

# CHURCH RANCH METROPOLITAN DISTRICT

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
Tel: 303-987-0835 · 800-741-3254  
Fax: 303-987-2032

## NOTICE OF A REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Gregg Bradbury	President	2023/May 2023
Charles Church McKay	Assistant Secretary	2025/May 2025
<b>VACANT</b>		2023/May 2023
<b>VACANT</b>		2025/May 2023
<b>VACANT</b>		2025/May 2023

DATE: December 8, 2022 (Thursday)

TIME: 10:00 A.M.

PLACE: *This meeting will be held via Zoom without any individuals (neither District representatives nor the general public) attending in person. The meeting can be joined through the directions below:*

<https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUIZZc1VMWTJFZjFHdz09>

Meeting ID: 862 6755 0643

Passcode: 987572

Dial In: 1-719-359-4580

### I. ADMINISTRATIVE MATTERS

A. Present Disclosures of Potential Conflicts of Interest.

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B. Confirm quorum, location of the meeting, and posting of meeting notices. Designate 24-hour posting location. Approve agenda.

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C. Acknowledge resignation of David B. Solin as Secretary to the Board and consider appointment of Peggy Ripko as Secretary to the Board.

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D. Discuss board vacancies.

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E. Discuss results of cancelled May 3, 2022, Regular Directors' Election (enclosure).

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F. Consider appointment of Officers:

President \_\_\_\_\_  
 Treasurer \_\_\_\_\_  
 Secretary \_\_\_\_\_  
 Asst. Secretary \_\_\_\_\_

G. Review and consider approval of Minutes of the December 9, 2021, Special Meeting (enclosure).  
 \_\_\_\_\_

H. Discuss business to be conducted in 2023 and location (**virtual and/or physical**) of meetings. Schedule regular meeting dates and consider adoption of Resolution Establishing Regular Meeting Dates, Time, and Location and Designating Location for Posting 24-Hour Notices (enclosure).  
 \_\_\_\_\_

I. Discuss §32-1-809, C.R.S., Transparency Notice reporting requirements and mode of eligible elector notification for 2023.  
 \_\_\_\_\_

J. Discuss status of District website.  
 \_\_\_\_\_

III. FINANCIAL MATTERS

A. Review and ratify the approval of the payment of claims as follows (enclosures):

Fund	Period Ending Dec. 31, 2021	Period Ending Jan. 31, 2022	Period Ending Feb. 28, 2022	Period Ending March 31, 2022
General	\$ 3,287.78	\$ 3,394.78	\$ 4,857.27	\$ 1,797.53
Debt	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-	\$ -0-
<b>Total</b>	\$ 3,287.78	\$ 3,394.78	\$ 4,857.27	\$ 1,797.53

Fund	Period Ending April 30, 2022	Period Ending May 31, 2022	Period Ending June 30, 2022	Period Ending July 31, 2022
General	\$ 1,597.80	\$ 1,199.80	\$ 1,250.89	\$ 893.62
Debt	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-	\$ -0-
<b>Total</b>	\$ 1,597.80	\$ 1,199.80	\$ 1,250.89	\$ 893.62

Fund	Period Ending Aug. 31, 2022	Period Ending Sept. 30, 2022	Period Ending Oct. 31, 2022	Period Ending Nov. 30, 2022
General	\$ 836.76	\$ 2,428.68	\$ 2,460.43	\$ 3,851.30
Debt	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-	\$ -0-
<b>Total</b>	\$ 836.76	\$ 2,428.68	\$ 2,460.43	\$ 3,851.30

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- B. Review and accept unaudited financial statements for the period ending September 30, 2022 (enclosure).
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- C. Ratify approval of the preparation, execution and filing of the Application for Exemption from Audit for 2021 (enclosure).
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- D. Consider appointment District Accountant to prepare Application for Exemption from Audit for 2022.
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- E. Conduct public hearing to consider Amendment to 2022 Budget and (if necessary) consider adoption of a Resolution to Amend the 2022 Budget.
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- F. Conduct Public Hearing on the proposed 2023 Budget and consider adoption of Resolution No. 2022-12-\_\_\_ to Adopt the 2023 Budget; Resolution No. 2022-12-\_\_\_ to Appropriate Sums of Money and Set Mill Levies (\_\_\_ mills for General Fund, \_\_\_ mills for Debt Service Fund, for a total mill levy of \_\_\_\_\_ mills) (enclosures - preliminary assessed valuation, 2023 draft Budget and Resolutions).
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- G. Authorize District Accountant to prepare and sign the DLG-70 Certification of Tax Levies form (“Certification”). Direct District Accountant to file the Certification with the Board of County Commissioners and other interested parties.
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- H. Consider appointment of District Accountant to prepare the 2024 Budget and set date for public hearing to adopt the 2024 Budget (\_\_\_\_\_, 2023).
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IV. LEGAL MATTERS

- A. Discuss May 2, 2023, Regular Directors' Election and consider adoption of Resolution No. 2022-12-\_\_\_\_; Resolution Calling a Regular Election for Directors on May 2, 2023, appointing the Designated Election Official ("DEO"), and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election (enclosure). Self-Nomination forms are due by February 24, 2023. Discuss the need for ballot issues and/or questions.
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V. OTHER BUSINESS

- A. \_\_\_\_\_
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VI. ADJOURNMENT **THERE ARE NO MORE REGULAR MEETINGS SCHEDULED FOR 2022.**

Informational Enclosure:

- Memo regarding New Rate Structure from Special District Management Services, Inc.
- Memo regarding New Rate Structure from McGeady Becher P.C.

**NOTICE OF CANCELLATION**  
**and**  
**CERTIFIED STATEMENT OF RESULTS**  
§1-13.5-513(6), 32-1-104, 1-11-103(3) C.R.S.

**NOTICE IS HEREBY GIVEN** by the Church Ranch Metropolitan District, Jefferson County, Colorado, that at the close of business on the sixty-third day before the election, there were not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates; therefore, the election to be held on May 3, 2022 is hereby canceled pursuant to section 1-13.5-513(6) C.R.S.

The following candidates are declared elected for the following terms of office:

<u>Name</u>	<u>Term</u>
VACANT	Next Regular Election, May 2023
Charles Church McKay	Second Regular Election, May 2025
VACANT	Second Regular Election, May 2025
VACANT	Second Regular Election, May 2025

/s/David Solin  
(Designated Election Official)

Contact Person for the District:	David Solin
Telephone Number of the District:	303-987-0835
Address of the District:	141 Union Boulevard, Suite 150, Lakewood, CO 80228
District Facsimile Number:	303-987-2032
District Email:	dsolin@sdmsi.com

## RECORD OF PROCEEDINGS

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### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE CHURCH RANCH METROPOLITAN DISTRICT HELD DECEMBER 9, 2021

A special meeting of the Board of Directors of the Church Ranch Metropolitan District (referred to hereafter as "Board") was convened on Thursday, the 9th day of December, 2021, at 10:00 A.M. This District Board meeting was held by telephone conference only, with all participants attending via telephone. The meeting was open to the public.

#### ATTENDANCE

#### Directors In Attendance Were:

Gregg Bradbury  
Charles Church McKay

Following discussion, upon motion duly made by Director McKay, seconded by Director Bradbury and, upon vote, unanimously carried, the absence of Director David Laughlin Johnson was excused.

#### Also In Attendance Were:

David Solin; Special District Management Services, Inc.  
Megan Becher, Esq.; McGeady Becher P.C.

#### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Mr. Solin noted that a quorum was present and requested members of the Board to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting, and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. It was noted that all Directors' Disclosure Statements have been filed, and no additional conflicts were disclosed at the meeting.

#### ADMINISTRATIVE MATTERS

**Agenda:** Mr. Solin distributed, for the Board's review and approval, the proposed Agenda for the District's Special Meeting.

Following discussion, upon motion duly made by Director McKay, seconded by Director Bradbury and, upon vote, unanimously carried, the Agenda was approved, as presented.

## RECORD OF PROCEEDINGS

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**Location/Manner of Meeting and Posting of Meeting Notices:** The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. The Board determined that the meeting would be held by telephonic means, and encouraged public participation via telephone. The Board further noted that notice of the time, date and manner of the meeting was duly posted and that the District had not received any objections to the telephonic manner of the meeting, or any requests that the telephonic manner of the meeting be changed by taxpaying electors within the District boundaries.

**Resignation of Director:** The Board acknowledged the resignation of Director Barbara Grogan, effective as of November 23, 2021.

**Board Vacancies:** Attorney Becher discussed with the Board the vacancies on the Board of Directors and noted that efforts are being made to contact possible candidates.

**Minutes:** The Board reviewed the Minutes of the June 3, 2021, Special Meeting.

Following discussion, upon motion duly made by Director McKay, seconded by Director Bradbury and, upon vote, unanimously carried, the Minutes of the June 3, 2021, Special Meeting were approved, as presented.

**Resolution No. 2021-12-01, Resolution Establishing Regular Meeting Dates, Times and Location, and Designating Location for Posting of 24-Hour Notices:**

Mr. Solin reviewed the business to be conducted in 2022 to meet the statutory compliance requirements. The Board determined to meet on June 9, 2022, and December 8, 2022, at 10:00 a.m. via conference call.

Following review, upon motion duly made by Director McKay, seconded by Director Bradbury and, upon vote, unanimously carried, the Board adopted Resolution No. 2021-12-01, Resolution Establishing Regular Meeting Dates, Times and Location, and Designating Location for Posting of 24-Hour Notices.

**§32-1-809, C.R.S., Transparency Notice reporting Requirements and Mode of Eligible Elector Notification:** The Board discussed §32-1-809, C.R.S. reporting requirements and mode of eligible elector notification for 2022.

Following discussion, upon motion duly made by Director McKay, seconded by Director Bradbury, upon vote, unanimously carried, the Board authorized the staff to post the Transparency Notice on the Special District Association Website.

## RECORD OF PROCEEDINGS

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**Status of District Website:** Mr. Solin updated the Board on the status of the District’s website.

**FINANCIAL MATTERS**

**Claims:** The Board considered ratifying the approval of the payment of claims as follows:

Fund	Period Ending June 30, 2021	Period Ending July 31, 2021	Special Check Aug. 31, 2021	Special Check Sept. 30, 2021
General	\$ 4,968.43	\$ 1,800.00	\$ 3,683.16	\$ 1,760.90
Debt	\$ -0-	\$ -0-	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-	\$ -0-	\$ -0-
<b>Total</b>	\$ 4,968.43	\$ 1,800.00	\$ 3,683.16	\$ 1,760.90

Fund	Period Ending Oct. 22, 2021	Period Ending Nov. 16, 2021
General	\$ 1,109.80	\$ 1,358.62
Debt	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-
<b>Total</b>	\$ 1,109.80	\$ 1,358.62

Following discussion, upon motion duly made by Director McKay, seconded by Director Bradbury and, upon vote, unanimously carried, the Board ratified approval of the payment of claims, as amended.

**Unaudited Financial Statements/Cash Position Statement:** Mr. Solin presented for the Board’s review the unaudited financial statements of the District for the period ending September 30, 2021, and the cash position statement dated September 30, 2021.

Following review and discussion, upon motion duly made by Director McKay, seconded by Director Bradbury and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending September 30, 2021, and the cash position statement dated September 30, 2021.

