

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

Held: June 3, 2020 at 6:00 p.m.

*Due to Executive Orders issued by Governor Polis and Public Health Orders implementing the Executive Orders issued by the Colorado Department of Health and Environment, and the threat posed by the COVID-19 coronavirus, the meeting was held via teleconferencing.*

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  
Ken Allen

Also present were: Kristin B. Tompkins, Esq., White Bear Ankele Tanaka & Waldron, District General Counsel and Alex Fink, CliftonLarsonAllen, LLP, District Accountant.

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 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 Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Ms. Tompkins 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 necessary. 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.

Election of Officers

The Board engaged in general discussion regarding the

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

Public Comment

None.

**Administrative Matters**

Approval of Minutes from November 6, 2019 regular meeting

Ms. Tompkins presented the Board with the Minutes from the November 6, 2019 regular meeting for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the minutes.

Consider Adoption of Resolution Declaring Emergency Procedures and Authorizing Teleconferences for Regular and Special Meetings

Ms. Tompkins presented the Board with the Resolution Declaring Emergency Procedures and Authorizing Teleconferences for Regular and Special Meetings for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously adopted the resolution.

Consider Adoption of Resolution Establishing an Electronic Signature Policy

Ms. Tompkins presented the Board with the Resolution Establishing an Electronic Signature Policy for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously adopted the resolution.

Consider Approval of 2019 Annual Report

Ms. Tompkins presented the Board with the 2019 Annual Report for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously approved the report.

**Legal Matters**

Discuss Options for District Website

The Board engaged in general discussion regarding options for a District Website. Following discussion, upon a motion duly made and seconded, the Board unanimously approved using a third party to create and maintain a District website with a budget of \$1,000 for upfront fees, and \$200/year for ongoing maintenance.

**Financial Matters**

Consider Approval of Payables/Financials

Mr. Fink presented the Board with the March 31, 2020 unaudited financials, the Schedule of Cash Position Dated March 31, 2020, updated as of May 26, 2020 and claims payable for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously accepted the unaudited financials and the schedule of cash position and ratified interim claims through May 26, 2020, totaling \$24,944.78.

Consider Acceptance of 2019 Audit

Mr. Fink presented the Board with the 2019 Audit for consideration. Following discussion, upon a motion duly made and seconded, the Board unanimously accepted the Audit subject to final legal and accounting review and the receipt of clean opinion

from the auditor.

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 9, 2021 10:49 MST)

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Secretary for the Meeting

The foregoing minutes were approved by the Board of Directors on the 4<sup>th</sup> day of November, 2020.