

Castle Pines Comm. Metropolitan District No. 4

Pursuant to section 32-1-809, Colorado Revised Statutes for Transparency Notices may be filed with Special District Association of Colorado. This information must be provided annually to the eligible electors of the district no later than January 15 of each year.

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

District's Principal Business Office

Company	CliftonLarsonAllen LLP
Contact	Denise Denslow
Address	8390 E. Crescent Parkway, Suite 300, Greenwood Village, CO, Colorado 80111
Phone	303-779-5710

District's Physical Location

Counties	Douglas
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Regular Board Meeting Information

Location	Alberta Development Partners, LLC
Address	5750 DTC Parkway, Suite 210, Greenwood Village, CO 80122, Colorado
Day(s)	7/6/2020 and 11/2/2020
Time	2:15 p.m.

Posting Place for Meeting Notice

Location	Light pole in parking lot (south) from McDonalds
Address	

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

Location	
Address	
Date	
Notice	

Current District Mill Levy

Mills	32.980
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Ad Valorem Tax Revenue

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

Amount(\$)	379,526 (estimated/unaudited)
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Date of Next Regular Election

Date 05/05/2020

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

The district's research and retrieval fee is **33.58** 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 Districts)

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 § 24-72-206, 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

President of the 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

Names of District Board Members

Board President

Name Vacant

Contact Info

Election **No**, this office will not be on the next regular election ballot

Board Member 2

Name Vacant

Contact Info

Election **No**, this office will not be on the next regular election ballot

Board Member 3

Name Vacant

Contact Info

Election **Yes**, this office will be on the next regular election ballot

Board Member 4

Name Donald G. Provost

Contact Info

8390 E. Crescent Parkway, Ste. 300 Greenwood Village, CO 80111

Election **No**, this office will not be on the next regular election ballot

Board Member 5

Name Vacant

Contact Info

Election **Yes**, this office will be on the next regular election ballot

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) and the website indicated below, if any.

Website www.sos.co.us

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.

Ashley Frisbie c/o White Bear Tanaka & Waldron, 2154 E. Commons Avenue, Suite 2000, Centennial, CO 80122

Notice Completed By

Name	Kathy Suazo
Company/District	Castle Pines Commercial Metropolitan District No. 4
Title	District Administrator
Email	kathy.suazo@claconnect.com
Dated	01/07/2020