**Preparation of 2021 Audit/Audit Exemption:** The Board discussed the statutory requirements for an audit.

Following discussion, it was determined that an audit for 2021 was not required. Upon motion duly made by Director McKay, seconded by Director Bradbury and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare the Application for Exemption from Audit for 2021.

**2021 Budget Amendment Hearing:** Director McKay opened the Public Hearing to consider amendment of the 2021 Budget and to discuss related issues.



## RECORD OF PROCEEDINGS

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It was noted that publication of Notice stating that the Board would consider amendment of the 2021 Budget and the date, time and location of the Public Hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this Public Hearing. No public comments were received and the Public Hearing was closed.

Following review and discussion, the Board determined that no amendment to the 2021 Budget was required.

**2022 Budget Hearing:** Director McKay opened the Public Hearing to consider the proposed 2022 Budget and to discuss related issues.

It was noted that publication of Notice stating that the Board would consider adoption of the 2022 Budget and the date, time and location of the Public Hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this Public Hearing. No public comments were received and the Public Hearing was closed.

Following discussion, the Board considered the adoption of Resolution No. 2021-12-02; Resolution to Adopt the 2022 Budget and Appropriate Sums of Money. Upon motion duly made by Director McKay, seconded by Director Bradbury and, upon vote, unanimously carried, the Resolution was adopted, as discussed, and execution of the Certification of Budget was authorized. A copy of the adopted Resolution is attached to these Minutes and incorporated herein by this reference.

**DLG-70 Mill Levy Certification Form:** The Board considered authorizing the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.

Following discussion, upon motion duly made by Director McKay, seconded by Director Bradbury and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.

**Preparation of 2023 Budget:** The Board discussed preparation of the 2023 Budget.

Following discussion, upon motion duly made by Director McKay, seconded by Director Bradbury, and upon vote, unanimously carried, the Board appointed the District Accountant to prepare the 2023 Budget and set the date for a Public Hearing to adopt the 2023 Budget for December 8, 2022.

## RECORD OF PROCEEDINGS

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### LEGAL MATTERS

**Resolution No. 2021-12-03; Resolution Calling a Regular Election for Directors on May 3, 2022, appointing the Designated Election Official (“DEO”), and authorizing the DEO to perform all tasks required for the conduct of mail ballot election:** The Board considered the adoption of the Resolution No. 2021-12-03; Resolution Calling a Regular Election for Directors on May 3, 2022, appointing the Designated Election Official (“DEO”), and authorizing the DEO to perform all tasks required for the conduct of mail ballot election. The Board also discussed the need for ballot issues and/or questions.

Following consideration, upon motion duly made by Director McKay, seconded by Director Bradbury and, upon vote, unanimously carried, the Board adopted the Resolution No. 2021-12-03; Resolution Calling a Regular Election for Directors on May 3, 2022, appointing the Designated Election Official (“DEO”), and authorizing the DEO to perform all tasks required for the conduct of mail ballot election.

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### OTHER BUSINESS

There was no other business.

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### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director McKay, seconded by Director Bradbury and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By \_\_\_\_\_  
Secretary for the Meeting

## RESOLUTION NO. 2022-12-01

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHURCH RANCH METROPOLITAN DISTRICT ESTABLISHING REGULAR MEETING DATES, TIME, AND LOCATION, ESTABLISHING DISTRICT WEBSITE AND DESIGNATING LOCATION FOR POSTING OF 24-HOUR NOTICES

- A. Pursuant to Section 32-1-903(1.5), C.R.S., special districts are required to designate a schedule for regular meetings, indicating the dates, time and location of said meetings.
- B. Pursuant to Section 32-1-903(5), C.R.S., “location” means the physical, telephonic, electronic, or virtual place, or a combination of such means where a meeting can be attended. “Meeting” has the same meaning as set forth in Section 24-6-402(1)(b), C.R.S., and means any kind of gathering, convened to discuss public business, in person, by telephone, electronically, or by other means of communication.
- C. Pursuant to Section 24-6-402(2)(c)(I), C.R.S., special districts are required to designate annually at the board of directors of the district’s first regular meeting of each calendar year, the public place at which notice of the date, time and location of regular and special meetings (“**Notice of Meeting**”) will be physically posted at least 24 hours prior to each meeting (“**Designated Public Place**”). A special district is deemed to have given full and timely notice of a regular or special meeting if it posts its Notice of Meeting at the Designated Public Place at least 24 hours prior to the meeting.
- D. Pursuant to Section 24-6-402(2)(c)(III), C.R.S., special districts are relieved of the requirement to post the Notice of Meeting at the Designated Public Place, and are deemed to have given full and timely notice of a public meeting, if a special district posts the Notice of Meeting online at a public website of the special district (“**District Website**”) at least 24 hours prior to each regular and special meeting.
- E. Pursuant to Section 24-6-402(2)(c)(III), C.R.S., if a special district is unable to post a Notice of Meeting on the District Website at least 24 hours prior to the meeting due to exigent or emergency circumstances, then it must physically post the Notice of Meeting at the Designated Public Place at least 24 hours prior to the meeting.
- F. Pursuant to Section 32-1-903(1.5), C.R.S., all meetings of the board that are held solely at physical locations must be held at physical locations that are within the boundaries of the district or that are within the boundaries of any county in which the district is located, in whole or in part, or in any county so long as the physical location does not exceed twenty (20) miles from the district boundaries unless such provision is waived.
- G. The provisions of Section 32-1-903(1.5), C.R.S., may be waived if: (1) the proposed change of the physical location of a meeting of the board appears on the agenda of a meeting; and (2) a resolution is adopted by the board stating the reason for which meetings of the board are to be held in a physical location other than under Section 32-1-903(1.5), C.R.S., and further stating the date, time and physical location of such meeting.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Church Ranch Metropolitan District (the “**District**”), Jefferson County, Colorado:

1. That the provisions of Section 32-1-903(1.5), C.R.S., be waived pursuant to the adoption of this Resolution.

2. That the Board of Directors (the “**District Board**”) has determined that conducting meetings at a physical location pursuant to Section 32-1-903(1.5), C.R.S., would be inconvenient and costly for the directors and consultants of the District in that they live and/or work outside of the twenty (20) mile radius requirement.

3. That regular meetings of the District Board for the year 2023 shall be held on December \_\_, 2023, at 10:00 am via Zoom.

4. That special meetings of the District Board shall be held as often as the needs of the District require, upon notice to each director.

5. That, until circumstances change, and a future resolution of the District Board so designates, the physical location and/or method or procedure for attending meetings of the District Board virtually (including the conference number or link) shall appear on the agenda(s) of said meetings.

6. That the residents and taxpaying electors of the District shall be given an opportunity to object to the meeting(s) physical location(s), and any such objections shall be considered by the District Board in setting future meetings.

7. That the District Board authorizes establishment of a District Website, if such District Website does not already exist, in order to provide full and timely notice of meetings of the District Board online pursuant to the provisions of Section 24-6-402(2)(c)(III), C.R.S.

8. That, if the District has established a District Website, the Notice of Meeting of the District Board shall be posted on the District Website at least 24 hours prior to each meeting pursuant to Section 24-6-402(2)(c)(III), C.R.S. and Section 32-1-903(2), C.R.S.

9. That, if the District has not yet established a District Website or is unable to post the Notice of Meeting on the District Website at least 24 hours prior to each meeting due to exigent or emergency circumstances, the Notice of Meeting shall be posted within the boundaries of the District at least 24 hours prior to each meeting, pursuant to Section 24-6-402(2)(c)(I) and (III), C.R.S., at the following Designated Public Place:

(a) Telephone pole on West 103<sup>rd</sup> Avenue

10. Special District Management Services, Inc., or his/her designee, is hereby appointed to post the above-referenced notices.

**[SIGNATURE PAGE TO RESOLUTION ESTABLISHING REGULAR MEETING DATES, TIME, AND LOCATION, ESTABLISHING DISTRICT WEBSITE AND DESIGNATING LOCATION FOR 24-HOUR NOTICES]**

RESOLUTION APPROVED AND ADOPTED on December 8, 2022.

**CHURCH RANCH METROPOLITAN DISTRICT**

By: \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary

Church Ranch Metropolitan District  
December-21

<b>Vendor</b>	<b>Invoice #</b>	<b>Date</b>	<b>Due Date</b>	<b>Amount</b>	<b>Expense Account</b>	<b>Account Number</b>
Colorado Special Districts P&L	POL-0007914	9/26/2021	10/26/2021	\$ 2,024.00	Prepaid Expenses	1125
Special District Management Services	Nov-21	11/30/2021	11/30/2021	\$ 17.40	Miscellaneous	1685
Special District Management Services	Nov-21	11/30/2021	11/30/2021	\$ 364.00	Accounting	1612
Special District Management Services	Nov-21	11/30/2021	11/30/2021	\$ 375.50	Management	1614
T Charles Wilson Insurance	10332	10/25/2021	10/25/2021	\$ 495.00	Prepaid Expenses	1125
UNCC	221110264	11/30/2021	11/30/2021	\$ 11.88	Miscellaneous	1685
				\$ 3,287.78		

Church Ranch Metropolitan District  
December-21

	General	Debt	Capital	Totals
Disbursements	\$ 3,287.78			\$ 3,287.78
				\$ -
	\$ 3,287.78	\$ -	\$ -	\$ 3,287.78

Church Ranch Metropolitan District  
January-22

Vendor	Invoice #	Date	Due Date	Amount	Expense Account	Account Number
McGeady Becher P.C.	678B 11-2021	11/30/2021	11/30/2021	\$ 1,281.00	Legal	1675
Special District Management Services	Dec-21	12/31/2021	12/31/2021	\$ 817.72	Miscellaneous	1685
Special District Management Services	Dec-21	12/31/2021	12/31/2021	\$ 434.00	Accounting	1612
Special District Management Services	Dec-21	12/31/2021	12/31/2021	\$ 851.50	Management	1614
UNCC	221120254	12/31/2021	12/31/2021	\$ 10.56	Miscellaneous	1685
				\$ 3,394.78		



Church Ranch Metropolitan District  
January-22

	General	Debt	Capital	Totals
Disbursements	\$ 3,394.78			\$ 3,394.78
				\$ -
	\$ 3,394.78	\$ -	\$ -	\$ 3,394.78

Church Ranch Metropolitan District  
February-22

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
McGeady Becher P.C.	678B 12-2021	12/31/2021	12/31/2021	\$ 3,172.00	Legal	1675
Special District Management Services	Jan-22	1/31/2022	1/31/2022	\$ 815.07	Miscellaneous	1685
Special District Management Services	Jan-22	1/31/2022	1/31/2022	\$ 562.40	Accounting	1612
Special District Management Services	Jan-22	1/31/2022	1/31/2022	\$ 305.20	Management	1614
UNCC	222010242	1/31/2022	1/31/2022	\$ 2.60	Miscellaneous	1685
				\$ 4,857.27		

Church Ranch Metropolitan District  
February-22

	General	Debt	Capital	Totals
Disbursements	\$ 4,857.27			\$ 4,857.27
				\$ -
	\$ 4,857.27	\$ -	\$ -	\$ 4,857.27

