

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
CCP METROPOLITAN DISTRICT NO. 3
HELD
AUGUST 4, 2023

A regular meeting of the Board of Directors (“Board”) of the CCP Metropolitan District No. 3 (“District”) was convened on Friday, August 4, 2023, 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
Don Stage, Assistant Secretary
Judy Duran, Assistant Secretary
Joel Scott, Assistant Secretary

Also present were:

Goel Scheirman and Ann Finn, District Managers, 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.

Following discussion, upon motion duly made by Director Scott, seconded by Director Lavery and, upon vote, unanimously carried, the Board approved the Agenda, as amended.

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 Scott, seconded by Director Laverty 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.

May 5, 2023 Regular Meeting Minutes: Following discussion and review, upon a motion duly made by Director Scott, seconded by Director Laverty and, upon vote unanimously carried, the minutes of the May 5, 2023 Regular Meeting were approved.

Public Comment: There was no public comment.

OPERATIONS AND MAINTENANCE

Manager's Report: Mr. Scheirman reviewed the report with the Board. He noted that the site lighting has been secured with locks.

Proposal from BrightView Landscape Services, Inc. ("BrightView") for Dead Tree Removal: Ms. Warner reviewed with the Board a proposal from BrightView for removal of three trees on Washington Street.

Following discussion and review, upon a motion duly made by Director Stage, seconded by Director Duran and, upon vote unanimously carried, the Board approved the proposal from BrightView for removal of three trees along Washington Street, in the amount of \$512.44.

Proposal from BrightView for one time Pond A maintenance: Ms. Warner reviewed with the Board a proposal from BrightView for one time Pond A maintenance.

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 proposal from BrightView for one time Pond A maintenance, in the amount of \$5,150.

Proposal from BrightView for Monthly cleaning Expense for Pond A: Ms. Warner reviewed with the Board a proposal from BrightView for monthly cleaning expense for Pond A.

Following discussion and review, upon a motion duly made by Director Stage, seconded by Director Scott and, upon vote unanimously carried, the Board authorized Ms. Warner to approve up to \$1,500 for month monthly cleaning expense for Pond A, on an as needed basis and with oversight and approval by the Board President.

FINANCIAL MATTERS

Claims: Ms. Henderson presented for the Board's review and consideration a list of the payment of claims for the period beginning April 29, 2023 through June 28, 2023.

Following discussion and review, upon a motion duly made by Director Scott, seconded by Director Duran and, upon vote unanimously carried, the Board approved the payment of claims in the amount of \$43,687.82.

Unaudited Financial Statements: Ms. Henderson presented for the Board's review and consideration the unaudited financial statements for the period ending June 30, 2023.

Following discussion and review, upon a motion duly made by Director Duran, seconded by Director Scott and, upon vote unanimously carried, the unaudited financial statements for the period ending June 30, 2023 were accepted as presented.

2022 Audit: Ms. Henderson presented for the Board's review and consideration the 2022 draft Audit.

Following discussion and review, upon a motion duly made by Director Scott, seconded by Director Bertron and, upon vote unanimously carried, the Board ratified approval of the 2022 Audit and execution of the Representations Letter.

LEGAL MATTERS

There were no legal matters at this time.

OTHER BUSINESS

Ms. Warner discussed with the Board the street inspections and it was determined that no maintenance is needed for 2023 and 2024. They will reinspect the streets in 2025. She noted that towing notices were issued to three trailers parked on District owned roads (Logan Street and East 52nd Avenue) and owners were notified. She also noted that they are working on towing an unmarked trailer.

ADJOURNMENT

There was no other business to come before the Board, and upon a motion duly made, seconded and, upon vote unanimously carried, the meeting was adjourned.

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

Secretary

DocuSigned by:
Ann Finn
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