

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE CONCORD METROPOLITAN DISTRICT HELD NOVEMBER 3, 2015

A regular meeting of the Board of Directors of the Concord Metropolitan District was held on November 3, 2015, at 12:00 p.m. at the offices of CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 500, Greenwood Village, CO 80111. The meeting was open to the public.

Attendance

In attendance were Directors:

Dan Bess; Chairman and President (via telephone)
Brian Mott; Secretary/Treasurer (via telephone)
Hank Vanderryst; Assistant Secretary

Also in attendance were:

Shannon Torgerson, Dawn Jones; CliftonLarsonAllen LLP
Russ Dykstra; Spencer Fane Britt & Browne LLP

Call to Order

Director Bess called the meeting to order at 12:01 p.m.

Disclosure of Potential Conflicts Of Interest

Written conflict of interest disclosure statements were filed with the Secretary of State on behalf of the District 72 hours prior to this meeting.

Minutes

A. Review and Approve Minutes of the August 4, 2015 Regular Board Meeting

Upon a motion duly made by Director Bess, seconded by Director Vanderryst, and upon vote, unanimously carried, the Board approved the August 4, 2015 Regular Board meeting minutes as submitted.

Discuss Board Vacancy

Upon a motion duly made by Director Bess, seconded by Director Vanderryst, and upon a vote, unanimously carried, the Board accepted the resignation of Jeff Dean.

Discussion ensued regarding the Board wanting to qualify another Board Member. Director Bess will approach Mr. Mike Evans and see if there is any interest.

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Financial Items

- A. Review and Accept September 30, 2015 Financial Statements and Cash Position Report

Ms. Jones reviewed with the Board and noted that Phase 3 reimbursement agreement was paid in full from SEMSWA.

After discussion, upon a motion duly made by Director Bess, seconded by Director Vanderryst, and upon a vote, unanimously carried, the Board accepted the September 30, 2015 Financial Statements and Cash Position Report.

- B. Ratify Approval of July 2015 Claims Totaling \$6,917.38 Represented by Check Numbers 1768 Through 1772 and August 2015 Claims Totaling \$7,157.88 Represented by Check Numbers 1773 Through 1776

Upon a motion duly made by Director Bess, seconded by Director Vanderryst, and upon a vote, unanimously carried, the Board ratified the July 2015 claims totaling 6,917.38 represented by check numbers 1768 through 1772 and August 2015 Claims totaling \$7,157.88 represented by check numbers 1773 Through 1776.

- C. Review and Consider Approval of September 2015 Claims Totaling \$2,939.37 Represented by Check Numbers 1780 Through 1784 and Directors Fees Totaling \$2,939.37

Upon a motion duly made by Director Bess, seconded by Director Vanderryst, and upon a vote, unanimously carried, the Board approved the September 2015 claims totaling \$2,939.37 and Directors' fees totaling \$277.05.

- D. Review and Consider Approval of Engagement Letter with Simmons & Wheeler PC for 2015 Audit - \$4,000

Upon a motion duly made by Director Bess, seconded by Director Vanderryst, and upon a vote, unanimously carried, the Board approved the engagement letter with Simmons & Wheeler PC for the 2015 Audit at a not to exceed amount of \$4,000.

Manager Items

- A. Review 2016 Draft Budget – Discuss Mill Levy Options

A question was posed regarding ViaWest and King Technologies assessed personal property value. It was noted that personal property assessed valuation could depreciate and may warrant not reducing the mill levy as

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much as originally anticipated. Ms. Jones was instructed to calculate the General Fund budget with a mill levy of 4 mils.

- B. Conduct Public Hearing to Consider Adoption of 2016 Budget, Appropriate Expenditures and Set Mill Levy; Consider Adoption of Resolution No. 2015-11-01 to Adopt 2016 Budget, Appropriate Expenditures and Set Mill Levy

Director Bess opened the Public Hearing at 12:28 p.m.

There were no public comments.

Director Bess closed the Public Hearing at 12:29 p.m.

Upon a motion duly made by Director Vanderryst, seconded by Director Bess, and upon a vote, unanimously carried, the Board adopted Resolution 2015-11-01 to Adopt 2016 Budget, Appropriate Expenditures and Set Mill Levy subject to final certification of review.

- C. Website Update

Ms. Torgerson reported the website is up to date.

- D. Landscape Maintenance Update

- 1. Review and Approve Agreement with DesignScapes for 2016 Landscape Maintenance Services - \$1,729

It was noted that the maintenance agreement was a 3% increase from last year.

Upon a motion duly made by Director Bess, seconded by Director Vanderryst, and upon a vote, unanimously carried, the Board approved the agreement with DesignScapes for 2016 Landscape Maintenance Services in the amount of \$1,729.

- E. Review and Approve 2016 Annual Administrative Matters Resolution No. 2015-11-02

Upon a motion duly made by Director Bess, seconded by Director Vanderryst, and upon a vote, unanimously carried, the Board approved 2016 Annual Administrative Matters Resolution 2015-11-02.

- F. Referrals

None.

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G. Accept 2015 Property Insurance Schedule

Upon a motion duly made by Director Bess, seconded by Director Mott, and upon a vote, unanimously carried, the Board accepted the 2015 Property Insurance Schedule.

Attorney
Items

A. Status of Agreement with Tamarac Consulting for 3rd Party Verification of Public Improvements Construction – NTE \$TBD

It was noted that this is a place holder for future reimbursement request for street improvement.

B. Review and Discuss Resolution 2015-11-03 Calling Directors' Election on May 3, 2016

The Board would like for Mr. Blodgett, Mr. Dykstra and Director Bess to meet with Mike Evans if he happens to show an interest in serving on the Board.

Upon a motion duly made by Director Bess, seconded by Director Vanderryst, and upon a vote, unanimously carried, the Board approved Resolution 2015-11-03 Calling Directors' Election on May 3, 2016.

C. Other

None.

Director
Items

A. Development Activity Update

Construction is to start on Buildings 4 & 5 once Building 3 is fully leased out.

B. Confirm Next Regular Board Meeting, Tuesday, February 12, 2016 at 12:00 p.m. at CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 500, Greenwood Village, CO 80111

The Board confirmed a quorum for the February 2, 2016 regular Board meeting.

Adjournment

With there being no further business before the Board, Director Bess, adjourned the meeting adjourned at 12:41 p.m.

Respectfully submitted,

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AL Shady

Secretary for the Meeting