Church Ranch Metropolitan District  
March-22

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
Colorado Community Media	48978	2/18/2022	2/18/2022	\$ 30.96	Election	1635
McGeady Becher P.C.	678B 1-2022	1/31/2022	1/31/2022	\$ 166.50	Legal	1675
Special District Association of Colorado	2022 SDA	2/23/2022	2/23/2022	\$ 534.57	Insurance/SDA Dues	1670
Special District Management Services	Feb-22	2/28/2022	2/28/2022	\$ 34.60	Miscellaneous	1685
Special District Management Services	Feb-22	2/28/2022	2/28/2022	\$ 473.60	Accounting	1612
Special District Management Services	Feb-22	2/28/2022	2/28/2022	\$ 133.20	Election	1635
Special District Management Services	Feb-22	2/28/2022	2/28/2022	\$ 412.40	Management	1614
UNCC	222020250	2/28/2022	2/28/2022	\$ 11.70	Miscellaneous	1685
				\$ 1,797.53		

Church Ranch Metropolitan District  
March-22

	General	Debt	Capital	Totals
Disbursements	\$ 1,797.53			\$ 1,797.53
				\$ -
	\$ 1,797.53	\$ -	\$ -	\$ 1,797.53

Church Ranch Metropolitan District

April-22

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
Colorado Community Media	51999	3/25/2022	3/25/2022	\$ 29.20	Election	1635
McGeady Becher P.C.	678B 2-2022	2/28/2022	2/28/2022	\$ 72.00	Legal	1675
Special District Management Services	Mar-22	3/31/2022	3/31/2022	\$ 54.20	Miscellaneous	1685
Special District Management Services	Mar-22	3/31/2022	3/31/2022	\$ 532.80	Accounting	1612
Special District Management Services	Mar-22	3/31/2022	3/31/2022	\$ 236.80	Election	1635
Special District Management Services	Mar-22	3/31/2022	3/31/2022	\$ 662.40	Management	1614
UNCC	222030256	3/31/2022	3/31/2022	\$ 10.40	Miscellaneous	1685
				\$ 1,597.80		

Church Ranch Metropolitan District  
April-22

	General	Debt	Capital	Totals
Disbursements	\$ 1,597.80			\$ 1,597.80
				\$ -
<u>Total Disbursements</u>	<u>\$ 1,597.80</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,597.80</u>

Church Ranch Metropolitan District  
May-22

<b>Vendor</b>	<b>Invoice #</b>	<b>Date</b>	<b>Due Date</b>	<b>Amount in USD</b>	<b>Expense Account</b>	<b>Account Number</b>
McGeady Becher P.C.	678B 3-2022	3/31/2022	3/31/2022	\$ 48.00	Legal	1675
Special District Management Services	Apr-22	4/30/2022	4/30/2022	\$ 55.60	Miscellaneous	1685
Special District Management Services	Apr-22	4/30/2022	4/30/2022	\$ 355.20	Accounting	1612
Special District Management Services	Apr-22	4/30/2022	4/30/2022	\$ 44.40	Election	1635
Special District Management Services	Apr-22	4/30/2022	4/30/2022	\$ 688.80	Management	1614
UNCC	222040269	4/30/2022	4/30/2022	\$ 7.80	Miscellaneous	1685
				\$ 1,199.80		



Church Ranch Metropolitan District  
May-22

	General	Debt	Capital	Totals
Disbursements	\$ 1,199.80			\$ 1,199.80
				\$ -
<b>Total Disbursements</b>	<b>\$ 1,199.80</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,199.80</b>

Church Ranch Metropolitan District  
June-22

<b>Vendor</b>	<b>Invoice #</b>	<b>Date</b>	<b>Due Date</b>	<b>Amount in l</b>	<b>Expense Account</b>	<b>Account Number</b>
McGeady Becher P.C.	6788 4-2022	4/30/2022	4/30/2022	\$ 322.50	Legal	1675
Special District Management Services	May-22	5/31/2022	5/31/2022	\$ 28.89	Miscellaneous	1685
Special District Management Services	May-22	5/31/2022	5/31/2022	\$ 370.00	Accounting	1612
Special District Management Services	May-22	5/31/2022	5/31/2022	\$ 148.00	Election	1635
Special District Management Services	May-22	5/31/2022	5/31/2022	\$ 372.40	Management	1614
UNCC	222050261	5/31/2022	5/31/2022	\$ 9.10	Miscellaneous	1685
				\$ 1,250.89		

Church Ranch Metropolitan District  
June-22

	General	Debt	Capital	Totals
Disbursements	\$ 1,250.89			\$ 1,250.89
				\$ -
<u>Total Disbursements</u>	<u>\$ 1,250.89</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,250.89</u>

Church Ranch Metropolitan District  
July-22

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
McGeady Becher P.C.	678B 5-2022	5/31/2022	5/31/2022	\$ 96.00	Legal	1675
Special District Management Services	Jun-22	6/30/2022	6/30/2022	\$ 32.62	Miscellaneous	1685
Special District Management Services	Jun-22	6/30/2022	6/30/2022	\$ 355.20	Accounting	1612
Special District Management Services	Jun-22	6/30/2022	6/30/2022	\$ 29.60	Election	1635
Special District Management Services	Jun-22	6/30/2022	6/30/2022	\$ 377.60	Management	1614
UNCC	222060274	6/30/2022	6/30/2022	\$ 2.60	Miscellaneous	1685
				\$ 893.62		

Church Ranch Metropolitan District  
July-22

	General	Debt	Capital	Totals
Disbursements	\$ 893.62			\$ 893.62
				\$ -
<u>Total Disbursements</u>	<u>\$ 893.62</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 893.62</u>

Church Ranch Metropolitan District  
August-22

<b>Vendor</b>	<b>Invoice #</b>	<b>Date</b>	<b>Due Date</b>	<b>Amount in USD</b>	<b>Expense Account</b>	<b>Account Number</b>
McGeady Becher P.C.	678B 6-2022	6/30/2022	6/30/2022	\$ 170.50	Legal	1675
Special District Management Services	Jul-22	7/31/2022	7/31/2022	\$ 58.26	Miscellaneous	1685
Special District Management Services	Jul-22	7/31/2022	7/31/2022	\$ 296.00	Accounting	1612
Special District Management Services	Jul-22	7/31/2022	7/31/2022	\$ 301.60	Management	1614
UNCC	222070264	7/31/2022	7/31/2022	\$ 10.40	Miscellaneous	1685
				\$ 836.76		

Church Ranch Metropolitan District  
August-22

	General	Debt	Capital	Totals
Disbursements	\$ 836.76			\$ 836.76
				\$ -
<u>Total Disbursements</u>	<u>\$ 836.76</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 836.76</u>

Church Ranch Metropolitan District  
September-22

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
Colorado Special Districts P&L	23WC-60344-0573	8/26/2022	9/25/2022	\$ 450.00	Prepaid Expenses	1125
McGeady Becher P.C.	678B 7-2022	7/31/2022	7/31/2022	\$ 391.50	Legal	1675
Special District Management Services	Aug-22	8/31/2022	8/31/2022	\$ 172.78	Miscellaneous	1685
Special District Management Services	Aug-22	8/31/2022	8/31/2022	\$ 325.60	Accounting	1612
Special District Management Services	Aug-22	8/31/2022	8/31/2022	\$ 1,068.00	Management	1614
UNCC	222080263	8/31/2022	8/31/2022	\$ 20.80	Miscellaneous	1685
				\$ 2,428.68		



Church Ranch Metropolitan District  
September-22

	General	Debt	Capital	Totals
Disbursements	\$ 2,428.68			\$ 2,428.68
				\$ -
<u>Total Disbursements</u>	<u>\$ 2,428.68</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,428.68</u>

Church Ranch Metropolitan District

October-22

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
McGeady Becher P.C.	678B 8-2022	8/31/2022	8/31/2022	\$ 898.50	Legal	1675
RLI	LSM0936156	9/27/2022	9/28/2022	\$ 250.00	Prepaid Expenses	1125
Special District Management Services	Sep-22	9/30/2022	9/30/2022	\$ 34.53	Miscellaneous	1685
Special District Management Services	Sep-22	9/30/2022	9/30/2022	\$ 547.60	Accounting	1612
Special District Management Services	Sep-22	9/30/2022	9/30/2022	\$ 722.00	Management	1614
UNCC	222090261	9/30/2022	9/30/2022	\$ 7.80	Miscellaneous	1685
				\$ 2,460.43		

Church Ranch Metropolitan District  
October-22

	General	Debt	Capital	Totals
Disbursements	\$ 2,460.43			\$ 2,460.43
				\$ -
<u>Total Disbursements</u>	<u>\$ 2,460.43</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,460.43</u>

Church Ranch Metropolitan District  
November-22

Vendor	Invoice #	Date	Due Date	Amount in USD	Expense Account	Account Number
Colorado Special Districts P&L	23PL-60344-1640	9/6/2022	10/6/2022	\$ 2,076.00	Prepaid Expenses	1125
Diversified Underground, Inc.	26545	10/31/2022	11/30/2022	\$ 405.00	Locates	1680
McGeady Becher P.C.	678B 9-2022	9/30/2022	9/30/2022	\$ 234.50	Legal	1675
Special District Management Services	Oct-22	10/31/2022	10/31/2022	\$ 3.60	Miscellaneous	1685
Special District Management Services	Oct-22	10/31/2022	10/31/2022	\$ 429.20	Accounting	1612
Special District Management Services	Oct-22	10/31/2022	10/31/2022	\$ 192.40	Management	1614
T Charles Wilson Insurance	11482	9/28/2022	9/28/2022	\$ 495.00	Prepaid Expenses	1125
UNCC	222100254	10/31/2022	10/31/2022	\$ 15.60	Miscellaneous	1685
				\$ 3,851.30		

Church Ranch Metropolitan District  
November-22

	General	Debt	Capital	Totals
Disbursements	\$ 3,851.30			\$ 3,851.30
				\$ -
<u>Total Disbursements</u>	<u>\$ 3,851.30</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,851.30</u>

**CHURCH RANCH METROPOLITAN DISTRICT**  
**Schedule of Cash Position**  
**September 30, 2022**

	<b>Rate</b>	<b>Operating</b>
<b>Checking:</b>		
FirstBank Checking		\$ 6,681.40
<b>Investments:</b>		
ColoTrust	2.6205%	451,330.03
<b>TOTAL FUNDS:</b>		<b>\$ 458,011.43</b>

**2022 Mill Levy Information**

General Fund	0.000
Debt Service Fund	0.000
Total	0.000

**Board of Directors**

- \* Gregg A. Bradbury
- \* David L. Johnson
- \* Charles C. McKay

\*authorized signer on checking account

**CHURCH RANCH METROPOLITAN DISTRICT**

**FINANCIAL STATEMENTS**

**September 30, 2022**

**CHURCH RANCH METROPOLITAN DISTRICT  
 COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
 September 30, 2022**

	<b>GENERAL</b>
<b>Assets</b>	
FirstBank Checking	\$ 6,681
ColoTrust	451,330
Prepaid Expenses	450
Total Current Assets	458,461
<b>Total Assets</b>	\$ 458,461
<b>Fund Balance</b>	
Fund Balance	\$ 469,671
Current Year Earnings	(11,210)
Total Fund Balances	458,461
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balance</b>	\$ 458,461



**CHURCH RANCH METROPOLITAN DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**For the 9 Months Ending**  
**September 30, 2022**  
**General Fund**

