

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF DIRECTORS OF THE  
CCP METROPOLITAN DISTRICT NO. 3  
HELD  
May 20, 2016**

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A regular meeting of the Board of Directors of the CCP Metropolitan District No. 3 ("Board") was held on Friday, May 20, 2016 at 10:30 a.m. at the offices of McGeady Becher P.C., 450 E. 17<sup>th</sup> Avenue, Suite 400, Denver, Colorado. This meeting was open to the public.

Attendance

In attendance were the following Board Members:

Sarah Laverty  
Cameron Bertron  
Robert Andrews  
Alexander Isaac Brown

Also in attendance were:

Denise Denslow and Dawn Jones; CliftonLarsonAllen LLP  
Cassia Furman; McGeady Becher, P.C.

Call to Order/Declaration of Quorum

The meeting was called to order by Director Laverty. A quorum was declared.

Present Disclosures 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 and 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 Ms. Furman that disclosures of potential conflicts of interest were filed with the Secretary of State for all directors.

Agenda, Confirm Location of Meeting and Confirm Posting of Meeting Notices

Ms. Denslow reviewed the Agenda for the meeting with the Board. Following discussion, upon a motion duly made by Director Bertron, seconded by Director Brown and, upon vote unanimously carried, the Board approved the agenda as amended.

The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. Following discussion and upon motion duly made by Director Bertron, seconded by Director Lavery and, upon vote unanimously carried, the Board determined that because there was not a suitable or convenient location within its boundaries, or in the County the District is located, to conduct this meeting, it was determined to conduct the meeting at the above stated date, time and location. Ms. Denslow further reported that notices of the time, date and location of the meeting were duly posted and that no objections to the location or any requests that the meeting place be changed by taxpaying electors within its boundaries have been received.

#### Results of the May 3, 2016 Election

Ms. Denslow discussed the results of the May 3, 2016 election with the Board and noted that the election was cancelled, as allowed under Colorado Statue as there were not more candidates than seats available. It was noted that Director Brown was deemed elected to a 2-year term and Directors Andrews and Miller were deemed elected to 4-year terms.

#### Appointment of Officers

Following discussion, upon a motion duly made by Director Bertron, seconded by Director Lavery and, upon vote unanimously carried, the Board appointed the Officers as follows:

President: Sarah A. Lavery  
Secretary: Cameron R. Bertron  
Treasurer: Robert Andrews  
Assistant Secretaries: Alexander Isaac Brown and Christopher T. Miller

#### Public Comment

There were no public comments.

#### Consent Agenda

- A. Review and Consider Approval of Minutes from the November 20, 2015 Special Meeting
- B. Review and Consider Adoption of Resolution No. 2016-05-01, Resolution Regarding 24-Hour Posting Location
- C. Ratify Approval of Engagement Letter with CliftonLarsonAllen, LLP for Management Services and Accounting Services

Following discussion, upon a motion duly made by Director Bertron, seconded by Director Andrews and, upon vote unanimously carried, the Board approved and/or ratified approval of Consent Agenda items A., B. and C.

### Financial Items

A. Review and Consider Approval and/or Ratify Approval of the Payment of Claims Through the Period Ending March 31, 2016

After review and discussion, upon a motion duly made by Director Bertron, seconded by Director Brown and, upon vote unanimously carried, the Board approved and/or ratified approval of the payment of claims through the period ending March 31, 2016.

B. Review and Accept the Unaudited Financial Statements for the Period Ending March 31, 2016 and Cash Position

Ms. Jones reviewed the unaudited Financial Statements for the period ending March 31, 2016 and Cash Position with the Board. Ms. Jones noted that the budget may need to be amended.

Following discussion and review, upon motion duly made by Director Bertron, seconded by Director Andrews and upon vote, unanimously carried, the Board accepted the March 31, 2016 unaudited Financial Statement and Cash Position Report.

