

**DENVER HIGH POINT AT DIA METROPOLITAN DISTRICT (“DHP”)  
COLORADO INTERNATIONAL CENTER  
METROPOLITAN DISTRICT (“CIC”) NOS. 13 & 14**

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
Tel: (303) 987-0835  
Fax: (303) 987-2032

NOTICE OF A REGULAR MEETING AND AGENDA

<u>Board of Directors</u>	<u>Office</u>	<u>Term/Expires</u>
Andrew Klein	President	2020/May 2020
Kevin Smith	Treasurer	2020/May 2020
Otis Moore, III	Assistant Secretary	2022/May 2022
Theodore Laudick	Assistant Secretary	2022/May 2022
<i>VACANT</i>		2022/May 2020

DATE: July 8, 2019

TIME: 10:00 A.M.

PLACE: Westside Investment Partners, Inc.  
4100 East Mississippi Avenue, Suite 500  
Glendale, CO 80246

I. ADMINISTRATIVE MATTERS

A. Present Disclosures of Potential Conflicts of Interest.

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B. Approve Agenda; confirm location of meeting and posting of meeting notices.

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C. Acknowledge resignation of Ashley B. Frisbie as Secretary to the Board of Directors and consider appointment of Ann E. Finn as Secretary to the Board.

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D. Consider approval of Minutes from the May 13, 2019 Regular Meeting (enclosures).

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E. Discuss remaining Board vacancy.

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II. PUBLIC COMMENTS

A. \_\_\_\_\_

III. FINANCIAL MATTERS

- A. Review and accept Schedule of Cash Position, dated \_\_\_\_\_, updated as of \_\_\_\_\_, and ratify approval of the payment of claims for the period ending \_\_\_\_\_ (**DHP, CIC No. 14**) (to be distributed).

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Expenses	
General	\$ -
Capital Projects	\$ -
Project Requisition	\$ -
<b>Total Claims</b>	<b>\$ -</b>

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- B. Review and consider approval of 2018 Audited Financial Statements (to be distributed – draft Audits) and authorize execution of Representations Letter (**DHP, CIC No. 14**) (to be distributed).
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- C. Consider appointment of District Accountant to prepare the 2020 Budgets and set date for public hearing to adopt the 2020 Budgets (October 14, 2019 at 10:00 a.m.).
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IV. LEGAL MATTERS

- A. Consider approval of Resolution Regarding Acceptance of District Eligible Costs of Requisition Nos. \_\_\_\_\_ (**CIC No. 14**).
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V. CONSTRUCTION MATTERS

- A. Discuss status of construction projects.
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1. Discuss status of High Point at DIA Filing No. 2/High Point Boulevard Infrastructure Project (**DHP**).
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2. Discuss status of repairs relative to Phillips 66 gas line relocation project (DHP).
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- a. Discuss Reimbursement Agreement between the District and Conoco Phillips Pipeline Company (DHP).
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VI. OTHER BUSINESS

A. \_\_\_\_\_

VII. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR OCTOBER 14, 2019.**

Informational Enclosure:

- Memo regarding New Rate Structure from Special District Management Services, Inc.

# RECORD OF PROCEEDINGS

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## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DENVER HIGH POINT AT DIA METROPOLITAN DISTRICT HELD MAY 13, 2019

A Regular Meeting of the Board of Directors (referred to hereafter as the "Board") of the Denver High Point at DIA Metropolitan District (referred to hereafter as the "District") was convened on Monday, the 13th day of May, 2019, at 10:00 A.M., at the offices of Westside Investment Partners, Inc., 4100 East Mississippi Avenue, Suite 500, Glendale, Colorado 80246.

### ATTENDANCE

#### Directors In Attendance Were:

Kevin Smith  
Otis Moore, III  
Theodore Laudick

Following discussion, upon motion duly made by Director Moore, seconded by Director Laudick and, upon vote, unanimously carried, the absence of Andrew Klein was excused.

#### Also In Attendance Were:

Ashley B. Frisbie; Special District Management Services, Inc.

Megan Becher, Esq.; McGeady Becher P.C.

Debra Sedgeley; CliftonLarsonAllen, LLP

### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board noted it was in receipt of disclosures of potential conflicts of interest statements for each of the Directors and that the statements had been filed with the Secretary of State at least seventy-two hours in advance of the meeting. Ms. Frisbie requested that the Directors review the Agenda for the meeting and advised the Board of any new conflicts of interest which had not been previously disclosed. No further disclosures were made by Directors present at the meeting.

