

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE
BOARD OF DIRECTORS OF
CCP METROPOLITAN DISTRICT NO. 3
HELD
NOVEMBER 1, 2024

A regular meeting of the Board of Directors (“Board”) of the CCP Metropolitan District No. 3 (“District”) was convened on Friday, November 1, 2024, at 11:30 a.m. This District Board meeting was held via Zoom video/teleconference. The meeting was open to the public.

ATTENDANCE

Directors present and acting:

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

Also present were:

Ann Finn, District Manager; Public Alliance, LLC
Jon Hoistad, Esq.; McGeady Becher Cortese Williams 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 a motion duly made by Director Scott, seconded by Director Bertron and, upon vote unanimously carried, the Board approved the Agenda, as amended.

Meeting Location: The Board entered into discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District’s Board meeting.

Following discussion, upon a motion duly made by Director Scott, seconded by Director Bertron and, upon vote unanimously carried, the Board

determined to conduct this meeting via Zoom video/teleconference. The Board noted that notice of this meeting and Zoom meeting information was duly posted on the District's website and the Board has not received any objections to the format or any requests that the meeting format be changed by taxpaying electors within the boundaries of the District.

October 8 2024 Special Meeting Minutes: Following review, upon a motion duly made by Director Bertron, seconded by Director Scott and, upon vote unanimously carried, the Board approved the Minutes of the October 8, 2024 Special Meeting.

Public Comment: There was no public comment.

Meeting Resolution: Attorney Hoistad presented a Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices.

The Board discussed 2025 meeting dates, and scheduled regular meetings on the 1st Friday in February, May, August and November, 2025 at 11:30 a.m. via Zoom.

Following discussion and review, upon a motion duly made by Director Stage, seconded by Director Bertron and, upon vote unanimously carried, the Board adopted the Resolution Establishing Regular Meeting Dates, Time, and Location, and Designating Location for Posting 24-Hour Notices.

District Transparency Notice: Attorney Hoistad discussed the special district transparency requirements of Section 32-1-809, C.R.S. with the Board. Following discussion, the Board directed that the notice be posted on the District website, the Special District's Association ("SDA") website, and filed with the Division of Local Government.

Insurance Matters:

Renewal of the District's Insurance and SDA Membership for 2025: The Board entered into discussion regarding the renewal of the District's insurance and SDA membership for 2025.

Following discussion, upon a motion duly made by Director Duran, seconded by Director Bertron and, upon vote unanimously carried, the Board authorized renewal of the District's insurance and SDA membership for 2025.

Website Accessibility Discussion: Ms. Finn noted that Public Alliance, LLC is managing the website and accessibility compliance.

**OPERATIONS AND
MAINTENANCE**

Operation and Maintenance Services for 2025:

Service Agreement for Landscape Services between the District and Brightview Landscape Services, Inc. ("BrightView"): Following discussion, upon a motion duly made by Director Bertron, seconded by Director Duran and, upon vote unanimously carried, the Board approved the Service Agreement for Landscape Services between the District and Brightview.

Service Agreement for Pond Maintenance between the District and Brightview: Following discussion, upon a motion duly made by Director Bertron, seconded by Director Scott and, upon vote unanimously carried, the Board approved the Service Agreement for Pond Maintenance between the District and Brightview.

Proposal for 2025 Tree/Plant Health Care Services between the District and Brightview: Following discussion, upon a motion duly made by Director Scott, seconded by Director Bertron and, upon vote unanimously carried, the Board approved the proposal for 2025 Tree/Plant Health Care Services from Brightview, for an amount not to exceed \$7,131.62.

Security Services: Ms. Finn reported on homeless issues and safety concerns. Following discussion, the Board directed staff to obtain pricing for installing a gate and engagement of security services.

Trash Removal Services: The Board discussed trash removal needs.

Street Repairs: Ms. Finn discussed proposed street repair work (seal coating), noting that the reserve study recommended seal coating in 2025. The estimated cost would be \$90,000. The Board deferred discussion until the Board can inspect the street to determine if repairs are needed.

Design Work for Pond A by Ware Malcomb Inc.: Ms. Finn noted that the Service Agreement had been executed and that she expects to have design plans from Ware Malcomb Inc. for consideration at the February meeting.

FINANCIAL MATTERS

Claims: Ms. Henderson presented claims for the period from July 27, 2024 through October 24, 2024.

Following review, upon a motion duly made by Director Bertron, seconded by Director Scott and, upon vote unanimously carried, the Board ratified approval of the payment of claims for the period from July 27, 2024 through October 24, 2024, in the amount of \$63,186.55.

