

RECORD OF PROCEEDINGS

**MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE PRAIRIE CENTER
METROPOLITAN DISTRICT NO. 3 (the “District”)
HELD
OCTOBER 14, 2020**

A special meeting of the Board of Directors of the Prairie Center Metropolitan District No. 3 (referred to hereafter as “Board”) was convened on Wednesday, the 14th day of October, 2020, at 4:15 P.M. Due to concerns regarding the spread of the Coronavirus (COVID-19) and the benefits to the control of the spread of the virus by limiting in-person contact, the District Board meeting was held and properly noticed to be held via telephone conference. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Michael Tamblyn (via phone)
Mark A. Waggoner (via phone)

Also In Attendance Were:

Ann E. Finn; Special District Management Services, Inc. (via phone)

Paula Williams, Esq.; McGeady Becher P.C (via phone)

Thuy Dam; CliftonLarsonAllen LLP (via phone)

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosures of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board and to the Secretary of State. Attorney Williams requested members of the Board 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 the statute. It was further noted by Attorney Williams that all Directors’ Disclosure Statements have been filed and no additional conflicts were disclosed.

ADMINISTRATIVE MATTERS

Confirm Quorum/Meeting Location / Posting of Meeting Notices: Attorney Williams noted that a quorum was present. 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, due to concerns regarding the spread of the coronavirus (COVID-19) and the benefits to the control

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of the spread of the virus by limiting in-person contact, the meeting would be held by telephonic means without any individuals (neither District Representatives nor the General Public) attending in person. Ms. Finn reported that notice was duly posted and that no objections to the telephonic manner of the meeting or any requests that the telephonic manner of the meeting be changed have been received from any taxpaying electors within the District boundaries.

Agenda: Ms. Finn 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 Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the Agenda was approved, as presented.

Consent Agenda: The Board considered the following actions:

- Ratify approval of payment of claims for the period beginning June 23, 2020 through September 30, 2020 totaling \$206,329.67.

Following review, upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the Board approved and/or ratified approval of, as appropriate, the above actions.

PUBLIC COMMENT

There was no public comment.

FINANCIAL MATTERS

2021 Budget: Ms. Dam noted for the Board that the draft 2021 Budget will be distributed to the Board by October 15, 2020.

PIF Collection: Ms. Dam noted that she is working with the City of Brighton concerning PIF collections.

LEGAL MATTERS

There were no legal matters to discuss at this time.

CAPITAL IMPROVEMENTS

Construction Status Report for Prairie Center Retail 3 Project: Director Tamblyn reported to the Board that the project is 100% complete.

OPERATIONS

Service Agreement for Concrete and Asphalt Work between the District and Alliance Commercial Maintenance Services, Inc.: Ms. Finn reviewed with the

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Board a Service Agreement for Concrete and Asphalt Work between the District and Alliance Commercial Maintenance Services, Inc. It was noted that each scope of work is to be billed/invoiced separately as noted below:

Asphalt Replacement (2") - \$108,920
Asphalt Replacement (6") - \$32,690
Concrete Work - \$28,042

Following review, upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the Board approved the Service Agreement for Concrete and Asphalt Work between the District and Alliance Commercial Maintenance Services, Inc., in the total amount of \$169,652.

Snow Removal Services between the District and Snow Pros, Inc. d/b/a Site Source Common Area Maintenance: Ms. Finn reviewed with the Board the Snow Removal Services Agreement between the District and Snow Pros, Inc. d/b/a Site Source Common Area Maintenance.

Following review, upon motion duly made by Director Tamblyn, seconded by Director Waggoner and, upon vote, unanimously carried, the Board approved the Snow Removal Services Agreement between the District and Snow Pros, Inc. d/b/a Site Source Common Area Maintenance.

ADJOURNMENT

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

Respectfully submitted,

By *Ann Finn*
Secretary for the Meeting