Account Description	Period Actual	YTD Actual	Budget	Favorable (Unfavorable) Variance	% of Budget
<b>Revenues</b>					
Interest Income	\$ 2,491	\$ 3,567	\$ 250	\$ 3,317	1426.9%
<b>Total Revenues</b>	<u>2,491</u>	<u>3,567</u>	<u>250</u>	<u>3,317</u>	<u>1426.9%</u>
<b>Expenditures</b>					
Accounting	977	3,271	12,000	8,729	27.3%
Management	1,747	4,188	10,000	5,812	41.9%
Election	30	652	4,000	3,348	16.3%
Insurance/SDA Dues	-	3,504	4,000	496	87.6%
Legal	658	1,267	18,000	16,733	7.0%
Miscellaneous	479	1,895	3,000	1,105	63.2%
Contingency	-	-	50,000	50,000	0.0%
Emergency Reserve	-	-	8	8	0.0%
<b>Total Expenditures</b>	<u>3,890</u>	<u>14,777</u>	<u>101,008</u>	<u>86,231</u>	<u>14.6%</u>
Excess (Deficiency) of Revenues Over Expenditures	(1,400)	(11,210)	(100,758)	89,548	
<b>Other Financing Sources (Uses)</b>					
Transfer to Capital Projects	-	-	(200,000)	200,000	
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>(200,000)</u>	<u>200,000</u>	
Change in Fund Balance	(1,400)	(11,210)	(300,758)	289,548	
Beginning Fund Balance	459,861	469,671	459,222	10,449	
<b>Ending Fund Balance</b>	<u>\$ 458,461</u>	<u>\$ 458,461</u>	<u>\$ 158,464</u>	<u>\$ 299,997</u>	

**CHURCH RANCH METROPOLITAN DISTRICT**  
**Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual**  
**For the 9 Months Ending**  
**September 30, 2022**  
**Capital Projects Fund**

Account Description	Period Actual	YTD Actual	Budget	Favorable (Unfavorable) Variance	% of Budget
<b>Expenditures</b>					
Public Improvements	\$ -	\$ -	\$ 200,000	\$ 200,000	0.0%
<b>Total Expenditures</b>	<u>-</u>	<u>-</u>	<u>200,000</u>	<u>200,000</u>	<u>0.0%</u>
Excess (Deficiency) of Revenues Over Expenditures	-	-	(200,000)	(200,000)	
<b>Other Financing Sources (Uses)</b>					
Transfer from General Fund	-	-	200,000	200,000	
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>200,000</u>	<u>200,000</u>	
Change in Fund Balance	-	-	-	-	
Beginning Fund Balance	-	-	-	-	
<b>Ending Fund Balance</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

# APPLICATION FOR EXEMPTION FROM AUDIT

## LONG FORM

### FOR LOCAL GOVERNMENTS WITH EITHER REVENUES OR EXPENDITURES MORE THAN \$100,000 BUT NOT MORE THAN \$750,000

Under the Local Government Audit Law (Section 29-1-601, et seq., C.R.S.) any local government may apply for an exemption from audit if neither revenues nor expenditures exceed \$750,000 for the year.

If your local government has either revenues or expenditures of LESS than \$100,000, use the [SHORT FORM](#).

### EXEMPTIONS FROM AUDIT ARE NOT AUTOMATIC

To qualify for exemption from audit, a local government must complete an Application for Exemption from Audit EACH YEAR and submit it to the Office of the State Auditor (OSA) for approval.

Any preparer of an Application for Exemption from Audit must be an independent accountant with knowledge of governmental accounting.

Approval for an exemption from audit is granted only upon the review by the OSA.

### READ ALL INSTRUCTIONS BEFORE COMPLETING AND SUBMITTING THIS FORM

ALL APPLICATIONS MUST BE FILED WITH THE OSA WITHIN 3 MONTHS AFTER THE ACCOUNTING YEAR-END. FOR EXAMPLE, APPLICATIONS MUST BE RECEIVED BY THE OSA ON OR BEFORE MARCH 31 FOR GOVERNMENTS WITH A DECEMBER 31 YEAR-END.

GOVERNMENTAL ACTIVITY SHOULD BE REPORTED ON THE MODIFIED ACCRUAL BASIS

PROPRIETARY ACTIVITY SHOULD BE REPORTED ON A BUDGETARY BASIS

**POSTMARK DATES WILL NOT BE ACCEPTED AS PROOF OF SUBMISSION ON OR BEFORE THE STATUTORY DEADLINE**

PRIOR YEAR FORMS ARE OBSOLETE AND WILL NOT BE ACCEPTED.

FOR YOUR REFERENCE, COLORADO REVISED STATUTES CAN BE FOUND AT THIS ADDRESS:

APPLICATIONS SUBMITTED ON FORMS OTHER THAN THOSE PRESCRIBED BY THE OSA WILL NOT BE ACCEPTED.

<http://www.lexisnexis.com/hottopics/Colorado/>

APPLICATIONS MUST BE FULLY AND ACCURATELY COMPLETED.

## CHECKLIST

- Has the preparer signed the application?
- Has the entity corrected all Prior Year Deficiencies as communicated by the OSA?
- Has the application been PERSONALLY reviewed and approved by the governing body?
- Are all sections of the form complete, including responses to all of the questions?
- Did you include any relevant explanations for unusual items in the appropriate spaces at the end of each section?
- Will this application be submitted electronically?
  - If yes, have you read and understand the new Electronic Signature Policy? See new [policy](#)
  - or--
  - Have you included a resolution?
  - Does the resolution state that the governing body PERSONALLY reviewed and approved the resolution in an open public meeting?
  - Has the resolution been signed by a MAJORITY of the governing body? (See sample resolution.)
- Will this application be submitted via a mail service? (e.g. US Post Office, FedEx, UPS, courier.)
  - If yes, does the application include ORIGINAL INK SIGNATURES from the MAJORITY of the governing body?

Checkout our new [web portal](#). Register your account and submit electronic Applications for Exemption From Audit, Extension of Time to File requests, Audited Financial Statements, and more! See the link below.

[OSA LG Web Portal](#)

## FILING METHODS

### NEW METHOD!

**WEB PORTAL:** Register and submit your Applications at our new portal:

<https://apps.leg.co.gov/osa/lq>

**MAIL:** Office of the State Auditor  
Local Government Audit Division  
1525 Sherman St., 7th Floor  
Denver, CO 80203

**QUESTIONS?** Email: [osa.lg@state.co.us](mailto:osa.lg@state.co.us) or Phone: 303-869-3000

## IMPORTANT!

All Applications for Exemption from Audit are subject to review and approval by the Office of the State Auditor.

Governmental Activity should be reported on the Modified Accrual Basis

Proprietary Activity should be reported on the Cash or Budgetary Basis -- A Budget to GAAP reconciliation is provided in Part 3

Failure to file an application or denial of the request could cause the local government to lose its exemption from audit for that year and the ensuing year.

In that event, AN AUDIT SHALL BE REQUIRED.

# APPLICATION FOR EXEMPTION FROM AUDIT

## LONG FORM

NAME OF GOVERNMENT  
ADDRESS

Church Ranch Metropolitan District
c/o Special District Management Services, Inc.
141 Union Blvd., Suite 150
Lakewood, CO 80228-1898
David Solin
303-987-0835
dsolin@sdmsi.com

For the Year Ended  
12/31/2021  
or fiscal year ended:

CONTACT PERSON  
PHONE  
EMAIL  
FAX

## CERTIFICATION OF PREPARER

I certify that I am an independent accountant with knowledge of governmental accounting and that the information in the Application is complete and accurate to the best of my knowledge. I am aware that the Audit Law requires that a person independent of the entity complete the application if revenues or expenditure are at least \$100,000 but not more than \$750,000, and that independent means someone who is separate from the entity.

NAME:	James H. Ruthven
TITLE	Director of Finance
FIRM NAME (if applicable)	Special District Management Services, Inc.
ADDRESS	141 Union Blvd., Suite 150, Lakewood, CO 80228-1898
PHONE	303-987-0835
DATE PREPARED	3/10/2022
RELATIONSHIP TO ENTITY	accountant

### PREPARER (SIGNATURE REQUIRED)

Has the entity filed for, or has the district filed, a Title 32, Article 1 Special District Notice of Inactive Status during the year? [Applicable to Title 32 special districts only, pursuant to Sections 32-1-103 (9.3) and 32-1-104 (3), C.R.S.]	YES	NO	If Yes, date filed:
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**PART 1 - FINANCIAL STATEMENTS - BALANCE SHEET**

\* Indicate Name of Fund

NOTE: Attach additional sheets as necessary.

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds	
		General	Debt Service		Fund*	Fund*
<b>Assets</b>				<b>Assets</b>		
1-1	Cash & Cash Equivalents	\$ 6,503	\$ -	Cash & Cash Equivalents	\$ -	\$ -
1-2	Investments	\$ 466,766	\$ -	Investments	\$ -	\$ -
1-3	Receivables	\$ -	\$ -	Receivables	\$ -	\$ -
1-4	Due from Other Entities or Funds	\$ -	\$ -	Due from Other Entities or Funds	\$ -	\$ -
1-5	Property Tax Receivable	\$ -	\$ -	Other Current Assets [specify...]	\$ -	\$ -
	All Other Assets [specify...]				\$ -	\$ -
1-6	Prepaid insurance	\$ 2,969	\$ -		\$ -	\$ -
1-7		\$ -	\$ -	Capital Assets, net (from Part 6-4)	\$ -	\$ -
1-8		\$ -	\$ -	Other Long Term Assets [specify...]	\$ -	\$ -
1-9		\$ -	\$ -		\$ -	\$ -
1-10		\$ -	\$ -		\$ -	\$ -
1-11	(add lines 1-1 through 1-10) <b>TOTAL ASSETS</b>	\$ 476,238	\$ -	(add lines 1-1 through 1-10) <b>TOTAL ASSETS</b>	\$ -	\$ -
<b>Deferred Outflows of Resources</b>				<b>Deferred Outflows of Resources</b>		
1-12	[specify...]	\$ -	\$ -	[specify...]	\$ -	\$ -
1-13	[specify...]	\$ -	\$ -	[specify...]	\$ -	\$ -
1-14	(add lines 1-12 through 1-13) <b>TOTAL DEFERRED OUTFLOWS</b>	\$ -	\$ -	(add lines 1-12 through 1-13) <b>TOTAL DEFERRED OUTFLOWS</b>	\$ -	\$ -
1-15	<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	\$ 476,238	\$ -	<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	\$ -	\$ -
<b>Liabilities</b>				<b>Liabilities</b>		
1-16	Accounts Payable	\$ 6,567	\$ -	Accounts Payable	\$ -	\$ -
1-17	Accrued Payroll and Related Liabilities	\$ -	\$ -	Accrued Payroll and Related Liabilities	\$ -	\$ -
1-18	Unearned Property Tax Revenue	\$ -	\$ -	Accrued Interest Payable	\$ -	\$ -
1-19	Due to Other Entities or Funds	\$ -	\$ -	Due to Other Entities or Funds	\$ -	\$ -
1-20	All Other Current Liabilities	\$ -	\$ -	All Other Current Liabilities	\$ -	\$ -
1-21	(add lines 1-16 through 1-20) <b>TOTAL CURRENT LIABILITIES</b>	\$ 6,567	\$ -	(add lines 1-16 through 1-20) <b>TOTAL CURRENT LIABILITIES</b>	\$ -	\$ -
1-22	All Other Liabilities [specify...]	\$ -	\$ -	Proprietary Debt Outstanding (from Part 4-4)	\$ -	\$ -
1-23		\$ -	\$ -	Other Liabilities [specify...]:	\$ -	\$ -
1-24		\$ -	\$ -		\$ -	\$ -
1-25		\$ -	\$ -		\$ -	\$ -
1-26		\$ -	\$ -		\$ -	\$ -
1-27	(add lines 1-21 through 1-26) <b>TOTAL LIABILITIES</b>	\$ 6,567	\$ -	(add lines 1-21 through 1-26) <b>TOTAL LIABILITIES</b>	\$ -	\$ -
<b>Deferred Inflows of Resources</b>				<b>Deferred Inflows of Resources</b>		
1-28	Deferred Property Taxes	\$ -	\$ -	Pension Related	\$ -	\$ -
1-29	Other [specify...]	\$ -	\$ -	Other [specify...]	\$ -	\$ -
1-30	(add lines 1-28 through 1-29) <b>TOTAL DEFERRED INFLOWS</b>	\$ -	\$ -	(add lines 1-28 through 1-29) <b>TOTAL DEFERRED INFLOWS</b>	\$ -	\$ -
<b>Fund Balance</b>				<b>Net Position</b>		
1-31	Nonspendable Prepaid	\$ -	\$ -	Net Investment in Capital Assets	\$ -	\$ -
1-32	Nonspendable Inventory	\$ -	\$ -			
1-33	Restricted [specify...]	\$ -	\$ -	Emergency Reserves	\$ -	\$ -
1-34	Committed [specify...]	\$ -	\$ -	Other Designations/Reserves	\$ -	\$ -
1-35	Assigned [specify...]	\$ -	\$ -	Restricted	\$ -	\$ -
1-36	Unassigned:	\$ 469,671	\$ -	Undesignated/Unreserved/Unrestricted	\$ -	\$ -
1-37	Add lines 1-31 through 1-36 This total should be the same as line 3-33 <b>TOTAL FUND BALANCE</b>	\$ 469,671	\$ -	Add lines 1-31 through 1-36 This total should be the same as line 3-33 <b>TOTAL NET POSITION</b>	\$ -	\$ -
1-38	Add lines 1-27, 1-30 and 1-37 This total should be the same as line 1-15 <b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE</b>	\$ 476,238	\$ -	Add lines 1-27, 1-30 and 1-37 This total should be the same as line 1-15 <b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION</b>	\$ -	\$ -

