

McGEADY SISNEROS

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November 13, 2015

VIA E-MAIL: recording@douglas.co.us

Douglas County Clerk & Recorder
301 Wilcox St.
Castle Rock, CO 80104

Re: Overlook Metropolitan District

Dear Clerk:

Attached are a "Public Notice of Special Meeting," a "Notice of Proposed 2016 Budget and Amendment of 2015 Budget," and a "Notice of Special Meeting and Agenda" for the Overlook Metropolitan District. Please post these documents in the appropriate place in the Clerk and Recorder's office from Friday, November 13, 2015 through Thursday, November 19, 2015.

Please also confirm your receipt of these documents by signing this letter below and returning it to me via fax at (303) 592-4385 or via e-mail reply to csorensen@mcgeadysisneros.com. Thank you very much.

Very truly yours,

McGEADY SISNEROS, P.C.



Craig Sorensen
Paralegal

Enclosures

The above-referenced documents were received _____, 2015 and will be posted as requested.

DOUGLAS COUNTY CLERK & RECORDER

By: _____

**PUBLIC NOTICE OF A SPECIAL MEETING OF THE
BOARD OF DIRECTORS OF THE
OVERLOOK METROPOLITAN DISTRICT**

PUBLIC NOTICE IS HEREBY GIVEN that a special meeting of the Board of Directors of the Overlook Metropolitan District of the Town of Parker, Douglas County, Colorado, shall be held on Thursday, November 19, 2015, at 10:00 a.m. at the offices of United Development Companies, LLC, 5750 DTC Parkway, Suite 210, Greenwood Village, Colorado 80111. At such meeting, the Board shall conduct the regular business of the District and other business which may come before the Board. All meetings shall be open to the public.

IN WITNESS WHEREOF, this notice is given and duly posted pursuant to statute.

OVERLOOK METROPOLITAN DISTRICT

By: /s/ Megan Becher
McGEADY SISNEROS, P.C.
Attorneys for the District

**NOTICE OF PROPOSED 2016 BUDGET
AND AMENDMENT OF 2015 BUDGET**

**OVERLOOK METROPOLITAN DISTRICT
TOWN OF PARKER, DOUGLAS COUNTY, COLORADO**

NOTICE IS HEREBY GIVEN that a proposed budget has been submitted to the Board of Directors of the Overlook Metropolitan District (the "District") for the ensuing year of 2016. The necessity may also arise for the amendment of the 2015 budget of the District. Copies of the proposed 2016 budget and 2015 amended budget (if appropriate) are currently on file in the office of the District's General Counsel, McGeady Sisneros, P.C., 450 E. 17th Ave., Suite 400, Denver, CO 80203, where same are available for public inspection. Such proposed 2016 budget and 2015 amended budget will be considered at a special meeting of the District to be held at 10:00 a.m. on Thursday, November 19, 2015, at the offices of United Development Companies, LLC, 5750 DTC Parkway, Suite 210, Greenwood Village, Colorado 80111. Any interested elector within the Overlook Metropolitan District may, at any time prior to the final adoption of the 2016 budget or the 2015 amended budget, inspect the budget and amended budget and file or register any objections thereto.

OVERLOOK METROPOLITAN DISTRICT

By: /s/ Megan Becher
McGeady Sisneros, P.C.
Attorneys for the District

OVERLOOK METROPOLITAN DISTRICT

450 E. 17th Avenue, Suite 400
Denver, Colorado 80203-1254
Phone: 303-592-4380
Fax: 303-592-4385

NOTICE OF SPECIAL MEETING AND AGENDA

| | |
|--------|-----------------------------------------------------------------------------------------------------------------|
| DATE: | Thursday, November 19, 2015 |
| TIME: | 10:00 a.m. |
| PLACE: | United Development Companies, LLC 5750 DTC Parkway, Suite 210 Greenwood Village, CO 80111 303-771-1500 |

| <u>Board of Directors</u> | <u>Office</u> | <u>Term Expires</u> |
|---------------------------|---------------|---------------------|
| Daniel R. Sheldon | | May 2018 |
| Christopher P. Harff | | May 2018 |
| David J. Goldberg | | May 2018 |
| VACANT | | May 2016 |
| VACANT | | May 2016 |

I. ADMINISTRATIVE MATTERS

- A. Present disclosures of potential conflicts of interest.

- B. Confirm quorum, location of meeting and posting of meeting notices. Approve agenda.

- C. Review and approve the Minutes of the June 16, 2015 Organizational Meeting (enclosure).

- D. Discuss regular meeting schedule for 2016. Consider adoption of Resolution No. 2015-11-____, Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Locations for Posting of 72-Hour and 24-Hour Notices (enclosures).

- E. Discuss engagement of District Manager.

- F. Discuss engagement of District Bond Counsel.

- G. Discuss engagement of District Underwriter.

- H. Discuss engagement of Independent Cost Verification Engineer.

- I. Discuss insurance requirements (public officials' liability, general liability, workers' compensation, comprehensive crime). Existing Public Official Position Schedule Bond is valid through November 5, 2017 (enclosure).

II. FINANCIAL MATTERS

- A. Discuss and consider engagement of Simmons & Wheeler, P.C. as District Accountant.

- B. Ratify appointment of District Accountant to prepare 2015 Budget.

- C. Conduct Public Hearing to consider amendment of the 2015 Budget. If necessary, consider adoption of Resolution No. 2015-11-____, Resolution to Amend the 2015 Budget of Overlook Metropolitan District (enclosure).

- D. Conduct Public Hearing on the proposed 2016 Budget and consider adoption of Resolution No. 2015-11-____ to Adopt the 2016 Budget, Resolution No. 2015-11-____ to Appropriate Sums of Money, and Resolution No. 2015-11-____ to Set Mill Levies (enclosures – draft budget and resolutions).

- E. Authorize District Counsel or District Accountant to prepare and sign the DLG-70 Certification of Tax Levies form for certification to the Board of County Commissioners and other interested parties.

- F. Consider appointment of District Accountant to prepare Application for Exemption from Audit for 2015.

- G. Discuss establishment of District bank account.

III. LEGAL MATTERS

- A. Discuss and consider approval of 2016 Operation Funding Agreement between the District and OCC Holdings, LLC (enclosure).

- B. Discuss and consider adoption of Resolution No. 2015-11-____, Resolution Regarding the Retention and Disposal of Public Records and Adopting a Public Records Retention Schedule (enclosure).

- C. Appoint Designated Election Official and consider adoption of Resolution No. 2015-11-____, Resolution Calling a Regular Election for Directors on May 3, 2016 (enclosure).

- D. Discuss requirements of Section 32-1-809, C.R.S. and direct staff regarding compliance for 2016 (District Transparency Notice).

IV. OTHER BUSINESS

V. ADJOURNMENT
