00</u>
<b>Total</b>					<b><u>\$ 828,806.00</u></b>

# Contract Modifications for Board Ratification

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## Kinston Metropolitan District No. 1

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### Kinston Millennium East 19th (KIN-ME19)

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<i>Contractor:</i> <b>MSK Consulting</b>	<i>Modification Date:</i> <b>8 /14/2023</b>	<i>Modification Amount:</i> <b>\$2,500.00</b>	<i>Contract #:</i> <b>Cnt-01088</b>
<i>Modification Description:</i> <b>CO 3 to WO 2022-01</b>	<i>Payment Method:</i> <b>Time &amp; Materials</b>	<i>District Signed Date:</i> <b>9 /12/2023</b>	
<i>Modification Scope:</i> <b>Updates to Kinston Phase 3 Utility Report</b>		<i>Contractor Signed Date:</i> <b>9 /12/2023</b>	

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To: Kinston Metropolitan District Board of Directors  
 From: Pinnacle Consulting Group, Inc.  
 Subject: Managers' Report  
 Board Meeting Date: October 12, 2023

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### **General District Matters**

- **Primary Contact:** Please contact Bryan Newby, District Manager, at [bryann@pcgi.com](mailto:bryann@pcgi.com) or [KINMDAdmin@pcgi.com](mailto:KINMDAdmin@pcgi.com) for any District matters which include operations, Board of Directors relations, financial management, compliance, and constituent relations.
- **Client Service Team:** Since the last board meeting, there have been no staff changes to the Client Service Team.
- **District Matters:** The District's management team executed District matters since the September 14, 2023, Board meeting. Monthly, District management provides the following services:
  - Adheres to administrative and compliance matters.
  - Processes monthly payables and financial reports.
  - Oversees District budget and operational expenditures.
  - Oversees District operations per the approved Service Plan and District needs.
  - Collaborates with legal counsel on legal matters.
  - Oversee preparation and distribution of board packets including agenda, minutes, reports, contracts, and agreements prior to board meetings.
  - The Manager consistently communicates with the Board including periodic status reports at each board meeting.
- **Management & Administration Updates & Activities:** Recently the District's management team has prioritized the following items:
  - The Budget Coordination Meeting for Kinston MD has been scheduled for October 17<sup>th</sup>. Pinnacle staff have been working diligently to ensure that a draft budget is complete and will be sent to the Boards for review prior to the meeting.
  - 2024 Insurance Renewals have begun for the District. The management department is working to ensure all relevant assets are scheduled and property and liability coverage as well as workers compensation coverage is complete and meet compliance standards.
  - The SB23-110 meeting is scheduled to take place Friday November 3<sup>rd</sup>, 30 minutes before the Kinston Special District Board meeting. Management is coordinating with internal departments and ensuring preparation is underway to efficiently host this meeting and provide adequate information to attending residents.
  - The final O&M Letters to include the 4<sup>th</sup> quarter invoice was provided to residents on October 2<sup>nd</sup>. We have begun collecting O&M fees and will follow up with any non-payments presented.
- **Conference Calls/Coordination Meetings:** District Management attended the McWhinney Districts Conference Call on October 4, 2023 where we discussed the Kinston and Centerra Cost Sharing Agreement and updates regarding the project in the Fish Head.

Kinston Metropolitan District Nos. 1-10  
 c/o Pinnacle Consulting Group, Inc.  
 Main office located at 550 W. Eisenhower Blvd., Loveland, CO 80537  
 Phone: (970) 617-2474  
 Email: kinmdadmin@pcgi.com

*Serving our clients and community through excellent dependable service.*

- **Website Analytics:** Website analytics allows management to review website activity throughout the year.

Last Month	YTD
77 Visits	366 Visits
68 Unique Visitors	293 Unique Visitors
263 Page Views	854 Page Views

- **Compliance Matters:** Annually, District Management ensures the District meets required statutory responsibilities and tracks compliance accordingly.

