

**ANNUAL INFORMATION REPORT**  
**FOR THE YEAR 2021**  
**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, 2021 to December 31, 2021 is hereby submitted.

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

During 2021, the District continued implementing its Service Plan and is proceeding as planned.

The District did not construct or install any public infrastructure during 2021 and does not plan on constructing or installing any future public infrastructure at this time. The District does not plan to undertake any maintenance operations or activities in 2022.

**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 2021 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 2021

was \$4,585,700. A mill levy of 47.678 mills was imposed in 2021 for collection in 2022, which included 38.631 mills for debt retirement. See Audit for outstanding debt and payment schedule.

The District did not issue any new debt in 2021.

**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 2022 Budget.

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

Residential development has been completed 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 2021.

**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:**

No action, event or condition in Town Code Section 10.11.060 has occurred in 2021.

**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:**

Board:  
Ken Cleveland  
c/o CliftonLarsonAllen LLP  
8390 E. Crescent Parkway, Suite 300  
Greenwood Village, CO 80111  
303-779-5710

Lisa Coonts  
c/o CliftonLarsonAllen LLP  
8390 E. Crescent Parkway, Suite 300  
Greenwood Village, CO 80111  
303-779-5710

District Manager / Chief Administrative Officer:  
Lisa Johnson  
CliftonLarsonAllen LLP  
8390 E. Crescent Parkway, Suite 300  
Greenwood Village, CO 80111  
303-779-5710

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

2022 Regular Meeting Date: November 9, 2022 at 9:00 AM, to be held virtually.

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

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 2022 Transparency Notice.

**12. A copy of any intergovernmental agreements entered into by the District since the filing of the last annual report.**

There were no intergovernmental agreements entered into by the District since the filing of the last annual report.

**EXHIBIT A**

**Budget**

**SALISBURY HEIGHTS METROPOLITAN DISTRICT**  
**2022**  
**BUDGET MESSAGE**

Attached please find a copy of the adopted 2022 budget for the Salisbury Heights Metropolitan District.

The Salisbury Heights Metropolitan District has adopted budgets for 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 2022 will be property and specific ownership taxes. The district intends to impose a 47.678 mill levy on the property within the district in 2022, of which 9.047 mills will be dedicated to the General Fund and the balance of 38.631 mills will be allocated to the Debt Service Fund.

**Salisbury Heights Metropolitan District**  
**Adopted Budget**  
**General Fund**  
**For the Year ended December 31, 2022**

	Actual <u>2020</u>	Adopted Budget <u>2021</u>	Actual <u>8/31/2021</u>	Estimated <u>2021</u>	Adopted Budget <u>2022</u>
Beginning fund balance	\$ 106,465	\$ 124,333	\$ 118,492	\$ 118,492	\$ 131,892
Revenues:					
Property taxes	38,880	40,047	39,903	40,000	41,487
Specific ownership taxes	3,729	2,403	2,305	4,500	2,489
Interest income	892	1,000	53	100	1,000
	<u>43,501</u>	<u>43,450</u>	<u>42,261</u>	<u>44,600</u>	<u>44,976</u>
Total revenues					
	<u>43,501</u>	<u>43,450</u>	<u>42,261</u>	<u>44,600</u>	<u>44,976</u>
Total funds available	<u>149,966</u>	<u>167,783</u>	<u>160,753</u>	<u>163,092</u>	<u>176,868</u>
Expenditures:					
Accounting / audit	11,360	9,500	3,904	9,500	9,500
Legal	12,471	15,000	4,767	12,500	15,000
Insurance	3,454	3,700	3,276	3,300	3,700
Elections	-	-	-	-	5,000
Miscellaneous	187	1,000	-	300	1,000
Treasurer's fees	584	601	598	600	622
Management	3,418	5,000	2,844	5,000	5,000
Contingency	-	131,938	-	-	135,851
Emergency reserve (3%)	-	1,044	-	-	1,195
	<u>31,474</u>	<u>167,783</u>	<u>15,389</u>	<u>31,200</u>	<u>176,868</u>
Total expenditures					
	<u>31,474</u>	<u>167,783</u>	<u>15,389</u>	<u>31,200</u>	<u>176,868</u>
Ending fund balance	<u>\$ 118,492</u>	<u>\$ -</u>	<u>\$ 145,364</u>	<u>\$ 131,892</u>	<u>\$ -</u>
Assessed valuation		<u>4,426,500</u>			<u>4,585,700</u>
Mill Levy		<u>9.047</u>			<u>9.047</u>

**Salisbury Heights Metropolitan District**  
**Adopted Budget**  
**Capital Projects Fund**  
**For the Year ended December 31, 2022**

