

ANNUAL INFORMATION REPORT
FOR THE YEAR 2018
SALISBURY HEIGHTS METROPOLITAN DISTRICT

Pursuant to Section VII of the Service Plan for Salisbury Heights Metropolitan District (“District”) approved by the Town of Parker, Colorado on March 3, 2014, the following report of the District’s activities from January 1, 2018 to December 31, 2018 is hereby submitted.

1. A narrative summary of the progress of the District in implementing its Service Plan for the report year:

During 2018, the District continued implementing its Service Plan and is proceeding as planned.

2. Except when exemption from audit has been granted for the report year under the Local Government Audit Law, the audited financial statements of the District for the report year including a statement of financial condition (i.e., balance sheet) as of December 31 of the report year and the statement of operations (i.e., revenues and expenditures) for the report year:

The District’s 2018 Audit has not yet been completed, it will be filed as a supplement to this report upon completion.

3. Unless disclosed within a separate schedule to the financial statements, a summary of the capital expenditures incurred by the District in development of Public Improvements in the report year, as well as any Public Improvements proposed to be undertaken in the five (5) years following the report year:

Please see the audit and budget.

4. Unless disclosed within a separate schedule to the financial statements, a summary of the financial obligations of the District at the end of the report year, including the amount of outstanding Debt, the amount and terms of any new Debt issued in the report year, the amount of payment or retirement of existing Debt of the District in the report year, the total assessed valuation of all taxable properties within the District as of January 1 of the report year, and the current mill levy of the District pledged to Debt retirement in the report year:

On May 3, 2017, the District issued General Obligation Limited Tax (convertible to Unlimited Tax) Bonds, Series 2017A and Subordinate General Obligation Limited Tax Bonds, Series 2017B for the purpose of funding and reimbursing a portion of the costs of certain public improvements. The Assessed Value for 2018 was \$3,319,210. 35.583 mills was imposed in 2018 for collection in 2019 for debt retirement. See Audit for outstanding debt and payment schedule.

The District did not issue any new debt in 2018.

5. The District's budget for the calendar year in which the annual report is submitted:

Attached hereto as **Exhibit A** is the District's 2019 Budget.

6. A summary of the residential development in the District for the report year:

Residential development is ongoing pursuant to the Service Plan.

7. A summary of all fees, charges and assessments imposed by the District as of January 1 of the report year:

There were no fees, charges or assessments imposed by the District during 2018.

8. Certification of the Board that no action, event or condition enumerated in Town Code section 10.11.060 has occurred in the report year, or certification that such event has occurred but that an amendment to the Service Plan that allows such event has been approved by Town Council:

The Board hereby certifies that no action, event or condition in Town Code Section 10.11.060 has occurred in 2018.

9. The name, business address and telephone number of each member of the Board and its chief administrative officer and general counsel, together with the date, place and time of the regular meetings of the Board:

Eric Dome, President
Julie Coleman, Secretary/Treasurer
Cynthia Myers, Assistant Secretary
Nicholas Enke, Assistant Secretary
Dan Galasso, Assistant Secretary
c/o Century Communities
8390 E. Crescent Parkway, Suite 650
Greenwood Village, CO 80111
303-770-8300

General Counsel:
Elisabeth A. Cortese
McGeady Becher P.C.
450 E. 17th Avenue, Suite 400
Denver, CO 80203
303-592-4380

2019 Regular Meeting Date: November 13, 2019 at 8:00 AM at the offices of CliftonLarsenAllen LLP, 8390 E Crescent Parkway, Suite 300, Greenwood Village, CO 80111

10. Certification from the Board of the District that the District is in compliance with all provisions of the Service Plan:

The Board hereby certifies, to the best of its knowledge the District is in compliance with all provisions of the Service Plan.

11. A copy of the most recent notice issued by the District, pursuant to Section 32-1-809, C.R.S.:

Attached hereto as **Exhibit B** is the District's 2019 Transparency Notice.

EXHIBIT A

Budget

LETTER OF BUDGET TRANSMITTAL

Date: January 31, 2019

To: Division of Local Government
1313 Sherman Street, Room 521
Denver, Colorado 80203

Attached are the 2019 budget and budget message for SALISBURY HEIGHTS METROPOLITAN DISTRICT in Douglas County, Colorado, submitted pursuant to Section 29-1-113, C.R.S. This budget was adopted on November 13, 2018. If there are any questions on the budget, please contact:

Kim Herman, District Manager
CliftonLarsonAllen LLP
8390 E. Crescent Parkway, Suite 300
Greenwood Village, CO 80111
Telephone number: 303-265-7923
kim.herman@claconnect.com

I, Kim Herman, District Manager of the Salisbury Heights Metropolitan District hereby certify that the attached is a true and correct copy of the 2019 budget.

