

## RECORD OF PROCEEDINGS

---

### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE AVIATION STATION NORTH METROPOLITAN DISTRICT NO. 2 HELD MARCH 1, 2023

A Regular Meeting of the Board of Directors (the “Board”) of Aviation Station North Metropolitan District No. 2 (the “District”), City and County of Denver, Colorado, was duly posted and held on Wednesday, March 1, 2023, at 2:00 p.m. The District Board meeting was held by video conference via Microsoft Teams. The meeting was open to the public.

#### ATTENDANCE

##### **Directors In Attendance Were:**

Mark Throckmorton, Secretary  
Marcia A. Lujan, Treasurer  
Henry “Rick” Wells, Assistant Secretary  
Matthew Stewart, Assistant Secretary

The absence of Director Ferdinand Belz was excused.

##### **Also in Attendance:**

Paula Williams, Esq. and Erica Montague, Esq.; McGeady Becher P.C.  
Matt Urkoski, Alyssa Ferreira, Ashley Heidt and Shauna D’Amato;  
CliftonLarsonAllen LLP (“CLA”)  
Gregg Johnson and John Rhoades; L.C. Fulenwider, Inc.

#### ADMINISTRATIVE MATTERS

**Disclosure 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 of Directors and to the Secretary of State. Attorney Williams requested that members of the Board disclose any potential conflicts of interest regarding 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. No new disclosures were made. Attorney Williams noted that all Directors’ Disclosure Statements were filed.

**Quorum, Location of Meeting and Posting of Meeting Notice:** The presence of a quorum was confirmed. Upon a motion duly made by Director Lujan, seconded by Director Wells and, upon vote unanimously carried, the Board appointed Director Lujan as Acting President.

The Board entered into 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 Lujan, seconded by Director Wells and, upon vote unanimously carried, the Board determined to conduct this meeting

## RECORD OF PROCEEDINGS

---

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

**Designation of 24-Hour Posting Location:** Following discussion, upon motion duly made by Director Lujan, seconded by Director Wells, and upon vote unanimously carried, the Board determined that notices of meetings of the District Board required pursuant to Section 24-6-402(2)(c), C.R.S., shall be posted on the District website at least 24-hours prior to each meeting, or if the website is unavailable at the following location: southwest corner of the intersection of 61st Avenue and Salida Street.

**Agenda:** Following review and discussion regarding the Agenda, upon a motion duly made by Director Lujan, seconded by Director Wells and, upon vote unanimously carried, the agenda was approved, as presented.

**Public Comment:** There were no public comments.

**Minutes of December 7, 2022 Regular Meeting:** Following discussion, upon a motion duly made by Director Lujan, seconded by Director Stewart and, upon vote unanimously carried, the Board approved the December 7, 2022 Regular Meeting Minutes.

### **FINANCIAL MATTERS**

**December 31, 2022 Unaudited Financial Statements:** Ms. Ferreira reviewed the December 31, 2022 Unaudited Financial Statements with the Board. Following discussion, upon a motion duly made by Director Lujan, seconded by Director Stewart and, upon vote unanimously carried, the Board accepted the December 31, 2022 Unaudited Financial Statements.

### **LEGAL MATTERS**

**May 2, 2023 Regular Director Election:** Attorney Williams informed the Board that the May 2, 2023 Regular Election for Directors was cancelled, as allowed by statute, because there were not more candidates than seats available on the Board. It was noted that Directors Stewart and Throckmorton were each deemed elected by acclamation to 4-year terms expiring in May, 2027 and that there is one vacancy on the Board.

### **MANAGER MATTERS**

**Other:** None.

### **CAPITAL IMPROVEMENTS**

**Other:** None.

## RECORD OF PROCEEDINGS

---

**OTHER BUSINESS**

**Other:** None.

**ADJOURNMENT**

There being no further business to come before the Board, upon motion duly made by Director Lujan, the Board adjourned the meeting at 3:14 p.m.

Respectfully submitted,

By

*Mark Throckmorton*

Secretary for the Meeting

**Certificate Of Completion**

Envelope Id: 03A4BB0A95D94CCEA5E641E265C50C02	Status: Completed
Subject: ASNMD2 : Minutes 03-01-2023 ASNMD2 - Final.pdf	
Client Name: ASNMD2	
Client Number: A179442-OS01-2023	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Kathy Suazo
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 S 6th St Ste 300
	Minneapolis, MN 55402-1418
	Kathy.Suazo@claconnect.com
	IP Address: 24.9.186.151


**Record Tracking**

Status: Original	Holder: Kathy Suazo	Location: DocuSign
6/20/2023 8:56:21 AM	Kathy.Suazo@claconnect.com	

**Signer Events**

Mark Throckmorton  
 mark@fulenwider.com  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 91BBFFBF1C46484...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 65.132.112.218

**Timestamp**

Sent: 6/20/2023 8:57:34 AM  
 Viewed: 6/20/2023 9:38:13 AM  
 Signed: 6/20/2023 9:38:21 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 4/2/2020 10:38:39 AM  
 ID: 6799deac-ee39-486d-bebc-e0a23294735d

<b>In Person Signer Events</b>	<b>Signature</b>	<b>Timestamp</b>
--------------------------------	------------------	------------------

<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
-------------------------------	---------------	------------------

<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
------------------------------	---------------	------------------

<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
-------------------------------------	---------------	------------------

<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
----------------------------------	---------------	------------------

<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
---------------------------	---------------	------------------

Jenny Pino jpino@specialdistrictlaw.com Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 6/20/2023 9:38:22 AM
--	---------------	----------------------------

**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
-----------------------	------------------	------------------

<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
----------------------	------------------	------------------

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
--------------------------------	---------------	-------------------

Envelope Sent	Hashed/Encrypted	6/20/2023 8:57:34 AM
Certified Delivered	Security Checked	6/20/2023 9:38:13 AM
Signing Complete	Security Checked	6/20/2023 9:38:21 AM
Completed	Security Checked	6/20/2023 9:38:22 AM

**Payment Events**

**Status**

**Timestamps**

**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, CliftonLarsonAllen LLP (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact CliftonLarsonAllen LLP:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com)

**To advise CliftonLarsonAllen LLP of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from CliftonLarsonAllen LLP**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with CliftonLarsonAllen LLP**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CliftonLarsonAllen LLP as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CliftonLarsonAllen LLP during the course of your relationship with CliftonLarsonAllen LLP.