

**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
BELFORD NORTH METROPOLITAN DISTRICT
HELD
December 16, 2020**

A special meeting of the Board of Directors of the Belford North Metropolitan District was held on Wednesday, December 16, 2020 at 9:00 a.m. at 4100 E. Mississippi Avenue, Ste. 500, Denver, CO 80246.

***NOTE: given current events and current advice and directives from local, state and federal jurisdictions related to COVID-19, this meeting was held by teleconference and virtual meeting only. Board members, consultants and members of the public could participate by teleconference or by computer/tablet.**

Attendance In attendance were Directors:

Kevin Smith
Andrew Klein
Lawrence Jacobson

Also in attendance were:

Bob Blodgett, Josh Miller, Andrew Williams, Scott Pearson, and Janece Soendker; CliftonLarsonAllen LLP
Rick Moore; Manhard Consulting
Matt Osborne; Front Range Communities
Tom George; Spencer Fane LLP

Call to Order Director Smith called the meeting to order at 9:01 a.m. Mr. George noted a request for a few updates to the Agenda. Added items to be included: Item 6A1 – Iron Women Construction Contract, Item 6A2 – FHU Engineering Services Contract, Item 6A3 - Construction Services Agreement with Front Range Communities, and Item 6A4 - Approve grading permit fees and construction inspection fees.

Upon a motion duly made by Director Klein, seconded by Director Smith, and upon a vote, unanimously carried, the Board approved the Agenda as amended and confirmed the meeting location of postings.

Disclosures of
Potential Conflicts
Of Interest

The Board noted that general disclosure statements had been filed on behalf of members of the Board of Directors with the Office of the Colorado Secretary of State and with the Secretary of the District. The Board directed that said disclosures be incorporated herein. The Board

RECORD OF PROCEEDINGS

further noted that transactional disclosures had been filed with the office of the Colorado Secretary of State regarding agenda items for this meeting. Upon motion duly made, seconded and unanimously carried, the Board directed that said disclosures be incorporated herein. Attorney George requested that the Directors consider whether they had any new conflicts of interest which had not previously been disclosed. There were no additional disclosures made.

III. Public Comment

None.

IV. Financial Items

A. Review and Accept December 2020 Cash Position

Ms. Soendker reported that the December 2020 Cash Position is not yet prepared. She has not received the trust statement information. There is no update for today.

B. Approval of Current Claims Totaling Approximately \$190,000

Ms. Soendker estimated current claims are approximately \$190,000. The grading permit fees are \$469,319.03, inspection fees are \$31,089.78 and Ranger cost certification Number 3 is \$49,676.05. Upon a motion duly made by Director Smith, seconded by Director Jacobson, and upon a vote, unanimously carried, the Board approved the NTE of \$750,000 for the current claims, certification costs and fees.

C. Update on Bill.com

Things are moving along on Bill.com for payments. Recent approvals were made using the system.

D. Status of 2020 Audit Agreement

Ms. Soendker reported that she has not had the ability to request an audit engagement letter. The Board is considering Wipfli and Fiscal Focus Partners. This item will be revisited at the next meeting.

E. Discussion and Possible Action to Approve Engineer Certifications and Accountants Reports

Mr. George reviewed with the Board. He stated Ranger has prepared the certification #3 for Belford South. However, Belford North is funding all public improvement costs for

RECORD OF PROCEEDINGS

both Districts per the Master IGA. Belford South is asking for Belford North to approve Certification #3.

Upon a motion duly made by Director Jacobson, seconded by Director Smith, and upon a vote, unanimously carried, the Board approved Certification No. 3.

F. Discussion and Possible Action to Approve Draw Requests

Mr. George reviewed and noted this item will be on each Agenda moving forward. The District is not ready to request funds from the Town. No action was taken.

G. Discussion and Possible Action to Approve Requisition Requests

This was discussed along with the Legal Items.

