

# 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.**

User Name:

Castle5

## District's Name

Name:

Castle Pines Comm. Metropolitan District No. 5

## District's Principal Business Office

Name:

ClifronLarsonAllen LLP

Address:

8390 E. Crescent Parkway, Suite 500

City:

Greenwood Village, CO

Zip:

80111

Telephone:

303-779-4525

## District's Physical Location

Counties:

Douglas

## Primary Contact Person or District Manager

Name:

Denise Denslow

Telephone:

303-779-4525

**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  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  
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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:

Contact Info:

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

**Names of District Board Members**

**Board Member 2**

Name:

Contact Info:

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

**Names of District Board Members**

**Board Member 3**

Name:

Contact Info:

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

**Names of District Board Members**

**Board Member 4**

Name:

Contact Info:

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

**Names of District Board Members**

**Board Member 5**

Name:

Contact Info:

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:

Contact Info:

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:

Contact Info:

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

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

Denise Denslow c/o CliftonLarsonAllen LLP, 8390 E. Crescent Parkway, Ste. 500, Greenwood Village, CO



**Notice Completed By**

Name: Kathy Suazo  
Title: District Administrator  
Email: kathy.suazo@claconnect.com  
Dated: January 15, 2016

**Close**