



**PERRY PARK METROPOLITAN DISTRICT  
REGULAR BOARD MEETING AGENDA AND NOTICE**

**Thursday, December 12, 2024 – 6:00 PM**

Perry Park Country Club  
7047 Perry Park Boulevard  
Larkspur, CO 80118

-AND-

**Please join the meeting from your computer, tablet, or smartphone.**

<https://video.cloudoffice.avaya.com/join/732402898>

**You can also dial in using your phone.**

United States: +1 (213) 463-4500

**Access Code: 732-402-898**

<b>Board of Director</b>	<b>Title</b>	<b>Term</b>
Darren Hill	President	May 2027
Joseph Brickweg	Vice President	May 2027
Jill Arthurs	Treasurer	May 2025
Steven Ostrowski	Secretary	May 2025
Christian M. Warren	Assistant Secretary	May 2025

**1) Administrative Matters**

- A. Call to Order & Declaration of Quorum
- B. Director Qualifications and Disclosures
- C. Review and Approval of the Agenda
- D. Consider Approval of Town Hall and Regular Meeting Minutes from November 14, 2024 (enclosed)

**2) Correspondence**

**3) Public Comment**

The Board and District staff truly value the public's input. Please respect the following when making formal comments to the Board of Directors:

- A. Please keep comments restricted to the topics of the District and its business, and time limited to a maximum of three (3) minutes.

**4) Directors Items/ Comments**

**5) Committee Reports**

- A. Entry Committee – Director Arthurs
  - i. Review and discuss Norris Design contract (under separate cover)
- B. Firewise Committee – Directors Brickweg & Hill
- C. Parks and Open Space Committee – Director Ostrowski
- D. Communications Committee – Director Ostrowski

- E. Independence Day Committee – Director Warren
- F. Roads Committee – Director Warren

**6) Financial Matters**

- A. Review and consider acceptance of November 30, 2024, Unaudited Financial Status (enclosed)
- B. Review and approve through December 12, 2024 Payables (enclosed)
- C. Conduct a Public Hearing on 2025 Budget Adoption
  - i. Consider adoption of 2025 Budget Resolution and Certifying Mill Levies (under separate cover)

**7) Management Matters**

**8) Legal Matters**

- A. Review and consider adoption of 2025 Annual Administrative Matters Resolution (enclosed)
- B. Review and consider adoption of 2025 Regular Special District Election Resolution (enclosed)
- C. Review and consider adoption of the 2025 Meeting Resolution (enclosed)
- D. Review and consider adoption of WSDM Engagement letter (under separate cover)

**9) New Business**

**10) Old Business**

- A. Tract K Discussion

**11) Adjournment**

- Annual meeting for the Perry Park Community Fund 501(c)(3) to be held immediately following the Metro District Board Meeting.
- The next regularly scheduled meeting is scheduled for January 9, 2025, at 6:00 pm



*Page intentionally left blank*

**MINUTES OF THE TOWN HALL BOARD MEETING  
OF THE BOARD OF DIRECTORS OF THE  
PERRY PARK METROPOLITAN DISTRICT  
HELD NOVEMBER 14, 2024  
AT 6:00 PM**

Pursuant to posted notice, a Regular Meeting of the Board of Directors of the Perry Park Metropolitan District was held at the Perry Park Country Club, Larkspur, CO 80118, on November 14, 2024, at 6:00 p.m. The meeting was open to the public and was also available via Avaya video / teleconference.

Attendance

In attendance were Directors:

Darren Hill, President  
Joseph Brickweg, Vice President  
Jill Arthurs, Treasurer  
Steven Ostrowski, Secretary  
Christopher Warren, Assistant Secretary

Also in attendance were:

Rebecca Harris, WSDM District Managers  
Beth Diana, WSDM District Managers  
Randal Johnson, Wildfire Risk Management, Ltd.  
In-Person Public Attendance  
Beverly O'Donnell  
Victoria  
Doug D.

**CALL TO ORDER:** The meeting was called to order at 6:10 P.M. by Ms. Harris.

**PRESENTATION REGARDING THE STATUS OF PUBLIC INFRASTRUCTURE PROJECTS WITHIN THE DISTRICT:** Ms. Harris presented the status of the public infrastructure projects which include Wauconda Park, entryway improvements, and Tract K and trail realignment.

**PRESENTATION REGARDING OUTSTANDING BONDS:** Ms. Harris advised District has no debt and presented information regarding the mill levy and how to calculate property taxes.

**REVIEW OF UNAUDITED FINANCIAL STATEMENTS:** Ms. Harris presented the unaudited financial statements. She noted that in 2024, the District collected more funds than projected, and the expenses are under budget. Ms. Harris also highlighted that the District is expected to receive a \$30,000 donation, a grant, and a transfer from the general fund in 2025. There will also be a reserve fund established in 2025 for repairs and maintenance. Director Hill clarified that the Fire Mitigation Fund is separate from the Reserve Fund.

**OPEN FLOOR FOR QUESTIONS:** No public comments.

**ADJOURNMENT:** Meeting adjourned at 6:21 p.m. Next scheduled meeting is December 12, 2024, at 6:00 p.m.

Respectfully Submitted,

---

By: Recording Secretary

**MINUTES OF THE SPECIAL BOARD MEETING OF  
THE BOARD OF DIRECTORS OF THE  
PERRY PARK METROPOLITAN DISTRICT  
HELD NOVEMBER 14, 2024  
AT 6:00 PM**

Pursuant to posted notice, a Regular Meeting of the Board of Directors of the Perry Park Metropolitan District was held at the Perry Park Country Club, Larkspur, CO 80118, on November 14, 2024, at 6:00 p.m. The meeting was open to the public and was also available via Avaya video / teleconference.

