

MINUTES OF THE SPECIAL MEETING OF THE BOARD  
OF DIRECTORS OF

CASTLE OAKS METROPOLITAN DISTRICT

Held: Wednesday, December 8, 2021, at 6:00 p.m.

*This meeting was held via teleconference.*

**Attendance**

A special meeting of the Board of Directors of Castle Oaks Metropolitan District was called and held as shown above and in accordance with the applicable laws of the State of Colorado. The following director, having confirmed his qualification to serve on the Board, was in attendance:

Christopher Pratt

Also present were: Audrey G. Johnson, Esq., White Bear Ankele Tanaka & Waldron, Attorneys at Law, General Counsel; and Alex Fink, CliftonLarsonAllen, LLP, District Accountant.

**Call to Order/Declaration of  
Quorum/Director  
Qualifications**

Director Pratt noted that a quorum was present, that he had confirmed his qualification to serve, and called the meeting to order.

**Conflict of Interest  
Disclosures**

Ms. Johnson advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Johnson 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. Johnson 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 participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

**Administrative Matters**

**Approval of Agenda**

Ms. Johnson presented the proposed agenda to the Board for consideration. Following discussion, upon a motion duly made, the Board unanimously approved the agenda as presented.

**Public Comment**

None.

**Appointment of Officers**

Upon a motion duly made, Director Pratt was appointed as President, Secretary, and Treasurer.

## **Consent Agenda**

Director Pratt reviewed the items on the consent agenda. No items were requested to be removed from the consent agenda. Upon a motion duly made, the following items on the consent agenda were unanimously approved, ratified, and/or adopted:

- a. Minutes from June 2, 2021 Special Meeting
- b. Renewal of General Liability Schedule and Limits;  
Workers Compensation Coverages and SDA Membership  
Renewal for 2022
- c. Engagement of Fiscal Focus Partners to Prepare 2021 Audit

## **Legal Matters**

Consider Adoption of  
Resolution Calling May 2022  
Election

Following discussion, upon a motion duly made, the Board unanimously adopted the Resolution and approved publishing the Call for Nominations on the District's website as the second method of providing notice.

Consider Adoption of 2022  
Annual Administrative  
Resolution

Following discussion, upon a motion duly made, the Board unanimously adopted the resolution, as amended, to change further Board meetings to be convened telephonically only.

Consider Adoption of  
Resolution Designating the  
Location of Regular Meetings  
of the Board of Directors

Following discussion, upon a motion duly made, the Board unanimously adopted the resolution.

Consider Approval of Master  
Service Agreement, Districts  
Preparation Statement of  
Work, and Payroll Services  
Statement of Work with  
Clifton Larson Allen LLP for  
District Accounting Services

Mr. Fink presented the proposal to the Board. Upon a motion duly made, the Board unanimously approved the CLA Master Agreement, subject to final review by legal counsel.

## **Financial Matters**

Consider Acceptance of  
Payables/Financials

Mr. Fink presented to the Board the claims from May 31, 2021 through September 30, 2021 in the total amount of \$19,333.95. Upon motion duly made, the Board ratified the claims.

Mr. Fink presented the Board with the unaudited financial statements dated September 30, 2021 and the Schedule of Cash Position, dated September 30, 2021, updated as of October 28, 2021. Following discussion, upon a motion duly made, the Board unanimously accepted the unaudited financial statements and Schedule of Cash Position.

Conduct Public Hearing on  
2022 Budget and Consider  
Adoption of Resolution  
Adopting 2022 Budget,  
Imposing Mill Levies, and  
Appropriating Funds

The public hearing on the proposed 2022 Budget was opened by Director Pratt. Ms. Johnson noted that the notice of public hearing was published in accordance with Colorado law. No written objections were received prior to the meeting. There being no public comment, the hearing was closed.

Mr. Fink reviewed the 2022 Budget Resolution with the Board. Following discussion, upon a motion duly made, the Board unanimously adopted the resolution adopting the 2022 Budget as discussed, appropriating funds therefore and certifying 3.000 mills in the general fund and 46.000 mills in debt service.

The Board directed legal counsel and the District's accountant to certify the mill levies by December 15, 2021 and file the 2022 Budget by January 30, 2022.

**Other Business**

None.

**Adjournment**

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

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

*Chris Pratt*  
[Chris Pratt \(Nov 5, 2022 09:34 MDT\)](#)

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Secretary for the Meeting

The foregoing minutes were approved by the Board of Directors on the 2<sup>nd</sup> day of November, 2022.