Please use this space to provide explanation of any items on this page

**PART 2 - FINANCIAL STATEMENTS - OPERATING STATEMENT - REVENUES**

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		General	Debt Service		Fund*	Fund*	
<b>Tax Revenue</b>				<b>Tax Revenue</b>			
2-1	Property [include mills levied in Question 10-6]	\$ -	\$ -	Property [include mills levied in Question 10-6]	\$ -	\$ -	
2-2	Specific Ownership	\$ -	\$ -	Specific Ownership	\$ -	\$ -	
2-3	Sales and Use Tax	\$ -	\$ -	Sales and Use Tax	\$ -	\$ -	
2-4	Other Tax Revenue [specify...]:	\$ -	\$ -	Other Tax Revenue [specify...]:	\$ -	\$ -	
2-5		\$ -	\$ -		\$ -	\$ -	
2-6		\$ -	\$ -		\$ -	\$ -	
2-7		\$ -	\$ -		\$ -	\$ -	
2-8	<b>Add lines 2-1 through 2-7 TOTAL TAX REVENUE</b>	\$ -	\$ -	<b>Add lines 2-1 through 2-7 TOTAL TAX REVENUE</b>	\$ -	\$ -	
2-9	Licenses and Permits	\$ -	\$ -	Licenses and Permits	\$ -	\$ -	
2-10	Highway Users Tax Funds (HUTF)	\$ -	\$ -	Highway Users Tax Funds (HUTF)	\$ -	\$ -	
2-11	Conservation Trust Funds (Lottery)	\$ -	\$ -	Conservation Trust Funds (Lottery)	\$ -	\$ -	
2-12	Community Development Block Grant	\$ -	\$ -	Community Development Block Grant	\$ -	\$ -	
2-13	Fire & Police Pension	\$ -	\$ -	Fire & Police Pension	\$ -	\$ -	
2-14	Grants	\$ -	\$ -	Grants	\$ -	\$ -	
2-15	Donations	\$ -	\$ -	Donations	\$ -	\$ -	
2-16	Charges for Sales and Services	\$ -	\$ -	Charges for Sales and Services	\$ -	\$ -	
2-17	Rental Income	\$ -	\$ -	Rental Income	\$ -	\$ -	
2-18	Fines and Forfeits	\$ -	\$ -	Fines and Forfeits	\$ -	\$ -	
2-19	Interest/Investment Income	\$ 238	\$ 1	Interest/Investment Income	\$ -	\$ -	
2-20	Tap Fees	\$ -	\$ -	Tap Fees	\$ -	\$ -	
2-21	Proceeds from Sale of Capital Assets	\$ -	\$ -	Proceeds from Sale of Capital Assets	\$ -	\$ -	
2-22	All Other [specify...]:	\$ -	\$ -	All Other [specify...]:	\$ -	\$ -	
2-23		\$ -	\$ -		\$ -	\$ -	
2-24	<b>Add lines 2-8 through 2-23 TOTAL REVENUES</b>	\$ 238	\$ 1	<b>Add lines 2-8 through 2-23 TOTAL REVENUES</b>	\$ -	\$ -	
<b>Other Financing Sources</b>				<b>Other Financing Sources</b>			
2-25	Debt Proceeds	\$ -	\$ -	Debt Proceeds	\$ -	\$ -	
2-26	Developer Advances	\$ -	\$ -	Developer Advances	\$ -	\$ -	
2-27	Other [specify...]:	\$ -	\$ -	Other [specify...]:	\$ -	\$ -	
2-28	<b>Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES</b>	\$ -	\$ -	<b>Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES</b>	\$ -	\$ -	<b>GRAND TOTALS</b>
2-29	<b>Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	\$ 238	\$ 1	<b>Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	\$ -	\$ -	\$ 239

**IF GRAND TOTAL REVENUES AND OTHER FINANCING SOURCES for all funds (Line 2-29) are GREATER than \$750,000 - STOP. You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.**

**PART 3 - FINANCIAL STATEMENTS - OPERATING STATEMENT - EXPENDITURES/EXPENSES**

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		General	Debt Service		Fund*	Fund*	
	<b>Expenditures</b>			<b>Expenses</b>			
3-1	General Government	\$ 47,601	\$ -	General Operating & Administrative	\$ -	\$ -	
3-2	Judicial	\$ -	\$ -	Salaries	\$ -	\$ -	
3-3	Law Enforcement	\$ -	\$ -	Payroll Taxes	\$ -	\$ -	
3-4	Fire	\$ -	\$ -	Contract Services	\$ -	\$ -	
3-5	Highways & Streets	\$ -	\$ -	Employee Benefits	\$ -	\$ -	
3-6	Solid Waste	\$ -	\$ -	Insurance	\$ -	\$ -	
3-7	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	Accounting and Legal Fees	\$ -	\$ -	
3-8	Health	\$ -	\$ -	Repair and Maintenance	\$ -	\$ -	
3-9	Culture and Recreation	\$ -	\$ -	Supplies	\$ -	\$ -	
3-10	Transfers to other districts	\$ -	\$ -	Utilities	\$ -	\$ -	
3-11	Other [specify...]:	\$ -	\$ -	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	
3-12		\$ -	\$ -	Other [specify...]	\$ -	\$ -	
3-13		\$ -	\$ -		\$ -	\$ -	
3-14	Capital Outlay	\$ -	\$ -	Capital Outlay	\$ -	\$ -	
	<b>Debt Service</b>			<b>Debt Service</b>			
3-15	Principal (should match amount in 4-4)	\$ -	\$ -	Principal (should match amount in 4-4)	\$ -	\$ -	
3-16	Interest	\$ -	\$ -	Interest	\$ -	\$ -	
3-17	Bond Issuance Costs	\$ -	\$ -	Bond Issuance Costs	\$ -	\$ -	
3-18	Developer Principal Repayments	\$ -	\$ -	Developer Principal Repayments	\$ -	\$ -	
3-19	Developer Interest Repayments	\$ -	\$ -	Developer Interest Repayments	\$ -	\$ -	
3-20	All Other [specify...]:	\$ -	\$ -	All Other [specify...]:	\$ -	\$ -	
3-21		\$ -	\$ -		\$ -	\$ -	
3-22	<b>Add lines 3-1 through 3-21</b>	\$ 47,601	\$ -	<b>Add lines 3-1 through 3-21</b>	\$ -	\$ -	
	<b>TOTAL EXPENDITURES</b>			<b>TOTAL EXPENSES</b>			<b>GRAND TOTAL</b>
3-23	Interfund Transfers (In)	\$ (2,933)	\$ -	Net Interfund Transfers (In) Out	\$ -	\$ -	\$ 47,601
3-24	Interfund Transfers Out	\$ -	\$ 2,933	Other [specify...][enter negative for expense]	\$ -	\$ -	
3-25	Other Expenditures (Revenues):	\$ -	\$ -	Depreciation	\$ -	\$ -	
3-26		\$ -	\$ -	Other Financing Sources (Uses) (from line 2-28)	\$ -	\$ -	
3-27		\$ -	\$ -	Capital Outlay (from line 3-14)	\$ -	\$ -	
3-28		\$ -	\$ -	Debt Principal (from line 3-15, 3-18)	\$ -	\$ -	
3-29	<b>(Add lines 3-23 through 3-28)</b>			<b>(Line 3-27, plus line 3-28, less line 3-26, less line 3-25, plus line 3-24) TOTAL GAAP RECONCILING ITEMS</b>	\$ -	\$ -	
	<b>TOTAL TRANSFERS AND OTHER EXPENDITURES</b>	\$ (2,933)	\$ 2,933		\$ -	\$ -	
3-30	Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures Line 2-29, less line 3-22, less line 3-29	\$ (44,430)	\$ (2,932)	Net Increase (Decrease) in Net Position Line 2-29, less line 3-22, plus line 3-29, less line 3-23	\$ -	\$ -	
3-31	Fund Balance, January 1 from December 31 prior year report	\$ 514,101	\$ 2,932	Net Position, January 1 from December 31 prior year report	\$ -	\$ -	
3-32	Prior Period Adjustment (MUST explain)	\$ -	\$ -	Prior Period Adjustment (MUST explain)	\$ -	\$ -	
3-33	Fund Balance, December 31			Net Position, December 31			
	Sum of Lines 3-30, 3-31, and 3-32			Sum of Lines 3-30, 3-31, and 3-32			
	This total should be the same as line 1-37.	\$ 469,671	\$ -	This total should be the same as line 1-37.	\$ -	\$ -	

**IF GRAND TOTAL EXPENDITURES for all funds (Line 3-22) are GREATER than \$750,000 - STOP. You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.**

## PART 4 - DEBT OUTSTANDING, ISSUED, AND RETIRED

Please answer the following questions by marking the appropriate boxes.

