

## RECORD OF PROCEEDINGS

---

### MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE PARK MEADOWS METROPOLITAN DISTRICT

Held: Monday, January 24, 2022 at 5:00 P.M. All participation in this meeting, including public participation, was by telephonic and/or electronic means. Microsoft Teams: [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_YmM4YjQwNTktNDM3Mi00YTdmLTk1NjQtZDQzNGQ2N2YzMWJl%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%229bf4c29b-a9c8-46b4-a6c0-c1ed7cba4824%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_YmM4YjQwNTktNDM3Mi00YTdmLTk1NjQtZDQzNGQ2N2YzMWJl%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%229bf4c29b-a9c8-46b4-a6c0-c1ed7cba4824%22%7d) or Via Phone: 1-720-547-5281, Conference ID: 260 094 86#.

Attendance: A special meeting of the Board of Directors of the Park Meadows Metropolitan District was scheduled in compliance with the laws of the State of Colorado.

The following Directors were in attendance:

Martha Sippel, President  
Steve Parry, Treasurer  
Gary Godden, Secretary  
Greg Jewell, Assistant Secretary

Also present were:

Tamara K. Seaver; Icenogle Seaver Pogue, P.C.  
Matt Urkoski, Carrie Beacom & Rebecca Mannie;  
CliftonLarsonAllen LLP (“CLA”)  
Mike Crespino; BrightView Landscape Services, Inc.  
Taylor Goertz; IMEG  
Seth Hoffman and Justin Schmitz; City of Lone Tree  
Jay Carpenter; Councilmember, City of Lone Tree  
Pamela Schenck-Kelly and Whitney Miller; Park Meadows  
Business Improvement District

Call to Order/Declaration of Quorum: Director Sippel noting the presence of a quorum, called to order the special meeting of the Board of Directors of the Park Meadows Metropolitan District at 5:01 P.M.

Directors Matters/Disclosure Matters: None.

Approval of/Additions Director Sippel noted there were no changes to the agenda.

## RECORD OF PROCEEDINGS

---

To/Deletions from the Agenda:

Public Comments: None.

Consent Agenda: Director Sippel moved that the Board approve the consent agenda comprising minutes of the December 16, 2021 special meeting, cash position updated January 2022, property tax schedule, prior and current claims and director fees, and the 2022 TCW Agency Fee Agreement. The motion was seconded by Director Parry and unanimously approved by the Board.

Financial Items: None.

Landscape Items -

Monthly Landscape  
Maintenance Report:

Mr. Crespin presented to the Board the Monthly Landscaping Report, addressing pine needle and other clean up items as well as perennial trims in late February or early March. He noted that winter watering continues and reported that the 5 new controllers were installed. Additionally, he commented on recent activity locating the District's facilities due to various development in the area. Director Parry made inquiry regarding winter watering and Mr. Crespin responded.

Completed Work Orders: None.

New Work Orders: None.

Engineering Items -

Southgate Water Line(s)  
Replacement Update:

Mr. Goertz touched on the Southgate Water Line(s) replacement project and Mr. Schmitz noted the City did meet with Southgate and they are aware of the District's issues and the need to rebuild any medians damaged during their project. Ms. Seaver noted her discussion with Ms. Michow, Lone Tree City Attorney; and the City does have regulations requiring the replacement of any damaged items as well as bonding and insurance related thereto. Mr. Schmitz noted that the City would like to look at the median to the north of the Taos entrance for potential safety reconfiguration and Mr. Goertz presented aerial images of the area. Director Sippel noted she did not believe the Board would have issue with this notion.

Other: None.

Manager's Items -

Other:

Mr. Urkoski reported on meeting notice matters. Thereafter Director Sippel asked if it would be possible to switch the

## RECORD OF PROCEEDINGS

---

mission and vision statements on the District's website. Mr. Urkoski confirmed that the updates on the District website will be completed.

Director's Items -  
Discuss Meeting Location for Next Board Meeting: Discussion ensued among the Board regarding the location for the next Board meeting. Following discussion, the Board expressed their preference for virtual meetings in February.

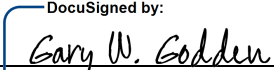
Other: None.

Attorney Items -  
Election Resolution: Ms. Seaver presented to and reviewed with the Board the 2022 Regular Special District Election Resolution. Following discussion and upon motion by Director Sippel, second by Director Godden and unanimous vote, the Board of Directors approved the 2022 Regular Special District Election Resolution.

Other: None.

Other Matters: None.

Adjournment: There being no further business to come before the Board, Director Sippel adjourned the meeting at 5:26 P.M.

DocuSigned by:  
  
\_\_\_\_\_  
702291B31629447...  
Secretary

**Certificate Of Completion**

Envelope Id: D24686754B85477398497A7C50ACDB6F	Status: Completed
Subject: Please DocuSign: PMMD - 2022-01-24 Special Meeting Minutes (For Board Consideration).pdf	
Client Name: Park Meadows Metro District	
Client Number: 011-030575	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Natalie Herschberg
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Natalie.Herschberg@claconnect.com
	IP Address: 165.225.10.148

**Record Tracking**

Status: Original	Holder: Natalie Herschberg	Location: DocuSign
3/3/2022 3:12:32 PM	Natalie.Herschberg@claconnect.com	

**Signer Events**

Gary W. Godden  
 gwgodden@comcast.net  
 Secretary  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 792291B31629447...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 73.203.0.219

**Timestamp**

Sent: 3/3/2022 3:13:44 PM  
 Viewed: 3/3/2022 5:52:01 PM  
 Signed: 3/3/2022 5:52:09 PM

**Electronic Record and Signature Disclosure:**  
 Accepted: 3/3/2022 5:52:01 PM  
 ID: 22dc5339-fb98-4817-8d59-1a9ead5e2bf0

In Person Signer Events	Signature	Timestamp
-------------------------	-----------	-----------

Editor Delivery Events	Status	Timestamp
------------------------	--------	-----------

Agent Delivery Events	Status	Timestamp
-----------------------	--------	-----------

Intermediary Delivery Events	Status	Timestamp
------------------------------	--------	-----------

Certified Delivery Events	Status	Timestamp
---------------------------	--------	-----------

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	3/3/2022 3:13:45 PM
Certified Delivered	Security Checked	3/3/2022 5:52:01 PM
Signing Complete	Security Checked	3/3/2022 5:52:09 PM
Completed	Security Checked	3/3/2022 5:52:09 PM

Payment Events	Status	Timestamps
----------------	--------	------------

**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, CliftonLarsonAllen LLP (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### **How to contact CliftonLarsonAllen LLP:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com)

#### **To advise CliftonLarsonAllen LLP of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

#### **To request paper copies from CliftonLarsonAllen LLP**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

#### **To withdraw your consent with CliftonLarsonAllen LLP**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CliftonLarsonAllen LLP as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CliftonLarsonAllen LLP during the course of your relationship with CliftonLarsonAllen LLP.