

# GATEWAY AT PROSPECT METROPOLITAN

## DISTRICT NO. 7

405 Urban Street, Suite 310

Lakewood, CO 80228

[www.GatewayatProspectMDs.com](http://www.GatewayatProspectMDs.com)

### **NOTICE OF SPECIAL MEETING AND AGENDA**

**DATE:** October 31, 2024

**TIME:** 2:00 p.m.

**LOCATION:** **Via Zoom**

Join Zoom Meeting

<https://us02web.zoom.us/j/7636703470>

Meeting ID: 763 670 3470

To Join by phone:

Call In: 1 720 707 2699

Meeting ID: 763 670 3470

Participant Code: press #

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
James (Jim) Birdsall	President	May, 2025
Robert (Tim) McKenna	Vice-President/Treasurer/Secretary	May, 2025
Robert (Kevin) McKenna	Assistant Secretary	May, 2025
Lincoln Samelson	Assistant Secretary	May, 2027
Lindsey Samelson	Assistant Secretary	May, 2027

#### **I. ADMINISTRATIVE MATTERS**

- A. Present disclosures of potential conflicts of interest and confirm quorum.
- B. Confirm location of meeting and posting of meeting notices. Approve agenda.
- C. Public Comment. Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes per person.
- D. Consider adoption of 2025 Annual Administration Resolution (enclosure).
  - a. Establish Regular Meeting Dates, Time and Location.
  - b. Discuss Workers' Compensation Insurance Coverage for Uncompensated Members of the Board.

**II. CONSENT AGENDA ITEMS** (These items are considered to be routine and will be approved by one motion. There will be no separate discussion of these items unless requested, in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda.)

- A. Approval of the November 9, 2023 Regular Meeting Minutes (enclosure).
- B. Approval of 809 Transparency Notice (enclosure).
- C. Ratification of 2023 Audit Exemption (enclosure).
- D. Ratification of 2023 Annual Report (enclosure).
- E. Approval of 2025 insurance renewal. Consider adoption of documents needed to obtain or maintain insurance coverage through the Colorado Special Districts Property and Liability Pool and T. Charles Wilson Risk Management and authorize membership in the Special District Association (enclosure).

**III. FINANCIAL MATTERS**

- A. Approve and/or ratify approval of payables (enclosure).
- B. Review and consider acceptance of financial statements and schedule of cash position (enclosure).
- C. Conduct Public Hearing to consider amendment of the 2024 Budget. Consider adoption of Resolution to Amend the 2024 Budget, if necessary.
- D. Conduct Public Hearing on the proposed 2025 Budget and consider adoption of Resolution to Adopt the 2025 Budget and Appropriate Sums of Money (enclosures).
- E. Discuss potential 2025 bond issuance and role of engineer and accountant in connection with same.
- F. Discuss statutory requirements for an audit. Consider appointment of District Accountant or engagement of outside accountant to prepare Application for Exemption from Audit for 2024.
- G. Other.

**IV. LEGAL MATTERS**

- A. Review and consider adoption of Resolution Calling an Election for May 6, 2025 (enclosure).
- B. Discuss rate increase for Management Services and consider approval of Addendum to Independent Contractor Agreement for District Management Services (enclosure).

- C. Consider Approval of Amended and Restated Public Records Request Policy (enclosure).
- D. Consider adoption of Resolution Adopting a Digital Accessibility Policy and Designating a Compliance Officer (enclosures).
- E. Other.

**V. OTHER BUSINESS**

- A.

**VI. ADJOURNMENT**

**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7**  
**ANNUAL ADMINISTRATIVE RESOLUTION**  
**(2025)**

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WHEREAS, Gateway at Prospect Metropolitan District No. 7 (the “District”), was organized as a special district pursuant to an Order and Decree of the District Court in and for the County of Larimer, Colorado (the “**County**”), and is located entirely within the City of Fort Collins, Colorado; and

WHEREAS, the Board of Directors (the “**Board**”) of the District has a duty to perform certain obligations in order to assure the efficient operation of the District and hereby directs its consultants to take the following actions.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

1. The Board directs the District’s Manager to cause an accurate map of the District’s boundaries to be prepared in accordance with the standards specified by the Division of Local Government (“**Division**”) and to be filed in accordance with § 32-1-306, C.R.S.

