

## RECORD OF PROCEEDINGS

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MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
LINCOLN STATION METROPOLITAN DISTRICT (THE "DISTRICT")  
HELD  
NOVEMBER 10, 2021

A regular meeting of the Board of Directors of the Lincoln Station Metropolitan District (referred to hereafter as the "Board") was convened on Wednesday, November 10, 2021, at 10:00 a.m., at the offices of CliftonLarsonAllen LLP, 8390 East Crescent Parkway, Suite 300, Greenwood Village, Colorado 80111. The meeting was open to the public.

### ATTENDANCE

Directors In Attendance Were:  
Nathan Melchior, President

Also, In Attendance Were:  
Anna Jones, Rebecca Mannie, and Jason Carroll; CliftonLarsonAllen LLP ("CLA")  
Alicia J. Corley; Icenogle Seaver Pogue, P.C.

### CALL TO ORDER

Director Melchior called the meeting to order at 10:01 a.m.

### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

The Board 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 Corley that disclosures of potential conflicts of interest were filed with the Secretary of State and Board for all directors, and no additional conflicts were disclosed at the meeting.

### ADMINISTRATIVE MATTERS

**Quorum/Confirmation of Meeting Location/Posting of Notice:** Quorum was confirmed and the meeting was properly noticed.

### PUBLIC COMMENT

None.

### CONSENT AGENDA

**November 11, 2020 Special Meeting Minutes**

**Claims Totaling \$499,171.92**

**Consulting Services Agreement with Mulhern MRE, Inc. for Professional Consulting and Engineering Services**

**Services Agreement with Conserve-A-Watt Lighting, Inc**

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**Designation of Member Representative and Alternate Member Representative for the Colorado Special Districts Property and Liability Pool**

**2020 Audit Extension, the 2020 Audit, and Submissions**

**First Amendment to General Maintenance Services Contract with CDR Construction, LLC**

**Second Amendment to General Maintenance Services Contract with CDR Construction, LLC**

**Bradbury Transit Village Development Agreement Estoppel Certificate**

**License Agreement with Seven Point Construction, Inc.**

**Agreements for 2021-2022 Services:**

**2021 Security Services Contract with Advantage Security, LLC**

**2022 Security Services Contract with Advantage Security, LLC, Effective January 1, 2022**

**Snow Management Services Contract with Snow Management Services, LLC, Effective January 1, 2022**

**Janitorial Services Contract with Roth Property Maintenance, LLC, Effective January 1, 2022**

**General Maintenance Services Contract with CDR Construction, LLC, Effective January 1, 2022**

**Work Order Contract with Bristol Botanics, Inc. for 2021 Exterior Holiday Décor**

**Landscaping Services Contract with Brightview Landscape Services, Inc. for 2022 Landscaping Maintenance**

Ms. Jones presented the consent agenda to the Board. Following review and discussion, upon a motion duly made and seconded by Director Melchior, the Board approved and ratified the consent agenda, as presented.

**FINANCIAL  
MATTERS**

**September 30, 2021 Unaudited Financial Statements and Cash Position:**  
Mr. Carroll reviewed the unaudited financial statements and cash position for

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the period ending September 30, 2021 with the Board. Following discussion, upon motion duly made and seconded by Director Melchior and, upon vote, unanimously carried, the Board accepted the September 30, 2021 unaudited financial statements and cash position as presented.

**Public Hearing on 2022 Budget:** Director Melchior opened the public hearing to consider the proposed 2022 Budget and to discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2022 budget and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed at 10:23 a.m.

Mr. Carroll presented the 2022 budget to the Board.

Upon motion duly made and seconded by Director Melchior and, upon vote, unanimously carried, the Board approved the 2022 Budget, as discussed, and adopted Resolution No. 2021-11-01 to Adopt the 2022 Budget, Appropriate Sums of Money and Set Mill Levies.

Director Melchior gave staff direction to file the DLG-70.

**Audit Engagement with Wipfli, LLP for 2021 Audit Services:** Mr. Carroll reviewed the statutory requirements for an audit with the Board. Following review, upon a motion duly made and seconded by Director Melchior and, upon vote, unanimously carried, the Board approved the audit engagement letter with Wipfli, LLP for 2021 Audit Services.

**Correspondence to the City of Centennial re Lot Line Vacation:** Attorney Corley presented the correspondence to the City of Centennial to the Board confirming the requested lot line vacation approval certificate is not needed from the District. Following review, upon a motion duly made and seconded by Director Melchior and, upon vote, unanimously carried, the Board approved general counsel sending the letter to the City's counsel and, the lot line vacation certificate if the District's approval is still needed.