V. Engineering Items

A. Update on Capital Projects Design and Construction

Mr. Osborne provided an update to the Board. He is coordinating grading permits and finalizing them along with the Town of Parker. Fees and sureties are in process. The state stormwater discharge permit is hopefully going to wrap up by the week of 12/21. They are putting erosion control measures into place. The water bore under 470 is proceeding and demolition of three homes has occurred. BMP's will be put into place by the end of the year.

VI. Legal Items

A. Discussion and Possible Action to Approve Agreements Regarding Planning, Design, and/or Construction of Public Improvements and Related Matters

1. Construction Contract with Iron Woman Constructions Services
2. FHU Engineering Services Contract
3. Construction Services Agreement with Front Range Communities
4. Approve Grading Permit Fees and Construction Inspection Fees

Mr. George presented the proposed agreements and noted they are consistent with the District's template Construction Services Agreement and Service Agreement. Upon a motion duly made by Director Jacobson, seconded by Director Klein, and upon a vote, unanimously carried, the Board approved the agreements pending final review by Legal Counsel and Director Jacobson.

Belford North Metropolitan District
December 16, 2020 Special Meeting Minutes
Page 4

RECORD OF PROCEEDINGS

B. Approve Public Improvements Construction Agreement with Bemas Construction, Inc.

Mr. George presented the proposed agreement. It was noted that this is not a “master” agreement. Mr. George stated he will correct the title. Upon a motion duly made, seconded, and upon a vote, unanimously carried, the Board approved the agreement pending final review by Legal Counsel and Director Jacobson.

C. Engineering Services Agreement with Manhard

Mr. Moore has been waiting for template to be approved. Now that template has been approved, he can provide scope of services. This item was deferred to next meeting.

VII. Other Items

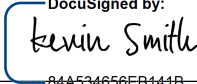
A. Confirm Quorum for January 27, 2021 at 9:00 a.m. at Westside Investment Partners, Inc., 4100 E. Mississippi Avenue, Ste. 500, Denver, CO 80249

A quorum was confirmed to meet on January 20th.

VIII. Adjournment

Upon a motion duly made by Director Smith, seconded by Director Klein, and upon a vote, unanimously carried, the Board adjourned the meeting at 9:19 a.m.

Respectfully submitted,

DocuSigned by:

84A534656EB141B...
Secretary for the Meeting

Certificate Of Completion

Envelope Id: 7FEABD5C439D4B808DC6CC9126C92905

Status: Completed

Subject: Please DocuSign: 12-16-2020 Minutes.pdf

Client Name: Belford North MD

Client Number: 011-045383-OS01-2021

Source Envelope:

Document Pages: 4

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Sandy Brandenburger

AutoNav: Enabled

220 South 6th Street

Envelopeld Stamping: Enabled

Suite 300

Time Zone: (UTC-06:00) Central Time (US & Canada)

Minneapolis, MN 55402

Sandy.Brandenburger@claconnect.com

IP Address: 67.137.57.251

Record Tracking

Status: Original

Holder: Sandy Brandenburger

Location: DocuSign

1/22/2021 4:41:55 PM

Sandy.Brandenburger@claconnect.com

Signer Events

Kevin Smith

ksmith@westsideinv.com

Assistant Secretary

Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 84A534656EB141B...

Signature Adoption: Pre-selected Style

Using IP Address: 96.93.223.173

Timestamp

Sent: 1/22/2021 4:44:04 PM

Viewed: 1/25/2021 9:42:03 AM

Signed: 1/25/2021 9:42:11 AM

Electronic Record and Signature Disclosure:

Accepted: 1/25/2021 9:42:03 AM

ID: c92606cc-f782-4502-bad7-cc4e934aec29

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

1/22/2021 4:44:04 PM

Certified Delivered

Security Checked

1/25/2021 9:42:03 AM

Signing Complete

Security Checked

1/25/2021 9:42:11 AM

Completed

Security Checked

1/25/2021 9:42:11 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, CliftonLarsonAllen LLP (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

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:

To contact us by email send messages to: BusinessTechnology@CLAconnect.com

To advise CliftonLarsonAllen LLP of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at BusinessTechnology@CLAconnect.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from CliftonLarsonAllen LLP

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with CliftonLarsonAllen LLP

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- 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.