2. The Board directs the District’s Manager to notify the Board of County Commissioners, the County Assessor, the County Treasurer, the County Clerk and Recorder, the governing body of any municipality in which the District is located, and the Division of the name of the chairman of the Board, the contact person, telephone number, and business address of the District, as required by § 32-1-104(2), C.R.S.

3. The Board directs the District’s Manager to prepare and file with the Division, within thirty (30) days of a written request from the Division, an informational listing of all contracts in effect with other political subdivisions, in accordance with § 29-1-205, C.R.S.

4. The Board directs the District’s legal counsel to cause the preparation of and to file with the Department of Local Affairs the annual public securities report for nonrated public securities issued by the District within sixty (60) days of the close of the fiscal year, as required by §§ 11-58-101, et seq., C.R.S.

5. The Board directs the District’s accountant to: (a) obtain proposals for auditors to be presented to the Board; (b) 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 (c) cause the audit to be filed with the State Auditor by July 31, or by the filing deadline permitted under any extension thereof, all in accordance with §§ 29-1-603(1) and 606, C.R.S. Alternatively, if warranted by § 29-1-604, C.R.S., the Board directs the District’s accountant to apply for and obtain an audit exemption from the State Auditor on or before March 31 in accordance with § 29-1-604, C.R.S.

6. The Board directs the District’s legal counsel, if the District has authorized but unissued general obligation debt as of the end of the fiscal year, to cause to be submitted to the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the District the District’s audit report or a copy of its application for exemption from audit in accordance with § 29-1-606(7), C.R.S.

7. The Board directs the District's accountant to submit a proposed budget to the Board by October 15 and prepare the final budget and budget message, including any amendments thereto, if necessary. The Board also directs the District's accountant to perform the property tax limit calculation, if required by §§ 29-1-306, *et seq.*, C.R.S., and to inform the Board of the result of such calculation. The Board directs the District's Manager to schedule a public hearing on the proposed budget or amendments, as applicable, and to post or publish notices thereof. The Board directs legal counsel to prepare all budget resolutions. The Board directs the District's Manager to file the budget, budget resolution, and budget message with the Division on or before January 30th, all in accordance with §§ 29-1-101, *et seq.*, C.R.S.

8. The Board directs the District's accountant to monitor all expenditures and, if necessary, to notify the District's legal counsel, the District's Manager, and the Board when expenditures are expected to exceed appropriated amounts. The Board directs legal counsel to prepare all budget amendment resolutions. The Board directs the District's Manager to schedule a public hearing on a proposed budget amendment and post or publish notices thereof in accordance with § 29-1-106, C.R.S. The Board directs the District's Manager to file the amended budget with the Division on or before the date of making such expenditure or contracting for such expenditure, all in accordance with §§ 29-1-101, *et seq.*, C.R.S.

9. The Board directs legal counsel to cause the preparation of the Unclaimed Property Act report and submission of the same to the State Treasurer by November 1st if there is property presumed abandoned and subject to custody as unclaimed property, in accordance with § 38-13-110, C.R.S.

10. The Board directs the District's accountant to prepare the mill levy certification form and directs legal counsel to file the mill levy certification form with the Board of County Commissioners on or before December 15th, in accordance with § 39-5-128, C.R.S.

