

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
LINCOLN STATION METROPOLITAN DISTRICT (THE “DISTRICT”)
HELD
NOVEMBER 13, 2023

A special meeting of the Board of Directors of the Lincoln Station Metropolitan District (referred to hereafter as the “Board”) was convened on Monday, November 13, 2023, at 11:00 a.m. at the offices of CliftonLarsonAllen LLP, 8390 East Crescent Parkway, Suite 300, Greenwood Village, Colorado 80111, and via Microsoft Teams conference call. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Nathan Melchior, President
Jeremy Bayens, Secretary/Treasurer
James R. Francescon, Assistant Secretary
Natalie L. Dustman, Assistant Secretary

Also, In Attendance Were:

Anna Jones, Shauna D’Amato and Carrie Beacom; CliftonLarsonAllen LLP (“CLA”)
Alicia J. Corley, Esq.; Icenogle Seaver Pogue, P.C.

ADMINISTRATIVE MATTERS

Call to Order and Agenda: Director Melchior called the meeting to order at 11:02 a.m. Following review, upon a motion duly made by Director Melchior, seconded by Director Bayens and, upon vote, unanimously carried, the Board approved the agenda, as presented.

Disclosures of Potential Conflicts of Interest: The Board discussed the requirements of Colorado law that certain disclosures would be required prior to taking official action at the meeting. 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 written disclosures made by the Board members prior to this meeting in accordance with statute to permit official action to be taken at the meeting. Additionally, the Board determined that the participation of the members present was necessary to obtain a quorum or otherwise enable the Board to act.

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

Public Comment: None.

CliftonLarsonAllen LLP Master Service Agreement (“MSA”) and

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Statements of Work (“SOW”) for Accounting and Management Services for 2024: Ms. Jones reviewed the MSA and SOWs with the Board. Following review, upon a motion duly made by Director Melchior, seconded by Director Dustman and, upon vote, unanimously carried, the Board approved the CliftonLarsonAllen LLP MSA and SOWs for accounting and management services for 2024.

2024 Insurance Renewal; Special District Association Membership (“SDA”): Ms. Jones and Attorney Corley reviewed the 2024 insurance renewals with the Board. Following review, upon a motion duly made by Director Melchior, seconded by Director Bayens and, upon vote, unanimously carried, the Board approved the 2024 insurance renewal, including worker’s compensation coverage, Board Member liability coverage of \$2,000,000, adopted documents needed to obtain or maintain insurance coverage through the Colorado Special Districts Property and Liability Pool or TCW Risk Management, and authorized membership in the SDA for 2024.

CONSENT AGENDA

The Board considered the following actions:

- **Approve September 25, 2023 Special Meeting Minutes**
- **Approve/Ratify Claims Totaling \$137,651.78**
- **Approve/Ratify and/or Acknowledged the Following Agreements for 2023-2024 Services:**
 1. **2024 Security Services Contract with Advantage Security, LLC**
 2. **2024 Janitorial Services Contract with Roth Property Maintenance, LLC, Effective January 1, 2024**
 3. **Work Order Contract with Bristol Botanics, Inc. for 2023-2024 Exterior Holiday Décor**
 4. **Landscaping Services Contract with Brightview Landscape Services, Inc. for 2024 Landscaping Maintenance**
 5. **Quarterly Maintenance Program for 2024 with Reidy Metal Services, Inc. for Refinishing and Maintaining Architectural Metals**
 6. **Work Order Contract with Tryg Group, LLC for 2024 HVAC Maintenance**

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7. **Automatic renewal of Task Order Services Contract with Bailey Tree LLC to Renew on December 31, 2023 with a New Termination Date of December 31, 2024**
8. **Automatic renewal of Task Order Services Contract for Storm Water Maintenance with C&L Water Solutions, Inc. to Renew on December 31, 2023 with a New Termination Date of December 31, 2024**
9. **Automatic renewal of Services Contract with CDR Construction LLC to Renew on December 31, 2023 with a New Termination Date of December 31, 2024**
10. **Automatic Renewal of Snow Management Services Contract with Snow Management Services, LLC to Renew on January 1, 2024 with a New Termination Date of May 31, 2024**
11. **Light Repair and/or Replacement with CDR Construction, LLC in an amount not to exceed \$2,500**

Ms. Jones reviewed the Consent Agenda items with the Board. Following review, upon a motion duly made by Director Melchior, seconded by Director Dustman and, upon vote, unanimously carried, the Board approved and/or ratified the Consent Agenda, accordingly.

FINANCIAL MATTERS

September 30, 2023 Unaudited Financial Statements and Cash Position Report Updated as of September 30, 2023: Ms. Beacom reviewed the Unaudited Financial Statements and Cash Position Report with the Board. Following review, upon a motion duly made by Director Melchior, seconded by Director Bayens and, upon vote, unanimously carried, the Board accepted the September 30, 2023 Unaudited Financial Statements and Cash Position Report, updated as of September 30, 2023.a

Public Hearing to Consider Amendment of 2023 Budget:

Upon motion, second, and unanimous vote, the Board of Directors opened the public hearing to consider an amendment to the 2023 Budget at 10:13 a.m., consistent with published notice.

