



September 21, 2016

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

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

Re: Overlook Metropolitan District – Documents for Public Posting

Dear Clerk:

Attached are a "Public Notice of a Special Meeting," a "Notice as to Proposed 2017 Budget and Amendment of 2016 Budget," and a "Notice of Special Meeting and Agenda" for the above District. Please post these documents in the appropriate place in the Clerk and Recorder's office from Wednesday, September 21, 2016 through Monday, September 26, 2016.

Please also confirm your receipt of these documents by replying to the e-mail transmitting this letter (reply to csorensen@specialdistrictlaw.com). Thank you very much.

Very truly yours,

McGEADY BECHER P.C.

A handwritten signature in blue ink, appearing to read "Craig Sorensen".

Craig Sorensen
Paralegal

Enclosures

**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 Monday, September 26, 2016, at 9:00 a.m. at the offices of United Development Companies, LLC, 6900 E. Belleview Ave., Suite 300, 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 BECHER P.C.,
Attorneys for the District

**NOTICE AS TO PROPOSED 2017 BUDGET
AND AMENDMENT OF 2016 BUDGET**

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

NOTICE IS HEREBY GIVEN, pursuant to Sections 29-1-108 and 109, C.R.S., that a proposed budget has been submitted to the Board of Directors of the Overlook Metropolitan District (the “**District**”) for the ensuing year of 2017. The necessity may also arise for the amendment of the 2016 budget of the District. Copies of the proposed 2017 budget and 2016 amended budget (if appropriate) are on file in the office of the District’s Accountant, Simmons & Wheeler, P.C., 304 Inverness Way South, Suite 590, Englewood, CO 80112 (phone 303-689-0833), where same are available for public inspection. Such proposed 2017 budget and 2016 amended budget will be considered at a special meeting to be held on Monday, September 26, 2016 at 9:00 a.m. at the offices of United Development Companies, LLC, 6900 E. Belleview Ave., Suite 300, Greenwood Village, CO 80111. Any interested elector within the District may, at any time prior to the final adoption of the 2017 budget or the 2016 amended budget, inspect the 2017 budget and the 2016 amended budget and file or register any objections thereto.

**OVERLOOK METROPOLITAN
DISTRICT**

/s/ Megan Becher

McGEADY BECHER P.C.
Attorneys for the District

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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:	Monday, September 26, 2016
TIME:	9:00 a.m.
PLACE:	United Development Companies, LLC 6900 E. Belleview Ave., Suite 300 Greenwood Village, CO 80111 303-771-1500

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Christopher P. Harff	President	May 2018
Daniel R. Sheldon	Treasurer	May 2018
David J. Goldberg	Assistant Secretary	May 2018
VACANT	N/A	May 2020
VACANT	N/A	May 2020
Craig Sorensen	Secretary	N/A

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 1, 2016 Special Meeting (enclosure).

- D. Discuss regular meeting schedule for 2017. Consider adoption of Resolution No. 2016-09-01, Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Locations for Posting of 72-Hour and 24-Hour Notices (enclosure).

- E. Discuss and consider appointment of qualified individuals to fill the vacancies on the Board of Directors (Notice of Vacancies was published on September 8, 2016). Administer Oath(s) of Director.

- F. Consider appointment of officers.

President: _____

Secretary: _____

Treasurer: _____

Assistant Secretary: _____

Assistant Secretary: _____

Assistant Secretary: _____

- G. Authorize submittal of Form WC-44, Exclusion of Uncompensated Public Officials, to Division of Workers' Compensation for policy year 2016 (enclosure).

II. FINANCIAL MATTERS

- A. Review and consider ratification of claims through September 26, 2016 in the amount of \$11,191.24, represented by check nos. 1001-1007 (enclosure).

- B. Review and consider acceptance of unaudited financial statements for the period ending June 30, 2016 (enclosure).
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- C. Conduct Public Hearing to consider amendment of the 2016 Budget. Consider adoption of Resolution No. 2016-09-02, Resolution to Amend the 2016 Budget (enclosure).
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- D. Conduct Public Hearing on the proposed 2017 Budget and consider adoption of Resolution No. 2016-09-03 to Adopt Budget and Appropriate Sums of Money, and Resolution No. 2016-09-04 to Set Mill Levies (enclosures – draft budget and resolutions).
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- 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.
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- F. Discuss and consider engagement of auditor to prepare 2016 Audit. Review proposals from Hiratsuka & Associates, L.L.P. and Dazzio & Associates, PC (enclosures).
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III. LEGAL MATTERS

- A. Discuss status of amendment to the District's Service Plan. Authorize any necessary actions in connection therewith.
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- B. Discuss requirements of Section 32-1-809, C.R.S. and direct staff regarding compliance for 2017 (District Transparency Notice).

IV. OTHER BUSINESS

V. ADJOURNMENT