Attendance

In attendance were Directors:

Darren Hill, President  
Joseph Brickweg, Vice President  
Jill Arthurs, Treasurer  
Steven Ostrowski, Secretary  
Christian M. Warren, Assistant Secretary

Also in attendance were:

Rebecca Harris, WSDM District Managers  
Beth Diana, WSDM District Managers  
Randal Johnson, Wildfire Risk Management, Ltd.  
Keith, Fire Committee Chairperson  
In-Person Public Attendance  
Beverly O'Donnell  
Victoria  
Doug D.  
Sandy Kohl

**1. ADMINISTRATIVE MATTERS**

- A. Call to Order: The meeting was called to order at 6:26 p.m. by Director Hill. A quorum was confirmed.
- B. Director Qualifications and Disclosures: Conflict Disclosure Statements have been filed with the Secretary of State's Office and all Directors stated they had no additional conflicts of interest regarding District business to disclose.
- C. Review and Approval of the Agenda: Director Warren moved to approve the Agenda as presented; seconded by Director Arthurs. Motion passed unanimously.
- D. Consider Approval of Meeting Minutes from October 10, 2024, and October 23, 2024: Director Warren asked that a list of residents who attend the meetings be included in the Minutes, and if residents' names could accompany their comments. Ms. Harris agreed to include the meeting sign in sheet. If a member of the public introduces themselves, their comments and name will be included in the minutes. The Board will remind members of the public to introduce themselves before speaking. After review, Director Warren moved to approve the meeting minutes from October 10, 2024, and October 23, 2024, seconded by Director Arthurs. Motion passed unanimously.

**2. CORRESPONDENCE:** Director Arthurs received bookkeeping letters and voter panel information in the mail.

**3. PUBLIC COMMENT:** Ms. Beverly O'Donnell, resident, asked about a report of the meeting in October Roads Committee. Director Hill advised he planned to give a report later during the meeting. Sandy Kohl, resident, stated she designed the "Bid D" park, and she applauded the improvements and fire mitigation. She also thanked those who manage the Slash Pile project twice a year, specifically

Randy for all his volunteer hours.

**4. DIRECTORS ITEMS/ COMMENTS:** No comments

**5. COMMITTEE REPORTS:**

- A. Entry Committee – Director Arthurs: Director Arthurs addressed the proposals for the community’s entryway and summarized the RFP as follows: District will hire an architectural firm to meet with committee members to design the entrance and provide three conceptual 3-D designs with low, mid, and high-end pricing. The community members will provide feedback, make final decisions, and then the firm will finalize the design with cost estimates and provide project management. Director Arthurs reviewed the two proposals that were received, one from Kimley Horn and another from Norris Design. The Board asked for clarification regarding Norris’s proposal to provide a hand-drawn, 3D rendering. Resident who was present at meeting (name not identified) asked who wrote the contracts for the. Ms. Harris explained that the firm provides the initial proposal, she will edit it, and then send it to legal for review. Mr. Keith provided his analysis of the entryway easement. Director Hill advised that the Board would review the research Mr. Keith provided and then make a decision. Discussion was tabled. Director Arthurs moved to approve Norris Design. Motion seconded by Director Warren. Motion passed unanimously.
- B. Firewise Committee/ Gateway Pond-Fire Pond Designation Update –Director Brickweg advised meeting was held October 13 and was well attended. Topics included a 5-yr Mitigation Plan to include a maintenance schedule. An update was provided for the Big D. Park. Resident (unknown), who was present in meeting, asked Board to consider initiating maintenance on parcels that are not already on the maintenance schedule cycle. Director Brickweg agreed to review the maintenance schedule when he meets with the committee next week and will advise the Board of any changes. Director Brickweg also noted that the grant for the fire suppression pond has been submitted and is waiting for State approval. Director Brickweg advised they are waiting for the fire hydrant estimates. He reported that 320 slash piles were picked up. Director Brickweg suggested that address markers were needed to identify homes from the roads. He also suggested the Board consider acquiring an AI camera system that can detect smoke and alert the fire department. An additional suggestion was to work with the Fire Marshall of Douglas County and grade the roads for emergency vehicles. Director Brickweg advised that the next meeting is Tuesday at 9:00 am at the fire department.
- C. C. Parks and Open Space Committee – Director Ostrowski: Director Ostrowski stated he is still working on the final report. Discussion was had regarding the dates the District could burn the slash pile. Ms. Harris will check on the dates for burning and the renewal dates for the smoke permits.
- D. D. Communications Committee – The Board had a discussion on the cost of the eagle scout project.
- E. E. Independence Day Committee – Director Warren advised the committee is waiting until January 2025 for the list of launch crew volunteers and cautioned the Board not to mention there will be fireworks unless it has been confirmed. Director Warren also noted that the standard cost is above that which the Board has approved. Director Warren stated he will apply for County funds as a supplement at the beginning of the new year.

**6. FINANCIAL MATTERS:**

- A. Review and consider acceptance of October 31,2024, Unaudited Financial Status. Ms. Harris presented the financial status as of October 31, 2024. Ms. Harris highlighted that she moved the

CEGR Law invoices to the engineering/water consultant line item.

- B. Review and approval through November 14, 2024, Payables. After discussion, Director Arthurs moved to approve November 14, 2024, Payables, seconded by Director Warren. Motion passed unanimously.

**7. MANAGEMENT MATTERS:**

- A. Discuss upcoming statutory deadlines: Ms. Harris advised that the Mill Levy and Certification needs to be approved and adopted by December 15<sup>th</sup> , and that the boundary map must be filed by December 31<sup>st</sup> if there are no inclusions or exclusions.

**8. NEW BUSINESS:**

- A. Perry Park Community Fund Discussion: Director Arthurs advised the Board to have an annual meeting with updated financials. Discussion was had about which company will facilitate the financials. Director Warren explained that a donation to the Metro District that goes through a 501(c)(3) fund makes it less complicated for the donors when they file taxes. Ms. Harris advised the IRS stated the District needs an information letter but not a determination letter. Ms. Harris also confirmed a tax return for this year and 2023 will need to be filed. Director Warren moved to approve the expenditure of up to \$1000.00 for WSDM to get the District caught up on filing taxes for both years, and to do the accounting for the nonprofit. Motion seconded by Director Arthurs. Motion passed unanimously.
- B. October 31<sup>st</sup> Roads Committee meeting discussion: Director Warren reported there were 30 people in attendance, and the Agenda included speeding in Perry Park, and changes to Perry Park's rear exit. Ross reported that the Douglas County Sheriff's office set up a speed box to measure the average speed. The County also plans to do another traffic study next spring. Director Warren advised that the residents formed a roads committee separate from the Board. Director Hill directed the Board to have a discussion in January of 2025 outlining the Directors' involvement in each committee.

- 9. **OLD BUSINESS:** The Board discussed the construction of a rear gate for the community. Director Warren stated a resident asked about adding colored lights to the entrance for Christmas. The Board decided to leave the lights the same.

- 10. **ADJOURNMENT:** The Board confirmed the next meeting is December 12, 2024, at 6:00 p.m. Location: Perry Park Country Club, 7047 Perry Park Blvd, Larkspur, CO 80118. Director Brickweg moved to adjourn; seconded by Director Ostrowski. Motion passed unanimously at 8:08 p.m.