### ADMINISTRATIVE MATTERS

Agenda: Ms. Frisbie distributed for the Board's review and approval a proposed Agenda for the District's Regular Meeting.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Moore, seconded by Director Laudick and, upon vote, unanimously carried, the Agenda was approved, as presented.

**Approval of Meeting Location:** 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.

Following discussion, upon motion duly made by Director Moore, seconded by Director Laudick and, upon vote, unanimously carried, the Board determined that because there was not a suitable or convenient location within its boundaries to conduct this meeting, it was determined to conduct the meeting at the above-stated location, which is within 20 miles of the District. The Board further noted that notice of the time, date and location was duly posted and that they have not received any objections to the location or any requests that the meeting place be changed by taxpaying electors within its boundaries.

**Minutes:** The Board reviewed the Minutes of the February 19, 2019 Special Meeting.

Following discussion, upon motion duly made by Director Moore, seconded by Director Smith and, upon vote, unanimously carried, the Board approved the Minutes of the February 19, 2019 Special Meeting.

**Board Vacancy:** The Board entered into discussion regarding the vacancy on the Board of Directors. No action was taken at this time.

**PUBLIC  
COMMENT**

There was no public comment.

**FINANCIAL  
MATTERS**

**Claims:** The Board reviewed the Cash Position Schedule, dated March 31, 2019, updated as of May 11, 2019, and the payment of claims for the period ending May 10, 2019, as follows:

Funds	
General	\$ 31,588.86
Capital Projects	\$ 1,443,248.98
Project Requisition	\$ -0-
<b>Total Claims</b>	<b>\$ 1,474,837.84</b>

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Smith, seconded by Director Laudick and, upon vote, unanimously carried, the Board accepted the Cash Position Schedule, dated March 31, 2019, updated as of May 11, 2019 and ratified approval of the payment of claims for the period ending May 10, 2019, as presented.

**Unaudited Financial Statements:** Ms. Sedgeley reviewed with the Board the unaudited financial statements of the District setting forth the cash deposits, investments, budget analysis, and accounts payable vouchers for the period ending March 31, 2019.

Following discussion, upon motion duly made by Director Smith, seconded by Director Laudick and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending March 31, 2019.

**2018 Audit:** Ms. Sedgeley reported that the 2018 Audit will be available for Board review and acceptance at the July 8, 2019 meeting.

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### **LEGAL MATTERS**

There were no legal matters to discuss

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### **CONSTRUCTION MATTERS**

#### **Status of Construction Projects:**

*72" Drainage Outfall Pipeline:* The Board discussed the drainage pipe that the District is maintaining between the City of Denver and the City of Aurora.

*High Point at DIA Filing Two/High Point Boulevard Infrastructure Project:* The Board discussed the status of construction of the High Point at DIA Filing No. 2/High Point Boulevard Infrastructure Project.

*Repairs Relative to Phillips 66 Gas Line Relocation:* The Board discussed the status of repairs and required easements relative to the Phillips 66 Gas Line Relocation. It was noted that the City of Denver will allow easements to be recorded as needed.

Following discussion, upon motion duly made by Director Moore, seconded by Director Laudick and, upon vote, unanimously carried, the Board authorized the preparation and execution of any documents required in connect therewith.

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### **OTHER BUSINESS**

There were no other business matters at this time.

## RECORD OF PROCEEDINGS

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### ADJOURNMENT

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

Respectfully submitted,

By: \_\_\_\_\_  
Secretary for the Meeting

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE COLORADO INTERNATIONAL CENTER METROPOLITAN DISTRICT NO. 13 HELD MAY 13, 2019

A Regular Meeting of the Board of Directors (referred to hereafter as the "Board") of the Colorado International Center Metropolitan District No. 13 (referred to hereafter as the "District") was convened on Monday, the 13<sup>th</sup> day of May, 2019, at 10:00 A.M., at the offices of Westside Investment Partners, Inc., 4100 East Mississippi Avenue, Suite 500, Glendale, Colorado.