Compliance Matters	Responsible	Due Date	Completion
File Boundary Map	PCGI	01/01/2023	Completed
Post Transparency Notice	PCGI	01/15/2023	Completed
File Certified Copy of Adopted Budget	PCGI	01/31/2023	Completed
Renew SDA Membership	PCGI	03/01/2023	Completed
File Audit Exemptions	PCGI	03/31/2023	Completed
Submit Audit to Governing Board	PCGI	06/30/2023	Completed
File Audit	PCGI	07/30/2023	Completed
File Annual Report	PCGI	10/01/2023	Completed
Draft 2024 Budgets Distributed to Board of Directors	PCGI	10/15/2023	
Renew Property & Liability Insurance	PCGI	12/01/2023	
Certify Mill Levies	PCGI	12/15/2023	
Adopt Budget	PCGI	12/31/2023	
Ensure Website Compliance	PCGI	12/31/2023	
Payables	PCGI/Board	Monthly	Sent to Board third week of the month

### Operations & Maintenance Updates & Activities

- Continuing coordination with KCA/Cohero on the cost sharing agreement, assessment, and improvement after year one, and various maintenance scope additions pertaining to 2024 budget allowances such as landscape maintenance and snow removal areas.
- Bath Landscape to complete final punch list; HUB landscaping areas fully transitioned to KCA/EDI management.
- The splash pad at The HUB was shut down after Labor Day and winterization has been completed.





To: Kinston Metropolitan District Board of Directors  
 From: Pinnacle Consulting Group, Inc.  
 Subject: District Capital Infrastructure Project Report  
 Board Meeting Date: October 12, 2023

## **BIDDING**

1. Kinston Millennium East 16<sup>th</sup> Public Landscaping (CFS #7)
  - This project consists of public landscaping improvements to support the residential lots that make up Millennium East 16<sup>th</sup> Subdivision.
  - A pre-bid meeting took place on August 31, 2023 with a bid opening scheduled for September 22, 2023. The bid results will be presented at the October 12, 2023 board meeting.

## **CONSTRUCTION**

2. Kinston Millennium East 15<sup>th</sup> Phase 2 Public Infrastructure (CFS #12)
  - This project consists of public infrastructure to support the residential lots that make up Millennium East 15<sup>th</sup> Subdivision Phase 2.
  - GLH Construction has completed the construction of the public improvements and an initial acceptance walk with the City of Loveland took place on August 29, 2023. The District is awaiting receipt of the initial acceptance letter from the City of Loveland.
3. Kinston Millennium East 16<sup>th</sup> Public Infrastructure (CFS #7)
  - This project consists of public infrastructure to support the residential lots that make up Millennium East 16<sup>th</sup> Subdivision.
  - Coyote Ridge Construction has completed the construction of the public improvements and an initial acceptance walk with the City of Loveland is scheduled to take place on October 10, 2023.
4. Kinston Millennium East 15<sup>th</sup> Phase 1 Public Infrastructure (CFS #3)
  - This project consists of public infrastructure to support the residential lots that make up Millennium East 15<sup>th</sup> Subdivision.
  - District representatives and Coyote Ridge Construction walked with the City of Loveland on June 27, 2023 and have corrected all punch list items. The District is awaiting the initial acceptance letter from the City of Loveland.
5. Kinston Millennium East 14<sup>th</sup> Subdivision Public Infrastructure (CFS #5)
  - This project consists of public infrastructure to support the residential lots that make up Millennium East 14<sup>th</sup> Subdivision.
  - Coyote Ridge Construction is working on concrete sidewalks and signage along Elk River Drive. Completion is anticipated in October 2023.
6. Kinston Residential Phase 1 Landscaping (CFS #2)

**Loveland**  
 550 W. Eisenhower Blvd  
 Loveland, CO 80537  
 (970) 669.3611

**Denver**  
 6950 E. Belleview Ave, Suite 200  
 Greenwood Village, CO 80111  
 (303) 333.4380



- This project consists of public landscaping improvements to support the residential lots that make up Phase 1 (ME 10<sup>th</sup>) and the infill lots located within Phase 1B (ME 11<sup>th</sup> PH1) and the landscaping improvements along Centerra Parkway.
- Bath Landscaping is making progress on the landscaping and irrigation along Kinston Parkway and Centerra Parkway. Completion is anticipated in the fall of 2023.

7. Kinston Residential Phase 1 Public Fencing (CFS #2)

- This project consists of public fencing to support the residential lots that make up Phase 1 (ME10<sup>th</sup>).
- Custom Fence and Supply has started construction of the fencing and anticipates completion in October of 2023.