Respectfully Submitted,

---

By: Recording Secretary



*Page intentionally left blank*



## Perry Park Metropolitan District

## Balance Sheet

As of November 30, 2024

12/06/24

Accrual Basis

	Nov 30, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
First Bank Checking	13,152.34
Colo Trust General - 2320	10,997.05
Colo Trust Conservation - 2321	60,196.00
Colo Trust Reserve - 8001	922,559.27
<b>Total Checking/Savings</b>	1,006,904.66
<b>Other Current Assets</b>	
Prepaid Expense	5,720.00
<b>Total Other Current Assets</b>	5,720.00
<b>Total Current Assets</b>	1,012,624.66
<b>TOTAL ASSETS</b>	<b>1,012,624.66</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	11,914.39
<b>Total Accounts Payable</b>	11,914.39
<b>Other Current Liabilities</b>	
Payroll Liabilities	153.00
<b>Total Other Current Liabilities</b>	153.00
<b>Total Current Liabilities</b>	12,067.39
<b>Total Liabilities</b>	12,067.39
<b>Equity</b>	
<b>Fund Balance Restricted</b>	
Emergencies	10,000.00
Conservation Trust	48,641.00
Subsequent Years Expenses	5,720.00
Unassigned	767,786.87
<b>Total Fund Balance Restricted</b>	832,147.87
<b>Net Income</b>	168,409.40
<b>Total Equity</b>	1,000,557.27
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>1,012,624.66</b>

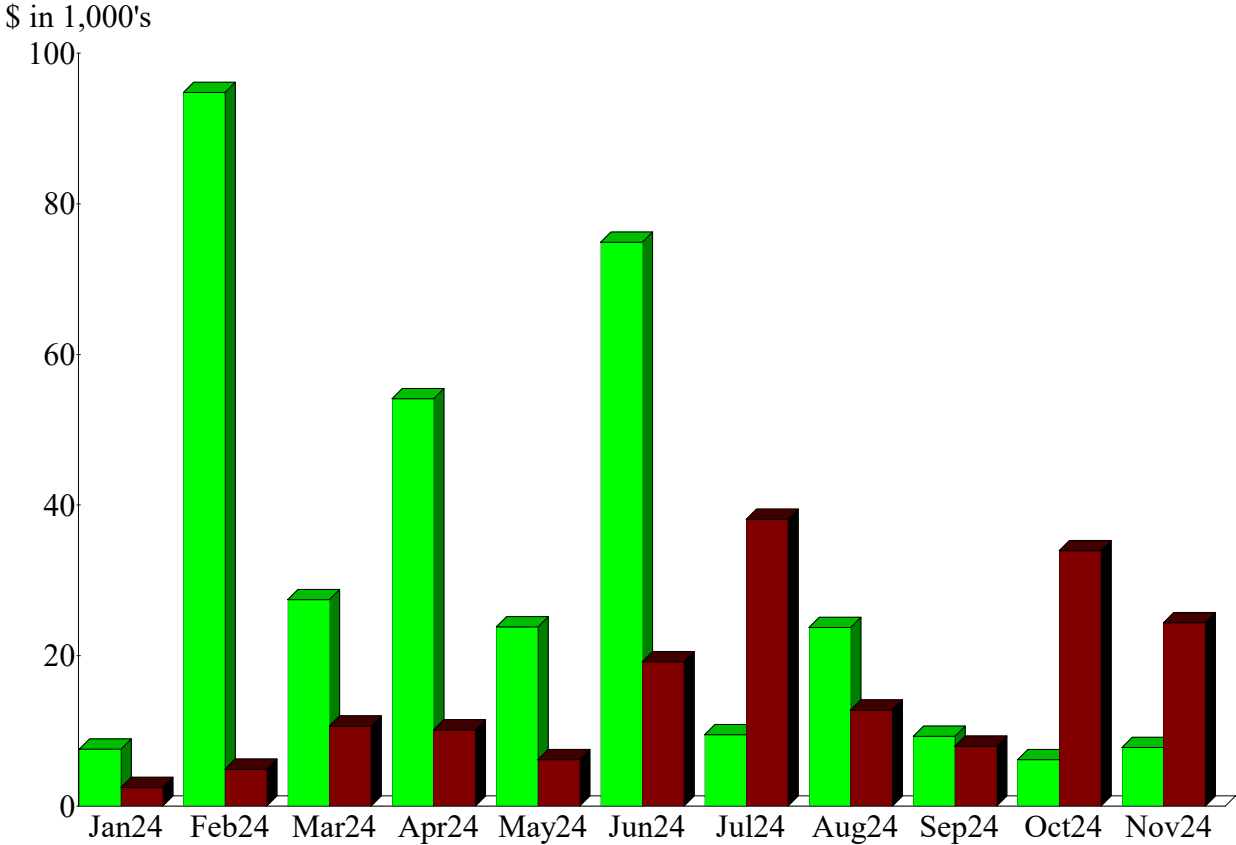
## Perry Park Metropolitan District Profit & Loss Budget vs. Actual January through November 2024