	Actual <u>2020</u>	Adopted Budget <u>2021</u>	Actual <u>8/31/2021</u>	Estimated <u>2021</u>	Adopted Budget <u>2022</u>
Beginning fund balance	\$ 42,709	\$ 42,909	\$ 42,830	\$ 42,830	\$ 43,030
Revenues:					
Interest income	<u>121</u>	<u>-</u>	<u>2</u>	<u>200</u>	<u>-</u>
Total revenues	<u>121</u>	<u>-</u>	<u>2</u>	<u>200</u>	<u>-</u>
Total funds available	<u>42,830</u>	<u>42,909</u>	<u>42,832</u>	<u>43,030</u>	<u>43,030</u>
Expenditures:					
Transfer to Debt Service	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Ending fund balance	<u>\$ 42,830</u>	<u>\$ 42,909</u>	<u>\$ 42,832</u>	<u>\$ 43,030</u>	<u>\$ 43,030</u>

**Salisbury Heights Metropolitan District**  
**Adopted Budget**  
**Debt Service Fund**  
**For the Year ended December 31, 2022**

	Actual <u>2020</u>	Adopted Budget <u>2021</u>	Actual <u>8/31/2021</u>	Amended <u>2021</u>	Adopted Budget <u>2022</u>
Beginning fund balance	\$ 325,603	\$ 206,751	\$ 359,462	\$ 359,462	\$ 189,562
Revenues:					
Property taxes	166,019	171,000	170,390	165,500	177,151
Specific ownership taxes	13,944	10,260	9,843	18,000	10,628
Interest income	<u>861</u>	<u>388</u>	<u>32</u>	<u>1,600</u>	<u>388</u>
Total revenues	<u>180,824</u>	<u>181,648</u>	<u>180,265</u>	<u>185,100</u>	<u>188,167</u>
Total funds available	<u>506,427</u>	<u>388,399</u>	<u>539,727</u>	<u>544,562</u>	<u>377,729</u>
Expenditures:					
Interest expense senior bonds	128,975	128,425	64,212	128,975	127,325
Interest expense subordinate bonds	-	35,000	-	193,106	27,685
Bond principal	10,000	20,000	-	20,000	25,000
Treasurer's fees	2,490	2,565	2,566	2,566	2,657
Trustee / paying agent fees	<u>5,500</u>	<u>5,500</u>	<u>5,500</u>	<u>10,353</u>	<u>5,500</u>
Total expenditures	<u>146,965</u>	<u>191,490</u>	<u>72,278</u>	<u>355,000</u>	<u>188,167</u>
Ending fund balance	<u>\$ 359,462</u>	<u>\$ 196,909</u>	<u>\$ 467,449</u>	<u>\$ 189,562</u>	<u>\$ 189,562</u>
Assessed valuation		<u>\$ 4,426,500</u>			<u>\$ 4,585,700</u>
Mill Levy		<u>38.631</u>			<u>38.631</u>
Total Mill Levy		<u>47.678</u>			<u>47.678</u>



**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

<b>Company</b>	CliftonLarsonAllen LLP
<b>Contact</b>	Lisa Johnson, District Manager
<b>Address</b>	8390 E. Crescent Pkwy, Suite 300, Greenwood Village, Colorado 80111
<b>Phone</b>	303-779-5710

## District's Physical Location

<b>Counties</b>	Douglas
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## Regular Board Meeting Information

<b>Location</b>	CliftonLarsonAllen LLP
<b>Address</b>	8390 E. Crescent Parkway, Suite 300, Greenwood Village, Colorado 80111
<b>Day(s)</b>	November 9, 2022
<b>Time</b>	9:00 a.m.

## Posting Place for Meeting Notice

<b>Location</b>	On the District's Website <a href="https://www.salisburyheightsmetrodistrict.org/">https://www.salisburyheightsmetrodistrict.org/</a>
<b>Address</b>	Parker, Colorado

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

<b>Location</b>	
<b>Address</b>	
<b>Date</b>	
<b>Notice</b>	

## Current District Mill Levy

<b>Mills</b>	47.678
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## Ad Valorem Tax Revenue

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

**Amount(\$)** 211,047

Date of Next Regular Election

**Date** 05/02/2023

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

The district's research and retrieval fee is **\$33.58** 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:**

CliftonLarsonAllen LLP

Names of District Board Members

**Board President**

**Name** Ken Cleveland

**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** Lisa Coonts

**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 3**

**Name** VACANT

**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** VACANT  
**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** VACANT  
**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](http://www.sos.state.co.us)) and the website indicated below, if any.

**Website** [www.sos.state.co.us](http://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.

For information contact: District General Counsel, McGeady Becher P.C., 450 E. 17th Ave., Suite 400, Denver, CO 80203, (303) 592-4380

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

## Notice Completed By

**Name** Ashley Heidt  
**Company/District** CliftonLarsonAllen LLP  
**Title** District Administrator  
**Email** [Ashley.Heidt@claconnect.com](mailto:Ashley.Heidt@claconnect.com)

**Dated**

05/25/2022