

MINUTES OF A JOINT SPECIAL MEETING OF THE  
BOARDS OF DIRECTORS

OF

FOREST TRACE METROPOLITAN DISTRICT NOS. 1-3

Held: Thursday, July 16, 2020 at 11:00 a.m. via teleconference.

Due to Executive Orders issued by Governor Polis and Public Health Orders implementing the Executive Orders, issued by the Colorado Department of Health and Environment (CDPHE), and the threat posed by the COVID-19 coronavirus, the meeting was held via teleconference.

The meeting referenced above was called and held in accordance with the applicable statutes of the State of Colorado. The following directors, having confirmed their qualification to serve, were in attendance:

Daniel Frank  
Richard Frank

Director Marc Cooper was absent. All absences are deemed excused unless otherwise noted in these minutes.

Also present were Clint C. Waldron, Esq., White Bear Ankele Tanaka & Waldron, District General Counsel; and Diane Wheeler and Bill Flynn, Simmons & Wheeler, P.C., District Accountant.

Call to Order/Declaration of Quorum      A quorum of the Boards was present and Director Daniel Frank called the meeting to order.

Director Qualifications/Conflicts of Interest/Reaffirmation of Disclosures      of      Mr. Waldron reported that disclosures for those directors that provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest were filed with the Secretary of State's Office and the Boards at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Boards. Mr. Waldron inquired into whether members of the Boards had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted. The participation of the members present was necessary to obtain a quorum or to otherwise enable the Boards to act.

Joint Meetings	The Boards of Directors of the Districts have determined to hold joint meetings of the Districts and to prepare joint minutes of action taken by the Districts in such meetings. Unless otherwise noted herein, all official action reflected in these minutes is the action of each of the Districts. Where necessary, action taken by an individual District will be so reflected in these minutes.
Approval of Agenda	The Boards reviewed the proposed agenda. Following discussion, upon motion duly made and seconded, the Boards unanimously approved the agenda as amended.
Consider Approval of Resolution Establishing Emergency Procedures for Holding Regular and Special Meetings Telephonically	Mr. Waldron reviewed the Resolution Declaring Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings with the Boards. Following discussion, upon a motion duly made and seconded, the Boards approved the resolution.
Public Comment	None.
<b>Consent Agenda</b>	The Boards reviewed the items on the consent agenda. Mr. Waldron advised the Boards that any item may be removed from the consent agenda to the regular agenda upon the request of any director. No items were requested to be removed from the consent agenda. Upon a motion duly made and seconded, the following items on the consent agenda were unanimously approved, ratified and adopted;
	<ul style="list-style-type: none"> <li>- January 17, 2020 Meeting Minutes</li> <li>- Resolution Establishing an Electronic Signature Policy</li> <li>- Amended and Restated Public Records Request Policy</li> <li>- Contract with Heatherly Creative, LLC for Website Design</li> <li>- Informational Enclosure - 2020 Legislative Memorandum</li> <li>- Independent Contractor Agreement (Landscape Maintenance Services – 2020 Season)</li> </ul>
<b>Legal Matters</b>	
Update on District Website	Mr. Waldron noted Ms. Sosa has completed the website, and it is up and running.
Discuss Proposed Revisions to Aurora Model Service Plan	Mr. Waldron updated the Boards on the proposed revisions to the Aurora Model Service Plan noting that the new model will go to study session on July 20th with first reading before council on August 3rd and second reading on August 17th.

Other Legal Matters                      None.

**Financial Matters**

Consider Acceptance of  
May 31, 2020 Unaudited  
Financials                                  Mr. Flynn reviewed the May 31, 2020 Unaudited Financials with  
the Board of each District. Following discussion, upon a motion  
duly made and seconded, the Board of each district accepted the  
May 31, 2020 Unaudited Financials.

Discuss and Consider of  
2019 Audit (District No. 3)              Mr. Flynn reviewed the 2019 Audit with the Board of District  
No. 3. Following discussion, upon a motion duly made and  
seconded, the Board of District No. 3 approved the 2019 Audit  
subject to any final changes from the auditor and final legal  
review, authorized filing subject to a clean audit opinion letter,  
and authorized filing for an extension.

Review Cash Position  
Report    Mr. Flynn reviewed the cash position report with the Board for  
each District. Following discussion, upon a motion duly made  
and seconded, the Board of each District approved the cash  
position report.

Review and Consider  
Approval and Ratification of  
Claims Payable                              Mr. Flynn reviewed the claims payable with the Board of  
District No. 1. Following discussion, upon a motion duly made  
and seconded, the Board of District No. 1 approved and ratified  
the claims payables in the amount of \$13,440.67.

Mr. Flynn reviewed the claims payable with the Board of  
District No. 2. Following discussion, upon a motion duly made  
and seconded, the Board of District No. 2 approved and ratified  
the claims payables in the amount of \$18,430.51.

Mr. Flynn reviewed the claims payable with the Board of  
District No. 3. Following discussion, upon a motion duly made  
and seconded, the Board of District No. 3 approved and ratified  
the claims payables in the amount of \$467,295.83.

Other Financial Matters                      None.

**Other Business**

The Board of District No. 1 engaged in general discussion  
regarding the proposal from Martin and Martin, P.C. for updated  
District maintenance mapping. Following discussion, upon a  
motion duly made and seconded, the Board of District No. 1  
approved the proposal from Martin & Martin, P.C.

**Adjourn**

There being no further business to come before the Boards, and  
following discussion and upon motion duly made, seconded and

unanimously carried, the Boards determined to adjourn the meeting.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

*Marc Cooper*  
Marc Cooper (Oct 6, 2020 14:30 MDT)

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Secretary for the Meeting

The foregoing minutes were approved on the 29th day of September, 2020.









# 2020-09-29 Forest Trace Execution Packet

Final Audit Report

2020-10-06

Created:	2020-10-05
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