	TOTAL				
	Nov 24	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Grant Income	0.00	16,500.00			
Conservation Trust Fund	0.00	8,986.24	7,000.00	1,986.24	128.38%
Property Taxes	2,360.91	251,953.23	245,990.00	5,963.23	102.42%
Delinquent Interest	164.66	393.30			
Specific Ownership Tax	1,325.02	16,773.98	14,759.00	2,014.98	113.65%
Interest Income	3,941.14	44,012.46	15,000.00	29,012.46	293.42%
Miscellaneous Income	0.00	550.00			
<b>Total Income</b>	<b>7,791.73</b>	<b>339,169.21</b>	<b>282,749.00</b>	<b>56,420.21</b>	<b>119.95%</b>
<b>Expense</b>					
Audit	0.00	7,040.00	6,000.00	1,040.00	117.33%
Bank Fees	4.00	43.86			
Community Fund	0.00	1,816.41			
Directors Fees	500.00	6,199.87	12,000.00	-5,800.13	51.67%
District Management	3,132.09	35,359.63	30,000.00	5,359.63	117.87%
Dues & Subscriptions	0.00	730.60	1,500.00	-769.40	48.71%
Engineering - Water Consultant	0.00	739.50	22,000.00	-21,260.50	3.36%
Fire Mitigation	0.00	30,682.42			
Grant Writing	0.00	930.00			
Information Technology	90.68	3,023.99	2,000.00	1,023.99	151.2%
Insurance	6,225.00	6,670.00	6,000.00	670.00	111.17%
Landscape & Open Space Maint	0.00	9,158.94	16,500.00	-7,341.06	55.51%
Lease/Purchased Water Replacemnt	0.00	132.00	5,000.00	-4,868.00	2.64%
Legal	1,078.00	6,033.80	25,000.00	-18,966.20	24.14%
Miscellaneous	1,425.00	1,425.00	20,000.00	-18,575.00	7.13%
Open Stace Maintenance	0.00	0.00			
Park Maintenance	0.00	1,015.05	1,500.00	-484.95	67.67%
Payroll Taxes	38.25	405.45	600.00	-194.55	67.58%
Postage & Copies	54.30	265.70	2,500.00	-2,234.30	10.63%
Post Office Box Rental	0.00	0.00	75.00	-75.00	0.0%
Repairs & Maintenance	160.00	1,139.51	1,500.00	-360.49	75.97%
Reserve Study	0.00	3,000.00			
Seasonal Activities	-750.00	16,327.91	20,000.00	-3,672.09	81.64%
Slash Pick-Up and Burn					
Spring Canyon Lease	0.00	1,200.00	1,200.00	0.00	100.0%
Slash Pick-Up and Burn - Other	12,390.00	33,286.71	50,000.00	-16,713.29	66.57%
<b>Total Slash Pick-Up and Burn</b>	<b>12,390.00</b>	<b>34,486.71</b>	<b>51,200.00</b>	<b>-16,713.29</b>	<b>67.36%</b>
Treasurer Collection Fee - O&M	37.88	3,786.48	3,690.00	96.48	102.62%
Utilities	0.00	346.98	500.00	-153.02	69.4%
Weed & Pest Control	0.00	0.00	7,000.00	-7,000.00	0.0%

## Perry Park Metropolitan District Profit & Loss Budget vs. Actual January through November 2024

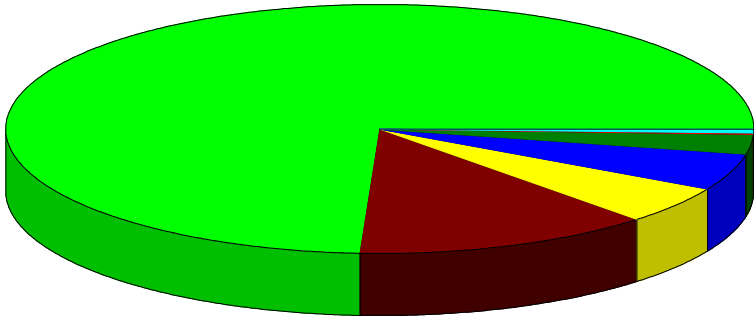
	TOTAL				
	Nov 24	Jan - Nov 24	Budget	\$ Over Budget	% of Budget
Capital Outlay					
Community Recreation Developmt	0.00	0.00			
<b>Total Capital Outlay</b>	0.00	0.00			
Transfer to Project Fund	0.00	0.00	201,280.00	-201,280.00	0.0%
<b>Total Expense</b>	24,385.20	170,759.81	435,845.00	-265,085.19	39.18%
<b>Net Ordinary Income</b>	-16,593.47	168,409.40	-153,096.00	321,505.40	-110.0%
<b>Net Income</b>	-16,593.47	168,409.40	-153,096.00	321,505.40	-110.0%

Income and Expense by Month  
January through November 2024



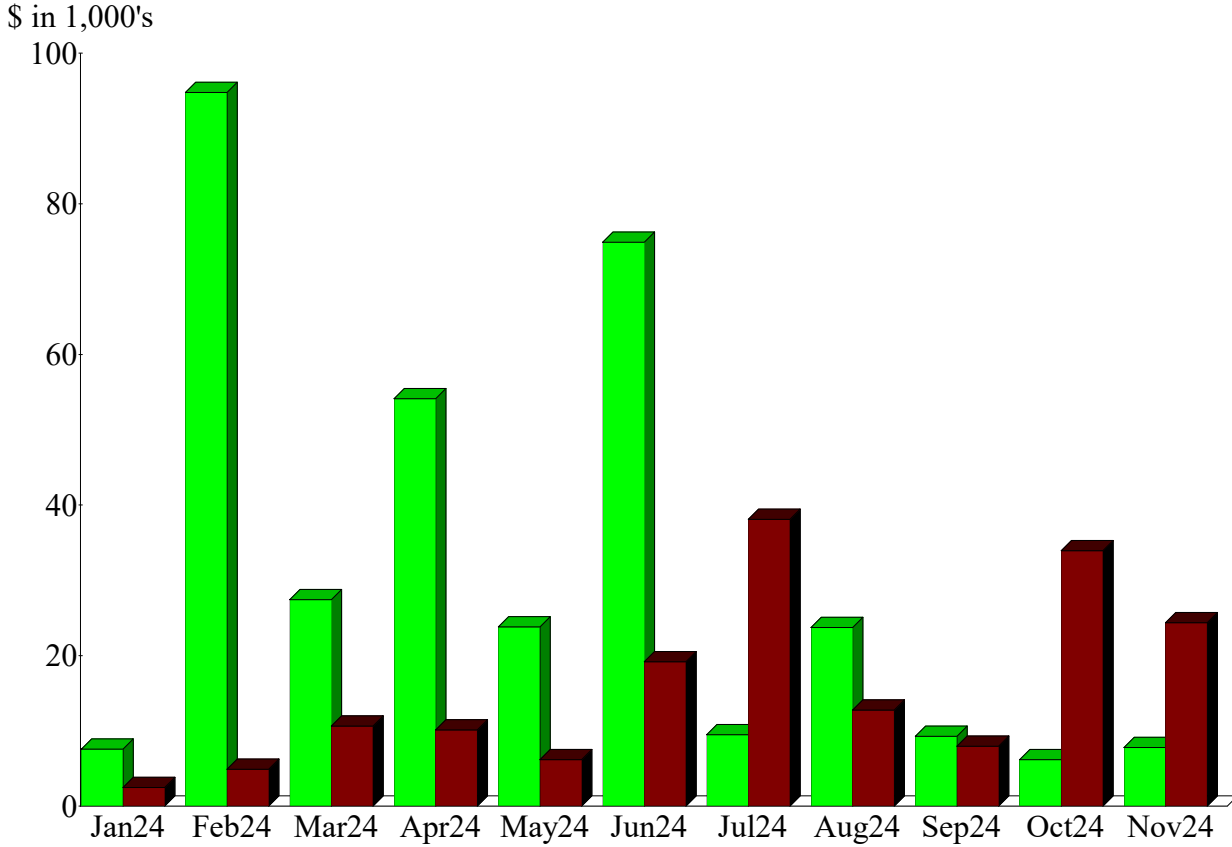
Income Summary  
January through November 2024

