

MINUTES OF A JOINT REGULAR MEETING OF THE  
BOARDS OF DIRECTORS

OF

SANTA FE PARK METROPOLITAN DISTRICT NOS. 1-4

Held: Wednesday, October 26, 2022 at 12:00 p.m. (noon)  
via Zoom.

**Attendance**

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

Ben Both  
Timothy Westbrook

Also present were Megan J. Murphy, Esq., White Bear Ankele Tanaka & Waldron, District General Counsel; and Carrie Bartow, CliftonLarsonAllen, LLP, District Accountant.

**Call to Order/Declaration of Quorum**

Ms. Murphy noted that a quorum of the Boards were present and called the meeting to order.

**Director Conflict of Interest Disclosures**

Ms. Murphy advised the Boards that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Murphy 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. Ms. Murphy 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, 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.

Consider Election of Officers; President, Secretary, Treasurer

Deferred.

Approval of Agenda

Ms. Murphy reviewed the proposed agenda with the Boards. Following discussion, upon a motion duly made and seconded, the Boards unanimously approved the agenda as amended.

Public Comment

None.

**Consent Agenda**

Mr. Both reviewed the items on the consent agenda with the Boards. Ms. Murphy advised the Boards that any item may be removed from the consent agenda to the regular agenda upon the request of any director. Upon a motion duly made and seconded, the following items on the consent agenda were unanimously approved, acknowledged, ratified and adopted:

- January 1, 2022 Organizational Meeting Minutes;
- Claims Listing;
- Special District Disclosure Notice Pursuant to §32-1-809, C.R.S.;
- Resolution Designating Meeting Notices Posting Location;
- Resolution Calling May 2, 2023 Regular Election;
- Intergovernmental Agreement with City of Littleton;
- Disclosure to Purchasers Required by Service Plan; and
- Special District Disclosure Pursuant to §32-1-104.8, C.R.S.

Consider Adoption of Resolution Declaring Inactive Status (District Nos. 2-4)

Ms. Murphy reviewed the Resolution Declaring Inactive Status with the Boards of District Nos. 2-4. Following discussion, upon a motion duly made and seconded, the Boards of District Nos. 2-4 unanimously adopted the Resolution Declaring Special District Inactive Status.

**Legal Matters (District No. 1)**

Consider Adoption of 2023 Annual Administrative Resolution

Ms. Murphy reviewed the 2023 Annual Administrative Resolution with the Board of District No. 1. Following discussion, upon a motion duly made and seconded, the Board of District No. 1 unanimously adopted the resolution.

Discuss and Review Insurance General Liability

Ms. Murphy reviewed the current general liability schedule and limits with the Board of District No. 1, noting there is no excess

Schedule and Limits, Consider Authorization to Bind Coverage liability coverage and no insurance broker. Following discussion, upon a motion duly made and seconded, the Board of District No. 1 unanimously approved the general liability schedule and authorized legal counsel to bind coverage.

Discuss 2022 Legislative Memorandum Ms. Murphy reviewed the 2022 Legislative Memorandum with the Board of District No. 1.

Consider Approval of Joint Contractor Agreement with Heatherly Creative for Website Setup and Maintenance Ms. Murphy presented the Joint Contractor Agreement with Heatherly Creative for Website Setup and Maintenance to the Board of District No. 1. Following discussion, upon a motion duly made and seconded, the Board of District No. 1 unanimously approved the agreement.

Discuss Board Member Contact Emails for District Website Ms. Murphy noted that the new law requires contact information be posted on the District’s website. Following discussion, upon motion duly made and seconded, the Board unanimously approved setting up a general email inbox.

Other Legal Matters None.

**Financial Matters**

Review Unaudited Financials, Schedule of Cash Position and Property Tax Statement Deferred.

Public Hearing on 2022 Budget Amendment (if necessary) Not necessary.

Consider Approval of Resolution Amending the 2022 Budget (if necessary) Not necessary.

Public Hearing on Proposed 2023 Budget (District No. 1) Director Both opened the public hearing on the proposed 2023 Budget. Ms. Murphy noted that the notice of public hearing was provided in accordance with Colorado law. No written objections were received prior to the meeting. There being no public comment, the hearing was closed.

Consider Approval of Resolution Adopting the Ms. Bartow reviewed the 2023 Budget Resolution with the Board of District No. 1. Following discussion, upon a motion duly made and seconded, the Board of District No. 1 unanimously adopted the

2023 Budget (District No. 1)

resolution adopting the 2023 Budget, appropriating funds therefor and certifying mills for the General Fund as shown in the 2023 Budget, subject to receipt of final assessed valuation.

Consider Approval of 2022 Applications for Exemption from Audit and Authorize Filing of Same (District Nos. 1-4)

Ms. Bartow discussed the 2022 Applications for Exemption from Audit with the Boards. Following discussion, upon a motion duly made and seconded, the Boards unanimously authorized the preparation and filing of same.

Consider Approval of Master Service Agreement and Special Districts Preparation Scope of Work with CliftonLarsonAllen LLP for District Accounting Services (District No. 1)

Ms. Bartow presented the Master Service Agreement and Special Districts Preparation Scope of Work with CliftonLarsonAllen LLP for District Accounting Services to the Board of District No. 1. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the agreement subject to final review by legal counsel.

Update on Potential Debt Issuance

Deferred.

Other Financial Matters

None.

**Other Business**

None.

**Adjournment**

There being no further business to come before the Boards and following discussion, upon a motion duly made, the Boards unanimously determined to adjourn the meeting.

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

*Tim Westbrook*  
Tim Westbrook (Apr 24, 2023 14:51 MDT)

Secretary for the Meeting

The foregoing minutes were approved by the Boards of Directors on the 20<sup>th</sup> day of April, 2023.