11. The Board directs that all legal notices shall be published in accordance with § 32-1-103(15), C.R.S.

12. The Board hereby determines that each member of the Board shall, for any potential or actual conflicts of interest, complete conflicts of interest disclosures and directs legal counsel to file the conflicts of interest disclosures with the Board and with the Colorado Secretary of State at least seventy-two (72) hours prior to every regular and special meeting of the Board, in accordance with § 32-1-902(3)(b) and § 18-8-308, C.R.S. Written disclosures provided by Board members 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. Additionally, at the beginning of each year, each Board member shall submit information to legal counsel regarding any actual or potential conflicts of interest and, throughout the year, each Board member shall provide legal counsel with any revisions, additions, corrections, or deletions to said conflicts of interest disclosures.

13. The Board confirms its obligations under § 24-10-110(1), C.R.S., with regards to the defense and indemnification of its public employees, which, by definition, includes elected and appointed officers.

14. The Board hereby appoints the District's Manager as the official custodian for the maintenance, care, and keeping of all public records of the District, in accordance with §§ 24-72-202, et seq., C.R.S. The Board hereby directs its legal counsel, accountant, manager, and all other consultants to adhere to the Colorado Special District Records Retention Schedule as adopted by the District.

15. The Board directs the District's Manager to post notice of all regular and special meetings in accordance with § 32-1-903(2) and § 24-6-402(2)(c), C.R.S. The Board hereby designates [www.gatewayatprospectmds.com](http://www.gatewayatprospectmds.com) as the District's website for the posting of its regular and special meeting notices. The Board also hereby designates, unless otherwise designated by the Board, the northwest corner of the northeast parcel as the location the District will post notices of meetings in the event of exigent or emergency circumstances which prevent the District from posting notice of the meeting on the District's website. The Board directs the District's Manager to provide the website address set forth above to the Department of Local Affairs for inclusion in the inventory maintained pursuant to § 24-32-116, C.R.S.

16. The Board determines to hold regular meetings on the second Thursday of November, 2025, at 10:00 a.m. by telephone, electronic, or other means not requiring physical presence. All notices of meetings shall designate whether such meeting will be held by electronic means, at a physical location, or both, and shall designate how members of the public may attend such meeting, including the conference number or link by which members of the public can attend the meeting electronically, if applicable.

17. In the event of an emergency, the Board may conduct a meeting outside of the limitations prescribed in § 24-6-402(2)(c), C.R.S., provided that any actions taken at such emergency meeting are ratified at the next regular meeting of the Board or at a special meeting conducted after proper notice has been given to the public.

18. The Board directs the District's Manager to maintain the District's website in compliance with state and federal requirements and to make such documents and information required by § 32-1-104.5, C.R.S. available to the public on the District's website.

19. For the convenience of the electors of the District, and pursuant to its authority set forth in § 1-13.5-1101, C.R.S., the Board hereby deems that all regular and special elections of the District shall be conducted as independent mail ballot elections in accordance with §§ 1-13.5-1101, et seq., C.R.S., unless otherwise deemed necessary and expressed in a separate election resolution adopted by the Board.

20. Pursuant to the authority set forth in § 1-1-111, C.R.S., the Board hereby appoints Ashley B. Frisbie, as the Designated Election Official (the "DEO") of the District for any elections called by the Board, or called on behalf of the Board by the DEO, and hereby authorizes and directs the DEO to take all actions necessary for the proper conduct of the election, including, if applicable, cancellation of the election in accordance with § 1-13.5-513, C.R.S.

21. In accordance with § 1-11-103(3), C.R.S., the Board hereby directs the DEO to certify to the Division the results of any elections held by the District and, pursuant to § 32-1-1101.5(1), C.R.S., to certify results of any ballot issue election to incur general obligation

indebtedness to the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the District and file a copy of such certification with the Division of Securities.

22. The Board directs legal counsel to cause a notice of authorization of or notice to incur general obligation debt to be recorded with the County Clerk and Recorder within thirty (30) days of authorizing or incurring any indebtedness, in accordance with § 32-1-1604, C.R.S.

23. Pursuant to the authority set forth in § 24-12-103, C.R.S., the Board hereby designates, in addition to any officer of the District, Abby J. Franz of the law firm of White Bear Ankele Tanaka & Waldron, Attorneys at Law, 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.