Property Taxes	74.29%
Interest Income	12.98
Specific Ownership Tax	4.95
Grant Income	4.86
Conservation Trust Fund	2.65
Miscellaneous Income	0.16
Delinquent Interest	0.12
<b>Total</b>	<b>\$339,169.21</b>



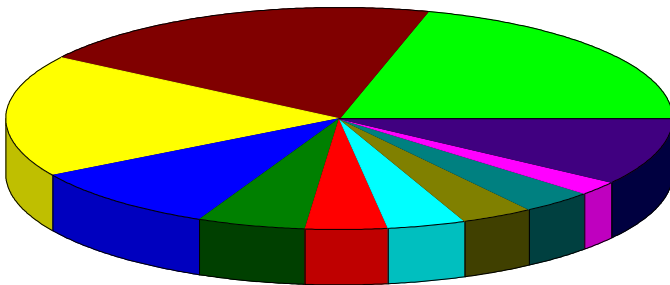
By Account

Income and Expense by Month  
January through November 2024



Expense Summary  
January through November 2024

District Management	20.71%
Slash Pick-Up and Burn	20.20
Fire Mitigation	17.97
Seasonal Activities	9.56
Landscape & Open Space Maint	5.36
Audit	4.12
Insurance	3.91
Directors Fees	3.63
Legal	3.53
Treasurer Collection Fee - O&M	2.22
Other	8.79
<b>Total</b>	<b>\$170,759.81</b>



By Account



*Page intentionally left blank*

# Perry Park Metropolitan District

PAYMENT REQUEST

12/12/2024

## GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
Darren Hill	121224DH	12/12/2024	\$ 92.35	
Joseph Brickweg	121224JB	12/12/2024	\$ 92.35	
Jill Arthurs	121224JA	12/12/2024	\$ 92.35	
Steven Ostrowski	121224SO	12/12/2024	\$ 92.35	
Christian M Warren	121224CW	12/12/2024	\$ 92.35	
Colorado Special Districts Property	25PL-60362-3283	11/24/2024	\$ 6,225.00	
CORE Electric Cooperative	12032024	12/3/2024	\$ 17.53	
David E Archer & Associates, Inc.	2023-0757B	11/1/2024	\$ 1,425.00	
Parker Port-A-Potty, Inc.	1122697	12/2/2024	\$ 160.00	
WSDM District Managers	506	11/30/2024	\$ 3,186.39	
<b>TOTAL</b>			<b>\$ 11,475.67</b>	

\_\_\_\_\_, President

First Bank Checking Balance	\$ 38,261.63
Less this month's payables	<u>\$ (11,475.67)</u>
Bank Balance after payables	\$ 26,785.96



*Page intentionally left blank*



PERRY PARK METROPOLITAN DISTRICT

2025 ANNUAL ADMINISTRATIVE MATTERS RESOLUTION

STATE OF COLORADO )
) ss.
COUNTY OF DOUGLAS )

At a Regular meeting of the Board of Directors (the "Board") of the Perry Park Metropolitan District (the "District"), Douglas County, Colorado, held virtually and at Perry Park Country Club, 7047 Perry Park Country Club, Larkspur, 80118 at 6:00 p.m., on December 12, 2024, there were present:

- Director Darren Hill
Director Joseph Brickweg
Director Jill Arthurs
Director Steven Ostrowski
Director Christian M. Warren

Also present was: \_\_\_\_\_ WSDM, LLC.

When the following proceedings were had and done, to wit:

It was moved by Director [redacted] to adopt the following Resolution and ratify actions taken in connection herewith:

WHEREAS, the District was organized as a special district pursuant to an Order of the District Court in and for Douglas County (the "County"), Colorado, and is located entirely within said County, and

WHEREAS, the Board has a duty to perform certain obligations in order to assure the efficient operation of the District; and

WHEREAS, the Directors may receive compensation for their services subject to the limitations imposed by § 32-1-902(3)(a) (II), C.R.S.; and

WHEREAS, § 32-1-101, et seq. C.R.S., requires the Board to publish certain legal notices in a newspaper of general circulation in the District; and

WHEREAS, § 32-1-903(1), C.R.S., requires that the Board shall meet regularly at a time and in a place to be designated by the Board; and

WHEREAS, in accordance with the Colorado Governmental Immunity Act, the Board is given authority to obtain insurance against liability for injuries for which the

District may be liable under the Governmental Immunity Act, pursuant to § 24-10-115, C.R.S.; and

WHEREAS, §§ 32-1-901(2) and 32-1-902(2), C.R.S., require the District to obtain an individual, schedule or blanket surety bond in an amount of no less than \$1,000 per director and \$5,000 for the Board Treasurer, and to file such bond with the District Court and the Division of Local Government (the "Division"); and

WHEREAS, in accordance with § 24-10-115, C.R.S., the Board is given the authority to obtain insurance to insure the District against all or any part of the District's liability; and

WHEREAS, § 32-1-306, C.R.S. requires the District to maintain a current, accurate map of its boundaries and shall provide for such map to be on file with the County Assessor, County Clerk and Recorder and the Division on or before January 1<sup>st</sup> of each year; and

WHEREAS, § 32-1-809, C.R.S., requires that the District, between November 16<sup>th</sup> and January 15<sup>th</sup> of the subsequent year, provide notice to the eligible electors of the District (the "Transparency Notice"), which notice shall contain the following information:

- The address and telephone number of the principal business office;
- The name and business telephone number of the manager or other primary contact person;
- The names of and contact information for members of the board, the name of the board chair, and the name of each member whose office will be on the ballot at the next regular special district election;
- The times and places designated for regularly scheduled meetings of the board during the year, and the place where notice of board meetings is posted pursuant to § 24-6-402(2)(c) C.R.S.;
- The current mill levy, and total ad valorem tax revenue received during the last year;
- The date of the next regular special district election of board members;
- The procedure and time to submit a self-nomination form for election to the board;
- Information on the procedures to request permanent absentee voter status; and
- The address of any website on which the special district's election results will be posted.

