

**MINUTES OF THE REGULAR MEETING OF THE
BOARD OF DIRECTORS OF THE
CCP METROPOLITAN DISTRICT NO. 1
HELD
November 15, 2019**

A regular meeting of the Board of Directors of the CCP Metropolitan District No. 1 ("Board") was held on Friday, November 15, 2019 at 11:30 a.m. at the offices of McGeady Becher P.C., 450 E. 17th Avenue, Suite 400, Denver, Colorado 80203. This meeting was open to the public.

Attendance In attendance were the following Board Members:

Cameron Bertron
Don Stage
Judy Duran
Sarah Laverty

Also in attendance were:

Anna Jones, Margaret Henderson and Jason Carroll; CliftonLarsonAllen LLP
Jon Hoistad, Esq.; McGeady Becher P.C.

Call to Order /
Quorum

The meeting was called to order by Director Laverty. A quorum was declared and the Board excused the absence of Director Derickson

Conflict
Disclosures

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 Attorney Hoistad that disclosures of potential conflicts of interest were filed with the Secretary of State for Directors Bertron, Laverty, Derickson and Stage.

Approval of Agenda,
Location & Postings

Following discussion, upon a motion duly made by Director Bertron, seconded by Director Laverty and, upon vote, unanimously carried, the Board approved the agenda as presented.

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 Laverty and, upon vote unanimously carried, the Board determined that because there was not a suitable or convenient location within its boundaries to conduct this meeting, it was determined to conduct the meeting at the above stated date, time and location. Ms. Jones reported that notice 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 taxing electors within its boundaries have been received.

Public Comment There were no public comments.

Consent Agenda The Board considered the following item on the Consent Agenda:

A. Approval of Minutes from the August 16, 2019 Regular Meeting

Following discussion, upon motion duly made by Director Stage, seconded by Director Bertron and, upon vote unanimously carried, the Board approved the Consent Agenda item above.

Financial Items A. Public Hearing on 2019 Budget Amendment

The Board opened the public hearing to consider the 2019 Budget Amendment. It was noted that publication of Notice stating that the Board would consider a 2019 Budget Amendment, and the date, time and location of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this meeting. There were no public comments and the public hearing was closed.

The Board reviewed the 2019 Budget Amendment, upon a motion duly made by Director Bertron, seconded by Director Laverty and, upon vote unanimously carried, the Board adopted Resolution No. 2019-11-01 Amending the 2019 Budget.

B. Public Hearing on 2020 Budget

The Board opened the public hearing to consider the 2020 Budget. It was noted that publication of Notice stating that the Board would consider a 2020 Budget, and the date, time and location of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this meeting. There were no public comments and the public hearing was closed.

Mr. Carroll presented the proposed 2020 Budget to the Board. Following discussion, the Board considered adoption of Resolution No. 2019-11-02 to Adopt the 2020 Budget and Appropriate Sums of Money and Resolution No. 2019-11-03 to Set Mill Levies. Upon a motion duly made by Director Laverty, seconded by Director Duran and, upon vote unanimously carried, the Board adopted Resolution No. 2019-11-02 and Resolution No. 2019-11-03 as discussed, and authorized execution of the Certification of Budget and Certification of Mill Levies, subject to receipt of final Certification of Assessed Valuation from the County on or before December 10, 2019. The District Accountant was authorized to transmit the Certification of Mill Levies to

Denver County no later than December 15, 2019. The District Accountant was further authorized to transmit the Certification of Budget to the Division of Local Government no later than January 31, 2020.

- C. Consider Authorizing District Accountant to Prepare and Sign the DLG - 70 Mill Levy Certification form for Certification to the Board of County Commissioners and other Interested Parties

Following discussion, upon a motion duly made by Director Bertron, seconded by Director Duran and, upon vote unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG 70 Mill Levy Certification Form for Certification to the Denver County Assessor and other interested parties.

- D. Appointment of District Accountant to Prepare and File the 2019 Audit Exemption Application

Following discussion, upon a motion duly made by Director Laverty, seconded by Director Bertron and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare and file the 2019 Audit Exemption Application.

Manager Items

- A. Discuss establishing a District website through the Statewide Internet Portal Authority of the State of Colorado (“SIPA”) and consider approving the Eligible Governmental Entity Agreement (“EGE”) with SIPA and authorize all actions necessary for the establishment of the District’s website

The Board discussed establishing a District website through SIPA. Following discussion, upon a motion duly made by Director Laverty, seconded by Director Bertron and, upon vote, unanimously carried, the Board approved the EGA with SIPA and directed the establishment of a website.

- B. Discuss Business to be Conducted in 2020 and Review and Consider Adoption of Resolution No. 2019-11-04, Resolution Establishing 2020 Meeting Dates, Time, Location, Establishing District Website and Designating Location for Posting of 24-Hour Notices

The Board discussed the business to be conducted in 2020. Following discussion, upon a motion duly made by Director Bertron, seconded by Director Stage and, upon vote unanimously carried, the Board adopted Resolution No. 2019-11-04, Resolution Establishing 2020 Meeting Dates, Time, Location, Establishing District Website and Designating 24-Hour Posting Location and scheduled 2020 Regular meetings for the third Friday each month at 11:30 a.m. at the Offices of McGeedy Becher P.C. with May and November meetings starting at 12:00 p.m.