**Other:** None.

LEGAL  
MATTERS

**Resolution No. 2021-11-02 Annual Administrative Resolution:** Attorney Corley presented to and reviewed with the Board the Annual Administrative Resolution. Following review, upon a motion duly made and seconded by Director Melchior and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-11-02 Annual Administrative Resolution.

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**Resolution No. 2021-11-03 A Resolution Designating and Official Custodian and a Custodian for Purposes of the Colorado Open Records Act, Sections 24-72-200.1 et seq., C.R.S.:** Attorney Corley presented to and reviewed with the Board a Resolution Designating an Official Custodian for Purposes of the Colorado Open Records Act, Sections 24-72-200.1 *et seq.*, C.R.S. and proposed rules to be adopted by the Official Custodian. Following review, upon a motion duly made and seconded by Director Melchior and, upon vote, unanimously carried, the Board of Directors adopted and approved the Resolution.

**Official Custodian Adoption of Rules Related to Requests for Inspection of Public Records Pursuant to Colorado Open Records Act:** The Official Custodian adopted the Rules Related to Requests for Inspection of Public Records Pursuant to the Colorado Open Records Act, Sections 24-72-200.1 *et seq.*, C.R.S.

**Resolution No. 2022-11-04 Calling May 3, 2022 Election:** Attorney Corley presented to and reviewed with the Board the 2022 Regular Special District Election Resolution. Following review upon a motion duly made and seconded by Director Melchior and, upon vote, unanimously carried, the Board of Directors approved the 2022 Regular Special District Election Resolution.

**Termination of Private Vehicular and Pedestrian Access Easement:** Attorney Corley reviewed the termination process with the Board. Following review, upon a motion duly made and seconded by Director Melchior and, upon vote, unanimously carried, the Board approved the termination of the private vehicular and pedestrian access easement.

**2021 Legislative Report and Creation of Website for New Legislation Requirement:** Attorney Corley reviewed the 2021 Legislative Report with the Board. Following review, upon a motion duly made and seconded by Director Melchior and, upon vote, unanimously carried, the Board approved CliftonLarsonAllen LLP to create and maintain the District's website.

**Engagement of Icenogle Seaver Pogue, P.C. for 2022 Legal Services:** Attorney Corley presented the engagement letter for 2022 Legal Services. to the Board. Following review, upon a motion duly made and seconded by Director Melchior and, upon vote, unanimously carried, the Board approved engagement of Icenogle Seaver Pogue, P.C. for 2022 Legal Services.

**Other:** None.

MANAGER  
MATTERS

**CliftonLarsonAllen LLP Master Service Agreement and Related Statements of Work:** Attorney Corley reviewed the agreement with the Board. Following review, upon a motion duly made and seconded by Director



## Certificate Of Completion

Envelope Id: 9080C77148174CC7AF42D3211C8DCA5B	Status: Completed
Subject: Complete with DocuSign: Lincoln Station MD - Various Documents from November 9th Meeting	
Client Name: Lincoln Station MD	
Client Number: A521783-OS03-2022	
Source Envelope:	
Document Pages: 31	Signatures: 6
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Cindy Jenkins
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 S 6th St Ste 300
	Minneapolis, MN 55402-1418
	Cindy.Jenkins@claconnect.com
	IP Address: 67.176.12.84

## Record Tracking

Status: Original	Holder: Cindy Jenkins	Location: DocuSign
11/28/2022 3:10:28 PM	Cindy.Jenkins@claconnect.com	

## Signer Events

Nate Melchior  
 nmelchior@dunton-commercial.com  
 President of the Board  
 Dunton Holding IV LLC  
 Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:  
  
 3ACEDC769E4A496...  
 Signature Adoption: Pre-selected Style  
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Sent: 11/28/2022 3:32:51 PM  
 Viewed: 11/29/2022 8:55:12 AM  
 Signed: 11/29/2022 8:56:49 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 11/29/2022 8:55:12 AM  
 ID: 34bb6cde-0490-4f91-a177-12e6e8028b2a

Jeremy Bayens  
 Jeremy.Bayens@centurycommunities.com  
 Security Level: Email, Account Authentication (None)

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 9F3506F44F3403...  
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Sent: 11/29/2022 8:56:51 AM  
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 Signed: 11/29/2022 9:50:28 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 11/29/2022 9:49:43 AM  
 ID: dac4394e-49b7-40c4-b2d6-670f4ae1f7a1

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	11/28/2022 3:32:51 PM
Certified Delivered	Security Checked	11/29/2022 9:49:43 AM
Signing Complete	Security Checked	11/29/2022 9:50:28 AM
Completed	Security Checked	11/29/2022 9:50:28 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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<b>Electronic Record and Signature Disclosure</b>
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