The Transparency Notice shall be filed with the Division, Board of County Commissioners, County Assessor, County Treasurer and County Clerk and Recorder of each county in which the special district is located, and with the governing body of any

municipality in which the special district is located, and shall be provided to electors in one or more of the following ways:

- Mailing the notice separately to each household where one or more eligible electors of the special district resides;
- Including the notice as a prominent part of a newsletter, annual report, billing statement, letter, voter information card or other notice sent by the special district to the eligible electors;
- Posting the information on the official website of the special district if there is a link to the district's website on the official website of the Division;
- For any district that is a member of the Special District Association, by mailing or electronically transmitting the notice to the Special District Association, which shall post the notice on its website.

WHEREAS, § 29-1-205, C.R.S. requires that within 30 days after receiving a written request from the Division, the District shall provide the Division with a current list of all contracts in effect with other political subdivisions; and

WHEREAS, the Local Government Budget-Law of Colorado, §§ 29-1-101, *et seq.*, C.R.S., requires the Board to hold a public hearing on proposed budgets and amendments thereto, to adopt budgets, and to file copies of the budgets and amendments thereto; and

WHEREAS, in accordance with § 39-5-1125, C.R.S. the District shall certify its mill levy with the Board of County Commissioners on or before December 15<sup>th</sup>; and

WHEREAS, in accordance with the Public Securities Information Reporting Act, §§ 11-58-101, *et seq.*, C.R.S., issuers of non-rated public securities issued to the public must file an annual report with the Department of Local Affairs; and

WHEREAS, § 32-1-104.8, C.R.S., requires the District to record a Special District Disclosure Document and a map of the boundaries of the District with the County Clerk and Recorder at the time of recording any decree or order organizing a special district or including additional property in a special district; and

WHEREAS, in accordance with § 29-1-604(1), C.R.S., if expenditures and revenues of the District are not in excess of \$100,000, the District may file an application for exemption from audit with the State auditor; or, in accordance with § 29-1-604(2), C.R.S., if expenditures and revenues of the District are at least \$100,000 but not more than \$750,000 the District may file an application for exemption from audit with the State Auditor, or in accordance with § 29-1-603, C.R.S., the governing body of the District shall cause to be made an annual audit of the financial statements for each fiscal year; and

WHEREAS, the Unclaimed Property Act, §§ 38-13-101, *et seq.*, C.R.S., requires that governmental subdivisions, if applicable, file an annual report listing unclaimed property with the State Treasurer by November 1<sup>st</sup>; and

WHEREAS, in accordance with § 24-12-103, C.R.S., a person designated by the District shall have the power to administer all oaths or affirmations of office and other oaths or affirmations required to be taken by any person upon any lawful occasion; and

WHEREAS, in accordance with §§ 32-1-1101.5(1.5) and (2), C.R.S., either the Board of County Commissioners of each county in which the District is located, or the governing body of the municipality that has adopted a resolution of approval of the District, may require the District to file an application for quinquennial finding of reasonable diligence; and

WHEREAS, special district directors are governed by § 32-1-902(3), C.R.S., which requires such directors to disqualify himself/herself from voting on an issue in which he or she has a conflict of interest unless the director has properly disclosed such conflict in compliance with law; and

WHEREAS, § 32-1-902, C.R.S., requires the Board to elect officers, including a Chair of the Board and President of the District, a Treasurer of the Board and District, and a Secretary, who may be a member of the Board; and

WHEREAS, in accordance with the Workers' Compensation Act of Colorado, §§ 8-40-101 - 8-47-101, *et seq.*, C.R.S., the District is required to carry workers' compensation coverage for its employees, but the Board members may opt out of such coverage by the methods prescribed in the Workers' Compensation Act of Colorado; and

WHEREAS, the Board desires to continue engagement of general counsel for the District to assist with providing legal services and to assist with the operation of the District; and

WHEREAS, the Board desires to continue engagement of an accountant and management for the District to assist with providing financial services and to assist with the financial operations and to manage the affairs of the District, and who shall also be designated as the budget officer required to prepare and submit to the Board a proposed District budget by October 15, pursuant to §§ 29-1-104 and 29-1-105(3)(d), C.R.S.; and

WHEREAS, concerning the public records of the District, § 24-72-202(2), C.R.S. defines "Official Custodian" to mean and include any officer or employee of any political subdivision of the state who is responsible for the maintenance, care, and keeping of public records, regardless of whether the records are in his or her actual personal custody and control. The maintenance, care and keeping of public records shall be in accordance with the Colorado Special District Records Management Manual; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE PERRY PARK METROPOLITAN DISTRICT, DOUGLAS COUNTY, COLORADO AS FOLLOWS:

1. The Board determines that each director shall receive compensation for services as directors.

2. The Board designates the *Douglas County News Press* or *The Gazette* as the newspapers of general circulation within the boundaries of the District, or in the vicinity of the District if none is circulated within the District, and directs that all legal notices shall be published in accordance with applicable statutes.

3. The Board has determined to hold regular meetings on the second Thursday of each month at 6:00 p.m. to conduct District business matters.

4. The Board directs the District's management to obtain proposals and/or renewals for insurance, as applicable, to insure the Directors acting within the scope of employment by the Board against all or any part of such liability for an injury; to insure against the expense of defending a claim for injury against the District or its Board. Additionally, the Board directs the District's management to obtain bonds or equivalent insurance coverage as required by §§ 32-1-901(2) and 32-1-902(2), C.R.S., in an amount of no less than \$1,000 per director and \$5,000 for the Board Treasurer, and to file the bond or certificate of insurance with the District Court and the Division.

5. The Board directs the District's management to obtain proposals and/or renewals for insurance, as applicable, to insure the District against all or any part of the District's liability, in accordance with §§ 24-10-115, *et seq.*, C.R.S. The Board directs the District's management to cause to be paid the annual SDA membership dues, agency fees and insurance premiums, as applicable, in a timely manner.

6. The Board directs the District's management to maintain a current, accurate boundary map and shall provide for such map to be on file with the Division, with the County Assessor, County Clerk and Recorder and the Division on or before January 1<sup>st</sup>.

7. The Board directs the District's management to provide the Transparency Notice to the eligible electors of the District, the Board of County Commissioners of the County, County Assessor, County Treasurer, County Clerk and Recorder, the Division, and the Special District Association between November 16<sup>th</sup> and January 15<sup>th</sup> of the subsequent year:

8. The Board directs the District's management to prepare and file with the Division, within 30 days after receiving a written request from the Division, a current list of all contracts in effect with other political subdivisions.