By: 

Kim Herman, District Manager

RESOLUTION NO. 2018-11-02

RESOLUTION TO ADOPT BUDGET AND APPROPRIATE SUMS OF MONEY

**RESOLUTION OF THE BOARD OF DIRECTORS OF
SALISBURY HEIGHTS METROPOLITAN DISTRICT, DOUGLAS COUNTY,
COLORADO, PURSUANT TO SECTION 29-1-108, C.R.S., SUMMARIZING
EXPENDITURES AND REVENUES FOR EACH FUND, ADOPTING A BUDGET AND
APPROPRIATING SUMS OF MONEY FOR THE BUDGET YEAR 2019**

A. The Board of Directors of Salisbury Heights Metropolitan District (the “**District**”) has appointed CliftonLarsonAllen, LLP to prepare and submit a proposed budget to said governing body at the proper time.

B. Simmons & Wheeler PC has submitted a proposed budget to this governing body on October 15, 2018 for its consideration.

C. Upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 13, 2018, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget.

D. The budget has been prepared to comply with all terms, limitations and exemptions, including, but not limited to, reserve transfers and expenditure exemptions, under Article X, Section 20 of the Colorado Constitution (“**TABOR**”) and other laws or obligations which are applicable to or binding upon the District.

E. Whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

F. The Board of Directors has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget.

G. It is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
SALISBURY HEIGHTS METROPOLITAN DISTRICT, DOUGLAS COUNTY, COLORADO:**

1. The budget, as submitted, amended, and summarized by fund, is hereby approved and adopted as the budget of the District for the year stated above.

2. The budget is hereby approved and adopted, shall be certified by the Secretary of the District to all appropriate agencies and is made a part of the public records of the District.


3. The sums set forth as the total expenditures of each fund in the budget attached hereto as Exhibit A and incorporated herein by reference are hereby appropriated from the revenues of each fund, within each fund, for the purposes stated.

[SIGNATURE PAGE FOLLOWS]

[SIGNATURE PAGE TO RESOLUTION TO ADOPT BUDGET AND
APPROPRIATE SUMS OF MONEY]

RESOLUTION APPROVED AND ADOPTED on November 13, 2018.

SALISBURY HEIGHTS METROPOLITAN
DISTRICT

By: 
President

Attest:

By: 
Secretary



EXHIBIT A

Budget

**SALISBURY HEIGHTS METROPOLITAN DISTRICT
2019
BUDGET MESSAGE**

Attached please find a copy of the adopted 2019 budget for the Salisbury Heights Metropolitan District.

The Salisbury Heights Metropolitan District has adopted three funds, a General Fund to provide for general operating expenditures; ; a Capital Projects Fund to repay developer advances; and a Debt Service Fund to provide for payments on the outstanding general obligation bonds.

The District's accountants have utilized the modified accrual basis of accounting and the budget has been adopted after proper postings, publications and public hearing.

The primary sources of revenue for the District in 2019 will be property and specific ownership taxes. The District intends to impose a 47.347 mill levy on the property within the District in 2019, of which 11.764 mills will be dedicated to the General Fund and the balance of 35.583 mills will be allocated to the Debt Service Fund.

Salisbury Heights Metropolitan District
Adopted Budget
General Fund
For the Year ended December 31, 2019

