

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
GREEN VALLEY AURORA
METROPOLITAN DISTRICT NO. 1
HELD
NOVEMBER 21, 2019**

A special meeting of the Board of Directors of the Green Valley Aurora Metropolitan District No. 1, County of Adams (referred to hereafter as the “Board”) was convened on Thursday, November 21, 2019, at 1:00 p.m., at the offices of McGeady Becher P.C., 450 E. 17th Avenue, Suite 400, Denver, Colorado 80203. The meeting was open to the public.

Directors In Attendance Were:

Matt Hopper
Carla Ferreira
Michael Sheldon
Cynthia (Cindy) Shearon

Following discussion, the Board excused the absence of Director Rau.

Also In Attendance Was:

Lisa A. Johnson and Brian Bowers; Special District Management Services, Inc. (“SDMS”)

MaryAnn McGeady Esq., Jon Hoistad, Esq., and Drew Rippey, Esq.; McGeady Becher P.C.

Todd Johnson; Terra Forma Solutions, Inc.

Carlo Ferreira; Aurora Highlands, LLC

Debra Sedgeley; CliftonLarsonAllen LLP

**ADMINISTRATIVE
MATTERS**

Disclosure of Potential Conflicts of Interest: Attorney McGeady discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board of Directors to the Secretary of State. The members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with statute. It was noted by Attorney McGeady that the disclosures of potential conflicts of interest were filed with the Secretary of State for all Directors as required by statute.

Agenda: Ms. Johnson distributed for the Board's review and approval a proposed Agenda for the District's special meeting.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Agenda was approved, as amended.

Approval of Meeting Location: The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board determined that because there was not a suitable or convenient location within its boundaries or within the county in which the District is located, or within twenty (20) miles from the District boundaries, to conduct this meeting, it was determined to conduct the meeting at the above-stated date, time and location. Ms. Johnson further reported that notices were duly posted and that no objections to the location or any requests that the meeting place be changed by taxpaying electors within its boundaries have been received.

Minutes: The Board reviewed the Minutes of the March 25, 2019 Special Meeting.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Minutes of the March 25, 2019 Special Meeting were approved, as presented.

Eligible Governmental Entity Agreement ("EGE") by and between the District and the Statewide Internet Portal Authority of the State of Colorado ("SIPA"): The Board discussed the EGE by and between the District and SIPA.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board approved the EGE by and between the District and SIPA.

Resolution No. 2019-11-01; Establishing 2020 Regular Meeting Dates, Times and Location, Establishing District Website, and Designating Locations for Posting of 24-Hour Notices: The Board discussed Resolution No. 2019-11-01; Establishing 2020 Regular Meeting Dates, Times and Location, Establishing District Website, and Designating Locations for Posting of 24-Hour Notices.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried, the Board adopted Resolution No. 2019-11-01; Establishing 2020 Regular Meeting Dates, Times and Location, Establishing District Website, and Designating Locations for Posting of 24-Hour Notices. The Board determined to have its regular meeting on November 19, 2020 at 1:00 P.M. at The Aurora Highlands Construction Trailer, 3900 E. E-470, Aurora, Colorado.

§32-1-809, C.R.S. Reporting Requirements, Mode of Eligible Elector Notification for 2020: The Board discussed §32-1-809, C.R.S. reporting requirements and mode of eligible elector notification for 2020.

Following discussion, the Board directed staff to post on the SDA Website.

McGeady Becher P.C. Document Retention Policy: Ms. McGeady presented to the Board the update to the McGeady Becher P.C. Document Retention Policy. Following discussion, the Board approved the update and directed a copy of the approved updated McGeady Becher P.C. Document Retention Policy be attached to the Minutes for this meeting. Accordingly, a copy of the updated McGeady Becher P.C. Document Retention Policy is attached hereto and incorporated herein by reference.

FINANCIAL MATTERS

Application for Exemption from Audit for 2019: The Board discussed the requirements for an audit.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare and file the Application for Exemption from Audit for 2019.

2019 Budget Amendment Hearing: The President opened the public hearing to consider the Resolution to Amend the 2019 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of a Resolution to Amend the 2019 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. No public comments were received and the public hearing was closed.

Following review and discussion, the Board determined that a 2019 Budget Amendment was not necessary.

2020 Budget Hearing: The President opened the public hearing to consider the proposed 2020 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2020 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing.

No public comments were received and the public hearing was closed.

Ms. Sedgeley reviewed the estimated 2019 expenditures and the proposed 2020 expenditures.

Following review and discussion, upon a motion made by Director Sheldon, seconded by Director Ferreira and, upon vote unanimously carried, the Board adopted the Resolution to Adopt the 2020 Budget and Appropriate Sums of Money and the Resolution to Set Mill Levies (0.000 mills). Execution of the Certification of Budget and Certification of Mill Levies were authorized, subject to final approval of the appointed Budget Committee. The District Accountant was authorized to transmit the Certification of Mill Levies to the Board of County Commissioners, not later than December 15, 2019. The District Manager was authorized to transmit the Certification of Budget to the Division of Local Government not later than January 30, 2020.

