

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE  
BOARD OF DIRECTORS OF  
CCP METROPOLITAN DISTRICT NO. 3  
HELD  
DECEMBER 2, 2022

A special meeting of the Board of Directors (“Board”) of the CCP Metropolitan District No. 3 (“District”) was convened on Friday, December 2, 2022, at 11:30 a.m. This District Board meeting was held via Zoom Videoconference. The meeting was open to the public.

**ATTENDANCE**

**Directors present and acting:**

Sarah Lavery, President  
Cameron R. Bertron, Treasurer  
Joel Scott, Assistant Secretary  
Judy Duran, Assistant Secretary  
Don Stage, Assistant Secretary

**Also present were:**

AJ Beckman, District Manager, Public Alliance, LLC  
Geol Scheirman, District Manager, Public Alliance, LLC  
Noel Nail, Administrative Manager, Public Alliance, LLC  
Sarah Warner, Landscape and Facilities Superintendent, Public Alliance, LLC  
Jon Hoistad, Esq., McGeady Becher P.C.  
Margaret Henderson, CliftonLarsonAllen LLP

**ADMINISTRATIVE  
MATTERS**

**Disclosure of Potential Conflicts of Interest:** Attorney Hoistad noted a quorum was present and discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board of Directors to the Secretary of State. The members of the Board were requested to disclose any potential conflicts of interest with regard to 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 statute. It was noted by Attorney Hoistad that disclosures of potential conflicts of interest were filed with the Secretary of State by the statutory deadline.

**Agenda:** The Board reviewed the Agenda for the meeting and following discussion, upon motion duly made by Director Bertron, seconded by Director Stage and, upon vote, unanimously carried, the Board approved the Agenda as presented.

**Meeting Location:** The Board entered into discussions regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the

District's Board meeting. Following discussion, upon motion duly made by Director Bertron, seconded by Director Stage and, upon vote, unanimously carried, the Board determined to conduct this meeting via Zoom videoconference. The Board noted that notice of this meeting and Zoom meeting information was duly posted on the District's website and the Board had not received any objections to the Zoom meeting or any requests that the meeting be changed by taxpaying electors within the District's boundaries.

August 19, 2022 Regular Meeting Minutes: Following discussion and review, upon a motion duly made by Director Bertron, seconded by Director Stage and, upon vote unanimously carried, the minutes of the August 19, 2022 Regular Meeting were approved.

**Public Comment:** There was no public comment.

**Meeting Resolution:** Attorney Hoistad presented for the Board's review and consideration a Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices.

The Board discussed meeting dates, and decided to meet quarterly on the first Friday of February, May, August, and November at 11:30 a.m.

Following discussion and review, upon a motion duly made by Director Scott, seconded by Director Bertron and, upon vote unanimously carried, the Board approved Resolution No. 2022-12-01 Establishing Regular Meeting Dates, Time, and Location, and Designating Location for Posting 24-Hour Notices.

**District Transparency Notice:** Attorney Hoistad presented for the Board's discussion the topic of the District Transparency Notice, and explained that it is a statutory requirement.

Following discussion and review, upon a motion duly made by Director Bertron, seconded by Director Stage and, upon vote unanimously carried, the Board directed the notice to be posted on the District website, the Special District's Association ("SDA") website, and filed with the Division of Local Government.

**2023 Insurance Renewal:** The Board discussed 2023 Insurance.

Following discussion and review, upon a motion duly made by Director Stage, seconded by Director Scott and, upon vote unanimously carried, the Board approved the 2023 insurance renewal, and adopted documents needed to maintain insurance coverage through the Colorado Special District

Property and Liability Pool and T. Charles Wilson Insurance Service, and authorized the renewal of membership in the SDA.

**OPERATIONS AND MAINTENANCE**

**Manager's Report:** Ms. Warner reviewed the report with the Board. She reported that irrigation has been winterized and backflows have been stored for the winter in Public Alliance storage to prevent theft. The native mow has been postponed due to weather. Trash removal, edging repairs, and pond cleaning have taken place, and the parameters of the snow removal contract were changed. Public Alliance is working with the electric company to repair electrical outlets, and they have numbered the light poles to create ease of repair. Tagging was removed from light posts and water tower.

**FINANCIAL MATTERS**

**Unaudited Financial Statements:** Ms. Henderson presented for the Board's review and consideration the unaudited financial statements.

Following discussion and review, upon a motion duly made by Director Scott, seconded by Director Bertron and, upon vote unanimously carried, the unaudited financial statements ending September 30, 2022 were approved as presented.