	Actual <u>2017</u>	Adopted Budget <u>2018</u>	Actual <u>6/30/2018</u>	Estimated <u>2018</u>	Adopted Budget <u>2019</u>
Beginning fund balance	\$ 32,718	\$ 42,749	\$ 73,671	\$ 73,671	\$ 80,258
Revenues:					
Property taxes	73,520	37,054	37,054	37,054	39,048
Specific ownership taxes	8,052	2,223	1,866	3,300	2,338
Developer advances	-	-	-	-	-
Interest income	8	-	12	20	-
Total revenues	<u>81,580</u>	<u>39,277</u>	<u>38,932</u>	<u>40,374</u>	<u>41,386</u>
Total funds available	<u>114,298</u>	<u>82,026</u>	<u>112,603</u>	<u>114,045</u>	<u>121,644</u>
Expenditures:					
Accounting / audit	4,159	6,500	2,495	9,500	9,500
Legal	14,864	15,000	4,199	15,000	15,000
Insurance	3,080	3,500	3,031	3,031	3,500
Elections	-	-	1,187	1,200	-
Miscellaneous	182	1,000	-	-	1,000
Treasurer's fees	1,103	556	556	556	586
Management	5,664	4,000	1,227	4,500	4,000
Repay developer advances	11,575	-	-	-	-
Contingency	-	50,553	-	-	87,049
Emergency reserve (3%)	-	917	-	-	1,008
Total expenditures	<u>40,627</u>	<u>82,026</u>	<u>12,695</u>	<u>33,787</u>	<u>121,643</u>
Ending fund balance	<u>\$ 73,671</u>	<u>\$ -</u>	<u>\$ 99,908</u>	<u>\$ 80,258</u>	<u>\$ 1</u>
Assessed valuation		<u>2,437,150</u>			<u>3,319,210</u>
Mill Levy		<u>15.204</u>			<u>11.764</u>

Salisbury Heights Metropolitan District
Adopted Budget
Capital Projects Fund
For the Year ended December 31, 2019

	Actual <u>2017</u>	Adopted Budget <u>2018</u>	Actual <u>6/30/2018</u>	Estimated <u>2018</u>	Adopted Budget <u>2019</u>
Beginning fund balance	\$ -	\$ -	\$ 41,564	\$ 41,564	\$ 41,764
Revenues:					
Interest income	104	-	173	200	236
Bond proceeds	2,345,000	-	-	-	-
Bond proceeds subordinate	509,000	-	-	-	-
Total revenues	<u>2,854,104</u>	-	<u>173</u>	<u>200</u>	<u>236</u>
Total funds available	<u>2,854,104</u>	-	<u>41,737</u>	<u>41,764</u>	<u>42,000</u>
Expenditures:					
Issuance costs	243,500	-	-	-	-
Capital expenditures	-	-	-	-	-
Repay developer advances	2,118,068	-	-	-	42,000
Repay developer advances - interest	-	-	-	-	-
Transfer to Debt Service	450,972	-	-	-	-
Total expenditures	<u>2,812,540</u>	-	<u>-</u>	<u>-</u>	<u>42,000</u>
Ending fund balance	<u>\$ 41,564</u>	<u>\$ -</u>	<u>\$ 41,737</u>	<u>\$ 41,764</u>	<u>\$ -</u>

Salisbury Heights Metropolitan District
Adopted Budget
Debt Service Fund
For the Year ended December 31, 2019

	Actual <u>2017</u>	Adopted Budget <u>2018</u>	Actual <u>6/30/2018</u>	Estimated <u>2018</u>	Adopted Budget <u>2019</u>
Beginning fund balance	\$ -	\$ 376,953	\$ 377,329	\$ 377,329	\$ 322,131
Revenues:					
Property taxes	-	72,567	72,566	72,566	118,107
Specific ownership taxes	-	4,353	3,653	7,300	7,042
Transfer from Capital Projects (cap int)	450,972	-	-	-	-
Interest income	876	388	1,602	500	388
Total revenues	<u>451,848</u>	<u>77,308</u>	<u>77,821</u>	<u>80,366</u>	<u>125,537</u>
Total funds available	<u>451,848</u>	<u>454,261</u>	<u>455,150</u>	<u>457,695</u>	<u>447,668</u>
Expenditures:					
Interest expense senior bonds	74,519	128,975	64,488	128,975	128,975
Interest expense subordinate bonds	-	-	-	-	-
Bond principal	-	-	-	-	-
Treasurer's fees	-	1,088	1,089	1,089	1,770
Trustee / paying agent fees	-	2,000	-	5,500	5,500
Total expenditures	<u>74,519</u>	<u>132,063</u>	<u>65,577</u>	<u>135,564</u>	<u>136,245</u>
Ending fund balance	<u>\$ 377,329</u>	<u>\$ 322,198</u>	<u>\$ 389,573</u>	<u>\$ 322,131</u>	<u>\$ 311,423</u>
Assessed valuation		<u>\$ 2,437,150</u>			<u>\$ 3,319,210</u>
Mill Levy		<u>29.775</u>			<u>35.583</u>
Total Mill Levy		<u>44.979</u>			<u>47.347</u>

I, hereby certify that I am the duly appointed Secretary of the Salisbury Heights Metropolitan District, and that the foregoing is a true and correct copy of the budget for the budget year 2019, duly adopted at a meeting of the Board of Directors of the Salisbury Heights Metropolitan District held on November 13, 2018.



