

## SPECIAL DISTRICT TRANSPARENCY NOTICE - 2016

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

This information must be provided<sup>1</sup> to the eligible electors of the district by January 15<sup>th</sup> each year.

<b>Name of special district</b>	Roxborough Village Metropolitan District	
<b>Address and telephone number of district's principal business office</b>	8390 East Crescent Parkway, Suite 500, Greenwood Village, CO 80111; Phone 303-779-5710	
<b>Name and telephone number of manager or other primary contact person for district</b>	Mathew Mendisico, 303-779-5710	
<b>Time and place designated for regular board meetings</b>	3rd Tuesday of each month, commencing at 6:30 p.m., at the Roxborough Library, Roxborough Market Place (Safeway Shopping Plaza), Meeting Room, 8357 N. Rampart Range Rd., Suite 200, Littleton, CO 80125	
<b>Posting place designated for meeting notice</b> <small>(as per §24-6-402(2)(c), C.R.S.)</small>	Roxborough Library, Roxborough Market Place (Safeway Shopping Plaza), Meeting Room, 8357 N. Rampart Range Rd., Suite 200, Littleton, CO 80125	
<b>District mill levy 2016</b>	48.804 mills	
<b>Total ad valorem tax revenue received by district during 2015</b> <small>(Note if unaudited or otherwise incomplete.)</small>	\$2,787,453 (estimated/unaudited)	
<b>Names of board members and election information</b>	<b>(1) Judi Holden, Board Chair</b> Contact information: <a href="mailto:mathew.mendisico@claconnect.com">mathew.mendisico@claconnect.com</a>  <input type="checkbox"/> This office is not on the ballot at the next regular election. <b>OR:</b> This office will be open for a <input type="checkbox"/> Two-year term <input checked="" type="checkbox"/> Four-year term	<b>(2) Calvin Brown</b> Contact information: <a href="mailto:mathew.mendisico@claconnect.com">mathew.mendisico@claconnect.com</a>  <input checked="" type="checkbox"/> This office is not on the ballot at the next regular election. <b>OR:</b> This office will be open for a <input type="checkbox"/> Two-year term <input type="checkbox"/> Four-year term
	<b>(3) Ronald E. Bendall</b> Contact information: <a href="mailto:mathew.mendisico@claconnect.com">mathew.mendisico@claconnect.com</a>  <input checked="" type="checkbox"/> This office is not on the ballot at the next regular election. <b>OR:</b> This office will be open for a <input type="checkbox"/> Two-year term <input type="checkbox"/> Four-year term	<b>(4) Bob Clinard</b> Contact information: <a href="mailto:mathew.mendisico@claconnect.com">mathew.mendisico@claconnect.com</a>  <input type="checkbox"/> This office is not on the ballot at the next regular election. <b>OR:</b> This office will be open for a <input type="checkbox"/> Two-year term <input checked="" type="checkbox"/> Four-year term
	<b>(5) Linda Goodrich</b> Contact information: <a href="mailto:mathew.mendisico@claconnect.com">mathew.mendisico@claconnect.com</a>  <input type="checkbox"/> This office is not on the ballot at the next regular election. <b>OR:</b> This office will be open for a <input type="checkbox"/> Two-year term <input checked="" type="checkbox"/> Four-year term	
<b>For seven-member boards:</b>	<b>(6) N/A</b> Contact information:  <input type="checkbox"/> This office is not on the ballot at the next regular election. <b>OR:</b> This office will be open for a <input type="checkbox"/> Two-year term <input type="checkbox"/> Four-year term	<b>(7) N/A</b> Contact information:  <input type="checkbox"/> This office is not on the ballot at the next regular election. <b>OR:</b> This office will be open for a <input type="checkbox"/> Two-year term <input type="checkbox"/> Four-year term
<b>Date of next regular election</b>	May 3, 2016	
<b>Board Candidate Self-Nomination Forms</b>	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.
Pursuant to 24-72-2015 C.R.S	
The District's research and retrieval fee is	\$30 per hour
District Policy	<p>WHEREAS, the Roxborough Village Metropolitan District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado located in Douglas County, Colorado; and</p> <p>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. (“<b>CORA</b>”); and</p> <p>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</p> <p>WHEREAS, to provide guidance to persons who submit requests for public records to the District pursuant to CORA, the District desires to adopt a policy regarding requests for public records and the research and retrieval fees that apply when responding to CORA requests; and</p> <p>NOW THEREFORE, be it resolved by the Board of Directors of the Roxborough Village Metropolitan District as follows:</p> <ol style="list-style-type: none"> <li>1. The Board adopts the “Policy Regarding Requests for Public Records – Research and Retrieval” attached as Exhibit A to this resolution</li> </ol> <p>Adopted this 15th day of July, 2014.</p> <p style="text-align: center;"><b>EXHIBIT A</b></p> <p style="text-align: center;"><b>POLICY REGARDING REQUESTS FOR PUBLIC RECORDS</b> Research and Retrieval</p> <p><b>Requesting Public Records</b> To request public records, contact CliftonLarsonAllen LLP at 303-779-4525 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.</p> <p>All requests must contain the following information:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• If photocopies or electronic copies are being sought, your contact information and preferred method of delivery of the records.</li> </ul> <p><b>Limitations</b> The District will only produce those documents as permitted by CORA. Documents that are prohibited from disclosure under CORA will not be released.</p>

