

RECORD OF PROCEEDINGS

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MINUTES OF A REGULAR BOARD MEETING  
OF THE BOARD OF DIRECTORS OF THE  
ARVADA WEST TOWN CENTER BUSINESS IMPROVEMENT DISTRICT  
HELD  
NOVEMBER 26, 2019

A Regular Board Meeting of the Board of Directors of the Arvada West Town Center Business Improvement District was held on November 26, 2019 at 1:00 p.m. at the offices of CliftonLarsonAllen LLP, 8390 E. Crescent Pkwy, Suite 300, Greenwood Village, CO 80111.

Attendance

In attendance were Directors:

Don Brennan

Also in attendance were:

Denise Denslow; CliftonLarsonAllen LLP

Call to Order

Director Brennan called the meeting to order at 1:04 p.m.

Declaration of  
Quorum/Director  
Qualifications/  
Disclosure  
Matters/Approval  
of Agenda

A Quorum was confirmed. Ms. Denslow reported that all Directors are qualified and conflicts of interest statements were filed with the Office of the Secretary of State pursuant to statute. The Directors verbally reported that they had no additional potential conflicts of interest.

Upon a motion duly made by Director Brennan, upon vote, unanimously carried, the Board approved the agenda as presented.

Acknowledgement  
Of Proper  
Meeting Notice  
Posting

Ms. Denslow acknowledged that Notice of Regular Meeting was posted accordingly.

Approval of  
Minutes  
Meeting Minutes

Review and Consider Approval of November 27, 2018, April 25, 2019 and July 10, 2019 Special Board Meeting Minutes

Following review, upon a motion duly made by Director Brennan, upon vote, unanimously carried, the Board approved the November 27, 2018, April 25, 2019 and July 10, 2019 Special Board Meeting Minutes, as presented.

RECORD OF PROCEEDINGS

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Financial  
Matters

Review and Consider Acceptance of October 31, 2019 Unaudited  
Financial Statements

Upon a motion duly made by Director Brenna, upon vote, unanimously carried, the Board accepted the October 31, 2019 unaudited financial statements, as presented.

Review and Ratify Prior Claims and Approval of Current Claims

Following review and discussion, upon a motion duly made by Director Brennan, upon vote, unanimously carried, the Board ratified approval of the prior claims and approved the current claims.

Conduct Public Hearing to Consider Amending 2019 Budget

This item was not needed.

Conduct Public Hearing to Consider Adoption of the 2020 Budget,  
Appropriation of Funds for Expenditures and Certification of Mill Levies

Upon unanimous vote of the Board, Director Brennan opened the public hearing to consider adoption of the 2020 budget at 1:06 p.m. The hearing was closed at 1:07 p.m., as no public was present.

Ms. Denslow reviewed the 2020 adopted budget with the Board.

Consider Approval of Resolution No. 2019-11-01, Resolution to Adopt  
the 2020 Budget, Appropriating Funds for Expenditures and Certifying  
Mill Levies

Following review and discussion, upon a motion duly made by Director Brennan, upon vote, unanimously carried, the Board the approved Resolution No. 2019-11-01 to adopt the 2020 Budget, Appropriating Funds for Expenditures and Certifying Mill Levies.

Status of December 2019 Bond Payment

Ms. Denslow confirmed the December 2019 Bond payment was requested to ColoTrust via fax to be transferred and paid immediately.

RECORD OF PROCEEDINGS

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Review and Consider Approval of 2020 Engagement Letter with Schilling & Company, Inc.

Following discussion, upon a motion duly made by Director Brennan, upon vote, unanimously carried, the Board the approved the 2020 Engagement Letter with Schilling & Company, Inc.

Other – None.

Legal  
Matters

Resolution 2019-11-02; Calling a Regular Election for Directors on May 5, 2020

Upon a motion duly made by Director Brennan and, upon vote, unanimously carried, the Board approved adopting Resolution 2019-11-02, Calling a Regular Election for Directors on May 5, 2020.

Review and Consider Approval of Resolution 2019-11-03; Resolution Adopting the Colorado Special District Records Retention Schedule, Appointing an Official Custodian and Adopting Policies and Fee Schedule for the Handling of Record Requests under the Colorado Open Records Act “CORA”

Upon a motion duly made by Director Brennan and, upon vote, unanimously carried, the Board approved adopting Resolution 2019-11-03, Adopting the Colorado Special District Records Retention Schedule, Appointing an Official Custodian and Adopting Policies and Fee Schedule for the Handling of Record Requests under the Colorado Open Records Act “CORA.”

Review and Consider Approval of Resolution 2019-11-04, Concerning Online Notice of Public Meetings

Upon a motion duly made by Director Brennan and, upon vote, unanimously carried, the Board approved adopting Resolution 2019-11-04, Concerning Online Notice of Public Meetings.

Review and Consider Approval of Resolution 2019-11-05, Consumer Data Privacy Policy

Upon a motion duly made by Director Brennan and, upon vote, unanimously carried, the Board approved adopting Resolution 2019-11-04, Consumer Data Privacy Policy.

RECORD OF PROCEEDINGS

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Review and Consider Approval of Resolution 2019-11-06, Waiving Workers' Compensation Insurance for 2020

Upon a motion duly made by Director Brennan and, upon vote, unanimously carried, the Board approved adopting Resolution 2019-11-06, Waiving Workers' Compensation Insurance for 2020.

Other – None.

Manager Matters

Discuss District 2020 Insurance, Review Renewal Schedule & Authorize Renewal of District Insurance & SDA Membership

Ms. Denslow informed the Board that the 2020 Insurance was not yet available for review.

Following discussion, upon a motion duly made by Director Brennan, upon a vote, unanimously carried, the Board approved the renewal of 2020 insurance and SDA membership, subject to District Manager's final review.

Review and Approve Resolution No. 2019-11-07, Annual Administrative Resolution for 2020

Ms. Denslow reviewed the Annual Administrative Resolution with the Board.

Following review, upon a motion duly made by Director Brennan, upon a vote unanimously carried, the Board approved Resolution No. 2019-11-07, Annual Administrative Resolution for 2020.

Other – None.

Adjournment

Upon a motion duly made by Director Brennan, upon vote, unanimously carried, the meeting was adjourned at 1:30 p.m.

Respectfully submitted,

DocuSigned by:



Secretary for the Meeting

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 President  
 Security Level: Email, Account Authentication (None)

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In Person Signer Events	Signature	Timestamp
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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	6/8/2021 2:42:10 PM
Certified Delivered	Security Checked	6/8/2021 2:43:05 PM
Signing Complete	Security Checked	6/8/2021 2:44:09 PM
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