

# SPECIAL DISTRICT TRANSPARENCY INFORMATION

Pursuant to section 32-1-809, Colorado Revised Statutes

This information must be provided annually to the eligible electors  
of the district no later than January 15.



Print Page

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

## District's Name

Name:

## District's Principal Business Office

Name:

Address:

City:

Zip:

Telephone:

## District's Physical Location

Counties:

## Primary Contact Person or District Manager

Name:

Telephone:

## Regular Board Meeting Information

Location:

Address:

City:

Day(s):

Time:

**Posting Place for Meeting Notice**

Location:

Address:

City:

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

Location:

Address:

City:

Date:

Notice:

**Current District Mill Levy**

Mills:

**Ad Valorem Tax Revenue**

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

Amount (\$)

**Date of Next Regular Election**

Regular elections for special districts are held in May of even-numbered years on the Tuesday succeeding the first Monday of the month. Regular elections are held for the purpose of electing members to the board of directors and other public questions, if any.

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

The district's  
research and  
retrieval fee is  
30.00 per  
hour

District Policy:

RESOLUTION  
OF THE  
BOARD OF  
DIRECTORS  
OF THE  
CASTLE  
PINES  
COMMERCIAL  
METROPOLITAN  
DISTRICT  
NOS. 1-5  
Colorado  
Open Records  
Act Rules and  
Policy  
WHEREAS,  
the Castle  
Pines  
Commercial  
Metropolitan  
District Nos. 1-  
5(the "District")  
is a quasi-  
municipal  
corporation  
and political  
subdivision of  
the State of  
Colorado  
located in  
Douglas  
County,  
Colorado; and  
WHEREAS, as  
a  
governmental  
entity, the  
District is  
subject to and  
required to  
comply  
with the  
Colorado  
Open Records  
Act, § 24-72-  
200.1 to —  
206, C.R.S.  
("CORA"); and  
WHEREAS,  
CORA permits  
the adoption of

policies specifying the applicable conditions concerning the research and retrieval of public records, including the imposition of a research and retrieval fee; and  
WHEREAS; to provide guidance to persons who submit requests for public records to the District pursuant to CORA, the District desires to adopt an updated policy regarding requests for public records and the research and retrieval fees that apply when responding to CORA requests; and  
NOW  
THEREFORE, be it resolved by the Board of Directors of the Castle Pines Commercial Metropolitan District Nos. 1-5 as follows:  
1. The Board approves and adopts the "Policy Regarding Requests for Public Records —

Research and Retrieval” attached as Exhibit A to this resolution (“CORA Policy”).  
APPROVED  
AND  
ADOPTED this 23rd day of July, 2014.  
CASTLE PINES  
COMMERCIAL METROPOLITAN DISTRICT NOS. 1-5  
resident, Board of Directors of the Castle Pines Commercial Metropolitan District Nos. 1-5  
Attest:  
/s/ LA ,Q/jj/  
Secretary  
{00117933}  
Page 1 of 2  
Exhibit A  
POLICY  
REGARDING  
REQUESTS  
FOR PUBLIC  
RECORDS —  
Research and Retrieval  
Requesting  
Public Records  
To request  
public records,  
contact  
CliftonLarsonAllen  
at 303-779-5710 who will  
identify the  
designated  
custodian for  
the requested  
records.  
Records  
requests must  
be in writing  
and directed  
to the  
designated

custodian of records. General emails to the District (or inquiries on the District's website or social media sites) will not be treated as records requests under CORA. Requests must be submitted to and received by the designated records custodian. All requests must contain the following information:

- Description of the records being requested. Describe the request as specifically as possible. If you are uncertain about which records contain the information you are seeking, provide a description of the type of information you are searching for, including date ranges.
- If photocopies or electronic copies are being sought, your contact information and preferred method of

delivery of the records.

#### Limitations

The District will only produce those documents as permitted by CORA.

Documents that are prohibited from disclosure under CORA will not be released.

#### Fees and Costs

Fees for research and retrieval of public records may be imposed at the discretion of the records custodian as follows:

Hour - No Charge

More than 1

Hour -

\$30/hour

Hourly

research and

retrieval fees

may be

adjusted for

inflation

pursuant to

C.R.S. § 24-72-

205(b). Other

fees may be

imposed at the

discretion of

the records

custodian

consistent with

the

provisions of

CORA.

District contact information for open records request:

Denise

Denslow  
303-779-4525

**List Names of District Board Members**

**Names of District Board Members**

**Board Member 1**

Name:   
Election: Will this office be on the ballot at the next regular election?  
 Yes  No

**Names of District Board Members**

**Board Member 2**

Name:   
Election: Will this office be on the ballot at the next regular election?  
 Yes  No

**Names of District Board Members**

**Board Member 3**

Name:   
Election: Will this office be on the ballot at the next regular election?  
 Yes  No

**Names of District Board Members**

**Board Member 4**

Name:   
Election: Will this office be on the ballot at the next regular election?  
 Yes  No

**Names of District Board Members**

**Board Member 5**

Name:



Election: Will this office be on the ballot at the next regular election?  
 Yes  No

### Names of District Board Members

#### Board Member 6 (For 7 Member-Board)

Name:

Election: Will this office be on the ballot at the next regular election?  
 Yes  No

### Names of District Board Members

#### Board Member 7 (For 7 Member-Board)

Name:

Election: Will this office be on the ballot at the next regular election?  
 Yes  No

### 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:

#### Permanent Mail-In Voter Status

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

White Bear Ankele Tanaka & Waldron, P.C. see below

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

White Bear Ankele Tanaka & Waldron, P.C., 2154 E. Commons Av., Ste. 2000, Centennial, CO 80122

**Notice Completed By**

Name:

Title:

Email:

Dated:

**Close**