Unaudited Financial Statements: Ms. Henderson presented the unaudited financial statements for the period ending September 30, 2024.

Following review, upon a motion duly made by Director Bertron, seconded by Director Scott and, upon vote unanimously carried, the Board accepted the unaudited financial statements for the period ending September 30, 2024.

Public Hearing on Amendment to 2024 Budget: Director Lavery opened the public hearing to consider amendment of the 2024 Budget and to discuss related issues.

It was noted that publication of Notice stating that the Board would consider the amendment of the 2024 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing.

No public comments were received, and the public hearing was closed.

Following discussion, it was determined that no amendment to the 2024 Budget was required.

Public Hearing on 2025 Budget: Director Lavery opened the public hearing to consider the proposed 2025 Budget and to discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2025 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing.

No public comments were received, and the public hearing was closed.

Ms. Henderson reviewed the estimated year-end 2024 revenues and expenditures and proposed 2025 estimated revenues and expenditures.

Following discussion, upon a motion duly made by Director Bertron, seconded by Director Stage and, upon vote unanimously carried, the Board adopted the Resolution to Adopt the 2025 Budget and Appropriate Sums of Money, and the Resolution to Set Mill Levies (7.000 mills in the General Fund and 21.000 mills in the Debt Service Fund, for a total of 28.000 mills). The District Accountant was directed to transmit the Certification of Tax Levies to the Adams County Board of County Commissioners no later than December 15, 2024. The District Manager was directed to transmit the Certification of Budget to the Division of Local Government no later than January 31, 2025.

DLG-70 Certification of Tax Levies Form and Mill Levy Public Information Form: 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 sign the DLG-70 Mill Levy Certification form and Mill Levy Public Information form for certification to the Board of County Commissioners and other interested parties.

2026 Budget Preparation: Following discussion, upon a motion duly made by Director Scott, seconded by Director Bertron and, upon vote unanimously

carried, the Board appointed the District Accountant to prepare the 2026 Budget.

2024 Audit: The Board discussed statutory requirements for an audit.

Following discussion, upon a motion duly made by Director Scott, seconded by Director Bertron and, upon vote unanimously carried, the Board approved the engagement of Haynie & Company to prepare the 2024 Audit, for an amount not to exceed \$9,700.

CliftonLarsonAllen LLP 2025 Statements of Work: Ms. Henderson reviewed the CliftonLarsonAllen LLP 2025 Statements of Work for Accounting Services.

Following discussion, upon a motion duly made by Director Scott, seconded by Director Bertron and, upon vote unanimously carried, the Board approved the CliftonLarsonAllen LLP 2025 Statements of Work for Accounting Services.

Resolution regarding Continuing Disclosure Policies and Procedures: Mr. Hoistad reviewed a Resolution regarding Continuing Disclosure Policies and Procedures.

Following discussion, upon a motion duly made by Director Bertron, seconded by Director Duran and, upon vote unanimously carried, the Board adopted the Resolution regarding Continuing Disclosure Policies and Procedures.

LEGAL MATTERS

May 6, 2025 Regular Election for Directors: Following review, upon a motion duly made by Director Stage, seconded by Director Duran and, upon vote unanimously carried, the Board adopted the Resolution Calling a Regular Election for Directors on May 6, 2025, appointed AJ Beckman as the Designated Election Official, and authorized all tasks required for the conduct of a mail ballot election.

Public Service Company of Colorado Easement: Mr. Hoistad reviewed the Public Service Company of Colorado Easement with the Board.

Following discussion, upon a motion duly made by Director Bertron, seconded by Director Scott and, upon vote unanimously carried, the Board ratified approval of the Public Service Company of Colorado Easement.

Change Order No. 2 to Service Agreement for District Management Services between the District and Public Alliance, LLC: Ms. Finn reviewed Change Order No. 2 to Service Agreement for District Management Services between the District and Public Alliance, LLC with the Board.

Following review, upon a motion duly made by Director Stage, seconded by Director Bertron and, upon vote unanimously carried, the Board ratified approval of Change Order No. 2 to Service Agreement for District Management Services between the District and Public Alliance LLC.

OTHER BUSINESS

Annual Meeting Notice: Following discussion, the Board acknowledged publication of the Annual Meeting Notice pursuant to the requirements of the District's Service Plan. There was no public in attendance for the Annual Meeting.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned.

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

Signed by:

Ann Finn

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Secretary