24. The Board directs the District's Manager to cause the preparation of and filing with the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the District, if requested, the application for quinquennial finding of reasonable diligence in accordance with § 32-1-1101.5(1.5), (2), C.R.S.

25. The Board directs the District's Manager to cause the preparation of and the filing with the Board of County Commissioners or the governing body of any municipality in which the District is located, the Division, the State Auditor, the County Clerk and Recorder, and any interested parties entitled to notice pursuant to § 32-1-204(1), C.R.S., an annual report in accordance with § 32-1-207(3)(c), C.R.S.

26. The Board directs the District's Manager 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 Manager to review and update the District's property schedule as needed, and no less than annually. The Board directs the District's accountant to pay the annual SDA membership dues, agency fees, and insurance premiums, as applicable, in a timely manner. The Board appoints the District's Manager as its proxy for the SDA Annual meeting for voting and quorum purposes.

27. The Board hereby opts to exclude elected or appointed officials as employees within the meaning of § 8-40-202(1)(a)(I)(A), C.R.S., and hereby directs legal counsel to file a statement with the Division of Workers' Compensation in the Department of Labor and Employment not less than forty-five (45) days before the start of the policy year for which the option is to be exercised, in accordance with § 8-40-202(1)(a)(I)(B), C.R.S.

28. The Board hereby directs legal counsel to prepare the disclosure notice required by § 32-1-809, C.R.S., and to disseminate the information to the electors of the District accordingly. Further, the Board hereby designates the following website as the District's official website for the purposes thereof: [www.gatewayatprospectmds.com](http://www.gatewayatprospectmds.com).

29. The Board hereby directs legal counsel to prepare and record with the County Clerk and Recorder updates to the disclosure statement notice and map required by § 32-1-104.8, C.R.S., if additional property is included within the District's boundaries.

30. In accordance with § 38-35-109.5(2), C.R.S., the District hereby designates the President of the Board as the official who shall record any instrument conveying title of real property to the District within thirty (30) days of any such conveyance.

31. The Board hereby affirms the adoption of the corporate seal in substantially the form appearing on the signature page of this resolution in accordance with § 32-1-902, C.R.S., regardless of whether initially produced electronically or manually. The requirement of any District resolution, proceeding or other document to “affix” the District seal thereto, including for the purpose of satisfying any applicable State law, shall be satisfied by manual impression or print, facsimile reproduction or electronic reproduction, or inclusion of the image of such seal. Without limiting the foregoing, any electronic production or reproduction of the image of the seal shall constitute an electronic record of information, as defined in the Uniform Electronic Transactions Act, and the Board hereby authorizes its use in accordance with the authority provided by § 24-71.3-118, C.R.S.

32. The Board directs legal counsel to prepare and submit the documentation required by any continuing disclosure obligation signed in conjunction with the issuance of debt by the District.

33. The Board directs legal counsel to monitor, and inform the Board of, any legislative changes that may occur throughout the year.

34. In the event the District has not engaged an accountant or a manager, the Board hereby directs legal counsel to undertake all actions designated in this Resolution to the District accountant or the District’s Manager until such time as an accountant or manager, as applicable, is engaged by the District.

*[Remainder of Page Intentionally Left Blank, Signature Page Follows]*



ADOPTED OCTOBER 31, 2024

(SEAL)

**DISTRICT:**

**GATEWAY AT PROSPECT  
METROPOLITAN DISTRICT NO. 7**, a quasi-  
municipal corporation and political subdivision of  
the State of Colorado

By: \_\_\_\_\_  
Officer of the District

Attest:

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

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law

\_\_\_\_\_  
General Counsel to the District

# RECORD OF PROCEEDINGS

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MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7  
(THE "DISTRICT")  
HELD  
NOVEMBER 9, 2023

A regular meeting of the Board of Directors (referred to hereafter as the "Board") of the Gateway at Prospect Metropolitan District No. 7 (referred to hereafter as the "District") was convened on Thursday, November 9, 2023, at 10:00 a.m. The District Board meeting was held via Microsoft Teams. The meeting was open to the public.