YES                      NO

Please use this space to provide any explanations or comments:

4-1 Does the entity have outstanding debt?  YES       NO

4-2 Is the debt repayment schedule attached? If no, MUST explain:  YES       NO

4-3 Is the entity current in its debt service payments? If no, MUST explain:  YES       NO

4-4 Please complete the following debt schedule, if applicable: (please only include principal amounts)

	Outstanding at beginning of year*	Issued during year	Retired during year	Outstanding at year-end
General obligation bonds	\$ -	\$ -	\$ -	\$ -
Revenue bonds	\$ -	\$ -	\$ -	\$ -
Notes/Loans	\$ -	\$ -	\$ -	\$ -
Leases	\$ -	\$ -	\$ -	\$ -
Developer Advances	\$ -	\$ -	\$ -	\$ -
Other (specify):	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -

\*must agree to prior year ending balance

Please answer the following questions by marking the appropriate boxes.

YES                      NO

4-5 Does the entity have any authorized, but unissued, debt [Section 29-1-605(2) C.R.S.]?  YES       NO

If yes: How much? \$ 11,025,000

Date the debt was authorized: 9/8/2003

4-6 Does the entity intend to issue debt within the next calendar year?  YES       NO

If yes: How much? \$ -

4-7 Does the entity have debt that has been refinanced that it is still responsible for?  YES       NO

If yes: What is the amount outstanding? \$ -

4-8 Does the entity have any lease agreements?  YES       NO

If yes: What is being leased?

What is the original date of the lease?

Number of years of lease?

Is the lease subject to annual appropriation?  YES       NO

What are the annual lease payments? \$ -

## PART 5 - CASH AND INVESTMENTS

Please provide the entity's cash deposit and investment balances.

AMOUNT                      TOTAL

Please use this space to provide any explanations or comments:

5-1 YEAR-END Total of ALL Checking and Savings accounts \$ 6,503

5-2 Certificates of deposit \$ -

**TOTAL CASH DEPOSITS** \$ 6,503

Investments (if investment is a mutual fund, please list underlying investments):

5-3 Colotrust \$ 466,766

\$ -

\$ -

\$ -

**TOTAL INVESTMENTS** \$ 466,766

**TOTAL CASH AND INVESTMENTS** \$ 473,269

Please answer the following question by marking in the appropriate box

YES                      NO                      N/A

5-4 Are the entity's Investments legal in accordance with Section 24-75-601, et. seq., C.R.S.?  YES       NO       N/A

5-5 Are the entity's deposits in an eligible (Public Deposit Protection Act) public depository (Section 11-10.5-101, et seq. C.R.S.)? If no, MUST explain:  YES       NO       N/A



## PART 6 - CAPITAL ASSETS

Please answer the following question by marking in the appropriate box YES NO Please use this space to provide any explanations or comments:

- 6-1 Does the entity have capitalized assets?  YES  NO
- 6-2 Has the entity performed an annual inventory of capital assets in accordance with Section 29-1-506, C.R.S.? If no, MUST explain:  YES  NO

6-3 Complete the following Capital Assets table for GOVERNMENTAL FUNDS:

	Balance - beginning of the year <sup>1</sup>	Additions <sup>2</sup>	Deletions	Year-End Balance
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Other: Monumentation	\$ 83,866	\$ -	\$ -	\$ 83,866
Accumulated Depreciation (Enter a negative, or credit, balance)	\$ (51,021)	\$ (8,387)	\$ -	\$ (59,408)
<b>TOTAL</b>	<b>\$ 32,845</b>	<b>\$ (8,387)</b>	<b>\$ -</b>	<b>\$ 24,458</b>

6-4 Complete the following Capital Assets table for PROPRIETARY FUNDS:

	Balance - beginning of the year*	Additions	Deletions	Year-End Balance
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation (Enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\* Must agree to prior year-end balance  
 - Generally capital asset additions should be reported at capital outlay on line 3-14 and capitalized in accordance with the government's capitalization policy. Please explain any discrepancy

## PART 7 - PENSION INFORMATION

\* YES NO Please use this space to provide any explanations or comments:

- 7-1 Does the entity have an "old hire" firefighters' pension plan?  YES  NO
- 7-2 Does the entity have a volunteer firefighters' pension plan?  YES  NO
- If yes: Who administers the plan?  YES  NO

Indicate the contributions from:

Tax (property, SO, sales, etc.):	\$	-
State contribution amount:	\$	-
Other (gifts, donations, etc.):	\$	-
<b>TOTAL</b>	<b>\$</b>	<b>-</b>
What is the monthly benefit paid for 20 years of service per retiree as of Jan 1?	\$	-

## PART 8 - BUDGET INFORMATION

Please answer the following question by marking in the appropriate box		YES	NO	N/A	Please use this space to provide any explanations or comments:
8-1	Did the entity file a current year budget with the Department of Local Affairs, in accordance with Section 29-1-113 C.R.S.? If no, MUST explain:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8-2	Did the entity pass an appropriations resolution in accordance with Section 29-1-108 C.R.S.? If no, MUST explain:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If yes: Please indicate the amount appropriated for each fund separately for the year reported					
Governmental/Proprietary Fund Name		Total Appropriations By Fund			
General Fund		\$	493,075		
Capital Projects Fund		\$	400,000		
		\$	-		
		\$	-		

## PART 9 - TAX PAYER'S BILL OF RIGHTS (TABOR)

Please answer the following question by marking in the appropriate box		YES	NO	Please use this space to provide any explanations or comments:
9-1	Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]? <small>Note: An election to exempt the government from the spending limitations of TABOR does not exempt the government from the 3 percent emergency reserve requirement. All governments should determine if they meet this requirement of TABOR.</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## PART 10 - GENERAL INFORMATION

Please answer the following question by marking in the appropriate box		YES	NO	Please use this space to provide any explanations or comments:						
10-1	Is this application for a newly formed governmental entity? If yes: Date of formation: <input style="width: 150px; height: 30px;" type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
10-2	Has the entity changed its name in the past or current year? If Yes: NEW name <input style="width: 400px; height: 25px;" type="text"/> PRIOR name <input style="width: 400px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
10-3	Is the entity a metropolitan district?	<input checked="" type="checkbox"/>	<input type="checkbox"/>							
10-4	Please indicate what services the entity provides: <input style="width: 450px; height: 25px;" type="text" value="finance and acquire or construct certain essential public purpose facilities."/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
10-5	Does the entity have an agreement with another government to provide services? If yes: List the name of the other governmental entity and the services provided: <input style="width: 450px; height: 25px;" type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
10-6	Does the entity have a certified mill levy? If yes: Please provide the number of <u>mills</u> levied for the year reported (do not enter \$ amounts):	<input type="checkbox"/>	<input checked="" type="checkbox"/>							
<table border="1" style="width: 100%; border-collapse: collapse; margin-left: 200px;"> <tr> <td style="padding: 2px 5px;">Bond Redemption mills</td> <td style="text-align: right; padding: 2px 5px;">0.000</td> </tr> <tr> <td style="padding: 2px 5px;">General/Other mills</td> <td style="text-align: right; padding: 2px 5px;">0.000</td> </tr> <tr> <td style="padding: 2px 5px;"><b>Total mills</b></td> <td style="text-align: right; padding: 2px 5px;"><b>0.000</b></td> </tr> </table>		Bond Redemption mills	0.000	General/Other mills	0.000	<b>Total mills</b>	<b>0.000</b>			
Bond Redemption mills	0.000									
General/Other mills	0.000									
<b>Total mills</b>	<b>0.000</b>									

Please use this space to provide any additional explanations or comments not previously included:

**OSA USE ONLY**

<b>Entity Wide:</b>		<b>General Fund</b>		<b>Governmental Funds</b>		<b>Notes</b>
Unrestricted Cash & Investments	\$ 473,269	Unrestricted Fund Balan	\$ 469,671	Total Tax Revenue	\$ -	
Current Liabilities	\$ 6,567	Total Fund Balance	\$ 469,671	Revenue Paying Debt Service	\$ -	
Deferred Inflow	\$ -	PY Fund Balance	\$ 514,101	Total Revenue	\$ 239	
		Total Revenue	\$ 238	Total Debt Service Principal	\$ -	
		Total Expenditures	\$ 47,601	Total Debt Service Interest	\$ -	
		Interfund In	\$ (2,933)			
		Interfund Out	\$ -	<b>Enterprise Funds</b>		
<b>Governmental</b>		- <b>Proprietary</b>		Net Position	\$ -	
Total Cash & Investments	\$ 473,269	- Current Assets	\$ -	- PY Net Position	\$ -	
Transfers In	\$ -	- Deferred Outflow	\$ -	- <b>Government-Wide</b>		
Transfers Out	\$ -	- Current Liabilities	\$ -	- Total Outstanding Debt	\$ -	
Property Tax	\$ -	Deferred Inflow	\$ -	- Authorized but Unissued	\$ 11,025,000	
Debt Service Principal	\$ -	Total Expenditures	\$ 47,601	- Year Authorized	\$ 9/8/2003	
Total Expenditures	\$ -	- Cash & Investments	\$ -			
Total Developer Advances	\$ -	- Principal Expense	\$ -			
Total Developer Repayments	\$ -					

**PART 12 - GOVERNING BODY APPROVAL**

Please answer the following question by marking in the appropriate box

**YES                      NO**

12-1 If you plan to submit this form electronically, have you read the new Electronic Signature Policy?

**Office of the State Auditor — Local Government Division - Exemption Form Electronic Signatures Policy and Procedures**

Policy - Requirements

The Office of the State Auditor Local Government Audit Division may accept an electronic submission of an application for exemption from audit that includes governing board signatures obtained through a program such as DocuSign or Echosign. Required elements and safeguards are as follows:

- The preparer of the application is responsible for obtaining board signatures that comply with the requirement in Section 29-1-604 (3), C.R.S., that states the application shall be personally reviewed, approved, and signed by a majority of the members of the governing body.
- The application must be accompanied by the signature history document created by the electronic signature software. The signature history document must show when the document was created and when the document was emailed to the various parties, and include the dates the individual board members signed the document. The signature history must also show the individuals' email addresses and IP address.
- Office of the State Auditor staff will not coordinate obtaining signatures.

The application for exemption from audit form created by our office includes a section for governing body approval. Local governing boards note their approval and submit the application through one of the following three methods:

- 1) Submit the application in hard copy via the US Mail including original signatures.
- 2) Submit the application electronically via email and either,
  - a. Include a copy of an adopted resolution that documents formal approval by the Board, or
  - b. Include electronic signatures obtained through a software program such as DocuSign or Echosign in accordance with the requirements noted above.

Below is the certification and approval of the governing body. By signing, each individual member is certifying they are a duly elected or appointed officer of the local government. Governing members may be verified. Also by signing, the individual member certifies that this Application for Exemption from Audit has been prepared consistent with Section 29-1-604, C.R.S., which states that a governmental agency with revenue and expenditures of \$750,000 or less must have an application prepared by an independent accountant with knowledge of governmental accounting; completed to the best of their knowledge and is accurate and true. Use additional pages if needed.

Print the names of ALL members of the governing body below.

A MAJORITY of the members of the governing body must complete and sign in the column below.

