

# North Pine Vistas Metropolitan District No. 1

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** Spencer Fane LLP  
**Address** 1700 Lincoln Street, Suite 2000, Denver, Colorado 80203  
**Phone** (303) 839-3800

## District's Physical Location

**Counties** Douglas

## Regular Board Meeting Information

**Location**  
**Address** 9801 E. Easter Avenue, Centennial, CO, Colorado  
**Day(s)** 1st Thursday of Each Month  
**Time** 9:00 a.m.

## Posting Place for Meeting Notice

**Location** Fence on Mira Vista Lane and 2 other places within the boundaries of the District  
**Address** Castle Pines, 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** 0.000

## Ad Valorem Tax Revenue

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

**Amount(\$)** \$0.00

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 **\$30/Hour a** per hour

**District Policy**

RESOLUTION

BY THE BOARDS OF DIRECTORS

OF

NORTH PINE VISTAS METROPOLITAN DISTRICT NOS. 1 - 3

A RESOLUTION ADOPTING THE COLORADO SPECIAL DISTRICT RECORDS RETENTION SCHEDULE, APPOINTING AN OFFICIAL CUSTODIAN, AND ADOPTING POLICIES AND FEE SCHEDULE FOR THE HANDLING OF RECORD REQUESTS UNDER THE COLORADO OPEN RECORDS ACT ("CORA")

WHEREAS, the North Pine Vistas Metropolitan District Nos. 1 - 3 (collectively, the "District") of the County of Douglas, State of Colorado ("District") is a quasi-municipal corporation and political subdivision of the State of Colorado; and WHEREAS, pursuant to Section 32-1-1001(1)(h-i), C.R.S., the Boards of Directors (collectively, the "Board") of the District is responsible for the management, control and supervision of all business and affairs of the District and has the authority to appoint, hire, and retain agents; and District is authorized pursuant to Section 32-1-1001(1)(j)(l), C.R.S.; and WHEREAS, the Board of Directors of the District recognizes a need for a comprehensive records retention schedule for the District's non-permanent records and the retention of those records that have long-term administrative, fiscal and historical value; and

WHEREAS, the Board of Directors of the District has determined that it is appropriate to designate an official custodian of the District's records for the purpose of storing, maintaining, and protecting such records in accordance with state statute and to permit their inspection in an orderly and timely fashion; and

WHEREAS, pursuant to C.R.S. 24-80-101 et seq., the Colorado State Archives has developed a statewide records retention schedule in cooperation with the Special District Association, the Colorado Attorney General's Office and the State Auditor's Office for special districts and other governmental entities to use and follow; and

WHEREAS, the Board of Directors of the District has determined that it is appropriate to adopt the model special district retention schedule, unless modified by Section 4 below; and

WHEREAS, C.R.S. 24-72-200.1 et seq., (Colorado Open Records Act or CORA) requires that public documents and records be made available upon request to members of the public unless protected by an exception and allows for public entities such as special districts to charge a reasonable fee for copying such documents and for any extra work that is required to research and retrieve requested documents; and

WHEREAS, the Board of Directors of the District has determined that it is appropriate to adopt policies regarding CORA requests for documents and a fee schedule for the copying and retrieval of such documents.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE NORTH PINE VISTAS METROPOLITAN DISTRICT NO. 1 OF DOUGLAS COUNTY, COLORADO AS FOLLOWS:

Section 1. The Board designates the Board Secretary as the Official Custodian of public records as such term is used in Section 24-72-202, C.R.S. The Official Custodian is authorized to develop such procedures as may be reasonably required for the protection of such records. On behalf of the District, the Official Custodian may charge the maximum fees allowed by law for the development of a privilege log, copies, a printout or photograph, and such other services as are authorized by law.

The Board hereby sets a charge of \$30 per hour for research and retrieval of documents. The first hour of time spent for research and retrieval will be without charge.