## ATTENDANCE

### Directors in Attendance Were:

James ("Jim") Birdsall, President  
Robert ("Tim") McKenna, Vice-President / Secretary/Treasurer  
Lincoln Samelson, Assistant Secretary  
Lindsey Samelson, Assistant Secretary

Following discussion, upon motion made by Director Birdsall, seconded by Director Robert T. McKenna and, upon vote, unanimously carried, the absence of Director Robert K. McKenna was excused.

### Also, In Attendance Were:

Geol Scheirman; Public Alliance LLC  
Robert Rogers, Esq., Eve Velasco, Esq. and Jake Elsner; White Bear Ankele Tanaka & Waldron P.C.  
Jeannie Cox; Contrarian Holdings

## ADMINISTRATIVE MATTERS

**Call to Order:** Mr. Scheirman called the meeting to order at 10:02 a.m.

### **Declaration of Quorum; Disclosure of Potential Conflicts of Interest:**

The presence of a quorum was confirmed.

Ms. Velasco advised the Board that, pursuant to Colorado law, certain disclosures may be required prior to taking official action at the meeting. Ms. Velasco reported that disclosures for those directors that provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest were filed with the Secretary of State's Office and the Board at least 72 hours prior to the meeting. Ms. Velasco noted that a quorum was present and inquired into whether members of the Board had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No additional disclosures were noted. The Board determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

## RECORD OF PROCEEDINGS

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**Location of Meeting and Posting of Meeting Notices; Agenda:** The Board confirmed the meeting location and posting of the meeting notice.

The Board reviewed the Agenda for the meeting. Following discussion, upon a motion duly made by Director Birdsall, seconded by Director Robert T. McKenna and, upon vote, unanimously carried, the Board approved the Agenda, as presented.

**Public Comment:** None.

**May 2, 2023, Election:** Ms. Velasco advised the Board that the May 2, 2023, election was cancelled, as allowed under Colorado law, by the Designated Election Official because there were not more candidates than positions available on the Board of Directors. It was noted that Directors Lindsey Samelson and Lincoln Samelson were deemed elected to 4-year terms ending in May 2027.

**Appointment of Officers:** The Board entered into discussion regarding the appointment of officers.

Following discussion, upon motion duly made by Director Birdsall, seconded by Director Robert T. McKenna and, upon vote, unanimously carried, the following slate of officers were appointed:

President	James (Jim) Birdsall
Vice-President/Secretary/Treasurer	Robert (Tim) McKenna
Secretary	Geol Scheirman
Assistant Secretary	Robert (Kevin) McKenna
Assistant Secretary	Lincoln Samelson
Assistant Secretary	Lindsey Samelson

**2023 Annual Administration Resolution:** Ms. Velasco presented the resolution to the Board. Following review, upon a motion duly made by Director Birdsall, seconded by Director Robert T. McKenna and, upon vote, unanimously carried, the Board adopted 2023 Annual Administration Resolution, subject to revision to note the updated regular meeting schedule.

**Establish Regular Meeting Dates, Time and Location:** Following discussion, the Board determined to set the 2023 meeting as November 14, 2024, at 10:00 a.m. via a virtual meeting.

**Workers' Compensation Insurance Coverage for Uncompensated Members of the Board:** Ms. Velasco discussed with the Board. Following discussion, the Board determined to opt out of Workers' Compensation Insurance for 2023.