DLG-70 Mill Levy Certification Form: The Board considered authorizing the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.

2021 Budget: The Board discussed the preparation of the 2021 Budget.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare the 2021 Budget.

LEGAL MATTERS

Resolution No. 2019-11-04; Calling a Regular Election for Directors on May 5, 2020, Appointing the Designated Election Official (“DEO”) and Authorizing the DEO to Perform all Tasks Required for the Conduct of a Mail Ballot Election (“Resolution No. 2019-11-04”): The Board discussed Resolution No. 2019-11-04.

Following discussion, upon motion duly made by Director Sheldon, seconded by Director Ferreira and, upon vote, unanimously carried, the Board adopted Resolution No. 2019-11-04. A copy of Resolution is attached hereto and incorporated herein by this reference.

OTHER BUSINESS

There were no other business matters for discussion.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made, seconded and upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

DocuSigned by:
Lisa Johnson
818F8176E93A48A... _____
Secretary for the Meeting

McGeady Becher P.C. Document Retention Policy

Types of Documents

In representing you we will or may take possession of, create, and/or keep various types of documents. These consist of documents you provide to us, documents which constitute the District's official public record, and internal documents we create to assist us in providing services to you.

Documents You Provide to Us

It is our policy to copy and return original documents you provide to us as soon as practicable. Exceptions to this policy are original documents which should be kept as part of the District's official public record, instances where we must have an original document to represent you, or cases where we have affirmatively agreed retain a document for safekeeping.

The District's Record

As a part our engagement, we will maintain the District's official public Record (the "**Record**"). The Record is a highly useful and detailed compilation of documents reflecting the official actions of the District and serves multiple functions. First, it collects those documents which the public is entitled to inspect and copy under various state and federal public records and freedom of information statutes. Second, it organizes the records of the District – such as its contracts, land and title records, and easements - in a manner which is useful in conducting the ongoing business of the District. Third, the Record helps expedite the District's annual audit process. Fourth, in the event you should change legal counsel or employ in-house counsel, the Record will enable that counsel to understand the status and assume representation of the District with maximum efficiency.

The Record includes the District's organizational documents, fully-executed agreements which are still in effect, rules, regulations, resolutions adopted by the District, official minutes books, meeting notices, agendas, insurance policies, District maps, election records, bond documents, audit documents, and many more. A comprehensive list of documents comprising the Record is available from us at any time upon request.

Creating and maintaining the Record is an important and complex task, and you agree to pay our actual costs and hourly fees associated with doing this.

Supplemental Documents

All other documents created in course of representing you are referred to as Supplemental Documents. These include our notes, drafts, memoranda, worksheets, electronic communications, and other electronic documents stored in various media or file servers.

Documents We Retain

Except as provided in this Document Retention Policy or an amendment thereto, we will keep the Record and any original documents accepted by us for safekeeping so long as we represent you.

Delivery of the Record

Once a matter is concluded or our representation terminated, we deliver the original, printed Record, together with any original documents we have accepted for safekeeping, to you or the District's designee, provided our fees and costs have been paid in full. If you do not designate someone to receive these records, we will deliver them to a then-current officer or director of the District. If we are unable to deliver these documents because of your failure to designate a recipient, we may retain, destroy, or otherwise dispose of them in manner which assures their continued confidentiality within thirty (30) days following the conclusion of a matter or the termination of our representation.

We will also confidentially destroy the Record of any District in our possession if a final order of dissolution of the District is entered.

All other documents, including all Supplemental Documents, are routinely, periodically, confidentially, and permanently purged by us once they are no longer useful to us in providing services to you.

Certificate Of Completion

Envelope Id: A4754925552544AAA60B160A56807D71	Status: Completed
Subject: Please DocuSign: 2.A. November 21 2019 Minutes - GVA MD No. 1 (00791143x9C7A0).pdf	
Client Name: GVA MD	
Client Number: 011-042659-OS03-2020	
Source Envelope:	
Document Pages: 7	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Kathy Suazo
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Kathy.Suazo@claconnect.com
	IP Address: 67.137.57.251

Record Tracking

Status: Original	Holder: Kathy Suazo	Location: DocuSign
11/17/2020 4:15:49 PM	Kathy.Suazo@claconnect.com	

Signer Events

Lisa Johnson
 lisa.johnson@claconnect.com
 District Manager
 Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Pre-selected Style
 Using IP Address: 165.225.10.156

Timestamp

Sent: 11/17/2020 4:17:07 PM
 Viewed: 11/17/2020 5:12:39 PM
 Signed: 11/17/2020 5:12:54 PM

Electronic Record and Signature Disclosure:
 Accepted: 11/17/2020 5:12:39 PM
 ID: f6251e59-8088-4727-9729-d42aa0208911

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	11/17/2020 4:17:07 PM
Certified Delivered	Security Checked	11/17/2020 5:12:39 PM
Signing Complete	Security Checked	11/17/2020 5:12:54 PM
Completed	Security Checked	11/17/2020 5:12:54 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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:

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- 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.