

**PAINTED PRAIRIE BUSINESS IMPROVEMENT DISTRICT NUMBER ONE
AND
PAINTED PRAIRIE BUSINESS IMPROVEMENT DISTRICT NUMBER TWO
JOINT ANNUAL ADMINISTRATIVE RESOLUTION
(2023)**

WHEREAS, Painted Prairie Business Improvement District Number One and Painted Prairie Business Improvement District Number Two (each a “**District**”), were organized as business improvement districts by virtue of an Ordinance of the City of Aurora (the “**City**”) in and for the County of Adams, Colorado (the “**County**”) pursuant to Title 31, Article 25, Part 12, C.R.S., and is located entirely within the City; and

WHEREAS, the Board of Directors (the “**Board**”) of each District has a duty to perform certain obligations in order to assure the efficient operation of the District and hereby directs its consultants to take the following actions.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. The Board directs the District’s legal counsel to prepare and file with the Division, within thirty (30) days of a written request from the Division, an informational listing of all contracts in effect with other political subdivisions, in accordance with § 29-1-205, C.R.S.

2. The Board directs the District’s accountant to cause the preparation of and to file with the Department of Local Affairs the annual public securities report for nonrated public securities issued by the District within sixty (60) days of the close of the fiscal year, as required by §§ 11-58-101, *et seq.*, C.R.S.

3. The Board directs the District’s accountant to: (a) obtain proposals for auditors to be presented to the Board; (b) cause an audit of the annual financial statements of the District to be prepared and submitted to the Board on or before June 30; and (c) cause the audit to be filed with the State Auditor by July 31st, or by the filing deadline permitted under any extension thereof, all in accordance with §§ 29-1-603(1) and 29-1-606, C.R.S. Alternatively, if warranted by § 29-1-604, C.R.S., the Board directs the District’s accountant to apply for and obtain an audit exemption from the State Auditor on or before March 31st in accordance with § 29-1-604, C.R.S.

4. The Board directs the District’s accountant, if the District has authorized but unissued general obligation debt as of the end of the fiscal year, to cause to be submitted to the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the District the District’s audit report or a copy of its application for exemption from audit in accordance with § 29-1-606(7), C.R.S.

5. The Board directs the District’s accountant to submit a proposed budget to the Board by September 15th. The Board directs the District’s legal counsel to file an operating plan and proposed budget for the next fiscal year with the Clerk of the City no Later than September 30th of each year in accordance with § 31-25-1211, C.R.S.

6. The Board directs the District's accountant to prepare the final budget and budget message, including any amendments thereto, if necessary, and directs the District's legal counsel to schedule a public hearing on the proposed budget and/or amendments, and to post or publish notices thereof, and directs the District's legal counsel to file the budget, budget resolution and budget message with the Division on or before January 30th, all in accordance with §§ 29-1-101, et seq., C.R.S.

7. The Board directs the District's accountant to monitor all expenditures and, if necessary, to notify the District's legal counsel, Manager, and the Board when expenditures are expected to exceed appropriated amounts, and directs legal counsel to prepare all budget amendment resolutions and directs legal counsel to schedule a public hearing on a proposed budget amendment and to post or publish notices thereof and to file the amended budget with the Division on or before the date of making such expenditure or contracting for such expenditure, all in accordance with §§ 29-1-101, et seq., C.R.S.

8. The Board directs legal counsel to cause the preparation of the Unclaimed Property Act report and submission of the same to the State Treasurer by November 1st if there is property presumed abandoned and subject to custody as unclaimed property, in accordance with § 38-13-110, C.R.S.

9. The Board directs the District's accountant to prepare the mill levy certification form and directs legal counsel to file the mill levy certification form with the Board of County Commissioners on or before December 15th, in accordance with § 39-5-128, C.R.S.

10. The Board directs that all legal notices shall be published in accordance with § 31-25-1203(9), C.R.S.

11. The Board determines that each director shall receive compensation for their services as directors subject to the limitations as allowed by Colorado law.

12. The District hereby acknowledges the following officers for the District:

Chairman/President:	Christopher Fellows
Vice President:	Timothy O'Connor
Assistant Secretary:	Dustin Anderson
Director	Vacant
Director	Vacant
Recording Secretary:	Legal Counsel

13. The Board hereby determines that each member of the Board shall, for any potential or actual conflicts of interest, complete conflicts of interest disclosures and directs legal counsel to file the conflicts of interest disclosures with the Board and with the Colorado Secretary of State at least seventy-two (72) hours prior to every regular and special meeting of the Board, in accordance with § 31-25-1209(3) and § 18-8-308, C.R.S. Written disclosures provided by Board members required to be filed with the governing body in accordance with § 18-8-308, C.R.S., shall