Secretary



RESOLUTION NO. 2018-11-03

RESOLUTION TO SET MILL LEVIES

**RESOLUTION OF THE SALISBURY HEIGHTS METROPOLITAN DISTRICT
LEVYING GENERAL PROPERTY TAXES, PURSUANT TO SECTION 39-1-111,
C.R.S., FOR THE YEAR 2018, TO HELP DEFRAY THE COSTS OF GOVERNMENT
FOR THE 2019 BUDGET YEAR**

A. The Board of Directors of the Salisbury Heights Metropolitan District (the “**District**”) has adopted an annual budget in accordance with the Local Government Budget Law, on November 13, 2018.

B. The adopted budget is attached as Exhibit A to the Resolution of the Board of Directors of the District to Adopt Budget and Appropriate Sums of Money, and such budget is incorporated herein by this reference.

C. The amount of money necessary to balance the budget for general fund expenses from property tax revenue is identified in the budget.

D. The amount of money necessary to balance the budget for debt service fund expenses from property tax revenue is identified in the budget.

NOW, THEREFORE, PURSUANT TO SECTIONS 39-1-111(5) and 39-5-128(1), C.R.S., BE IT RESOLVED by the Board of Directors of the Salisbury Heights Metropolitan District, Douglas County, Colorado, that:

1. For the purpose of meeting all general operating expenses of the District during the 2019 budget year, the District determined to levy mills upon each dollar of the total valuation for assessment of all taxable property within the District, as set forth in the budget, to raise the required revenue.

2. That for the purpose of meeting all debt retirement expenses of the District during the 2019 budget year, the District determined to levy mills upon each dollar of the total valuation for assessment of all taxable property within the District, as set forth in the budget, to raise the required revenue.

3. That for the purpose of meeting all contractual obligation expenses of the District during the 2019 budget year, the District determined to levy mills upon each dollar of the total valuation for assessment of all taxable property within the District, as set forth in the budget, to raise the required revenue.

4. That the Secretary is hereby authorized and directed to immediately certify to the Board of County Commissioners of Douglas County, Colorado, the mill levies for the District as set forth in the District’s Certification of Mill Levies, attached hereto as **Exhibit 1** and incorporated herein by reference, recalculated as needed upon receipt of the final certification of

valuation from the County Assessor in order to comply with any applicable revenue and other budgetary limits.

[SIGNATURE PAGE FOLLOWS]

[SIGNATURE PAGE OF RESOLUTION TO SET MILL LEVIES]

RESOLUTION APPROVED AND ADOPTED on November 13, 2018.

SALISBURY HEIGHTS
METROPOLITAN DISTRICT

By: Eric Dore
President

Attest:

By: [Signature]
Secretary



EXHIBIT 1

Certification of Tax Levies

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners¹ of Douglas County, Colorado.

On behalf of the Salisbury Heights Metropolitan District
(taxing entity)^A

the Board of Directors
(governing body)^B

of the Salisbury Heights Metropolitan District
(local government)^C

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 3,319,210 assessed valuation of: (GROSS^D assessed valuation, Line 2 of the Certification of Valuation Form DLG 57^E)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area^F the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 3,319,210 (NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)
USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10

Submitted: 12/11/2018 for budget/fiscal year 2019
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

<u>PURPOSE</u> (see end notes for definitions and examples)	<u>LEVY</u> ²	<u>REVENUE</u> ²
1. General Operating Expenses ^H	<u>11.764</u> mills	\$ <u>39,048</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	< > mills	\$ < >
SUBTOTAL FOR GENERAL OPERATING:	11.764 mills	\$ 39,048
3. General Obligation Bonds and Interest ^J	<u>35.583</u> mills	\$ <u>118,107</u>
4. Contractual Obligations ^K	_____ mills	\$ _____
5. Capital Expenditures ^L	_____ mills	\$ _____
6. Refunds/Abatements ^M	_____ mills	\$ _____
7. Other ^N (specify): _____	_____ mills	\$ _____
_____	_____ mills	\$ _____
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	47.347 mills	\$ 157,155

Contact person: (print) Diane K Wheeler Daytime phone: (303) 689-0833
Signed: *Diane K Wheeler* Title: District Accountant

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 866-2156.

¹ If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.
² Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's final certification of valuation).