### **CONSENT AGENDA**

The following items on the consent agenda were considered routine or administrative. Following a summary by Ms. Velasco, upon motion duly made Director Birdsall, seconded by Director Robert T. McKenna, and upon vote, unanimously carried, the

## RECORD OF PROCEEDINGS

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Boards took the following actions:

- Approved the November 11, 2022, Special Meeting Minutes.
- Approved the 809 Transparency Notice.
- Ratified approval of 2022 Audit Exemption.
- Ratified approval of 2022 Annual Report.
- Approved the 2024 insurance renewal. Adopted documents needed to obtain or maintain insurance coverage through the Colorado Special Districts Property and Liability Pool and T. Charles Wilson Risk Management and authorized membership in the Special District Association.

### FINANCIAL MATTERS

**Payables:** Ms. Cox reviewed the payables with the Board. Following review, upon a motion duly made by Director Birdsall, seconded by Director Robert T. McKenna and, upon vote, unanimously carried, the Board of District No. 7 ratified approval of the payables.

**Unaudited Financial Statements and Schedule of Cash Position:** Ms. Cox discussed with the Board the unaudited financial statements, dated October 31, 2023, and the schedule of cash position, dated October 31, 2023, updated as of November 1, 2023.

Following discussion, upon motion duly made by Director Birdsall, seconded by Director Robert T. McKenna and, upon vote, unanimously carried, the Board accepted the unaudited financial statements, dated October 31, 2023, and the schedule of cash position, dated October 31, 2023, updated as of November 1, 2023.

**Requirements of Senate Bill 23-303 Relating to Limitations on Property Tax Revenue:** Ms. Velasco reported to the Board that with the failed passing of Proposition HH, there may be an additional Legislative Special Session this year, if called by the Governor and could impact the 2024 property tax/assessment ratio. She noted Legal Counsel will keep the Board updated with any potential changes to the legislation.

**2023 Budget Amendment Hearing:** Director Birdsall opened the public hearing at 10:28 a.m. to consider the amendment of the 2023 Budget and discuss related issues.

It was noted that the publication of Notice stating that the Board would consider amendment of the 2023 Budget, and the date, time and place 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 at 10:28 a.m.

Following review and discussion, Director Birdsall moved to adopt the Resolution to Amend 2023 Budget, Director Robert T. McKenna seconded the motion and, upon vote, unanimously carried, the Board adopted the Resolution to Amend the 2023 Budget.

## RECORD OF PROCEEDINGS

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**Public Hearing on 2024 Budget:** Ms. Velasco opened the public hearing to consider the proposed 2024 Budget and to discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2024 Budget, and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing.

Director Birdsall reported he is reviewing the scale and scope of potential bond issuance for 2024, and he will keep the group updated.

No additional public comments were received, and the public hearing was closed.

Mr. Rogers presented the 2024 Budget to the Board.

Following review and discussion, upon a motion duly made by Director Birdsall, seconded by Director Robert T. McKenna and, upon vote, unanimously carried, the Board adopted Resolution Adopting the 2024 Budget, subject to revisions discussed and the final assessed valuation from the County, and set the mill levy at 0.000 mills.

**Other:** There were no other financial matters to discuss.

### LEGAL MATTERS

**Addendum to Independent Contractor Agreement for District Management Services:** Mr. Scheirman presented to the Board a rate increase for Management Services and reviewed with the Board the Addendum to Independent Contractor Agreement for District Management Services.

Following discussion, upon motion duly made by Director Birdsall, seconded by Director Robert T. McKenna and, upon vote, unanimously carried, the Board approved the rate increase for Management Services and Addendum to Independent Contractor Agreement for District Management Services.

**Amended and Restated Public Records Request Policy:** The Board reviewed the Amended and Restated Public Records Request Policy.

Following discussion, upon motion duly made by Director Birdsall, seconded by Director Robert T. McKenna and, upon vote, unanimously carried, the Board approved the Amended and Restated Public Records Request Policy.

**Website Compliance and Web Content Accessibility Guidelines(“WCAG”) 2.1 AA Requirements for ADA Compliance:** Ms. Velasco reported to the Board the rule making process for website requirements is still taking shape and she will present a website policy once completed.