#### ATTENDANCE

##### Directors In Attendance Were:

Kevin Smith  
Otis Moore, III  
Theodore Laudick

Following discussion, upon motion duly made by Director Moore, seconded by Director Laudick and, upon vote, unanimously carried, the absence of Andrew Klein was excused.

##### Also In Attendance Were:

Ashley B. Frisbie; Special District Management Services, Inc.

Megan Becher, Esq.; McGeady Becher P.C.

Debra Sedgeley; CliftonLarsonAllen, LLP

#### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

**Disclosure of Potential Conflicts of Interest:** The Board noted it was in receipt of disclosures of potential conflicts of interest statements for each of the Directors and that the statements had been filed with the Secretary of State at least seventy-two hours in advance of the meeting. Ms. Frisbie requested that the Directors review the Agenda for the meeting and advised the Board of any new conflicts of interest which had not been previously disclosed. No further disclosures were made by Directors present at the meeting.

#### ADMINISTRATIVE MATTERS

**Agenda:** Ms. Frisbie distributed for the Board's review and approval a proposed Agenda for the District's Regular Meeting.



## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Moore, seconded by Director Laudick and, upon vote, unanimously carried, the Agenda was approved, as presented.

**Approval of Meeting Location:** 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.

Following discussion, upon motion duly made by Director Moore, seconded by Director Laudick and, upon vote, unanimously carried, the Board determined that because there was not a suitable or convenient location within its boundaries to conduct this meeting, it was determined to conduct the meeting at the above-stated location, which is within 20 miles of the District. The Board further noted that notice of the time, date and location was duly posted and that they have not received any objections to the location or any requests that the meeting place be changed by taxpaying electors within its boundaries.

**Minutes:** The Board reviewed the Minutes of the October 8, 2018 Regular Meeting.

Following discussion, upon motion duly made by Director Moore, seconded by Director Smith and, upon vote, unanimously carried, the Board approved the Minutes of the October 8, 2018 Regular Meeting.

**Board Vacancy:** The Board entered into discussion regarding the vacancy on the Board of Directors. No action was taken at this time.

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**PUBLIC  
COMMENT**

There was no public comment at this time.  
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**FINANCIAL  
MATTERS**

**2018 Application for Exemption from Audit:** The Board reviewed the 2018 Application for Exemption from Audit.

Following review and discussion, upon motion duly made by Director Smith seconded by Director Laudick and, upon vote, unanimously carried, the Board ratified approval of the preparation, execution and filing of the Application for Exemption from Audit for 2018.  
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**LEGAL MATTERS**

There were no legal matters at this time.

**RECORD OF PROCEEDINGS**

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**CONSTRUCTION  
MATTERS**

There were no construction matters at this time.  
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**OTHER BUSINESS**

There were no other business matters at this time.  
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**ADJOURNMENT**

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

Respectfully submitted,

By: \_\_\_\_\_  
Secretary for the Meeting

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE COLORADO INTERNATIONAL CENTER METROPOLITAN DISTRICT NO. 14 HELD MAY 13, 2019

A Regular Meeting of the Board of Directors (referred to hereafter as the "Board") of the Colorado International Center Metropolitan District No. 14 (referred to hereafter as the "District") was convened on Monday, the 13<sup>th</sup> day of May, 2019, at 10:00 A.M., at the offices of Westside Investment Partners, Inc., 4100 East Mississippi Avenue, Suite 500, Glendale, Colorado.

#### ATTENDANCE

##### Directors In Attendance Were:

Kevin Smith  
Otis Moore, III  
Theodore Laudick

Following discussion, upon motion duly made by Director Moore, seconded by Director Laudick and, upon vote, unanimously carried, the absence of Andrew Klein was excused.

##### Also In Attendance Were:

Ashley B. Frisbie; Special District Management Services, Inc.

Megan Becher, Esq.; McGeady Becher P.C.

Debra Sedgely; CliftonLarsonAllen, LLP

#### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

**Disclosure of Potential Conflicts of Interest:** The Board noted it was in receipt of disclosures of potential conflicts of interest statements for each of the Directors and that the statements had been filed with the Secretary of State at least seventy-two hours in advance of the meeting. Ms. Frisbie requested that the Directors review the Agenda for the meeting and advised the Board of any new conflicts of interest which had not been previously disclosed. No further disclosures were made by Directors present at the meeting.

