

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
LINCOLN STATION METROPOLITAN DISTRICT
HELD
NOVEMBER 11, 2020**

A special meeting of the Board of Directors (the “Board”) of the Lincoln Station Metropolitan District (the “District”) was scheduled in compliance with the laws of the State of Colorado and held on Wednesday, November 11, 2020 at 10:00 a.m. via the link and telephone conference at the below number:

<https://us02web.zoom.us/j/88968672246?pwd=ZUIRT2JiMHpaU2M0eGNlbnRlcXZnQT09>

Call in: 253-215-8782; Meeting ID: 889 6867 2246; Passcode: 685368

Attendance: In attendance was Board member:
Nate Melchior

Also in attendance were:
Anna Jones, Jason Carroll, and Carrie Beacom; CliftonLarsonAllen LLP
Alicia Corley, Esq.; Icenogle Seaver Pogue P.C.

I. Call to Order / Declaration of Quorum

Director Melchior, noting the presence of a quorum, called the meeting to order at 10:02 a.m.

II. Director Qualifications / Disclosure Matters

Ms. Corley advised the Board that, pursuant to Colorado law, certain disclosures would be required prior to taking official action at the meeting. The Board reviewed the agenda for the meeting, following which each Board member confirmed the contents of written disclosures previously made, stating the fact and summary nature of any matters, as required under Colorado law, to permit official action to be taken at the meeting. Written disclosure statements from each Board member were filed with the Secretary of State prior to the meeting, as required by Colorado law.

Director Melchior disclosed his association with Spectrum Properties, Ltd. These disclosures are associated with approval of items on the agenda that could impact his interests.

III. Approval of/Additions to/Deletions from Agenda

Upon a motion duly made by Director Melchior, the Board approved the agenda as presented.

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IV. Public Comment for Matters Not on Agenda

None.

CONSENT AGENDA

V. Approve Minutes of August 10, 2020 Special Meeting Minutes

VI. Insurance Renewal

The Insurance Renewal has not been distributed yet. The Board approved Ms. Jones to approve and bind the coverage once it has been received and reviewed.

VII. Approve 2020 Audit Engagement with WIPFLI LLP

The Board has approved the Audit Engagement with WIPFLI LLP not to exceed \$4,200.

VIII. 2021 Service Contracts and Consultants

a. SMS Snow Management Services Contract for Snow Removal

The Board ratified the SMS Snow Management Service contract for snow removal.

b. CDR Construction LLC Contract for Maintenance Services

c. BrightView Contract for Landscaping Maintenance Services

The Board reviewed the BrightView Contract which included rates of \$9,252 for annual/seasonal work. This would be \$771 per month. To install a cobble border on the North East corner of the lofts would be \$1,664. To fill the bare spots of grass East side of 9380 would be \$9,709.

d. Bristol Botanicals Contract for 2020 Holiday Decorations

The Board approved the Bristol Botanicals Contact for the 2020 Holiday Decorations for \$10,840. The cost was \$13,000 in previous years. This year the cost is less because they have fewer people due to the pandemic.

e. Advantage Security Inc. for Security Monitoring

The Board ratified the Advantage Security Inc. agreement for Security Monitoring to include additional cameras and monitoring hours at a rate of \$605 per month.

f. Icenogle Seaver Pogue, P.C. for Legal Services

The Board reviewed the engagement letter with Icenogle Seaver Pogue, P.C. for legal services.

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- g. CliftonLarsonAllen LLP for Management Services

The engagement letter was not finalized but will be provided to the Board once available.

- IX. Ratify Interim Claims Totaling \$173,658.30

The Board ratified the Claims from August through October 2020.

Upon a motion duly made by Director Melchior and, upon vote, unanimously carried, the Board approved the Consent Agenda items V through IX, as listed above.