There appearing no member of the public wishing to speak on the budget amendment, following a motion duly made by Director Melchior, seconded by Director Bayens and, upon vote, unanimously carried, the Board closed the public hearing at 10:14 a.m.

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Resolution No. 2023-11-01 to Amend 2023 Budget: Ms. Beacom reviewed the amendment to the 2023 Budget with the Board and Attorney Corley presented to the Board of Directors a Resolution for approval and adoption of the 2023 budget amendment and appropriating funds therefore. Following review, upon a motion duly made by Director Melchior, seconded by Director Dustman and, upon vote, unanimously carried, the Board approved Resolution No. 2023-11-01 adopting 2023 Budget amendment and appropriating funds to the approved budget.

Public Hearing on Proposed 2024 Budget:

Upon motion, second, and unanimous vote, the Board opened the public hearing to consider the proposed 2024 Budget consistent with published notice at 11:25 a.m. There appearing no member of the public wishing to speak on the budget, and following motion duly made by Director Melchior, seconded by Director Dustman and, upon vote, unanimously carried, the Board closed the public hearing at 11:26 a.m.

Resolution No. 2023-11-02 to Adopt 2024 Budget, Appropriate Sums of Money and Set Mill Levies: Ms. Beacom reviewed the proposed 2024 Budget, and Attorney Corley presented to the Board of Directors a Resolution for approval and adoption of the 2024 budget, appropriating funds therefore, and certification of a mill levy thereunder. Following review, upon a motion duly made by Director Melchior, seconded by Director Bayens and, upon vote, unanimously carried, the Board adopted Resolution No. 2023-11-02 adopting the 2024 Budget and appropriating the funds to the approved budget, and certifying the mill levies as provided in the budget.

Statutory Requirements for an Audit; Audit Engagement with Wipfli, LLP for 2023 Audit Services in the Amount of \$6,500 and Authorize Submittal:

Ms. Beacom reviewed the requirements for an audit with the Board. Following review, upon a motion duly made by Director Melchior, seconded by Director Bayens and, upon vote, unanimously carried, the Board approved the audit engagement with Wipfli, LLP for 2023 audit services in the amount of \$6,500, and authorized its submittal.

**LEGAL
MATTERS**

Resolution No. 2023-11-03 Annual Resolution: Attorney Corley reviewed the Resolution with the Board. Following review, upon a motion duly made by Director Melchior, seconded by Director Bayens and, upon vote, unanimously carried, the Board adopted Resolution No. 2023-11-03 Annual Resolution, as amended.

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Election of Officers: The Board determined to keep current slate of directors.

President: Nathan Melchior
Secretary/Treasurer: Jeremy Bayens
Assistant Secretary: James R. Francescon
Assistant Secretary: Natalie L. Dustman

Regular Meeting Dates and Location: The Board determined to hold their annual meeting the second Monday in November at 10:45 a.m. and their regular meeting at 11:00 a.m.

2024 Rates for Legal Services with Icenogle Seaver Pogue, P.C.: Attorney Corley reviewed the 2024 rates with the Board. Following review, upon a motion duly made by Director Melchior, seconded by Director Francescon and, upon vote, unanimously carried, the Board approved the 2024 rates for legal services with Icenogle Seaver Pogue, P.C.

2023 Legislative Memorandum: Attorney Corley reviewed the memorandum with the Board.

MANAGER MATTERS None.

DIRECTOR MATTERS None.

OTHER BUSINESS None.

ADJOURNMENT There being no further business to come before the Board at this time, upon a motion duly made by Director Dustman, seconded by Director Melchior and, upon vote, unanimously carried, the Board adjourned the meeting at 11:34 a.m.

Respectfully submitted,

Signed by:
By Jeremy Bayens
Secretary for the Meeting

Certificate Of Completion

Envelope Id: F3E62D84-5105-480E-B7FA-9FF0EB3B6534
 Subject: Complete with Docusign: Lincoln Station MD - Approved MINUTES to sign
 Client Name: Lincoln Station MD
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 Envelope Originator:
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 Minneapolis, MN 55402-1418
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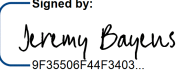
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Signer Events

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

Signature

Signed by:

 9F35506F44F3403...
 Signature Adoption: Pre-selected Style
 Using IP Address: 4.14.122.66

Timestamp

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 Signed: 12/12/2024 12:46:07 PM

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In Person Signer Events

Signature

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Status

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Agent Delivery Events

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Intermediary Delivery Events

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 NNail@isp-law.com
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