## WARRANTY

8. Kinston Welcome Center Public Park (CFS #4)

- This project includes the public infrastructure and landscaping improvements surrounding the Welcome Center building pad site.
- A final acceptance walk with Bath took place on August 15, 2023 and a punch list has been created. Bath is working on correction of the punch list items.

9. Kinston Residential Phase 1 (ME 10<sup>th</sup>) and Phase 1B (ME 11<sup>th</sup> PH1) Public Infrastructure (CFS #2)

- City streets/storm warranty period expires on January 7, 2024. Final acceptance will be requested in November 2023.
- City water/sewer warranty period expires on March 2, 2024. Final acceptance will be requested in February of 2024.

10. Kinston Residential Phase 1B (ME 11<sup>th</sup> PH1) Public Infrastructure (CFS #2)

- The punch list for the water and power department has been completed and the District is awaiting the final acceptance letter from the City.
- City streets/storm warranty expires on July 11, 2024. Final acceptance will be requested in June of 2024.

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 **PINNACLE**  
CONSULTING GROUP, INC.  
Kinston Phase 1



**Loveland**  
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Loveland, CO 80537  
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 **PINNACLE**  
CONSULTING GROUP, INC.  
Kinston ME 14<sup>th</sup>



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 **PINNACLE**  
CONSULTING GROUP, INC.  
Kinston ME 15<sup>th</sup> Phase 1



Kinston ME 16<sup>th</sup> Phase 1



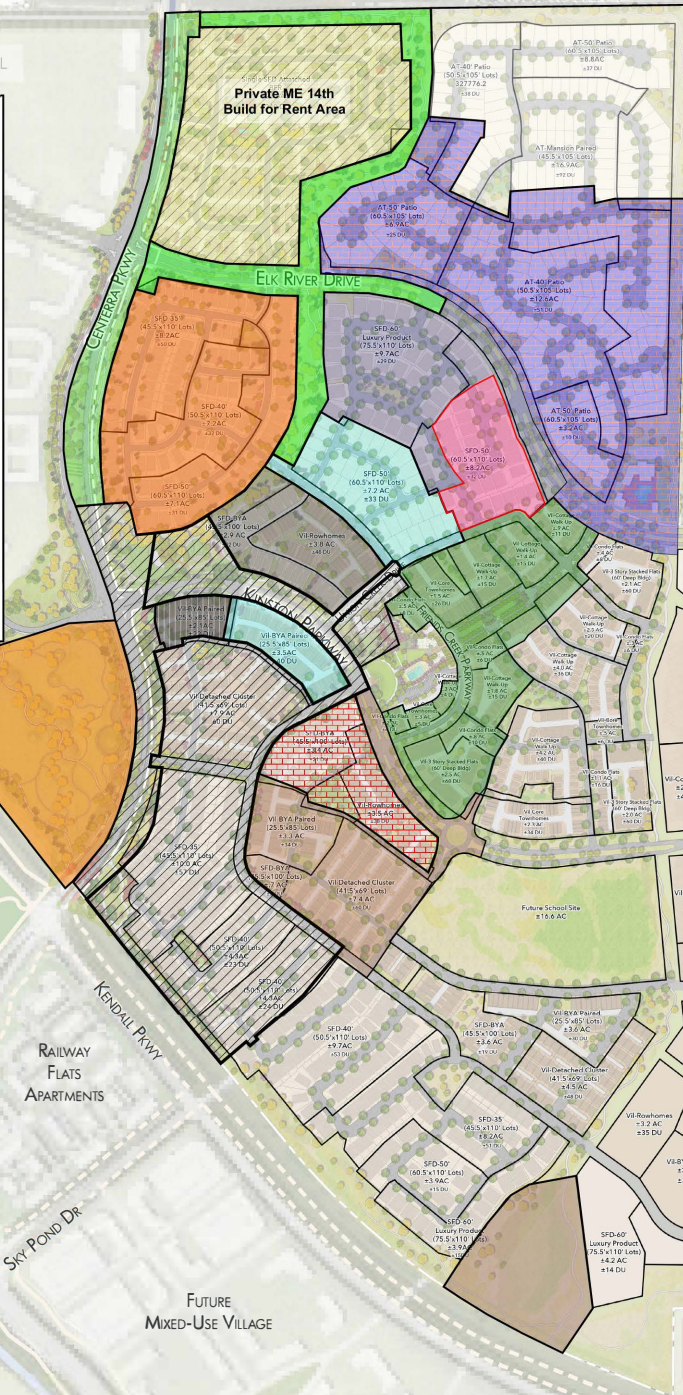
**Loveland**  
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Loveland, CO 80537  
(970) 669.3611