#### ADMINISTRATIVE MATTERS

**Agenda:** Ms. Frisbie distributed for the Board's review and approval a proposed Agenda for the District's Regular Meeting.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Moore, seconded by Director Laudick and, upon vote, unanimously carried, the Agenda was approved, as presented.

**Approval of Meeting Location:** 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.

Following discussion, upon motion duly made by Director Moore, seconded by Director Laudick and, upon vote, unanimously carried, the Board determined that because there was not a suitable or convenient location within its boundaries to conduct this meeting, it was determined to conduct the meeting at the above-stated location, which is within 20 miles of the District. The Board further noted that notice of the time, date and location was duly posted and that they have not received any objections to the location or any requests that the meeting place be changed by taxpaying electors within its boundaries.

**Minutes:** The Board reviewed the Minutes of the October 8, 2018 Regular Meeting.

Following discussion, upon motion duly made by Director Moore, seconded by Director Smith and, upon vote, unanimously carried, the Board approved the Minutes of the October 8, 2018 Regular Meeting.

**Board Vacancy:** The Board entered into discussion regarding the vacancy on the Board of Directors. No action was taken at this time.

### **PUBLIC COMMENT**

There was no public comment.

### **FINANCIAL MATTERS**

**Cash Position Schedule:** The Board reviewed the Cash Position Schedule, dated March 31, 2019, updated as of May 10, 2019.

Following discussion, upon motion duly made by Director Smith, seconded by Director Laudick and, upon vote, unanimously carried, the Board accepted the Cash Position Schedule, dated March 31, 2019, updated as of May 10, 2019.

**Unaudited Financial Statements:** Ms. Sedgeley reviewed with the Board the unaudited financial statements of the District setting forth the cash deposits, investments, budget analysis, and accounts payable vouchers for the period ending March 31, 2019.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Smith, seconded by Director Laudick and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending March 31, 2019.

**2018 Audit:** Ms. Sedgeley reported that the 2018 Audit will be available for Board review and acceptance at the July 8, 2019 meeting.

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**LEGAL MATTERS**     **Resolution Regarding Acceptance of District Eligible Costs for Requisition Nos. 11 through 18:** The Board considered adoption of a Resolution Regarding Acceptance of District Eligible Costs for Requisition Nos. 11 through 18.

Following discussion, upon motion duly made by Director Smith, seconded by Director Moore and, upon vote, unanimously carried, the Board adopted the Resolution Regarding Acceptance of District Eligible Costs for Requisition Nos. 11 through 18.

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**CONSTRUCTION MATTERS**     There were no construction matters at this time.

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**OTHER BUSINESS**     There were no other business matters at this time.

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

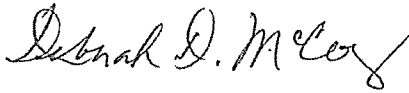
Respectfully submitted,

By: \_\_\_\_\_  
Secretary for the Meeting



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Lakewood, CO 80228-1898  
303-987-0835 • Fax: 303-987-2032

## MEMORANDUM

TO: Board of Directors  
FROM: Deborah D. McCoy   
President  
DATE: June, 2019  
RE: Notice of Rate Restructuring

In accordance with the Management Agreement (“Agreement”) between the District and Special District Management Services, Inc. (“SDMS”), as of August 1, 2019, the hourly rates described in Article III for all services provided by SDMS shall be subject to the following rate restructuring schedule.

**District Management & Administration:**

Senior Managers and Managers	\$140.00 - \$190.00
Assistant Managers & Admin. Coordinators	\$115.00 - \$150.00

**Finance & Accounting:**

Senior Accountants and Accountants	\$130.00 - \$160.00
Assistant Accountants & AP Coordinators	\$110.00 - \$150.00

**Utility Billing Service:** \$65.00

**Operations, Maintenance and Field Services:** \$75.00 - \$95.00

**Community Management:**

Managers and Assistant Managers	\$ 95.00 - \$140.00
Administrative Support	\$ 75.00 - \$140.00

SDMS is one of the few consultants that has not adopted a variable rate structure. We hope you will understand that, in order to keep up with the changes in our industry, it is beneficial to implement this rate restructuring so that we may continue to provide the best and most efficient management services you expect from SDMS.

We look forward to serving you for many years to come. Please feel free to speak directly with your current District Manager if you have questions.