**Other:** There were no other legal matters to discuss.

## RECORD OF PROCEEDINGS

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### OTHER BUSINESS

**Next Meeting Date and Confirm Quorum:** Ms. Velasco noted that the next meeting was set earlier in the meeting for the second Thursday of November at 10:00 a.m. to be held virtually. The Board confirmed an anticipated quorum.

### ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made, seconded and, upon vote, unanimously carried, the Boards adjourned the meeting at 10:39 a.m.

Respectfully submitted,

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

**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7,  
Fort Collins, Larimer County, Colorado  
Disclosure Notice Pursuant to §32-1-809, C.R.S.**

**REQUESTED INFORMATION**

**RESPONSE**

<b>Address and telephone number of the principal business office</b>	c/o Public Alliance, LLC 405 Urban Street , Suite 310, Lakewood, CO 80228 720-213-6621	
<b>Name and business telephone number of the manager or other principal contact person for the District/board member contact information</b>	AJ Beckman 405 Urban Street, Suite 310, Lakewood, CO 80228 Phone: 720-213-6621 email: <a href="mailto:AJ@publicalliancellc.com">AJ@publicalliancellc.com</a>	
<b>Board members and re-election status of those members whose office will be on the ballot at the next regular election on May 6, 2025</b>  <b>*on ballot at the next regular election</b>	James Birdsall, President	(term expires 2025)*
	Robert (Tim) McKenna, Secretary	(term expires 2025)*
	Robert (Kevin) McKenna Asst. Secretary	(term expires 2025)*
	Lincoln Samelson, Asst. Secretary	(term expires 2027)
	Lindsey Samelson, Asst. Secretary	(term expires 2027)
<b>Regular meeting schedule and the place where notice of board meetings is posted pursuant to §24-6-402(2)(c), C.R.S.</b>	Regular meetings are scheduled for November 13, 2025 at 10:00 a.m. by telephone, electronic, or other means not including physical presence. Primary location for posting notices of board meetings: <a href="https://www.gatewayatprospectmds.com/">https://www.gatewayatprospectmds.com/</a> . Secondary location: northwest corner of the northeast parcel, Fort Collins, Colorado.	
<b>Current mill levy (2023), for collection in 2024</b>	0.000 mills - (general fund) 0.000 mills - (debt service fund) 0.000 mills - (capital projects fund)	
<b>Total ad valorem tax revenue received during the last year (2023)</b>	\$0 (unaudited)	
<b>Date of the next regular special district election of board members</b>	May 6, 2025	
<b>Procedure and timing to submit a self-nomination form for election to the Board(s) pursuant to §1-13.5-303, C.R.S. :</b> Pursuant to §1-13.5-303, C.R.S. any person interested in being a candidate for the Board must submit a self-nomination and acceptance form signed by the candidate and by a registered elector of the state as a witness to the candidate. On the date of signing the self-nomination form, the person desiring to serve on the Board must be an eligible elector of the District. The form or letter must be filed no earlier than January 1 and no later than the sixty-seventh (67 <sup>th</sup> ) day before the date of the next regular special district election. The form is filed with the Designated Election Official, or if none has been designated, the presiding officer or the secretary of the District at the address above. This form may be obtained by contacting the District's general counsel at (303) 858-1800. In place of the form, the candidate may submit a letter signed by the candidate and a registered elector of the state as witness to the signature of the candidate. Both the form and letter must state the following information: (1) name of the special district; (2) director office sought; (3) term of office sought; (4) date of the election; (5) full name of the candidate as it is to appear on the ballot; and (6) whether the candidate is a member of an executive board of a unit owners' association, as defined in §38-33.3-103, C.R.S., located within the boundaries of the District. A self-nomination form meeting the statutory requirements must be filed prior to 5:00 p.m. on the sixty-seventh (67 <sup>th</sup> ) day before the election.		
<b>Address of any website on which the special district's election results will be posted</b>	<a href="https://cdola.colorado.gov/local-government">https://cdola.colorado.gov/local-government</a> and <a href="http://www.gatewayatprospectmds.com">www.gatewayatprospectmds.com</a>	
<b>Information on the procedure to apply for permanent absentee voter status as described in §1-13.5-1003, C.R.S.</b>	A permanent absentee voter status request form may be obtained by contacting the District's general counsel at (303) 858-1800.	

