

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
POWERS & WOODMEN COMMERCIAL BUSINESS IMPROVEMENT
DISTRICT
(THE “**DISTRICT**”)
HELD
NOVEMBER 2, 2022

A special meeting of the Board of Directors (referred to hereafter as the “**Board**”) of the Powers & Woodmen Commercial Business Improvement District was convened on Wednesday, November 2, 2022, at 9:30 a.m. This District Board meeting was held via Microsoft Teams. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Timothy Seibert, President
Christopher S. Jenkins, Vice President
Delroy Johnson, Secretary
David D. Jenkins, Assistant Secretary

Also, In Attendance Were:

Russ Dykstra, Esq.; Spencer Fane, LLP
Krista Baptist, Josh Miller, Carrie Bartow, and Mallorie Hansen;
CliftonLarsonAllen LLP (“CLA”)
Kristi Rader, Robert Huls, and Whitley Crow; Nor’Wood Development Group

ADMINISTRATIVE MATTERS

Call to Order and Agenda: Upon a motion duly made by Director Johnson, seconded by Director Seibert and, upon vote, unanimously carried, the Board called the meeting to order at 10:07 a.m.

The Board reviewed the agenda for the meeting. Following review, upon a motion duly made by Director Johnson, seconded by Director Seibert and, upon vote, unanimously carried, the Board approved the agenda, as presented.

Quorum, Director Qualifications, Disclosure Items: A quorum of the Board was confirmed. 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. No additional conflicts were disclosed at the meeting.

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Resignation of Director Russell T. Tutt IV effective October 21, 2022: The Board acknowledged the resignation of Director Russell T. Tutt IV, effective October 21, 2022.

Public Comment: None.

Minutes from the October 27, 2021 Special Board Meeting: The Board reviewed the minutes of the October 27, 2021 special Board meeting. Following review and discussion, upon a motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board approved the minutes from the October 27, 2021 special Board meeting, as presented.

Results of the May 3, 2022 Regular Director Election: The Board discussed the results of the election.

Filing of Oaths of Directors: Attorney Dykstra confirmed the oaths were filed as required.

Appointment of Officers: The Board appointed the following slate of officers:

President: Timothy Seibert
Vice President: Christopher S. Jenkins
Secretary: David D. Jenkins
Assistant Secretary: Delroy Johnson
Assistant Secretary: Vacant

Resolution Regarding 2023 Annual Administrative Matters: Following review and discussion, upon a motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board adopted the Resolution Regarding 2023 Annual Administrative Matters, as presented.

2023 Operating Plan: Following review and discussion, upon a motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board ratified approval of the 2023 Operating Plan, as presented.

2023 Insurance Renewal: Following review and discussion, upon a motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board approved the 2023 Insurance Renewal and authorized membership in the Special District Association for 2023.

Other: None.

**FINANCIAL
MATTERS**

Previous Claims and Current Claims: Ms. Bartow reviewed the previous and current claims with the Board. Following review, upon a motion duly made by

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Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board approved the current claims and ratified approval of the previous claims, as presented.

September 30, 2022 Unaudited Financial Statements: Ms. Bartow reviewed the September 30, 2022 Unaudited Financial Statements with the Board.

Following review, upon a motion duly made by Director D. Jenkins, seconded by Director Johnson and, upon vote, unanimously carried, the Board accepted the September 30, 2022 Unaudited Financial Statements, as presented.

2021 Audit: Following review, upon motion duly made by Director Seibert seconded by Director Johnson and, upon vote, unanimously carried, the Board approved the 2021 Audit, subject to final legal review.

Developer Advance Summary: No action taken.

Public Hearing to Consider Amendment of the 2022 Budget and Resolution to Amend the 2022 Budget: Director Seibert opened the public hearing to consider amendment of the 2022 budget.

It was noted that publication of Notice stating that the Board would consider amendment of the 2022 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.

Director Seibert closed the public hearing.

Ms. Bartow reviewed the 2022 Budget amendment with the Board. Following review and discussion, upon a motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board approved the 2022 Budget amendment and adopted the Resolution to Amend the 2022 Budget.

Public Hearing on the Proposed 2023 Budget and Resolution to Adopt the 2023 Budget and Appropriate Sums of Money and Resolution to Set Mill Levies: Director Seibert opened the public hearing to consider the proposed 2023 budget. It was noted that publication of Notice stating that the Board would consider adoption 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.