DISCUSSION AGENDA

- X. Financial Items

- a. Review and Accept September 30, 2020 Financial Statements and Cash Position Report

Mr. Carroll reviewed the 3rd quarter Financial Statements per the enclosures in the packet. Upon a motion duly made by Director Melchior and, upon vote, unanimously carried, the Board accepted the September 30, 2020 Financial Statements and Cash Position Report.

- b. Conduct Public Hearing to Consider Amendment to 2020 Budget; Adopt Resolution No. 2020-11-01 to Amend 2020 Budget

The Board determined that an amendment for the 2020 Budget was not necessary.

- c. Conduct Public Hearing to Consider Adoption of 2021 Budget, Appropriate Funds for Expenditures and Certify Mill Levies; Approve 2021 Budget and Resolution No. 2020-11-02 Adopting 2021 Budget, Appropriating Funds for Expenditures and Certify Mill Levies

The Board opened the public hearing at 10:35 a.m. There were no public comments. The Board closed the public hearing at 10:35 a.m.

Mr. Carroll reviewed the General, Debt and Capital Budgets per the enclosures in the packet. He discussed adjusting the Debt Service Mill Levy but determined to leave it at same levels. Director Melchior asked about transfers from the Capital to the General Fund for expenditure on capital projects. Mr. Carroll responded that capital expenditures could come directly from the Capital Fund rather than transferring to General Fund before expending.

Upon a motion duly made by Director Melchior and, upon vote, unanimously carried, the Board adopted the Resolution Adopting 2021 Budget, Appropriating Funds for Expenditures and Certify Mill Levy at a rate included in the Budget at 7.500 Mills for

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27.500 Debt Service. The Board authorized CliftonLarsonAllen LLP to certify the mill levies.

d. Other

None.

XI. Attorney Items

a. Discuss Website/ Posting Options

There is no website currently.

b. Review and Consider Approval of 2020-11-03 Annual Administrative Resolution

Ms. Corley reviewed with the Board. The Board designated the meeting location to be at the offices of CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Suite 300, Greenwood Village, Colorado.

The District will continue to post in person as there is not a website at this time. The posting location will be One Lincoln Station, 9380 Station Street, Lone Tree, Colorado.

Upon a motion duly made by Director Melchior and, upon vote, unanimously carried, the Board adopted Resolution No. 2020-11-03 Annual Administrative Resolution.

c. Other

None.

XII. Manager's Items

a. Discuss Vacant Board Positions

No update.

b. Other

None.

XIII. Director's Items

a. Other

None.

XIV. Adjournment

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There being no further business to come before the Board, upon a motion duly made by Director Melchior, the Board adjourned the meeting at 10:58 a.m.

DocuSigned by:
Nate Melchior
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Secretary for the Meeting

Certificate Of Completion

Envelope Id: 4E88D33397ED4E02A95CE67B2315BA67	Status: Completed
Subject: Please DocuSign: Lincoln Station MD - Various Documents from Nov 10th Meeting	
Client Name: Lincoln Station MD	
Client Number: 011-042322-OS03-2021	
Source Envelope:	
Document Pages: 88	Signatures: 11
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Cindy Jenkins
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Cindy.Jenkins@claconnect.com
	IP Address: 165.225.10.178

Record Tracking

Status: Original	Holder: Cindy Jenkins	Location: DocuSign
12/7/2021 6:26:06 PM	Cindy.Jenkins@claconnect.com	

Signer Events

Nate Melchior
 nmelchior@dunton-commercial.com
 Board Member
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 3ACEDC769E4A496...
 Signature Adoption: Pre-selected Style
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Sent: 12/7/2021 6:35:03 PM
 Viewed: 12/8/2021 7:29:42 AM
 Signed: 12/8/2021 7:32:44 AM

Electronic Record and Signature Disclosure:
 Accepted: 12/8/2021 7:29:42 AM
 ID: acd5d14c-3401-4b91-8950-19cb7a4c1598

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	12/8/2021 7:32:44 AM
Completed	Security Checked	12/8/2021 7:32:44 AM

Payment Events	Status	Timestamps
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