

## RECORD OF PROCEEDINGS

### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF COPPERLEAF METROPOLITAN DISTRICT NO. 5

Held: Tuesday, November 14, 2023, at 10:30 a.m. via  
Zoom video/telephone conference. The meeting  
was open to the public.

#### Attendance

A Regular Meeting of the Board of Directors of the  
Copperleaf Metropolitan District No. 5, County of  
Arapahoe, State of Colorado, was called and held as  
shown above and in accordance with the applicable  
statutes of the State of Colorado, with the following  
Directors present and acting:

Marc Cooper, President  
Daniel Frank, Assistant Secretary  
Richard A. Frank, Assistant Secretary  
Shawn Cooper, Assistant Secretary

Following discussion, and upon motion duly made by  
Director D. Frank, seconded by Director R. Frank, and  
upon vote unanimously carried, the Board excused the  
absence of Director Eric R. “Rick” Miller.

#### Also present were:

Paula Williams, Esq. and Craig Sorensen; McGeady  
Becher P.C.  
Cathy Hamilton; Simmons & Wheeler, P.C.  
Tracy Brooks; Copperleaf MD Nos. 3, 4 and 9  
Robert Manlove, Jr.; Copperleaf MD No. 6  
Jonathan Alpert; Copperleaf MD Nos. 1, 3, 4, 6, 7, 8, 9

#### Disclosure of Potential Conflicts of Interest

The Board 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 Mr. Sorensen that disclosures of potential conflicts of  
interest were filed with the Secretary of State for all  
directors, and no new conflicts of interest were disclosed  
at the meeting.

#### Quorum / Meeting Location / Posting of Notices

Mr. Sorensen confirmed the presence of a quorum. 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.

The Board determined that the meeting would take place via Zoom video/telephone conference. Mr. Sorensen reported that notice was duly posted on the website of the District, and that no objections to the meeting location or the video/telephonic manner of the meeting, or any requests that the meeting location or video/telephonic manner of the meeting be changed by taxpaying electors within the District boundaries have been received.

#### Approval of Agenda

The Board reviewed the agenda for the meeting. Following review and discussion, and upon motion duly made by Director D. Frank, seconded by Director R. Frank, and upon vote unanimously carried, the Board approved the agenda.

#### 2024 Meeting Schedule / Meeting/Posting Resolution

The Board discussed the regular meeting schedule for 2024. Following discussion, the Board determined that regular meetings for 2024 would be scheduled on Tuesday, July 9, 2024 and Tuesday, November 12, 2024 at 10:30 a.m., to be held virtually.

Following review and discussion, and upon motion duly made by Director D. Frank, seconded by Director R. Frank, and upon vote unanimously carried, the Board adopted Resolution No. 2023-11-01, Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices.

#### Insurance Matters

Cyber Security and Increased Crime Coverage: Attorney Williams discussed cyber security and increased crime coverage options with the Board. Following discussion, the Board determined that no change to the District's crime coverage limit was required.

Establishment of Insurance Committee: Following a brief discussion, the Board determined that the establishment of an Insurance Committee was not necessary.

Renewal of District's Insurance and Special District Association ("SDA") Membership for 2024: Following discussion, and upon motion duly made by Director D. Frank, seconded by Director R. Frank, and upon vote unanimously carried, the Board authorized the renewal of the District's insurance coverage and SDA

membership for 2024.

#### Consent Agenda

Following review, upon motion duly made by Director D. Frank, seconded by Director R. Frank, and upon vote unanimously carried, the Board approved, or ratified approval of (as appropriate) the Consent Agenda items, as follows:

- Approve minutes of the July 27, 2023 Special Meeting.

#### Unaudited Financial Statements

Ms. Hamilton reviewed with the Board the unaudited financial statements for the period ending September 30, 2023.

Following review and discussion, and upon motion duly made by Director D. Frank, seconded by Director R. Frank, and upon vote unanimously carried, the Board accepted the unaudited financial statements for the period ending September 30, 2023.

#### 2023 Audit Exemption

Following review and discussion, upon motion duly made by Director D. Frank, seconded by Director R. Frank, and upon vote unanimously carried, the Board appointed the District Accountant to prepare the Application for Exemption from Audit for 2023.

#### 2023 Budget Amendment

Director M. Cooper opened the public hearing to consider a proposed amendment to the 2023 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider amendment of the 2023 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 the public hearing.

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

Ms. Hamilton informed the Board that no amendment to the 2023 Budget was required.

#### 2024 Budget

Director M. Cooper opened the public hearing to consider the proposed 2024 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 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 the public

hearing.

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

Ms. Hamilton reviewed with the Board the estimated 2023 expenditures and the proposed 2024 expenditures.

It was noted that the District would certify a mill levy of 60.000 mills in the General Fund, for a total mill levy of 60.000 mills.

Director D. Frank then moved (seconded by Director R. Frank) to adopt the 2024 Budget (with revisions discussed at the meeting), and the Board considered adoption of Resolution No. 2023-11-02 to Adopt the 2024 Budget and Resolution No. 2023-11-03 to Set Mill Levies. Following discussion, and upon vote unanimously carried, the Board adopted the Resolutions and authorized execution of the Certification of Budget. District Counsel was directed to transmit the Certification of Tax Levies to the Board of County Commissioners of Arapahoe County not later than January 10, 2024. District Counsel was further directed to transmit the Certification of Budget to the Division of Local Government no later than January 30, 2024.

DLG-70 Certification of Tax Levies

Following discussion, upon motion duly made by Director D. Frank, seconded by Director R. Frank, and upon vote unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG-70 Certification of Tax Levies form (“Certification”), and directed District Counsel to file the Certification with the Board of County Commissioners and other interested parties.

Preparation of 2025 Budget

Following discussion, upon motion duly made by Director D. Frank, seconded by Director R. Frank, and upon vote unanimously carried, the Board appointed the District Accountant to prepare the 2025 Budget.

Section 32-1-809, C.R.S. Requirements (Transparency Notice)

Mr. Sorensen discussed the special district transparency requirements of Section 32-1-809, C.R.S. with the Board. Following discussion, the Board directed District Counsel to post the transparency notice on the Special District Association website and the District website.

Resolution Amending Policy on Colorado Open Records Act Requests

Mr. Sorensen reviewed with the Board Resolution No. 2023-11-04, Resolution Amending Policy on Colorado Open Records Act Requests.

Following review and discussion, upon motion duly

made by Director D. Frank, seconded by Director R. Frank, and upon vote unanimously carried, the Board adopted Resolution No. 2023-11-04, Resolution Amending Policy on Colorado Open Records Act Requests.

Other Business

There was no other business.

Adjournment

There being no further business coming before the Board, upon motion duly made by Director D. Frank, seconded by Director R. Frank, and upon vote unanimously carried, the meeting was adjourned.

The foregoing Minutes were approved by the Board of Directors on July 26, 2024.

The foregoing record constitutes a true and correct copy of the Minutes of the above referenced meeting.

*Craig Sorensen*

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Secretary