

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS  
OF CASTLE OAKS METROPOLITAN DISTRICT

Held: November 6, 2019 at 6:00 p.m. at  
1465 Autumn Sage Street, Castle Rock, Colorado.

Attendance The meeting referenced above was called and held in accordance with the applicable statutes of the State of Colorado. The following directors, having confirmed their qualification to serve on the Board, were in attendance:

Chris Pratt  
Thomas Hykes

Also present were: Kristin B. Tompkins, Esq., White Bear Ankele Tanaka & Waldron, District General Counsel; Carole Gaynor, CliftonLarsonAllen, LLP, District Accountant; Craig Campbell, SLV Castle Oaks, LLC; Ken Allen and C.O. "Corkey" Wassam, members of the public/residents.

Director Qualification The directors in attendance confirmed their qualification to serve.

Call to Order It was noted that a quorum of the Board was present, that the directors had confirmed their qualification to serve, and therefore Director Pratt called the meeting to order.

Disclosure Matters Ms. Tompkins advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Tompkins reported that disclosures for those directors with potential or existing conflicts of interest were filed with the Secretary of State's Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Ms. Tompkins noted that a quorum was present and inquired into whether members of the Board 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 Board determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

Approval of Agenda Ms. Tompkins presented the proposed agenda to the Board for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the agenda as presented.

Discuss Board Vacancy The Board acknowledged the resignations of Directors Janke and Campbell, effective November 5, 2019.

Appointment No action taken.

The Board engaged in general discussion regarding the

Election of Officers

Election of Officers. Following discussion, upon a motion duly made and seconded, the Board elected Director Pratt as President and Director Hykes as Treasurer/Secretary.

Consent Agenda

Ms. Tompkins reviewed the items on the consent agenda with the Board. Ms. Tompkins advised the Board that any item may be removed from the consent agenda to the regular agenda upon the request of any director. No items were requested to be removed from the consent agenda. Upon a motion duly made and seconded, the following items on the consent agenda were unanimously approved, ratified and/or adopted:

- June 5, 2019 Minutes
- 2018 Annual Report

Public Comment

None.

### **Legal Matters**

Consider Adoption of 2020 Annual Administrative Resolution

Ms. Tompkins presented the Board with the 2020 Annual Administrative Resolution for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously adopted the resolution.

Consider Adoption of Resolution Calling May 5, 2020 Election

Ms. Tompkins presented the Board with the Resolution Calling the May 5, 2020 Election for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously adopted the resolution.

Consider Renewal of Property and Liability Schedule and Limits, Workers Compensation Coverage, and SDA Membership

The Board engaged in a discussion regarding the renewal of the 2020 Property and Liability Schedule and Limits, Workers Compensation Coverage, and SDA Membership. Following discussion, upon a motion duly made and seconded, the Board unanimously approved 2020 coverage.

### **Financial Matters**

Consider Approval of Payables/Financials

Ms. Gaynor presented the Board with the September 30, 2019 unaudited financials and claims payable for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously accepted the unaudited financials and ratified the check numbers 1019-1025 totaling \$22,223.32.

Consider Approval of Engagement of Fiscal Focus Partners, LLC to perform 2019 Audit

Ms. Gaynor presented the Board with the engagement letter of Fiscal Focus Partners, LLC for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the engagement.

Conduct Public Hearing on 2020 Budget and Consider Adoption of

Director Pratt opened the public hearing on the proposed

Resolution Approving 2020  
Budget

2020 Budget. Ms. Tompkins noted that the notice of public hearing was provided in accordance with Colorado law. No written objections have been received prior to the meeting. There being no public comment, the hearing was closed.

Ms. Gaynor reviewed the proposed 2020 Budget with the Board. Following discussion, upon a motion duly made and seconded, the Board unanimously adopted the resolution adopting the 2020 Budget, appropriating funds therefor and certifying 3.000 mills for the General Fund, and 46.000 mills for the Debt Service Fund.

**Other Business**

The Board engaged in general discussion regarding the use of Bill.com. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the use of Bill.com and requiring that two Board Members approve checks.

Adjournment

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

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

*Thomas H. Hykes*  
Thomas H. Hykes (Jan 13, 2021 08:24 MST)

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Secretary for the Meeting

The foregoing minutes were approved by the Board of Directors on the 3<sup>rd</sup> day of June, 2020.