

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
BANNING LEWIS RANCH METROPOLITAN DISTRICT NO. 3
(THE "DISTRICT")
HELD
OCTOBER 22, 2022

A special meeting of the Board of Directors of the Banning Lewis Ranch Metropolitan District No. 3 (referred to hereafter as the "Board") was convened on Thursday, October 22, 2020, at 1:00 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:

Floyd Petty, President
Michael Brotten, Treasurer/Secretary
Raymond Marshall, Assistant Secretary
Lindsay Marrinan-Levy, Assistant Secretary

Absent Excused:

Alan Hoekman, Assistant Secretary

Also, In Attendance Were:

Pat Hrbacek, Esq.; Spencer Fane, LLP.
Josh Miller, Chelsea Gondeck, Carrie Bartow, & Seef Le Roux;
CliftonLarsonAllen LLP

ADMINISTRATIVE MATTERS

Call to Order and Approve Agenda:

Director Petty called the meeting to order at 1:03 p.m.

Following discussion upon a motion duly made by Director Brotten, seconded by Director Marshall and, upon vote, unanimously carried, the Board approved the agenda as presented.

Declaration of Quorum/Director Qualifications/Disclosure Items:

All Directors are homeowners in the District. There were no conflicts of interest related to specific agenda items on the agenda.

Community Comments:

None.

Consider appointment of officers:

Following discussion, upon a motion duly made by Director Petty, seconded by Director Brotten and, upon vote, unanimously carried, the Board moved to

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appoint Director Marrinan-Levy to the position of Assistant Secretary with all other officers' positions to remain the same.

Minutes from the July 23, 2020 and August 8, 2020 Special Board Meetings:

Following discussion, upon a motion duly made by Director Brotten, seconded by Director Marshall and, upon vote, unanimously carried, the Board approved the minutes from July 23, 2020 as presented. Following discussion, upon a motion duly made by Director Marshall, seconded by Director Brotten and, upon vote, unanimously carried, the Board approved the minutes from August 8, 2020 as presented.

Discuss District Insurance, Review Renewal Schedule & Authorize Renewal of District Insurance & SDA Membership for 2021:

Mr. Miller reviewed the renewal schedule with the Board. Following discussion upon a motion duly made by Director Petty, seconded by Director Brotten and, upon vote, unanimously carried, the Board approved the renewal of insurance and the 2021 SDA membership.

FINANCIAL
MATTERS

Unaudited Financial Statements and Cash Position:

Ms. Bartow reviewed the unaudited financial statements and cash position for the period ending September 30, 2020 with the Board. Following discussion, upon motion duly made by Director Petty, seconded by Director Brotten, and upon vote unanimously carried, the Board accepted the unaudited financial statements and cash position as presented.

Public Hearing to Consider Amending 2020 Budget; Consider Adopting Resolution Amending 2020 Budget:

Upon a motion duly made by Director Marshall, seconded by Director Brotten and, upon vote, unanimously carried, the Board opened the public hearing to consider an amendment to the 2020 Budget at 1:25 p.m.

It was noted that publication of Notice stating that the Board would consider amendment of the 2020 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. Upon a motion duly made by Director Marshall, seconded by Director Brotten and, upon vote, unanimously carried, the Board closed the public hearing at 1:26 p.m.

Following discussion, upon a motion duly made by Director Petty, seconded by Director Brotten and, upon vote, unanimously carried, the Board approved the amendment to the 2020 budget and adopted the Resolution to Amend the 2020 Budget.

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Public Hearing to Consider Adoption of 2021 Budget, Appropriate Expenditures, and Certify Mill Levy; Consider Adoption of Resolution to Adopt 2021 Budget, Appropriate Expenditures and Certify Mill Levy:

Upon a motion duly made by Director Marshall, seconded by Director Brotten and, upon vote, unanimously carried, the Board opened the public hearing to consider the 2021 Budget at 1:27 p.m.

It was noted that publication of Notice stating that the Board would consider the 2021 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. Upon a motion duly made by Director Marshall, seconded by Director Brotten and, upon vote, unanimously carried, the Board closed the public hearing at 1:28 p.m.

Following discussion, upon a motion duly made by Director Petty, seconded by Director Brotten and, upon vote, unanimously carried, the Board approved the 2021 Budget and adopted the Resolution to Adopt 2021 Budget, Appropriate Expenditures and Certify Mill Levy subject to changes and final review by the Board.

LEGAL MATTERS

Other:

Mr. Hrbacek discussed the upcoming bond refinancing with the Board noting that the city council is reviewing and a vote on approval is expected at the October 27 meeting of the city council.

MANAGER MATTERS

Resolution Concerning Annual Administrative Matters:

Following discussion, upon a motion duly made by Director Marshall, seconded by Director Brotten and, upon vote, unanimously carried, the Board adopted the Resolution Concerning Annual Administrative Matters including amendments discussed.

Continuing Engagement with CliftonLarsonAllen LLP for Management and Accounting Services:

Following discussion, upon a motion duly made by Director Brotten, seconded by Director Marshall and, upon vote, unanimously carried, the Board approved continuing engagement with CliftonLarsonAllen LLP for management and accounting services.

Continuing Engagement with Spencer Fane for Legal Counsel:

Following discussion, upon a motion duly made by Director Brotten, seconded by Director Marshall and, upon vote, unanimously carried, the Board approved continuing engagement with Spencer Fane for legal counsel.

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OTHER BUSINESS


Confirm Quorum for the Next Regular Meeting:
The quorum was not confirmed at this time.

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ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director Brotten, seconded by Director Marshall and, upon vote, unanimously carried, the meeting was adjourned at 2:07 p.m.

Respectfully submitted,

By  DocuSigned by:
Michael Brotten
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Secretary for the Meeting

Certificate Of Completion

Envelope Id: 8EDDDFF159C9418189004CFFB5841A2F	Status: Completed
Subject: Please DocuSign: I.D. 10-22-2020 Draft Minutes (BLR3) - SF edits.DOCX	
Client Name: Banning Lewis Ranch MD No. 3	
Client Number: 43190	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
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Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Chelsea.Gondeck@claconnect.com
	IP Address: 73.169.79.109

Record Tracking

Status: Original	Holder: Chelsea Gondeck	Location: DocuSign
11/13/2020 2:20:51 PM	Chelsea.Gondeck@claconnect.com	

Signer Events

Michael Brotten
 michaelbblr@gmail.com
 Secretary / Treasurer
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 CD18A087E14040D...
 Signature Adoption: Pre-selected Style
 Using IP Address: 24.9.254.43

Timestamp

Sent: 11/13/2020 2:27:26 PM
 Viewed: 11/14/2020 6:24:00 AM
 Signed: 11/14/2020 6:24:18 AM

Electronic Record and Signature Disclosure:
 Accepted: 10/26/2020 3:19:02 PM
 ID: 0860af1c-f1e7-437a-bbcd-62bd8e4f67a3

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	11/13/2020 2:27:26 PM
Certified Delivered	Security Checked	11/14/2020 6:24:00 AM
Signing Complete	Security Checked	11/14/2020 6:24:18 AM
Completed	Security Checked	11/14/2020 6:24:18 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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