Director Seibert closed the public hearing.

Ms. Bartow reviewed the proposed 2023 Budget with the Board. Following

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review and discussion, upon a motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board approved the proposed 2023 Budget and adopted the Resolution to Adopt the 2023 Budget and Appropriate Sums of Money and adopted the Resolution to Set Mill Levies, as presented.

District Accountant to Prepare the DLG-70 Certification of Tax Levies Form for Certification to the Board of County Commissioners and Other Interested Parties: Following discussion, upon a motion duly made by Director D. Jenkins, seconded by Director Johnson and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare the DLG-70 Certification of Tax Levies form for certification to the Board of County Commissioners and other interested parties.

Board Member to Sign the DLG-70 Certification of Tax Levies: Following discussion, upon a motion duly made by Director D. Jenkins, seconded by Director Johnson and, upon vote, unanimously carried, the Board appointed Director Seibert to sign the DLG-70 Certification of Tax Levies.

Engagement Letter with BiggsKofford to Prepare the 2022 Audit: Following review, upon a motion duly made by Director Seibert, seconded by Director Johnson and, upon vote, unanimously carried, the Board engaged BiggsKofford to prepare the 2022 Audit.

Other: None.

LEGAL MATTERS

Resolution Calling a Regular Election for Directors on May 2, 2023, DEO and DEO to Perform All Tasks Required for the Conduct of a Mail Ballot Election: Following review, upon a motion duly made by Director D. Jenkins, seconded by Director Johnson and, upon vote, unanimously carried, the Board adopted the Resolution Calling a Regular Election for Directors on May 2, 2023, appointed Laura Heinrich as the Designated Election Official (“DEO”) and authorized the DEO to perform all tasks required for the conduct of a mail ballot election.

Workers Compensation Exclusion Resolution: Following review, upon a motion duly made by Director D. Jenkins, seconded by Director Johnson and, upon vote, unanimously carried, the Board adopted the Workers Compensation Exclusion Resolution, as presented.

Other: None.

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MANAGER
MATTERS

CliftonLarsonAllen LLP Statements of Work for 2023: Following review, upon a motion duly made by Director D. Jenkins, seconded by Director Johnson and, upon vote, unanimously carried, the Board approved the CliftonLarsonAllen LLP Statements of Work for 2023, as presented.

Other: None.

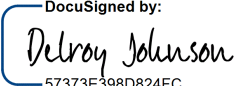
OTHER BUSINESS

Other: None.

ADJOURNMENT

There being no further business to come before the Board at this time, Director Seibert adjourned the meeting at 10:27 a.m.

Respectfully submitted,

By  57373E398D824FC...
Secretary for the Meeting

Certificate Of Completion

Envelope Id: 6F6425A84497402AB0C87AB139B4EC42	Status: Completed
Subject: Complete with DocuSign: 1E2. Minutes 11-2-2022 (PWCBID).pdf	
Client Name: P&WCBID	
Client Number: A518728	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Enabled	Sandy Brandenburger
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 S 6th St Ste 300
	Minneapolis, MN 55402-1418
	Sandy.Brandenburger@claconnect.com
	IP Address: 67.173.233.59

Record Tracking

Status: Original	Holder: Sandy Brandenburger	Location: DocuSign
12/27/2023 4:42:43 PM	Sandy.Brandenburger@claconnect.com	

Signer Events

Delroy Johnson
 djohnson@norwood.dev
 Director
 Various Districts
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 57373E398D824FC...
 Signature Adoption: Pre-selected Style
 Using IP Address: 38.75.248.16

Timestamp

Sent: 12/27/2023 4:43:47 PM
 Viewed: 12/28/2023 8:50:45 AM
 Signed: 12/28/2023 8:51:12 AM

Electronic Record and Signature Disclosure:
 Accepted: 12/28/2023 8:50:45 AM
 ID: a556779b-2de8-4d60-bda9-692af441f38c

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	12/27/2023 4:43:47 PM
Certified Delivered	Security Checked	12/28/2023 8:50:45 AM
Signing Complete	Security Checked	12/28/2023 8:51:12 AM
Completed	Security Checked	12/28/2023 8:51:12 AM

Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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