	<p><b>Fees and Costs</b> Fees for research and retrieval of public records may be imposed at the discretion of the records custodian as follows:</p> <p style="text-align: center;">1<sup>st</sup> Hour - No Charge More than 1 Hour - \$30/hour</p> <p>Hourly research and retrieval fees may be adjusted for inflation pursuant to C.R.S. § 24-72-205(6)(b). Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA.</p>	
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 must be filed not less than 67 days before the date of the regular election. (The self-nomination deadline for the 2016 regular election is February 26, 2016.)	
District election results will be posted on these websites:	Secretary of State <a href="http://www.sos.state.co.us">www.sos.state.co.us</a>	District or other website: <a href="http://www.roxboroughmetrodistrict.org">www.roxboroughmetrodistrict.org</a>
Applications to request permanent mail-in voter status  (Enter county or counties in which the district is wholly or partially located.)	<p>may be obtained from:</p> <p>Mathew Mendisco, Designated Election Official, CliftonLarsonAllen, LLP 8390 E Crescent Parkway, Suite 500, Greenwood Village, CO 80111 303-779-5710</p> <p>or</p> <p>online from Secretary of State: <a href="http://www.elections.colorado.gov">www.elections.colorado.gov</a></p>	<p>and may be returned to:</p> <p>Mathew Mendisco, Designated Election Official, CliftonLarsonAllen, LLP 8390 E Crescent Parkway, Suite 500, Greenwood Village, CO 80111 303-779-5710</p>
Applications for absentee voting or for permanent absentee voter status are available from and must be returned to the <b>Designated Election Official</b> at:	CliftonLarsonAllen, LLP 8390 E Crescent Parkway, Suite 500, Greenwood Village, CO 80111	
Notice completed by:	Name: Jessica Madsen Title: District Administrator E-mail: <a href="mailto:Jessica.Madsen@claconnect.com">Jessica.Madsen@claconnect.com</a>	Notice Dated: 1-15-2016  Some information herein may be subject to change.

File copy of this Notice with:

- Clerk and Recorder of each county in which the district is wholly or partially located
- Assessor of each county in which the district is wholly or partially located
- Treasurer of each county in which the district is wholly or partially located
- Board of commissioners of each county in which the district is wholly or partially located
- Governing body of any municipality in which the district is wholly located
- Division of Local Government
- District's principal business office where it shall be available for public inspection

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<sup>1</sup> Notice must be provided in one or more of the following manners:

- a) Mail notice separately to each household where one or more eligible electors of the special district resides (Note: Districts with overlapping boundaries may combine mailed notices, so long as the information regarding each district is separately displayed and identified);
- b) Include notice as a prominent part of a newsletter, annual report, billing insert, billing statement, letter, voter information card or other notice of election, or other informational mailing sent by the district to the eligible electors;
- c) Post notice on district's official website (Note: You must also provide the Division of Local Government ([www.dola.state.co.us/dlg](http://www.dola.state.co.us/dlg)) with the address of your district's website to establish a link on the DLG's site (use DLG's Local Government Contact Information form);
- d) Post notice on website of the Special District Association of Colorado ([www.sdaco.org](http://www.sdaco.org)) (Note: Your district must be an SDA member. Send notice to SDA by mail or electronic transmission); or
- e) Post notice in at least three public places within the limits of the special district and post notice in the office of the Clerk and Recorder of the county or counties in which the district is located. Notices must remain posted in these locations until May 3, 2016. (Note: This method for providing notice is only available for districts with less than 1,000 eligible electors that are wholly located within a county with a population of less than 30,000.)