

## RECORD OF PROCEEDINGS

---

MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
CONCORD METROPOLITAN DISTRICT (THE "DISTRICT")  
HELD  
NOVEMBER 1, 2023

A regular meeting of the Board of Directors of the Concord Metropolitan District (referred to hereafter as the "Board") was convened on Wednesday, November 1, 2023, at 12:00 p.m. at CliftonLarsonAllen LLP, 8390 E/ Crescent Pkwy., Ste/ 300, Greenwood Village, CO 80111 and MS Teams. This meeting was open to the public.

### ATTENDANCE

Directors In Attendance Were:

Jeff Evans, President  
Hank Vanderryst, Secretary/Treasurer  
Mike Evans; Assistant Secretary via Teams

Also, In Attendance Were:

Denise Denslow, Ashley Heidt, and Lindsay Ross; CliftonLarsonAllen LLP ("CLA")  
Russ Dykstra; Spencer Fane LLP

### ADMINISTRATIVE MATTERS

**Call to Order and Agenda:** The meeting was called to order at 12:01 p.m.

Upon a motion duly made by Director Jeff Evans, seconded by Director Vanderryst and, upon vote, unanimously carried, the Board approved the Agenda, as presented.

**Disclosures of Potential Conflicts of Interest:** Written conflict of interest disclosure statements were filed with the Secretary of State on behalf of the District 72 hours prior to this meeting.

**Confirm Quorum, Location of Meeting and Posting of Meeting Notices:** A quorum was confirmed, and all notices have been posted.

**Public Comment:** There were no public comments.

**Minutes of August 2, 2023 Special Meeting:** Upon a motion duly made by Director Jeff Evans, seconded by Director Vanderryst and, upon vote, unanimously carried, the Board approved the August 2, 2023 Special Meeting Minutes, as presented.

**Resolution 2023-11-01 Regarding 2024 Annual Administrative Matters:** Upon a motion duly made by Director Jeff Evans, seconded by Director Vanderryst and, upon vote, unanimously carried, the Board adopted Resolution 2023-11-01

## RECORD OF PROCEEDINGS

---

Regarding 2024 Annual Administrative Matters, as presented.

### FINANCIAL ITEMS

**September 30, 2023 Unaudited Financial Statements and November 2023 Cash Position Report:** Ms. Ross reviewed the November 2023 Cash Position Report with the Board. Following review, upon a motion duly made by Director Jeff Evans, seconded by Director Vanderryst and, upon vote, unanimously carried, the Board accepted the November 2023 Cash Position Report. Ms. Ross stated she will be sending out the September 30, 2023 Unaudited Financial Statements to the Board following the meeting.

**Claims Totaling \$34,242.92 and Directors' Fees:** Ms. Ross reviewed the claims and Directors' fees with the Board. Following review, upon a motion duly made by Director Jeff Evans, seconded by Director Vanderryst and, upon vote, unanimously carried, the Board ratified the claims totaling \$34,242.92 and Directors' fees, as presented.

**Public Hearing to Consider Amendment of 2023 Budget; Resolution 2023-11-02 to Amend 2023 Budget:** Upon a motion duly made by Director Jeff Evans, seconded by Director Vanderryst and, upon vote, unanimously carried, the Board opened the public hearing to consider amendment of the 2023 Budget at 12:05 p.m.

It was noted that publication of Notice stating that the Board would consider amendment of the 2023 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to the public hearing.

No public was present, and Director Jeff Evans closed the public hearing at 12:06 p.m.

It was noted that no amendment to the 2023 Budget was required.

**Public Hearing on Proposed 2024 Budget and Resolution No. 2023-11-03 to Adopt the 2024 Budget and Appropriate Sums of Money and Set Mill Levies:** Upon a motion duly made by Director Jeff Evans, seconded by Director Vanderryst and, upon vote, unanimously carried, the Board opened the public hearing to consider the proposed 2024 Budget at 12:05 p.m.

It was noted that Notice stating that the Board would consider adoption of the 2024 Budget and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing.

No public was present, and Director Jeff Evans closed the public hearing at 12:06 p.m.