1	Full Name	I, _____, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
1	Full Name <b>Gregg A. Bradbury</b>	I, Gregg A. Bradbury, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>Gregg A. Bradbury</u> Date: _____ My term Expires: May 2023
2	Full Name <b>Charles Church McKay</b>	I, Charles Church McKay, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>Charles C McKay</u> Date: _____ My term Expires: May 2022
3	Full Name <b>David Laughlin Johnson</b>	I, David Laughlin Johnson, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: May 2022
4	Full Name	I, _____, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
5	Full Name	I, _____, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
6	Full Name	I, _____, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____
7	Full Name	I, _____, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ Date: _____ My term Expires: _____

**EXAMPLE - DO NOT FILL OUT THIS PAGE**

This sample resolution/ordinance for exemption from audit is provided as an example of the documentation that is required, the wording may be used as a basis for your own local government document, if needed, however you MUST draft your own ordinance or resolution making any changes where applicable. Legal counsel should be consulted regarding any questions.

**RESOLUTION/ORDINANCE FOR EXEMPTION FROM AUDIT**

(Pursuant to Section 29-1-604, C.R.S.)

A RESOLUTION/ORDINANCE APPROVING AN EXEMPTION FROM AUDIT FOR YEAR 20XX FOR THE **(name of government)**, STATE OF COLORADO.

WHEREAS, the **(governing body)** of **(name of government)** wishes to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

WHEREAS, Section 29-1-604, C.R.S., states that any local government where neither revenues nor expenditures exceed seven hundred and fifty thousand dollars may, with the approval of the State Auditor, be exempt from the provision of Section 29-1-603, C.R.S.; and

[Choose 1 or 2 below, whichever is applicable]

(1) WHEREAS, neither revenue nor expenditures for **(name of government)** exceeded \$100,000 for Year 20XX; and

WHEREAS, an application for exemption from audit for **(name of government)** has been prepared by **(name of individual)**, a person skilled in governmental accounting; and

**OR**

(2) WHEREAS, neither revenues nor expenditures for **(name of government)** exceeded \$750,000 for Year 20XX; and

WHEREAS, an application for exemption from audit for **(name of government)** has been prepared by **(name of individual or firm)**, an independent accountant with knowledge of governmental accounting; and

WHEREAS, said application for exemption from audit has been completed in accordance with regulations, issued by the State Auditor.

NOW THEREFORE, be it resolved/ordained by the **(governing body)** of the **(name of government)** that the application for exemption from audit for **(name of government)** for the year ended \_\_\_\_\_, 20XX, has been personally reviewed and is hereby approved by a majority of the **(governing body)** of the **(name of government)**; that those members of the **(governing body)** have signified their approval by signing below; and that this resolution shall be attached to, and shall become a part of, the application for exemption from audit of the **(name of government)** for the year ended \_\_\_\_\_, 20XX.

ADOPTED THIS \_\_\_ day of \_\_\_\_\_, A.D. 20XX.

\_\_\_\_\_  
Mayor/President/Chairman, etc.

ATTEST:

\_\_\_\_\_  
Town Clerk, Secretary, etc.

<u>Type or Print Names of Members of Governing Body</u>	<u>Date Term Expires</u>	<u>Signature</u>

<b>TITLE</b>	Application for exemption from Audit for 2021
<b>FILE NAME</b>	Church Ranch MD -...on from Audit.pdf
<b>DOCUMENT ID</b>	4cccc9506500409cb07145f0d014b81e478b9c1d
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Pending signature

## Document History



**03 / 28 / 2022**  
21:52:14 UTC

Sent for signature to Gregg Bradbury (gbradbury@churchranch.com), Charles McKay (cmckay@churchranch.com), David Laughlin Johnson (djohnson@etkinjohnson.com) and Jim Ruthven (jruthven@sdmsi.com) from ksteggs@sdmsi.com  
IP: 50.78.200.153



**03 / 28 / 2022**  
21:54:15 UTC

Viewed by Gregg Bradbury (gbradbury@churchranch.com)  
IP: 8.39.228.22



**03 / 28 / 2022**  
21:54:47 UTC

Signed by Gregg Bradbury (gbradbury@churchranch.com)  
IP: 8.39.228.22



**03 / 29 / 2022**  
13:46:03 UTC

Viewed by Charles McKay (cmckay@churchranch.com)  
IP: 8.39.228.22



**03 / 29 / 2022**  
13:46:51 UTC

Signed by Charles McKay (cmckay@churchranch.com)  
IP: 8.39.228.22

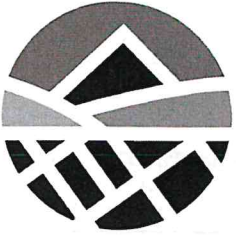
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<b>TITLE</b>	Application for exemption from Audit for 2021
<b>FILE NAME</b>	Church Ranch MD -...on from Audit.pdf
<b>DOCUMENT ID</b>	4cccc9506500409cb07145f0d014b81e478b9c1d
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Pending signature

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## Document History

**03 / 29 / 2022**  
14:50:10 UTCViewed by Jim Ruthven (jruthven@sdmsi.com)  
IP: 50.78.200.153**03 / 29 / 2022**  
14:50:27 UTCSigned by Jim Ruthven (jruthven@sdmsi.com)  
IP: 50.78.200.153**03 / 29 / 2022**  
14:50:27 UTC**This document has not been fully executed by all signers.**



**SCOT KERSGAARD**

---

Assessor

OFFICE OF THE ASSESSOR  
100 Jefferson County Parkway  
Golden, CO 80419-2500  
Phone: 303-271-8600  
Fax: 303-271-8616

Website: <http://assessor.jeffco.us>  
E-mail Address: [assessor@jeffco.us](mailto:assessor@jeffco.us)

August 25, 2022

CHURCH RANCH METRO DISTRICT  
DAVID SOLIN  
00141 UNION BLVD 150  
LAKEWOOD CO 80228-1898

Code # 4159

### CERTIFICATION OF VALUATION

The Jefferson County Assessor reports a taxable assessed valuation for your taxing entity for 2022 of:

**\$31,127,347**

The breakdown of the taxable valuation of your property is enclosed.

As further required by CRS 39-5-128(1), you are hereby notified to officially certify your levy to the Board of County Commissioners no later than December 15.

CRS 39-1-111(5) requires that this office transmit a notification by December 10 of any changes to valuation made after the original certification.

**SCOT KERSGAARD**  
Jefferson County Assessor

enc



## CERTIFICATION OF VALUATION BY JEFFERSON COUNTY ASSESSOR

New Tax Entity

YES  NO

Date: August 25, 2022

**NAME OF TAX ENTITY:** CHURCH RANCH METRO DISTRICT

### USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) AND 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2022:

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	1.	\$	30,317,983
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: †	2.	\$	31,127,347
3. LESS TOTAL TIF AREA INCREMENTS, IF ANY:	3.	\$	0
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4.	\$	31,127,347
5. NEW CONSTRUCTION: *	5.	\$	0
6. INCREASED PRODUCTION OF PRODUCING MINE: ≈	6.	\$	0
7. ANNEXATIONS/INCLUSIONS:	7.	\$	0
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: ≈	8.	\$	0
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b), C.R.S.): Φ	9.	\$	0
10. TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(A), C.R.S.). Includes all revenue collected on valuation not previously certified:	10.	\$	0
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	11.	\$	0

- † This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec 20(8)(b), Colo. Constitution
- \* New construction is defined as: Taxable real property structures and the personal property connected with the structure.
- ≈ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.
- Φ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

### USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART X, SEC.20, COLO. CONSTITUTION AND 39-5-121(2)(b), C.R.S., THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2022:

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1.	\$	91,771,930
<b>ADDITIONS TO TAXABLE REAL PROPERTY</b>			
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	2.	\$	0
3. ANNEXATIONS/INCLUSIONS:	3.	\$	0
4. INCREASED MINING PRODUCTION: §	4.	\$	0
5. PREVIOUSLY EXEMPT PROPERTY:	5.	\$	0
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	6.	\$	0
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT: (If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.):	7.	\$	0

**DELETIONS FROM TAXABLE REAL PROPERTY**

8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	8.	\$	0
9. DISCONNECTIONS/EXCLUSIONS:	9.	\$	0
10. PREVIOUSLY TAXABLE PROPERTY:	10.	\$	0

- ¶ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.
- \* Construction is defined as newly constructed taxable real property structures.
- § Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS:

1. TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY	1.	\$	107,483,109
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IN ACCORDANCE WITH 39-5-128(1.5), C.R.S., THE ASSESSOR PROVIDES:

HB21-1312 VALUE OF EXEMPT BUSINESS PERSONAL PROPERTY (ESTIMATED): **		\$	41,009
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\*\* The tax revenue lost due to this exempted value will be reimbursed to the tax entity by the County Treasurer in accordance with 39-3-119.5(3), C.R.S.

NOTE: ALL LEVIES MUST BE CERTIFIED TO THE COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.

**TO ALL TAXING JURISDICTIONS:**

Pursuant to section 39-5-128, you are hereby notified that, as the clerk of a municipality or secretary of a special district, you must officially certify your agency's 2023 mill levy with Jefferson County. To ensure your agency meets the statutory deadline of December 16<sup>th</sup>, **your agency's certification must be submitted via email to [MillLevyCertify@jeffco.us](mailto:MillLevyCertify@jeffco.us) on or before Friday, December 9<sup>th</sup>, 2022.** Submissions will not be accepted in-person or via postal delivery.

Please remember that prior to submitting your agency's mill levy for certification, you are required by statute to formally adopt your annual budget. The necessary forms, along with instructions as to completion, are provided by the Colorado Division of Local Government (DOLA) and can be found on their website ([www.dola.state.co.us](http://www.dola.state.co.us)). Using these forms will expedite the process to ensure that your agency's mill levy is certified in time for the billing of property taxes in 2023 by the Jefferson County Treasurer's office. **As an added safeguard to ensure accurate mill levies are certified, resolution(s) authorizing mill levy amounts must be included with your submission.**

Each taxing authority is responsible for ensuring that the mill levy submitted for certification complies with all applicable state statutes. You are encouraged to utilize the resources made available by DOLA to gain a thorough understanding of the statutes that apply to your agency.

The statutory "5.5% Property Tax Revenue Limit," also known as the "Annual Levy Law" (Section 29-1-301, et seq., C.R.S.), applies to most statutory local governments that levy property taxes, and it restricts the amount of property tax revenue that may be collected each year. This does not apply to home-rule entities unless their charters specify this limit. The local government's limit is calculated by using the information on the Certification of Valuation (CV) sent by the County Assessor each year.

Your agency may also be subject to the provisions specified under Article X, Section 20 of the Colorado State Constitution (Taxpayer's Bill of Rights Amendment). Each agency will be mailed a worksheet prepared by DOLA that shows their calculation for the agency's "5.5% limit." For other worksheets and additional guidance, please refer to DOLA's website or contact their staff at any time for assistance.

The county is required by law to certify the mill levies for all taxing authorities located within its boundaries. We ask for your help in ensuring that your mill levy information is both accurate and timely so that we can efficiently begin compiling the mill levy information.

If your district will not levy property taxes, we ask that you notify the county in writing of this intent. Failure to submit the required information by the established statutory deadline may result in a delay in the billing of your entity's property taxes.

Please submit your mill levy certification and resolution no later than December 9<sup>th</sup>, 2022 via e-mail to [MillLevyCertify@jeffco.us](mailto:MillLevyCertify@jeffco.us). To ensure reliable and timely delivery and processing of certifications, **submissions will not be accepted in-person or via postal delivery.**

Please contact the Jefferson County Assessor's Office at 303-271-8628 for valuation or district information questions, or the Strategy, Planning & Analysis Division at 303-271-8507 for submission procedure questions.