**Claims:** Ms. Henderson presented for the Board's review and consideration a list of the payment of claims for the period of August 13, 2022 through November 11, 2022.

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

**Public Hearing on 2023 Budget:** Director Laverty opened the public hearing to consider the proposed 2023 Budget and to discuss related issues.

Mr. Beckman noted that Notice stating that the Board would consider adoption of the 2023 budget and the date, time, and place of the public hearing was published pursuant to the statute. No written objections were received prior to the public hearing.

Hearing no comment from the public, Director Laverty closed the public hearing.

Ms. Henderson presented for the Board's review and consideration the estimated 2022 expenditures and the proposed 2023 expenditures.

Upon motion duly made by Director Bertron, seconded by Director Stage and, upon vote unanimously carried, the Board approved the 2023 Budget, as discussed, and considered adoption of Resolution No. 2022-12-02 to

Adopt the 2023 Budget and Appropriate Sums of Money, and Resolution No. 2022-12-03 to Set Mill Levies (With 8.000 mills in the General Fund, and 35.000 mills in the Debt Service Fund, for a total mill levy of 43.000 mills). Following discussion, upon a motion duly made by Director Bertron, seconded by Director Stage and, upon vote unanimously carried, the Board adopted the Resolutions and authorized the execution of the Certification of Budget. The District Accountant was directed to transmit the Certification of Tax Levies to the Board of County Commissioners of Adams County not later than December 15, 2022. District Counsel was directed to transmit the Certification of Budget to the Division of Local Government no later than January 30, 2023.

**DLG-70 Certification of Tax Levies:** Following discussion, upon a motion duly made by Director Bertron, seconded by Director Scott and, upon vote unanimously carried, the Board authorized the District Accountant to prepare and the Board Secretary to sign the DLG-70 Certification of Tax Levies form for certification to the Board of County Commissioners and other interested parties.

**2024 Budget:** Following discussion and review, upon a motion duly made by Director Bertron, seconded by Director Scott and, upon vote unanimously carried, the Board appointed the District Accountant to prepare the 2024 Budget.

**2022 Audit:** Ms. Henderson presented for the Board's review and consideration a letter of engagement for Haynie & Company to perform the 2022 Audit. Discussion ensued regarding the fee. Following discussion, the Board directed Ms. Henderson to obtain additional proposals.

## **LEGAL MATTERS**

**May 2, 2023 Regular Election for Directors:** Following discussion and review, upon a motion duly made by Director Bertron, seconded by Director Scott and, upon vote unanimously carried, the Board approved Resolution No. 2022-12-04 Calling a Regular Election for Directors on May 2, 2023, which appointed AJ Beckman as the Designated Election Official, and authorized him to perform all tasks required for the conduct of a mail ballot election.

**Statement of Work for 2023 Accounting Services:** Ms. Henderson presented for the Board's review and approval a Statement of Work for 2023 Accounting Services for CliftonLarsonAllen, LLP ("CLA").

Following discussion and review, upon a motion duly made by Director Bertron, seconded by Director Scott and, upon vote unanimously carried, the Board approved the Statement of Work for 2023 Accounting Services for CLA.

**OTHER BUSINESS**

**Annual Meeting Notice:** Following discussion and review, upon a motion duly made by Director Bertron, seconded by Director Scott and, upon vote unanimously carried, the Board acknowledged the Annual Meeting Notice pursuant to the Service Plan.

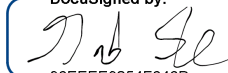
**Environmental Compliance:** Director Bertron addressed the Board, explaining that EFG-Denver, LLC (“EFG”) has coordinated environmental compliance for the District since its organization. He reported that there are reports to be made and tracked, and suggested that the cracks in the asphalt should be considered for tar seal when the season will permit. He explained that Colorado Department of Public Health and Environment (“CDPHE”) has not yet done their expected onsite management, and he will request an explanation for budgetary purposes going forward. He noted that these responsibilities are beyond developer responsibility and are ongoing for the District. He proposed that the District hire EFG to continue to monitor and coordinate the District’s environmental compliance.

Director Stage requested a cost estimate, and Director Bertron estimated that it would cost the District around \$5,000/year.

**ADJOURNMENT**

There was no other business to come before the Board, and upon a motion duly made by Director Stage, seconded by Director Bertron, and upon vote unanimously carried, the meeting was adjourned at 12:17 p.m.

The foregoing record constitutes a true and correct copy of the Minutes of the above referenced meeting.

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Secretary