C. Review and Ratify Approval of the 2015 Audit Exemption Application

Following discussion and review, upon motion duly made by Director Bertron, seconded by Director Laverty and upon vote, unanimously carried, the Board ratified approval the 2015 Audit Exemption Application.

### Attorney Items

A. Discuss and Consider Ratifying Approval of the CCP Subdivision Improvements Agreement No. 2 between the District and Adams County, Colorado

After review, upon a motion duly made by Director Laverty, seconded by Director Brown and, upon vote unanimously carried, the Board ratified approval of the CCP Subdivision Improvements Agreement No. 2 between the District and Adams County, Colorado.

B. Discuss and Consider Ratifying Approval of the First Amendment to Memorandum of Understanding among CCP Metropolitan District Nos. 1, 2, 3 and 4, which adds CCP Metropolitan District No. 2 as a Party

After review, upon a motion duly made by Director Bertron, seconded by Director Laverty and, upon vote unanimously carried, the Board ratified approval of the First Amendment to Memorandum of Understanding among CCP Metropolitan District Nos. 1, 2, 3 and 4, which adds CCP Metropolitan District No. 2 as a party.

C. Discuss Plat Correction for Tract B and Lot 5 and authorize execution of Plat Correction by Board President

After review and discussion, upon a motion duly made by Director Laverty, seconded by Director Bertron and, upon vote unanimously carried, the Board authorized the execution of Plat Correction for Tract B and Lot 5 by the Board President.

D. Discuss and Consider Approval of Amendment to Environmental Monitoring Access Easement with Colorado Department of Public Health and Environment ("CDPHE") and authorize Board President to Execute Final Amendment

After review and discussion, upon a motion duly made by Director Brown, seconded by Director Andrews and, upon vote unanimously carried, the Board approved the amendment to Environmental Monitoring Access Easement with CDPHE and authorized Board President to execute upon final review.

Operations Items

A. Discuss and Ratify Approval of Service Agreement with Lightning Mobile for Snow Removal Services

After review and discussion, upon a motion duly made by Director Laverty, seconded by Director Bertron and, upon vote unanimously carried, the Board ratified approval of Service Agreement with Lightning Mobile for Snow Removal Services.

B. Discuss and Ratify Approval of Service Agreement for Pond Maintenance

After review and discussion, the Board decided to table the discussion of the service agreement for pond maintenance. Director Andrews will be meeting with CBRE and will discuss the issue with them.

C. Discuss Installation of Mailbox Center/Kiosk for Crossroad Commerce Park

The Board discussed the installation of a Mailbox Kiosk. Director Andrews noted a few different locations for the potential installation.

D. Discuss the Need for Street Sweeping Services and Authorize Board President to Enter Into and Execute Agreement for Said Services

After review and discussion, the Board decided to table the discussion regarding the need for street sweeping services and to authorize the Board President to enter into and execute an agreement for said services. Director Andrews will be meeting with CBRE and will discuss the issue with them.

E. Discuss the Need for Street Light Maintenance Services and Authorize Board President to Enter Into and Execute Agreement for Said Services

After review and discussion, the Board decided to table the discussion regarding the need for street light maintenance services and to authorize the Board President to enter into and execute an agreement for said services. Director Andrews will be meeting with C. B. Richard Ellis (“CBRE”) personnel and will discuss the issue with them.

F. Discuss Site Maintenance and Role of District

After a brief discussion, the Board determined that site maintenance and the role of the District were covered in the preceding items. Director Andrews will coordinate with CBRE personnel and determine a plan to move forward.

Adjournment

Upon a motion duly made by Director Bertron, seconded by Director Brown and, upon vote unanimously carried, the Board adjourned the meeting.

Respectfully submitted,





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Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 20, 2016 MINUTES OF THE CCP METROPOLITAN DISTRICT NO. 3 BY THE MEMBERS OF THE BOARD OF DIRECTORS SIGNING BELOW:

  
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Sarah Lavery

  
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Cameron Bertron

  
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Robert Andrews