- C. Discuss Insurance Renewal for 2020 Coverage and the Need for Additional Coverage for Any District Owned Property; Discuss Walkthrough with T. Charles Wilson and Discuss Renewal of SDA Membership

Following discussion, upon a motion duly made by Director Bertron, seconded by Director Laverty and, upon vote unanimously carried, the Board approved the renewal for 2020 insurance coverage and renewal of membership with the Special District Association (SDA). Ms. Laverty will work with Ms. Jones on insurance coverage.

- D. Discuss Transparency Notice for 2020 and Mode to Eligible Electors (post on SDA Website)

Following discussion, upon a motion duly made by Director Bertron, seconded by Director Laverty and, upon vote unanimously carried, the Board directed the 2020 transparency notice be posted on the SDA website.

- E. Consider Cancelling the December 20, 2019 Regular Meeting

The Board cancelled the December 20, 2019 meeting.

Attorney Items

- A. Review and consider adoption of Resolution No. 2019-11-05 Calling May 5, 2020 Election for Directors, appointing Designated Election Official (“DEO”) and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election. Self-Nomination Forms are due by February 28, 2020. Discuss the need for ballot issues and/or questions.

Attorney Hoisted reviewed the election resolution and deadlines with the Board. Following discussion, upon a motion duly made by Director Laverty, seconded by Director Bertron and, upon vote unanimously carried, the Board adopted Resolution No. 2019-11-05 Calling May 5, 2020 Election for Directors and appointed Jennifer Henry as DEO and authorized the DEO to perform all tasks required for the conduct of a mail ballot election.

- B. Discuss update on McGeady Becher P.C. District Records Retention

Attorney Hoistad discussed the update regarding McGeady Becher P.C.’s District document retention with the Board. Following discussion, the Board approved the update and directed a copy of the approved McGeady Becher P.C. Document Retention Policy be attached to the Minutes for the meeting. Accordingly, a copy of the updated Document Retention Policy is attached hereto and is incorporated herein by this reference.

Other Items

A. Acknowledge Annual Meeting Notice pursuant to the Service Plan

The Board acknowledged the Annual Meeting Notice was published as required pursuant to the Service Plan.

Adjournment

There being no further business to come before the Board, upon a motion duly made by Director Duran, seconded by Director Laverty and, upon vote, unanimously carried, the Board adjourned the meeting.

Respectfully submitted,



Secretary for the Meeting

Document Retention Policy

Types of Documents

In representing you we will or may take possession of, create, and/or keep various types of documents. These consist of documents you provide to us, documents which constitute the District's official public record, and internal documents we create to assist us in providing services to you.

Documents You Provide to Us

It is our policy to copy and return original documents you provide to us as soon as practicable. Exceptions to this policy are original documents which should be kept as part of the District's official public record, instances where we must have an original document to represent you, or cases where we have affirmatively agreed retain a document for safekeeping.

The District's Record

As a part our engagement, we will maintain the District's official public Record (the "Record"). The Record is a highly useful and detailed compilation of documents reflecting the official actions of the District and serves multiple functions. First, it collects those documents which the public is entitled to inspect and copy under various state and federal public records and freedom of information statutes. Second, it organizes the records of the District – such as its contracts, land and title records, and easements - in a manner which is useful in conducting the ongoing business of the District. Third, the Record helps expedite the District's annual audit process. Fourth, in the event you should change legal counsel or employ in-house counsel, the Record will enable that counsel to understand the status and assume representation of the District with maximum efficiency.

The Record includes the District's organizational documents, fully-executed agreements which are still in effect, rules, regulations, resolutions adopted by the District, official minutes books, meeting notices, agendas, insurance policies, District maps, election records, bond documents, audit documents, and many more. A comprehensive list of documents comprising the Record is available from us at any time upon request.

Creating and maintaining the Record is an important and complex task, and you agree to pay our actual costs and hourly fees associated with doing this.

Supplemental Documents

All other documents created in course of representing you are referred to as Supplemental Documents. These include our notes, drafts, memoranda, worksheets, electronic communications, and other electronic documents stored in various media or file servers.

Documents We Retain

Except as provided in this Document Retention Policy or an amendment thereto, we will keep the Record and any original documents accepted by us for safekeeping so long as we represent you.

Delivery of the Record

Once a matter is concluded or our representation terminated, we deliver the original, printed Record, together with any original documents we have accepted for safekeeping, to you or the District's designee, provided our fees and costs have been paid in full. If you do not designate someone to receive these records, we will deliver them to a then-current officer or director of the District. If we are unable to deliver these documents because of your failure to designate a recipient, we may retain, destroy, or otherwise dispose of them in manner which assures their continued confidentiality within thirty (30) days following the conclusion of a matter or the termination of our representation.

We will also confidentially destroy the Record of any District in our possession if a final order of dissolution of the District is entered.

All other documents, including all Supplemental Documents, are routinely, periodically, confidentially, and permanently purged by us once they are no longer useful to us in providing services to you.