## RECORD OF PROCEEDINGS

---

Ms. Ross reviewed the 2024 Budget with the Board. Discussion followed regarding whether to decrease the Debt Service Fund mills to 3.5/4.0 or to keep the mills at 5.0 and use the extra money to make an additional payment towards the loan.

Following discussion, upon a motion duly made by Director Jeff Evans, seconded by Director Vanderryst and, upon vote, unanimously carried, the Board approved the 2024 Budget, as presented, and adopted Resolution No. 2023-11-03 to Adopt the 2024 Budget and Appropriate Sums of Money and Set Mill Levies (2 mills in the General Fund and 4 mills in the Debt Service Fund), subject to final assessed valuations.

**District Accountant to Prepare DLG-70 Certification of Tax Levies Form for Certification to the Board of County Commissioners and other interested parties:** Upon a motion duly made by Director Jeff Evans, seconded by Director Vanderryst and, upon vote, unanimously carried, the Board authorized the District accountant to prepare the DLG-70 Certification of Tax Levies form for certification to the Board of County Commissioners and other interested parties.

**Engagement Letter with Simmons & Wheeler, P.C. to Prepare 2023 Audit:** Ms. Ross noted that there is no engagement letter yet. Upon a motion duly made by Director Jeff Evans, seconded by Director Vanderryst and, upon vote, unanimously carried, the Board approved Simmons & Wheeler, P.C. to prepare the 2023 Audit, in an amount not to exceed \$5,000.

**District Accountant to Prepare 2025 Budget:** Ms. Ross noted that this is addressed in the 2024 Administrative Matters Resolution. Upon a motion duly made by Director Jeff Evans, seconded by Director Vanderryst and, upon vote, unanimously carried, the Board appointed the District accountant to prepare the 2025 Budget.

**Other:** Director Jeff Evans stated there is a past due payment for the Director's parcel. Ms. Ross responded she would ensure it gets paid.

### LEGAL MATTERS

**2024 Resolution of Workers Comp Coverage Exclusion:** Attorney Dykstra reviewed the Resolution with the Board. Following review, upon a motion duly made by Director Jeff Evans, seconded by Director Vanderryst and, upon vote, unanimously carried, the Board adopted the 2024 Resolution of Workers Comp Coverage Exclusion.

### COVENANT ENFORCEMENT/ DESIGN REVIEW

None.

**RECORD OF PROCEEDINGS**

---

CONSTRUCTION  
MATTERS

None.

MANAGER  
MATTERS

**Concord Business Center Design Guidelines, Development Application and Development Application Checklist:** Ms. Denslow reviewed the agenda items with the Board. Following review, upon a motion duly made by Director Jeff Evans, seconded by Director Vanderryst and, upon vote, unanimously carried, the Board approved the Concord Business Center Design Guidelines, the Development Application and the Development Application Checklist.

**2024 Insurance Renewal:** Ms. Denslow provided an update to the Board regarding 2024 insurance renewals. Following discussion, upon a motion duly made by Director Jeff Evans, seconded by Director Vanderryst and, upon vote, unanimously carried, the Board directed CLA to finalize the 2024 insurance renewals.

**CliftonLarsonAllen LLP Master Service Agreement and Related Statement(s) of Work for 2024:** Ms. Denslow reviewed the agenda items with the Board. Following review, upon a motion duly made by Director Jeff Evans, seconded by Director Vanderryst and, upon vote, unanimously carried, the Board approved the CLA Master Service Agreement and related Statement(s) of Work for 2024.

DIRECTOR  
MATTERS

None.

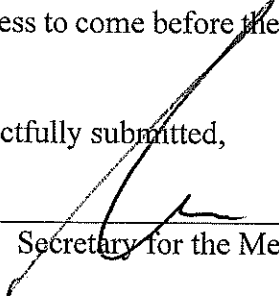
OTHER BUSINESS

**Quorum for Next Meeting – February 7, 2024 Regular Meeting at 12:00 p.m.:**  
The Board confirmed a quorum for the February 7, 2024 meeting.

ADJOURNMENT

There being no further business to come before the Board at this time, the meeting was adjourned at 12:33 p.m.

Respectfully submitted,

By  \_\_\_\_\_  
Secretary for the Meeting