

MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
BELFORD SOUTH METROPOLITAN DISTRICT (THE “DISTRICT”)  
HELD  
OCTOBER 16, 2024

A special meeting of the Board of Directors of the Belford South Metropolitan District (referred to hereafter as the “Board”) was convened on Wednesday, October 16, 2024 at 8:30 a.m., via Microsoft Teams. The meeting was open to the public.

**ATTENDANCE**

Directors in attendance were:

Lawrence Jacobson, President  
Jeffrey Jacob Schroeder, Vice President  
Blake Amen, Secretary/Treasurer  
Megan Waldschmidt, Assistant Secretary  
Paige Langley, Assistant Secretary

Also, In Attendance Were:

Nic Carlson, Deb Reeves and Margaret Henderson; CliftonLarsonAllen LLP (“CLA”)  
Audrey Johnson, Esq.; White Bear Ankele Tanaka & Waldron  
Rick Moore; Manhard Consulting Ltd  
Dave Strauss; Strauss Building Services  
Lee Nelson; American Furniture Warehouse (“AFW”)

**ADMINISTRATIVE MATTERS**

**Call to Order and Agenda:**

The meeting was called to order at 9:34 a.m. by Director Jacobson. The Board reviewed the agenda for the meeting. Following discussion, the agenda was approved by acclamation.

**Disclosures of Potential Conflicts of Interest:**

The Board was advised that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Attorney 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. Attorney Johnson inquired into whether members of the Board had any additional disclosures of potential or existing conflicts of interest regarding any matters scheduled for discussion at the meeting. No additional disclosures were noted. The Board determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to

act.

**Quorum, Location of Meeting, Posting of Meeting Notice:**

The Board 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. This meeting was conducted via Microsoft Teams and encouraged public participation via Microsoft Teams. The Board further noted that notice providing the time, date and video link information was duly posted and that no objections, or any requests that the means of hosting the meeting be changed by taxpaying electors within the District's boundaries.

**Public Comment:**

There was no public comment.

**DEVELOPER ITEMS**

**Development Activity Update:**

Director Jacobson provided an update to the Board, noting that Century has a total of 300 MFH and all have received a building permit and tap fees need to be collected. Ms. Henderson stated that Century will be billed within the week.

**CONSENT AGENDA**

- Minutes from the September 23, 2024 Special Meeting, Subject to Legal Review
- Engagement Letter with Wipfli to Prepare 2024 Audit
- Cash Position Schedule
- Resolution No. 2024-10-01: 2025 Annual Administrative Resolution
- Resolution No. 2024-10-02: Amended and Restated Public Records Request Policy
- Procurement Policy

Mr. Carlson reviewed the Consent Agenda items with the Board. Following review, upon a motion duly made by Director Jacobson, seconded by Director Schroeder and, upon vote, unanimously carried, the Board approved/ratified approval of the Consent Agenda, as presented.

**ENGINEERING MATTERS – RICK MOORE**

No update was provided.

**FINANCIAL MATTERS**

**Public Hearing on Amendment to 2024 Budget and Resolution No. 2024-10-03:**

The public hearing to consider an amendment to the 2024 Budget was opened at 9:50 a.m.

It was noted that publication of Notice stating that the Board would consider amendment of the 2024 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 at 9:51 a.m.

Ms. Henderson presented the 2024 amendment to the Board. Following review, upon a motion duly made by Director Jacobson, seconded by Director Langley and, upon vote, unanimously carried, the Board approved the 2024 Budget Amendment, to amend the Debt Service Fund, and adopted Resolution No. 2024-10-03.

**Public Hearing on Proposed 2025 Budget and Resolution No. 2024-10-04: Adopting Budget, Certifying Mill Levy and Appropriating Funds Therefore:**

The public hearing to consider the proposed 2025 Budget was opened at 9:55 a.m.

It was noted that publication of Notice stating that the Board would consider the proposed 2025 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 at 9:56 a.m.

Ms. Henderson reviewed the 2025 Budget with the Board. Following review, upon a motion duly made by Director Schroeder, seconded by Director Langley and, upon vote, unanimously carried, the Board approved the proposed 2025 Budget, with revenue changes to the Debt Service Fund and adopted Resolution No. 2024-10-04: Adopting Budget, Certifying Mill Levy and Appropriating Funds Therefore.

**LEGAL MATTERS**

**Resolution No. 2024-10-05: Resolution of Board of Directors Calling Election:**

Attorney Johnson reviewed the Resolutions with the Board. Following review, upon a motion duly made by Director Schroeder, seconded by Director Jacobson and, upon vote, unanimously carried, the Board adopted Resolution No. 2024-10-05 Resolution of Board of Directors Calling Election.

**MANAGER MATTERS**

**CliftonLarsonAllen LLP Statement of Work for 2025:**

Upon a motion duly made by Director Jacobson, seconded by Director Langley and, upon vote, unanimously carried, the Board approved the CliftonLarsonAllen LLP Statement of Work for 2025.

**2025 Insurance Renewal and Coverage Through the Colorado Special Districts**

**Property and Liability Pool and T. Charles Wilson Risk Management and Membership in the Special District Association; Changes Needed to Property Schedule:**

Mr. Carlson reviewed the insurance renewals with the Board. Following review, upon a motion duly made by Director Jacobson, seconded by Director Waldschmidt and, upon vote, unanimously carried, the Board approved the insurance renewals for 2025 and authorized District membership in the Special District Association.

**Worker's Compensation for 2025:**

Upon a motion duly made by Director Jacobson, seconded by Director Schroeder and, upon vote, unanimously carried, the Board approved the renewal of worker's compensation insurance for 2025.

**Website Compliance Coordinator:**

No action was taken.

**Website Compliance Coordinator to Obtain a Proposal for Remediation Services for Statutorily Required Documents and Board Member to Approve Proposal:**

No action was taken.

**Board Member or Committee to Work with District Staff to Transition Website to ADA Compliant Hosting Platform:**

The Board designated Director Amen to work with CLA on website related matters.

**OTHER BUSINESS**

No other business was discussed.

**ADJOURNMENT**

There being no further business to come before the Board at this time, Director Jacobson adjourned the meeting at 10:00 a.m.

Respectfully submitted,

By \_\_\_\_\_  
DocuSigned by:  
BLAKE AMEN  
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Secretary for the Meeting