I, Kim Herman, hereby certify that I am the duly appointed Secretary of the Salisbury Heights Metropolitan District, and that the foregoing is a true and correct copy of the Certification of Mill Levies for the budget year 2019, duly adopted at a meeting of the Board of Directors of the Salisbury Heights Metropolitan District held on November 13, 2018.



Secretary



NOTICE OF REGULAR MEETING

**SALISBURY HEIGHTS METROPOLITAN DISTRICT
DOUGLAS COUNTY, COLORADO**

NOTICE IS HEREBY GIVEN that the Board of Directors of Salisbury Heights Metropolitan District, Douglas County, Colorado, will hold a Regular Meeting on Tuesday, November 13, 2018 at 8:00 a.m., at CliftonlarsenAllen LLP, 8390 E. Crescent Parkway, Suite 300, Greenwood Village, Colorado 80111, for the purpose of conducting any business as may come before the Board. The meeting is open to the public.

This notice is given by order of the Board of Directors of the District.

**SALISBURY HEIGHTS METROPOLITAN
DISTRICT, DOUGLAS COUNTY, COLORADO**

By: /s/ Kim Herman
Manager

Colorado Community Media
750 W. Hampden Ave, Suite 225
Englewood, CO 80110

Public Notice

NOTICE AS TO PROPOSED 2019 BUDGET
AND AMENDMENT OF 2018 BUDGET

SALISBURY HEIGHTS METROPOLITAN
DISTRICT
DOUGLAS COUNTY, COLORADO

AFFIDAVIT OF PUBLICATION

State of Colorado)ss
County of Douglas

This Affidavit of Publication for the Douglas County News Press, a weekly newspaper, printed and published for the County of Douglas, State of Colorado, hereby certifies that the attached legal notice was published in said newspaper once in each week, for 1 successive week(s), the last of which publication was made the 8th day of November A.D., 2018, and that copies of each number of said paper in which said Public Notice was published were delivered by carriers or transmitted by mail to each of the subscribers of said paper, according to their accustomed mode of business in this office.

NOTICE IS HEREBY GIVEN, pursuant to Sections 29-1-108 and 109, C.R.S., that a proposed budget has been submitted to the Board of Directors of the Salisbury Heights Metropolitan District (the "District") for the ensuing year of 2019. The necessity may also arise for the amendment of the 2018 budget of the District. Copies of the proposed 2019 budget and 2018 amended budget (if appropriate) are on file in the office of the District's Accountant, CliftonLarsonAllen LLP, 8390 E. Crescent Pkwy., Suite 300, Greenwood Village, CO 80111, where same are available for public inspection. Such proposed 2019 budget and 2018 amended budget will be considered at a regular meeting to be held at 8390 E. Crescent Parkway, Suite 300, Greenwood Village, Colorado at 8:00 a.m. on Tuesday, November 13, 2018. Any interested elector within the District may, at any time prior to the final adoption of the 2019 budget or the 2018 amended budget, inspect the 2019 budget and the 2018 amended budget and file or register any objections thereto.



for the Douglas County News Press
State of Colorado)
County of Arapahoe)ss

SALISBURY HEIGHTS
METROPOLITAN DISTRICT

By: /s/ Kim Herman, District Manager

Legal Notice No.: 934214
First Publication: November 8, 2018
Last Publication: November 8, 2018
Publisher: Douglas County News-Press

The above Affidavit and Certificate of Publication was subscribed and sworn to before me by the above named Gerard Healey, publisher of said newspaper, who is personally known to me to be the identical person in the above certificate on 8th day of November A.D., 2018. Gerard Healey has verified to me that he has adopted an electronic signature to function as his signature on this document.

LINDSAY L NICOLETTI
Notary Public
State of Colorado
Notary ID # 20134073610
My Commission Expires 02-22-2022

My Commission Expires 02/22/22



Notary Public

EXHIBIT B

Transparency Notice

Salisbury Heights Metropolitan District

Pursuant to section 32-1-809, Colorado Revised Statutes for Transparency Notices may be filed with Special District Association of Colorado. This information must be provided annually to the eligible electors of the district no later than January 15 of each year.

***Note that some information provided herein may be subject to change after the notice is posted.**

District's Principal Business Office

Name CliftonLarsonAllen LLP
Address 8390 E. Crescent Pkwy, Suite 300, Greenwood Village, Colorado 80111
Phone 303-779-5710

District's Physical Location

Counties Douglas

Regular Board Meeting Information

Location CliftonLarsonAllen LLP
Address 8390 E. Crescent Parkway, Suite 300, Greenwood Village, Colorado
Day(s) November 12, 2019
Time 8:00 a.m.

