

## RECORD OF PROCEEDINGS

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**MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
CANTERBERRY CROSSING METROPOLITAN DISTRICT II (THE  
“DISTRICT”)  
HELD  
FEBRUARY 18, 2021**

A special meeting of the Board of Directors of the Canterbury Crossing Metropolitan District II (referred to hereafter as the “Board”) was convened on Thursday, February 18, 2021, at 6:00 p.m. Due to concerns regarding the spread of the Coronavirus (COVID-19) and the benefits to the control of the spread of the virus by limiting in-person contact, this District Board meeting was held via Microsoft Teams. The meeting was open to the public.

Attendance

Directors In Attendance Were:

Joseph Lico, President  
C. Robert Morris, Treasurer  
Sarah Lewis, Assistant Secretary/Treasurer

Also, In Attendance Were:

Matt Urkoski, Krista Baptist, Sandy Brandenburger & Alex Fink;  
CliftonLarsonAllen LLP  
Elizabeth Townsend; Board Candidate

Administrative Matters

Call to Order

The meeting was called to order at 6:04 p.m. by Director Morris.

Present Disclosures of Potential Conflicts of Interest

It was noted to the Board that to the extent a Board member has a financial or transactional interest with respect to the District, a conflict of interest disclosure is required to be filed with the Colorado Secretary of State. It was further noted that disclosure of potential conflicts of interest statements for each director were filed with the Secretary of State seventy-two hours in advance of the meeting.

Directors Lico and Lewis disclosed that they each serve on the Hilltop North Homeowners Association, Inc., a sub-association of The Village of Parker Master Association, Inc. d/b/a Canterbury Crossing Master Association (the “Master Association”).

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### Quorum, Location of Meeting and Posting of Meeting Notices. Agenda

A quorum of the Board was present and meeting notices were posted as required. Following discussion, upon a motion duly made by Director Lico, seconded by Director Lewis, and upon a vote unanimously carried, the Board approved the Agenda.

### Annual Meeting/Introductions/Current District Status

Mr. Urkoski led an introduction of the CLA team to the Board of Directors of the District.

### Public Comment

None.

### Board Vacancies and Appointment of Elizabeth Townsend to the Board of Directors

Following discussion, upon a motion duly made by Director Lewis, seconded by Director Morris, and upon a vote unanimously carried, the Board appointed Elizabeth Townsend to the Board of Directors and appointed her to the position of Assistant Secretary/Treasurer.

### Oath of Office

Director Lico administered the Oath of Office to Ms. Townsend.

### Minutes of the October 26, 2020 Special Meeting

The Board reviewed the Special Minutes. Upon a motion duly made by Director Lico, seconded by Director Morris, and upon a vote unanimously carried, the Board approved the Minutes of the October 26, 2020 Special Meeting.

### Financial Matters

#### Unaudited Financial Statements and Cash Position Report

Mr. Fink reviewed the year-end financial statements and Cash Position Report with the Board and reported that healthy cash balances have continued into 2021. Discussion amongst the Board and consultants ensued regarding 2020 election expenses. Mr. Fink will provide invoices to the Board for review of same. Mr. Fink further reported that one of the line items in the financials will be updated to reflect "pool equipment."

Upon a motion duly made by Director Morris, seconded by Director Lewis, and

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upon a vote unanimously carried, the Board accepted the December 31, 2020 unaudited financial statements and Cash Position Report.

### Claims and Directors' Fees

Upon a motion duly made by Director Morris, seconded by Director Lewis, and upon a vote unanimously carried, the Board ratified the payment of claims totaling \$27,270.90 and the payment of Directors' Fees.

### 2020 Audit Engagement Letter

Upon a motion duly made by Director Morris, seconded by Director Lico, and upon a vote unanimously carried, the Board approved the 2020 Audit Engagement Letter with Simmons & Wheeler, P.C., in an amount not to exceed \$5,200.

### Manager Matters

#### Other

None.

### Other Business

#### Other

None.

### Adjournment

There being no further business to come before the Board at this time, upon a motion duly made by Director Morris, seconded by Director Lewis, and upon a vote unanimously carried, the Board adjourned the meeting at 6:31 p.m.

Respectfully submitted,

DocuSigned by:

*Sarah Lewis*

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Secretary for the Meeting