**Denver**  
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### Kinston Phasing

- ME 10th
- ME 11th
- ME 13th
- ME 14th
- ME 15th
- ME 16th Ph 1
- ME 17th Ph 1
- ME 18th
- ME 19th Ph 1
- ME 15th Ph 2
- ME 16th Ph 2
- ME 19th Ph 2
- ME 17th Ph 2



Product Segments	Total Proforma DU	Totals West of Magellan Line			Remainder per Proforma		Proposed East of Magellan Line			Total DU	
		Planned Acres	Planned DU	West Density (DU/Acre)	Acres Remaining (per West DU/Acre)	Planned DU	Planned DU	East Density (DU/Acre)	Total DU Proposed	Difference from Proforma	
<b>Village</b>											
Village - 3 Story Stacked Flats/Town	270	6.6	180	27.3	3.3	60	3.3	60	270	-	
Village - Condominium Flats/Town	188	8.8	58	15.3	8.5	180	8.1	180	162	-18	
Village - Condo Area Townhomes	180	4.8	21	25.4	3.9	21	3.7	21	185	+5	
Village - Rowhomes	106	7.3	26	11.8	5.9	70	6.2	71	117	+11	
Village - Detached Cluster/Row-Pack	286	19.9	168	6.4	13.9	117	14.5	117	285	-1	
Village - Cottage Walk-Up	270	16.8	156	9.2	12.4	114	11.6	117	273	-3	
Village - Alley Paved/Couples	190	12.5	126	10.1	6.3	61	6.1	67	193	+3	
<b>Total</b>	<b>1,459</b>	<b>74.8</b>	<b>845</b>	<b>11.4</b>	<b>82.3</b>	<b>614</b>	<b>91.5</b>	<b>615</b>	<b>2,060</b>	<b>+601</b>	
<b>Medium</b>											
SFD - Backyard Alley	130	10.4	45	5.1	10.9	65	10.3	65	130	-	
SFD - 10' Walk Product	229	26.4	158	6.0	11.9	71	11.8	82	159	-11	
SFD - 40' Walk Product	132	13.2	132	1.0	1.2	-	-	-	132	-	
SFD - 50' Walk Product	130	26.4	111	4.2	2.1	9	2.4	9	130	-	
SFD - 60' Walk Product	130	13.0	65	5.0	1.8	32	5.6	32	130	-	
SFD - 60' Walk Luxury Product	130	13.0	65	2.0	1.8	32	5.6	32	130	-	
<b>Total</b>	<b>674</b>	<b>104.7</b>	<b>510</b>	<b>4.9</b>	<b>11.4</b>	<b>164</b>	<b>10.9</b>	<b>168</b>	<b>659</b>	<b>-24</b>	
<b>Apex Targeted</b>											
AT - Mansion Paved/Couples Cottage	192	16.9	62	5.4	18.4	100	18.5	100	192	-	
AT - 40' Patio	138	20.2	68	2.4	25.0	110	25.1	110	138	-	
AT - 50' Patio	130	18.0	72	3.8	20.5	78	20.1	78	130	-	
<b>Total</b>	<b>460</b>	<b>55.1</b>	<b>202</b>	<b>2.5</b>	<b>59.9</b>	<b>288</b>	<b>63.7</b>	<b>288</b>	<b>460</b>	<b>-</b>	
<b>Subtotal 'For-Sale' Segments</b>	<b>2,674</b>	<b>232.3</b>	<b>1,608</b>	<b>6.9</b>	<b>147.4</b>	<b>1,064</b>	<b>151.1</b>	<b>1,093</b>	<b>2,099</b>	<b>-25</b>	
<b>Other Segments</b>											
Single Family Attached BIR	240	25.5	240	9.4	-	-	-	-	240	-	
<b>Total All Units</b>	<b>2,914</b>	<b>257.8</b>	<b>1,848</b>	<b>7.2</b>	<b>147.4</b>	<b>1,064</b>	<b>151.1</b>	<b>1,093</b>	<b>2,039</b>	<b>-25</b>	
<b>Total Residential Developable Acres per Framework Plan (8/27/21)</b>					<b>134.9</b>						
<b>Difference (Remaining Developable Residential Acres)</b>					<b>77.1</b>						
<b>Difference between remaining developable acres per Framework Plan and calculated acres per WestDU/Ac</b>					<b>70.1</b>						