9. The Board designates the District's accountant to serve as the budget officer, and to submit a proposed budget to the Board by October 15<sup>th</sup> for the following year, and, in cooperation with general counsel, to schedule a public hearing on the proposed budget; to prepare a final budget, budget resolutions and amendments to the budget, if necessary; to certify the mill levies on or before December 15<sup>th</sup>; and to file the approved budgets and amendments thereto with the proper governmental entities in accordance with the Local Government Budget Law of Colorado.

10. The Board directs the District's accountant to prepare and file the annual public securities report for nonrated public securities issued by the District, with the Department of Local Affairs on or before March 1st, if applicable.

11. The Board directs the District's management to provide the Special District Disclosure Document and a map of the District's boundaries to the County Clerk and Recorder, for recording, at the same time an inclusion order is recorded.

12. The Board directs the District's management to: (i) obtain proposals for auditors to be presented to the Board, (2) to cause an audit of the annual financial statements of the District to be prepared and submitted to the Board on or before June 30; and 3) to cause the audit to be filed with the State Auditor by July 31st, or by the filing deadline permitted under any extension thereof, all in accordance with §§ 29-1-603(1) and 29-1-606, C.R.S. Alternatively, if warranted by § 29-1-604, C.R.S., the Board directs the accountant to apply for and obtain an audit exemption from the State Auditor on or before March 31st in accordance with § 29-1-604, C.R.S.

13. The Board directs the District's management to prepare the mill levy certification form and directs the District's management to file the mill levy certification form with the Board of County Commissioners on or before December 15<sup>th</sup>.

14. The Board directs the District's management to prepare the Unclaimed Property Act report and forward the report to the State Treasurer by November 1<sup>st</sup>, if there is property presumed abandoned and subject to custody as unclaimed property, in accordance with §§ 38-13-110, C.R.S.

15. The Board hereby designates, in addition to any officer of the District, District Counsel, as a person with the power to administer all oaths or affirmations of office and other oaths or affirmations required to be taken by any person upon any lawful occasion.

16. The Board directs the District's general counsel to prepare and file with the Board of County Commissioners of the County, if requested, the quinquennial finding of reasonable diligence in accordance with §.§ 32-1-1101.5(1.5) and (2), C.R.S.

17. The Board directs the District's management to prepare and file the special district annual report with the Board of County Commissioners of the County, the Division, and the State Auditor, County Clerk and Recorder per § 32-1-207(3)(c), C.R.S.; if required.

18. The District hereby elects the following officers for the District:

President of the Board - Darren Hill  
Vice President - Joseph Brickweg  
Secretary - Steven Ostrowski  
Treasurer - Jill Arthurs  
Assistant Secretary - Christian M. Warren

19. The Board directs the District's general counsel to file conflict of interest disclosure forms provided by Board members with the Secretary of State annually. At the discretion of general counsel, transactional conflict of interest disclosures shall be filed 72 hours prior to regular and special meetings of the Board, when applicable, or at a Board member's request. In addition, written disclosures required to be filed with the governing body in accordance with § 18-8-308, C.R.S., shall be deemed filed with the Board when filed with the Secretary of State.

20. The Board continues the engagement of Collins Cole Flynn Winn & Ulmer, PLLC as general counsel for the District.

21. The Board continues the engagement of the firm of WSDM, LLC. to provide accounting and management services for the District.

22. The Board designates Beth Diana to serve as the official custodian of public records and to follow the Colorado Special District Records Retention Schedule, as adopted by the District.

WHEREUPON, the motion was seconded by Director [REDACTED] and upon vote, [REDACTED] unanimously carried. The Chair declared the motion carried and so ordered.

ADOPTED AND APPROVED THIS 12<sup>th</sup> DAY OF DECEMBER, 2024.

PERRY PARK METROPOLITAN DISTRICT

By: \_\_\_\_\_  
Darren Hill, President

Attest:

\_\_\_\_\_  
Steven Ostrowski, Secretary



## PERRY PARK METROPOLITAN DISTRICT

### A RESOLUTION CALLING FOR THE 2025 REGULAR DISTRICT ELECTION AND APPOINTING A DESIGNATED ELECTION OFFICIAL

WHEREAS, the Perry Park Metropolitan District (the “**District**”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Article 1, C.R.S.; and

WHEREAS, the terms of office of Directors Arthurs, Ostrowski, and Warren shall expire after their successors are elected at the regular special district election to be held on May 6, 2025 (the “**Election**”) and have taken office; and

WHEREAS, in accordance with the provisions of the Special District Act (the “**Act**”) and the Colorado Local Government Election Code (the “**Code**”) (the Act and the Code being referred to jointly as the “**Election Laws**”), the Election must be conducted to elect three (3) Directors to serve for a term of four (4) years.

NOW, THEREFORE, be it resolved by the Board of Directors of the Perry Park Metropolitan District in the County of Douglas, State of Colorado that:

1. The regular election of the eligible electors of the District shall be held on May 6, 2025, between the hours of 7:00 a.m. and 7:00 p.m. pursuant to and in accordance with the Election Laws, and other applicable laws. At that time, three (3) Directors may be elected to serve a four-year term.

2. The Election shall be conducted as a Mail Ballot or Polling Place election in accordance with all relevant provisions of the Election Laws. The Designated Election Official shall prepare the Plan for conducting the mail ballot Election. There shall be no election precinct or polling place. All mail ballots shall be returned to the Designated Election Official at the location designated in the Mail Ballot Plan.

3. The Board of Directors (the “**Board**”) hereby designates Beth Diana as the Designated Election Official for the conduct of the Election on behalf of the District and she is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and of the Election Laws or other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, printing of ballots, and direct that all other appropriate actions be accomplished.

4. Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at 614 N. Tejon St., Colorado Springs, CO 80903 or via email [admin@wsdistricts.co](mailto:admin@wsdistricts.co). All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no earlier than January 1, 2025, nor later than the close of business on Friday, February 28, 2025.

5. If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 4, 2025, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than February 28, 2025, 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 the Code.

6. 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's intention that the various provisions hereof are severable.

7. Any and all actions previously taken by the Designated Election Official, the Secretary of the Board, or any other persons acting on their behalf pursuant to the Election Laws or other applicable laws, are hereby ratified and confirmed.

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

9. The provisions of this Resolution shall take effect immediately.

ADOPTED this 12<sup>th</sup> day of December, 2024.