Unless otherwise determined by the Board, all such fees and charges shall be increased or decreased for changes in the maximum rates allowed by law.

Section 2. The Official Custodian shall have the authority to designate such persons and/or organizations as it shall determine appropriate to perform any and all acts necessary to the maintenance, care, and keeping of the District's records. This may include, and shall not be limited to, the temporary, off-site storage of such records.

Section 3. The Board hereby adopts the 2008 Colorado Special District Records Retention Schedule ("Schedule") and all subsequent amendment, modification, and revisions.

Section 4. Unless otherwise prescribed by Statute, all District records shall be retained in accordance with the Schedule and authorizes the District Secretary or the Official Custodian to submit a request to the Colorado State Archivist to adopt the Schedule. Approval from the State Archivist is legal authority for the destruction and preservation of District records. This Schedule may be amended from time to time as required by the Official Custodian or by the State Archivist.

Section 5. All District records are public records and shall be available for public inspection, unless prohibited by the exceptions of Part 2 of Title 24, Article 72, C.R.S. Inspection shall be permitted during normal hours, Monday Friday, except on holidays, at a time set by official custodian.

Section 6. No person shall permitted to inspect or copy any records of the District, if, in the opinion of Official Custodian after consultation with the District's general counsel, such inspection or copying would be prohibited by one or more exceptions set forth in the Colorado Open Records Act.

Section 7. Unless otherwise directed by the Board, on July 1, 2019, and by July 1 of every five-year period thereafter, the Official Custodian shall adjust the maximum hourly fee specified in this Resolution in accordance with the

percentage change over the period of the United States Department of Labor, Bureau of Labor Statistics, Consumer Price Index for Denver-Boulder-Greeley, All Items, All Urban Consumers, or its successor index as posted by the Director of Research of the Legislative Council on the website of the General Assembly.

Section 8. If any provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intension the various provisions hereof are severable.

Section 9. All acts, orders, and resolutions or parts thereof of the District's Board which are inconsistent with or in conflict with this Resolution, are hereby repealed to the extent only of such consistency or conflict.

Section 10. The provisions of this Resolution shall take effect as of the date set forth below.

Approved and adopted this 26th day of June, 2014.

**District contact information for open records request:**

Russell W. Dykstra

Names of District Board Members

**Board President**

**Name** Thomas M. Clark  
**Contact Info** rdykstra@spencerfane.com  
**Election** **No**, this office will not be on the next regular election ballot

**Board Member 2**

**Name** Bryan R. Horan - Secretary/Treasurer  
**Contact Info** rdykstra@spencerfane.com  
**Election** **No**, this office will not be on the next regular election ballot

**Board Member 3**

**Name** Darwin Horan - Asst. Secretary  
**Contact Info** rdykstra@spencerfane.com  
**Election** **Yes**, this office will be on the next regular election ballot

**Board Member 4**

**Name** Vacant  
**Contact Info**  
**Election** **Yes**, this office will be on the next regular election ballot

**Board Member 5**

**Name** Vacant  
**Contact Info**  
**Election** **Yes**, this office will be on the next regular election ballot

**Board Member 6**

**Name** N/A  
**Contact Info**  
**Election** **No**, this office will not be on the next regular election ballot

**Board Member 7**

**Name** N/A  
**Contact Info**  
**Election** **No**, this office will not 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](http://www.sos.state.co.us)) and the website indicated below, if any.

**Website** <https://dola.colorado.gov/lgis/>

### Permanent Mail-In Voter Status

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

Designated Election Official (see below)

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

Becky Johnson, Spencer Fane LLP 1700 Lincoln Street, Suite 2000 Denver, CO 80203 (303) 839-3800

### Notice Completed By

<b>Name</b>	Becky Johnson
<b>Title</b>	Paralegal
<b>Email</b>	<a href="mailto:bjohnson@spencerfane.com">bjohnson@spencerfane.com</a>
<b>Dated</b>	2019-01-08