Potential Future Oil and Gas Operations Site

ENCORE DEVELOPMENT (SHOWN FOR REFERENCE ONLY)

NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION

NOT TO SCALE



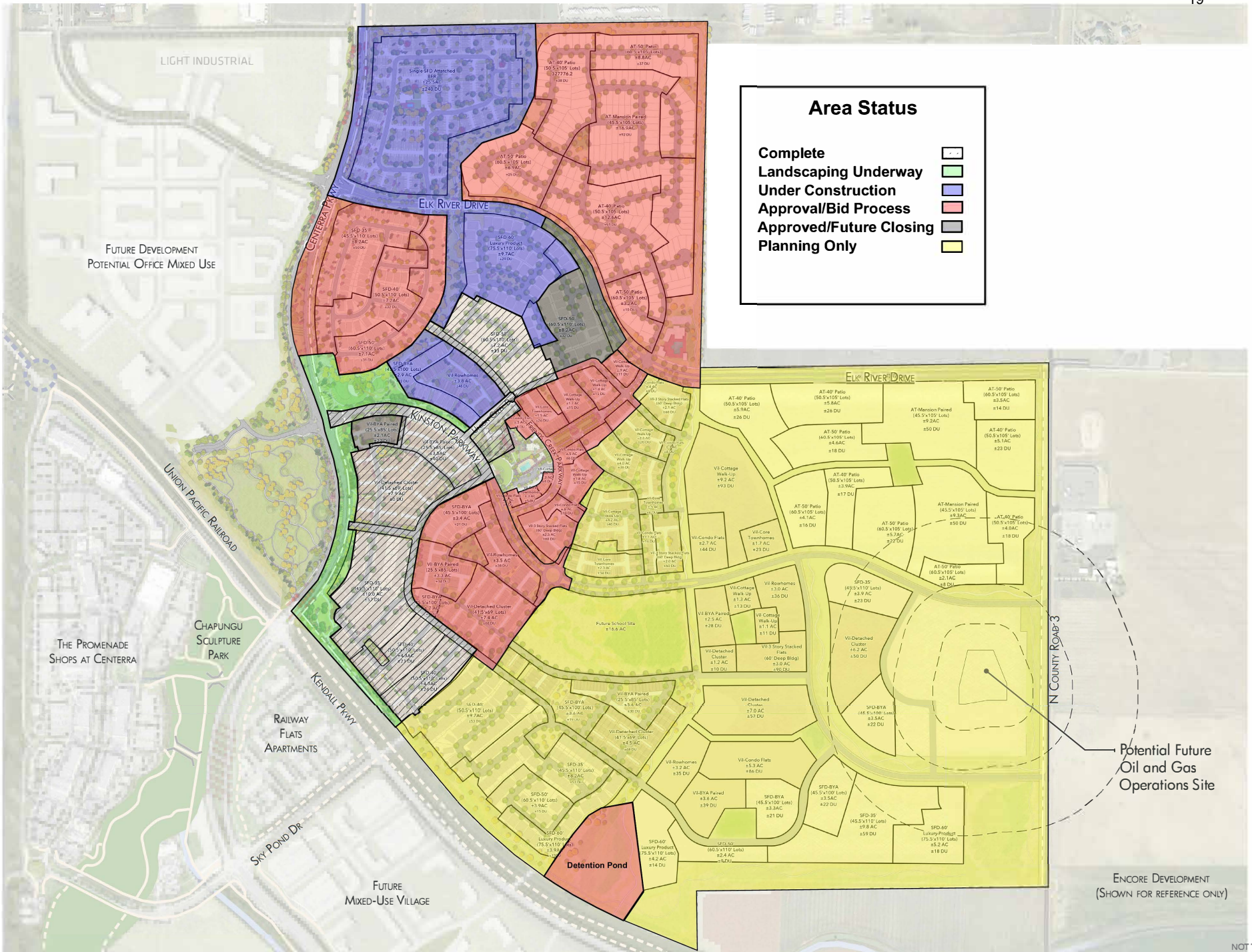
## Kinston at Centerra McWhinney

Note: This information and/or illustration although deemed to be reliable, is conceptual in nature and McWhinney and/or its affiliates make no warranties to its accuracy. The information shown here is subject to change at any time.

## Kinston Product and Density Exhibit

March 14, 2022





### Area Status

Complete	
Landscaping Underway	
Under Construction	
Approval/Bid Process	
Approved/Future Closing	
Planning Only	

NOT FOR REGULATORY APPROVAL, PERMITTING, OR CONSTRUCTION

NOT TO SCALE



## Kinston at Centerra McWhinney

## Kinston Product and Density Exhibit

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March 14, 2022



<i>TO:</i>	Kinston Metropolitan District Board of Directors
<i>FROM:</i>	Irene Buenavista, Senior Accounting Manager Pinnacle Consulting Group, Inc.
<i>SUBJ:</i>	Financial Memo
<i>DATE:</i>	10/6/2023

### **O&M Fee update**

- The board approved a resolution implementing an O&M fee at the July 13 meeting. Annual fees are \$250 and will be billed on a quarterly basis. The first invoices were issued on 10/1.
- Fees will be initiated as Certificates of Occupancy are issued to property owners.

### **Expenses**

- General Fund expenses are within budget. Cost savings of \$42k are anticipated for the year. Contingency makes up \$20k of the savings. Unused budgets for Director Fees, Election, and Engineering and Professional Services make up the remainder.
- The next debt service payment is due 12/1. Capitalized interest reserves will be primarily used to make the payment. The District has sufficient funds to cover the remaining expense.

### **Current Projects**

- Upcoming deadlines for District budgets:
  - October 15<sup>th</sup> – Deadline to provide proposed budgets to the Board.
  - December 10<sup>th</sup> – Deadline for County Assessors to provide final assessed valuations.
  - December 15<sup>th</sup> – Deadline to certify mill levies.
  - January 31<sup>st</sup> – Deadline to file adopted budgets with the State.

#### **Offices Located in Loveland and Denver**

Main office located at 550 W. Eisenhower Blvd., Loveland, CO 80537  
 (970)669-3611 (303)333-4380  
[www.PCGI.com](http://www.PCGI.com)

*Serving our clients and community through excellent dependable service.*



**After recording, please return to:**

Amy K. Hansen, Esq.  
 Polsinelli, PC  
 1401 Lawrence Street, Suite 2300  
 Denver, Colorado 80202

NO DOCUMENTARY FEE REQUIRED

**Quit Claim Deed**

(Pursuant to C.R.S. § 38-30-116)

On this \_\_\_\_ day of \_\_\_\_\_, 202\_\_, **CENTERRA EAST DEVELOPMENT, INC.**, a Delaware corporation (“Grantor”), whose address is 1800 Wazee Street, Suite 200, Denver, Colorado 80202, for the consideration of Ten Dollars and other good and valuable consideration, in hand paid, hereby sells and quitclaims to **KINSTON METROPOLITAN DISTRICT NO. 1**, a quasi-municipal corporation and political subdivision of the State of Colorado (“Grantee”), whose address is 2725 Rocky Mountain Avenue, Suite 200, Loveland, Colorado 80538, the following real property in the County of Larimer, State of Colorado, to wit (the “Subject Property”):

**See attached Exhibit A for the legal description, incorporated herein**

TO HAVE AND TO HOLD, the same, together with all and singular appurtenances and privileges thereunto belonging, or in anywise thereunto appertaining, and all the estate, right, title and interest, and claim whatsoever, of the Grantor, either in law or in equity, to the proper use, benefit and behalf of the Grantee, and Grantee’s successors and assigns forever.