PERRY PARK METROPOLITAN DISTRICT

By \_\_\_\_\_  
Darren Hill, President

ATTEST:

By \_\_\_\_\_  
Steven Ostrowski, Secretary

**RESOLUTION OF  
THE BOARD OF DIRECTORS OF  
PERRY PARK METROPOLITAN DISTRICT**

**2025 MEETING RESOLUTION**

WHEREAS, Perry Park Metropolitan District (the “District”) was organized pursuant to Section 32-1-101 *et seq.*, C.R.S. of the “Special District Act;” and

WHEREAS, pursuant to Section 32-1-903(1), C.R.S., the Board of Directors (the “Board”) of the District shall meet regularly at a “Location” to be designated by the Board; and

WHEREAS, pursuant to Section 32-1-903(5)(a), C.R.S., the term “Location” means the physical, telephonic, electronic, other virtual place, or combination of such means where a meeting can be attended; and

WHEREAS, Section 32-1-903(1.5), C.R.S., requires that 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 which is 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 meeting location does not exceed twenty (20) miles from the District’s boundaries; and

WHEREAS, the provisions of Section 32-1-903(1.5), C.R.S., may be waived only if the following criteria are met: (a) The proposed change of the physical location of the Board appears on the agenda of a meeting of the Board, and (b) A resolution is adopted by the Board stating the reason for which meeting of the Board is to be held in a physical location under than the provisions of Section 32-1-903(1.5), C.R.S., and further stating the date, time, and physical location of such meeting; and

WHEREAS, pursuant to Section 32-1-903(2)(a), C.R.S., special meetings may be held as often as the needs of the District require, upon notice to each director, and may include study sessions at which a quorum of the Board are in attendance, and at which information is presented but no official action can be taken by the Board; and

WHEREAS, Sections 32-1-903(2) and 24-6-402(2)(c), C.R.S., govern meeting notices provided by special districts for all public meetings as set forth below; and

WHEREAS, pursuant to Section 32-1-903(2), C.R.S., notice of the time and location designated for all regular and special meetings of the Board shall be provided in accordance with Section 24-6-402, C.R.S.; and

WHEREAS, Section 24-6-402(2)(c)(I), C.R.S., requires the District to annually designate one public place within the boundaries of the District where notice of the Board’s meetings shall be posted no less than twenty-four (24) hours prior to the Board’s meetings, and where possible, the posting shall include specific agenda information; and

WHEREAS, pursuant to Section 24-6-402(2)(c)(III), C.R.S., the District shall be deemed to have given full and timely notice of a public meeting if the District posts the notice, with specific

agenda information if available, no less than twenty-four (24) hours prior to the meeting on the public website of the District; and

WHEREAS, if the District posts notice on the District's public website pursuant to Section 24-6-402(2)(c)(III), C.R.S., the District must also designate a public place within its boundaries at which the District may post a notice no less than twenty-four (24) hours prior to a meeting if the District is unable to post notice online in exigent or emergency circumstances; and

WHEREAS, the meeting notice of all meetings of the Board that are held telephonically, electronically, or by other means not including physical presence must include the method or procedure, including the conference number or link, by which members of the public can attend the meeting in accordance with Section 32-1-903(2)(a), C.R.S.; and

WHEREAS, Section 32-1-903(6)(a), C.R.S., requires that the Boards hold an annual meeting at a time and location to be designated by the Board and such location may be in person, virtual, or in person and virtual; provided that if the annual meeting is held solely in person, then it must be held at a physical location within the boundaries of the District, within the boundaries of any county in which the District is located, in whole or in part, or within any other county so long as the physical location does not exceed five (5) miles from the District's boundaries; and

WHEREAS, the Board desires to designate the time and place of all regular meetings, and to set forth specific requirements for the Board to call emergency meetings when such meetings are deemed necessary for the immediate protection of the public health, safety, and welfare of the property owners and residents of the District for the ensuing year of 2025, pursuant to this 2025 Meeting Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF PERRY PARK METROPOLITAN DISTRICT THAT:

1. The Board hereby determines to hold regular meetings on the second (2<sup>nd</sup>) Tuesday of each month at 6:00 P.M. The location of all regular and special meetings of the Board shall be held at Perry Park Country Club, 7047 Perry Park Blvd, Larkspur, Colorado.

2. The Board hereby determines to hold its annual meeting as required by Section 32-1-903(6), C.R.S., before/after the meeting at which the District adopts its 2026 budget at Perry Park Country Club, 7047 Perry Park Blvd, Larkspur, Colorado.

3. The Board hereby designates the District's public website, <https://perryparkmd.colorado.gov>, as the twenty-four (24) hour posting location for all meeting notices.

4. The Board hereby designates the following location as the posting location for notices if the District is unable to post a notice online in exigent or emergency circumstances.

Larkspur Fire Station - 5680 Red Rocks Drive, Larkspur, Colorado 80118

5. The meeting notice of all meeting of the Board that are held telephonically, electronically, or by other means not including physical presence shall include the method or

procedure, including the conference number or link, by which members of the public can attend the meeting.

6. The designations set forth in Paragraph 3 is hereby deemed to be the Board's annual designation of the location where notices of meetings shall be posted twenty-four (24) hours in advance of said meetings and shall be effective until such time as the Board determines to designate a new posting location.

7. Emergency meetings may be called by the District without notice, if notice is not practicable, by the President or any two (2) Board members in the event of an emergency that requires the immediate action of the Board in order to protect the public health, safety, and welfare of the property owners and residents of the District. If possible, notice of such emergency meeting may be given to the members of the Board by telephone or whatever other means are reasonable to meet the circumstances of the emergency, and shall be provided to the public via any practicable means available, *if any*, including, but not limited to, posting notice of such emergency meeting on the District's website. At such emergency meeting, any action within the power of the Board that is necessary for the immediate protection of the public health, safety and welfare may be taken; provided however, that any action taken at an emergency meeting shall be ratified at the first to occur: (a) the next regular meeting of the District's Board, or (b) the next special meeting of the District's Board.

8. This Resolution shall repeal, supersede, and replace any and all previous resolutions or provisions of previous resolutions adopted by the Board concerning meeting location, time, and posting of notices.

9. This Resolution shall take effect on January 1, 2025.

*(Signature Page Follows.)*

ADOPTED AND APPROVED THIS 12<sup>th</sup> DAY of DECEMBER, 2024.

PERRY PARK METROPOLITAN DISTRICT

By: \_\_\_\_\_  
Darren Hill, President

*Signature Page to 2025 Meeting Resolution*