**CHURCH RANCH METROPOLITAN DISTRICT**  
**Assessed Value, Property Tax and Mill Levy Information**

	<b>2021 Actual</b>	<b>2022 Adopted Budget</b>	<b>2023 Preliminary Budget</b>
<b>Assessed Valuation</b>	\$ 30,343,393	\$ 30,317,983	\$ 31,127,347
<b>Mill Levy</b>			
General Fund	-	-	-
Debt Service Fund	-	-	-
Temporary Mill Levy Reduction	-	-	-
Refunds and Abatements	-	-	-
<b>Total Mill Levy</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Property Taxes</b>			
General Fund	\$ -	\$ -	\$ -
Debt Service Fund	-	-	-
Temporary Mill Levy Reduction	-	-	-
Refunds and Abatements	-	-	-
<b>Actual/Budgeted Property Taxes</b>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

**CHURCH RANCH METROPOLITAN DISTRICT**

**GENERAL FUND**

**2023 Preliminary Budget**

with 2021 Actual, 2022 Adopted Budget, and 2022 Estimated

	<b>2021 Actual</b>	<b>01/22-07/22 YTD Actual</b>	<b>2022 Adopted Budget</b>	<b>2022 Estimated</b>	<b>2023 Preliminary Budget</b>
<b>BEGINNING FUND BALANCE</b>	\$ 514,101	\$ 469,671	\$ 459,222	\$ 469,671	\$ 439,515
<b>REVENUE</b>					
Interest Income	238	1,718	250	7,000	4,000
<b>Total Revenue</b>	<b>238</b>	<b>1,718</b>	<b>250</b>	<b>7,000</b>	<b>4,000</b>
<b>Total Funds Available</b>	<b>514,339</b>	<b>471,389</b>	<b>459,472</b>	<b>476,671</b>	<b>443,515</b>
<b>EXPENDITURES</b>					
Accounting	7,056	2,649	12,000	6,000	6,500
Management	9,439	2,819	10,000	6,000	6,500
Audit	3,400	-	-	-	-
Election	-	652	4,000	652	1,000
Insurance/SDA Dues	3,612	3,504	4,000	3,504	4,000
Legal	20,407	705	18,000	18,000	18,000
Miscellaneous	3,688	1,508	3,000	3,000	3,000
Contingency	-	-	50,000	-	50,000
<b>Total Expenditures</b>	<b>47,601</b>	<b>11,837</b>	<b>101,000</b>	<b>37,156</b>	<b>89,000</b>
<b>Transfers and Other Sources (Uses)</b>					
Transfer to Capital Projects	-	-	(200,000)	-	(200,000)
Transfer from Debt Service	2,933	-	-	-	-
Emergency Reserve	-	-	(8)	-	(120)
<b>Total Expenditures Requiring Appropriation</b>	<b>47,601</b>	<b>11,837</b>	<b>301,008</b>	<b>37,156</b>	<b>89,120</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 469,671</b>	<b>\$ 459,552</b>	<b>\$ 158,464</b>	<b>\$ 439,515</b>	<b>\$ 354,395</b>



**CHURCH RANCH METROPOLITAN DISTRICT**

**CAPITAL PROJECTS FUND**

**2023 Preliminary Budget**

with 2021 Actual, 2022 Adopted Budget, and 2022 Estimated

	2021 Actual	01/22-07/22 YTD Actual	2022 Adopted Budget	2022 Estimated	2023 Preliminary Budget
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -
<b>EXPENDITURES</b>					
Public Improvements	-	-	200,000	-	200,000
<b>Total Expenditures</b>	-	-	200,000	-	200,000
<b>Transfers and Other Sources (Uses)</b>					
Transfer from General Fund	-	-	200,000	-	200,000
<b>Total Expenditures Requiring Appropriation</b>	-	-	200,000	-	200,000
ENDING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -

RESOLUTION NO. 2022 - 11 - 02  
A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE CHURCH RANCH METROPOLITAN DISTRICT  
TO ADOPT THE 2023 BUDGET AND APPROPRIATE SUMS OF MONEY

WHEREAS, the Board of Directors of the Church Ranch Metropolitan District (“District”) has appointed the District Accountant to prepare and submit a proposed 2023 budget to the Board at the proper time; and

WHEREAS, the District Accountant has submitted a proposed budget to this Board on or before October 15, 2022, for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 8, 2022, and interested electors were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, the budget has been prepared to comply with all terms, limitations and exemptions, including, but not limited to, reserve transfers and expenditure exemptions, under Article X, Section 20 of the Colorado Constitution ("TABOR") and other laws or obligations which are applicable to or binding upon the District; and

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

WHEREAS, the Board of Directors of the District has made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, as more fully set forth in the budget, including any interfund transfers listed therein, so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Church Ranch Metropolitan District:

1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Church Ranch Metropolitan District for the 2023 fiscal year.
2. That the budget, as hereby approved and adopted, shall be certified by the Secretary of the District to all appropriate agencies and is made a part of the public records of the District.

3. That the sums set forth as the total expenditures of each fund in the budget attached hereto as **EXHIBIT A** and incorporated herein by reference are hereby appropriated from the revenues of each fund, within each fund, for the purposes stated.

ADOPTED this 8th day of December, 2022.

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Secretary

(SEAL)



EXHIBIT A  
(Budget)

I, \_\_\_\_\_, hereby certify that I am the duly appointed Secretary of the Church Ranch Metropolitan District, and that the foregoing is a true and correct copy of the budget for the budget year 2023, duly adopted at a meeting of the Board of Directors of the Church Ranch Metropolitan District held on December 8, 2022.

By: \_\_\_\_\_  
Secretary

**RESOLUTION NO. 2022-12-\_\_\_\_**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
CHURCH RANCH METROPOLITAN DISTRICT  
CALLING A REGULAR ELECTION FOR DIRECTORS  
ON MAY 2, 2023**

A. The term of the office of Director Gregg A. Bradbury shall expire upon the election of his successor at the regular election, to be held on May 2, 2023 (“**Election**”), and upon such successor taking office.

B. Three (3) vacancies currently exist on the Board of Directors of the District.

C. In accordance with the provisions of the Special District Act (“**Act**”) and the Uniform Election Code (“**Code**”), the Election must be conducted to elect two (2) Directors to serve until the next regular election, to occur May 6, 2025, and two (2) Directors to serve until the second regular election, to occur May 4, 2027.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Church Ranch Metropolitan District (the “**District**”) of the City of Westminster, Jefferson County, Colorado:

1. Date and Time of Election. The Election shall be held on May 2, 2023, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, and other applicable laws. At that time, two (2) Directors shall be elected to serve until the next regular election, to occur May 6, 2025, and two (2) Directors shall be elected to serve until the second regular election, to occur May 4, 2027.

2. Precinct. The District shall consist of one (1) election precinct for the convenience of the eligible electors of the District.

3. Conduct of Election. The Election shall be conducted as an independent mail ballot election in accordance with all relevant provisions of the Code. The Designated Election Official shall have on file, no later than fifty-five (55) days prior to the Election, a plan for conducting the independent mail ballot Election.

4. Designated Election Official. Peggy Ripko shall be the Designated Election Official and is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and of the Act, Code or other applicable laws. The Election shall be conducted in accordance with the Act, Code and other applicable laws. Among other matters, the Designated Election Official shall appoint election judges as necessary, arrange for the required notices of election (either by mail or publication) and printing of ballots, and direct that all other appropriate actions be accomplished.

5. Call for Nominations. The Designated Election Official shall provide Call for Nominations as required under Section 1-13.5-501, C.R.S., as applicable.

6. Absentee Ballot Applications. NOTICE IS FURTHER GIVEN, pursuant to Section 1-13.5-1002, C.R.S., that applications for and return of absentee ballots may be filed with the Designated Election Official of the District, at 141 Union Blvd., Suite 150, Lakewood, Colorado 80228 between the hours of 8:00 a.m. and 5:00 p.m., until the close of business on the Tuesday immediately preceding the Election (April 25, 2023).

7. Self-Nomination and Acceptance Forms. Self-Nomination and Acceptance Forms are available and can be obtained from the Designated Election Official of the District at 141 Union Blvd., Suite 150, Lakewood, Colorado 80228, 303-987-0835, and on the District's website, when established.

8. Cancellation of Election. If the only matter before the electors is the election of Directors of the District and if, at 5:00 P.M. on February 28, 2023, the sixty-third day prior to the regular election, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with law.

9. Severability. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board of Director's intention that the various provisions hereof are severable.

10. Repealer. All acts, orders and resolutions, or parts thereof, of the Board of Directors which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

11. Effective Date. The provisions of this Resolution shall take effect as of the date adopted and approved by the Board of Directors of the District.

RESOLUTION APPROVED AND ADOPTED on December 8, 2022.

**CHURCH RANCH METROPOLITAN  
DISTRICT**

By: \_\_\_\_\_  
President

Attest:

\_\_\_\_\_  
Secretary



141 Union Boulevard, Suite 150  
Lakewood, CO 80228-1898  
303-987-0835 • Fax: 303-987-2032

## MEMORANDUM

TO: Board of Directors

FROM: Christel Gemski  
Executive Vice-President

DATE: September 2, 2022

RE: Notice of 2023 Rate Increase

A rectangular box containing a handwritten signature in blue ink that reads "Christel Gemski".

In accordance with the Management Agreement (“Agreement”) between the District and Special District Management Services, Inc. (“SDMS”), at the time of the annual renewal of the Agreement, the hourly rate described in Article III for management and all services shall increase by the CPI (8.5%) per hour.

We hope you will understand that it is necessary to increase our rates due to increasing gas and operating costs along with new laws and rules implemented by our legislature.



October 15, 2022

Dear Client:

Our Firm prides itself on providing the highest level of service in the most efficient manner. In the current economic environment, we are facing increased costs in all areas of the business. In order to continue to provide consistent high-level service we have found it necessary to implement a rate increase.

In accordance with the Firm's fee engagement letter, this letter is to advise you that effective January 1, 2023, the hourly rates of selected attorneys and staff will be adjusted. Hourly rates will be as follows: Shareholders \$425 - \$550; Of Counsel \$380 - \$425; Associates \$275 - \$375; Paralegals and Directors \$225 - \$240; Law Clerks \$150; File Clerks \$30.

Commencing on January 1, 2023, we will begin charging most costs incurred on your behalf as an administrative fee equal to 1% of the legal fees charged in a given month. This fee includes such costs as long-distance telephone calls, research requiring a subscription database, in-office photocopies and faxes, ordinary postage, and messenger and delivery services, and includes a small overhead component. This fee may be adjusted with notice.

This fee is based on our historic experience, as well as client feedback, that invoices that itemize every photocopy, fax, and delivery charge are confusing. Any advances made on behalf of the client as well as major costs, such as major travel expenses, application/submittal/recording fees, election expenses, court costs, publication costs, express delivery, and conference calls and videoconferencing where a third-party provider is used, will be separately invoiced at our actual cost. If you have any questions or concerns about this change, please let us know.

We appreciate your continued trust and confidence in our Firm and look forward to representing your interests in 2023 and beyond.

Very truly yours,

McGEADY BECHER P.C.

A handwritten signature in blue ink that reads "Cheryl L. Matlosz". The signature is written in a cursive, flowing style.

Cheryl L. Matlosz  
Firm Administrator