*Signatures appear on following page*

IN WITNESS WHEREOF, the Grantor has executed this deed on the date set forth below to be effective as of the Effective Date above.

**CENTERRA EAST DEVELOPMENT, INC.,**  
a Delaware corporation

By \_\_\_\_\_  
Bethany Johnson  
EVP, General Counsel

STATE OF COLORADO                    )  
  ) ss.  
CITY AND COUNTY OF DENVER)

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_, by Bethany Johnson, EVP, General Counsel of CENTERRA EAST DEVELOPMENT, INC., a Delaware corporation.

Witness my hand and official seal.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

## Exhibit A

A PARCEL OF LAND BEING A PORTION OF THE SOUTHWEST QUARTER OF SECTION 2, TOWNSHIP 5 NORTH, RANGE 68 WEST OF THE 6TH PRINCIPAL MERIDIAN, CITY OF LOVELAND, COUNTY OF LARIMER, STATE OF COLORADO AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEARINGS ARE ASSUMED AND ARE BASED ON THE NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 2, AS BEARING S89°03'30"W A DISTANCE OF 2643.82 FEET BETWEEN THE CENTER QUARTER CORNER OF SAID SECTION 2 BEING MONUMENTED BY A FOUND 3-1/4" BRASS CAP FLUSH WITH THE GROUND, STAMPING ILLEGIBLE AND THE WEST QUARTER CORNER OF SAID SECTION 2 BEING MONUMENTED BY A FOUND 3-1/4" ALUMINUM CAP, DOWN 0.5 FEET IN A RANGE BOX, STAMPED: LS 14823.

**COMMENCING** AT SAID CENTER QUARTER CORNER OF SECTION 2;  
 THENCE S89°03'30"W ALONG SAID NORTH LINE OF THE SOUTHWEST QUARTER OF SAID SECTION 2 A DISTANCE OF 1750.51 FEET TO  
**THE POINT OF BEGINNING;**  
 THENCE S00°56'30"E A DISTANCE OF 40.00 FEET;  
 THENCE S89°03'30"W A DISTANCE OF 100.00 FEET;  
 THENCE N00°56'30"W A DISTANCE OF 40.00 FEET TO A POINT ON SAID NORTH LINE OF THE SOUTHWEST QUARTER OF SECTION 2;  
 THENCE N89°03'30"E ALONG SAID NORTH LINE A DISTANCE OF 100.00 FEET TO THE **POINT OF BEGINNING.**

CONTAINING 4,000 SQUARE FEET (0.092 ACRES), MORE OR LESS.

A PARCEL OF LAND BEING A PORTION OF THE WEST HALF OF SECTION 11, TOWNSHIP 5 NORTH, RANGE 68 WEST OF THE 6TH PRINCIPAL MERIDIAN, CITY OF LOVELAND, COUNTY OF LARIMER, STATE OF COLORADO AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEARINGS ARE ASSUMED AND ARE BASED ON THE SOUTH LINE OF THE NORTHWEST QUARTER OF SAID SECTION 11, AS BEARING N89°09'13"E A DISTANCE OF 2639.50 FEET BETWEEN THE WEST QUARTER CORNER OF SAID SECTION 11 BEING MONUMENTED BY A FOUND #6 REBAR WITH 2-1/2" ALUMINUM CAP, 0.2' ABOVE SURFACE, STAMPED: LS 38345 AND THE CENTER QUARTER CORNER OF SAID SECTION 11 BEING MONUMENTED BY A FOUND 2-1/2" ALUMINUM CAP DOWN 1.1' BELOW SURFACE, STAMPED: LS 14863.

**COMMENCING** AT SAID WEST QUARTER CORNER OF SECTION 11;  
 THENCE N78°17'03"E A DISTANCE OF 294.69 FEET TO THE **POINT OF BEGINNING.**  
 THENCE N50°35'09"E A DISTANCE OF 40.00 FEET;  
 THENCE S39°24'51"E A DISTANCE OF 100.00 FEET;  
 THENCE S50°35'09"W A DISTANCE OF 40.00 FEET;  
 THENCE N39°24'51"W A DISTANCE OF 100.00 FEET TO THE **POINT OF BEGINNING.**

CONTAINING 4,000 SQUARE FEET (0.092 ACRES), MORE OR LESS.