Posting Place for Meeting Notice

Location On a post at the southeast corner of the District
Address Parker, Colorado

Notice of Proposed Action to Fix or Increase Fees, Rates, Tolls, Penalties or Charges for Domestic Water or Sanitary Sewer Services

Location
Address
Date
Notice

Current District Mill Levy

Mills 47.347

Ad Valorem Tax Revenue

Revenue reported may be incomplete or unaudited as of the date this Notice was posted.

Amount(\$) 37,054 (estimated/ unaudited)

Date of Next Regular Election

Date 05/05/2020

Pursuant to 24-72-205 C.R.S

The district's research and retrieval fee is **maximum al** per hour

District Policy

Pursuant to Resolution No. 2014-12-13, which was adopted by the Salisbury Heights Metropolitan District Board of Directors, the District's Official Custodian is authorized to impose the maximum fees set forth in Section 24-72-205(6), C.R.S., as amended from time to time, for all costs incurred on the research and retrieval of public records requested under the Colorado Open Records Act. Copies, printouts, and/or photographs of public records in a format other than a standard page will be charged at actual cost. All requests for copies or inspection of public records must be submitted in writing to the Official Custodian. Upon receipt of a written request, the Official Custodian shall notify the requester if the records are readily available for inspection. If the records are in active use, in storage, or are otherwise not readily available at the time of the request, the Official Custodian shall set a date and time within three (3) working days of the request when such records will be available. If extenuating circumstances exist, then the Official Custodian shall notify the requester of this fact in writing within the initial three (3) working day-period and shall make the records available within seven (7) working days thereafter. Inspections of public records shall take place during regular business hours at the office of the Official Custodian and may not preempt or take priority over previously scheduled official District-related business activities. Copies of public records will be delivered by the Official Custodian to the requester via United States mail, other delivery service, or facsimile only upon receipt of payment for all costs associated with records transmission, or upon making arrangements for receiving payment, unless recovery of all or any portion of such costs or fees has been waived by the Official Custodian. The District may not charge any transmission fees for records delivered via electronic mail. Upon receiving payment or making arrangements for payment, the Official Custodian shall send the records to the requester as soon as practicable, but not more than three (3) working days after receipt of such payment.

District contact information for open records request:

Kim Herman

Names of District Board Members

Board President

Name Eric Dome, Chair
Contact Info 8390 E. Crescent Pkwy, Ste 300 Greenwood Village, CO 80111
Election **No**, this office will not be on the next regular election ballot

Board Member 2

Name Julie Coleman
Contact Info 8390 E. Crescent Pkwy, Ste 300 Greenwood Village, CO 80111
Election **Yes**, this office will be on the next regular election ballot

Board Member 3

Name Cynthia Myers
Contact Info 8390 E. Crescent Pkwy, Ste 300 Greenwood Village, CO 80111
Election **Yes**, this office will be on the next regular election ballot

Board Member 4

Name Nicholas Enke
Contact Info 8390 E. Crescent Parkway, Suite 300 Greenwood Village, CO 80111
Election **Yes**, this office will be on the next regular election ballot

Board Member 5

Name Dan Galasso

Contact Info 8390 E. Crescent Parkway, Suite 300 Greenwood Village, CO 80111

Election **Yes**, this office will be on the next regular election ballot

Board Candidate Self-Nomination Forms

Any eligible elector of the special district who desires to be a candidate for the office of special district director must file a self-nomination and acceptance form or letter with the designated election official.

Deadline for Self-Nomination Forms

Self-nomination and acceptance forms or letters must be filed not less than 67 days before the date of the regular election.

District Election Results

The district's election results will be posted on the website of the Colorado Secretary of State (www.sos.state.co.us) and the website indicated below, if any.

Website www.sos.state.co.us

Permanent Mail-In Voter Status

Absentee voting and Permanent absentee voter status (formerly Permanent Mail-In voter status): Where to obtain and return forms.

Kim Herman, 8390 E. Crescent Pkwy, Ste 300 Greenwood Village, CO 80111

Applications for absentee voting or for permanent absentee voter status are available from and must be returned to the Designated Election Official.

Kim Herman, 8390 E. Crescent Pkwy, Ste 300 Greenwood Village, CO 80111

Notice Completed By

Name Trina Hartman

Title District Administrator

Email Trina.Hartman@Claconnect.com

Dated 2019-01-08