# APPLICATION FOR EXEMPTION FROM AUDIT

## SHORT FORM

IF EITHER REVENUES OR EXPENDITURES EXCEED \$100,000, USE THE LONG FORM.

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 in the year.

### 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).

Any preparer of an Application for Exemption from Audit-SHORT FORM must be a person skilled in 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. APPLICATIONS FOR EXEMPTION FROM AUDIT ARE NOT ELIGIBLE FOR AN EXTENSION OF TIME

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

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

<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?
- 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 [Click Here](#) new policy ->
  - or--
  - If yes, 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 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.

[Click here to go to the portal](#)



## FILING METHODS

Register and submit your Applications at our web portal! For faster processing the web portal is the preferred method for submission

**WEB PORTAL:** <https://apps.leg.co.gov/osa/lg>

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

*Please Note: The OSA's email addresses have changed as of December 1, 2023. Please ensure you are using the email address noted below.*

**QUESTIONS?** Email: [osa.lg@coleg.gov](mailto:osa.lg@coleg.gov) 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

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

## SHORT FORM

**NAME OF GOVERNMENT  
ADDRESS**

Gateway at Prospect Metropolitan District No. 7
2154 E. Commons Ave., Suite 2000
Centennial, CO 80122

For the Year Ended  
**12/31/23**  
or fiscal year ended:

**CONTACT PERSON  
PHONE  
EMAIL**

Robert Rogers, Esq.
303-858-1800
<a href="mailto:rrogers@wbapc.com">rrogers@wbapc.com</a>

## PART 1 - CERTIFICATION OF PREPARER

I certify that I am skilled in governmental accounting and that the information in the application is complete and accurate, to the best of my knowledge.

**NAME:  
TITLE  
FIRM NAME (if applicable)  
ADDRESS  
PHONE**

Jeannie Cox
District Accountant
P.O. Box 7388
Colorado Springs, CO 80933
719-540-5800

PREPARER <small>(SIGNATURE REQUIRED)</small>	DATE PREPARED				
<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <small>DocuSigned by:</small>    <small>F954F5E35986411</small> </div>	March 26, 2024				
Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 2px;"> <b>GOVERNMENTAL</b>  <small>(MODIFIED ACCRUAL BASIS)</small> </td> <td style="width: 50%; text-align: center; padding: 2px;"> <b>PROPRIETARY</b>  <small>(CASH OR BUDGETARY BASIS)</small> </td> </tr> <tr> <td style="text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> </table>	<b>GOVERNMENTAL</b> <small>(MODIFIED ACCRUAL BASIS)</small>	<b>PROPRIETARY</b> <small>(CASH OR BUDGETARY BASIS)</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>GOVERNMENTAL</b> <small>(MODIFIED ACCRUAL BASIS)</small>	<b>PROPRIETARY</b> <small>(CASH OR BUDGETARY BASIS)</small>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>				

## PART 2 - REVENUE

**REVENUE:** All revenues for all funds must be reflected in this section, including proceeds from the sale of the government's land, building, and equipment, and proceeds from debt or lease transactions. Financial information will not include fund equity information.

Line#	Description	Round to nearest Dollar	
2-1	<b>Taxes: Property</b> (report mills levied in Question 10-6)	\$ -	Please use this space to provide any necessary explanations
2-2	Specific ownership	\$ -	
2-3	Sales and use	\$ -	
2-4	Other (specify):	\$ -	
2-5	Licenses and permits	\$ -	
2-6	<b>Intergovernmental: Grants</b>	\$ -	
2-7	Conservation Trust Funds (Lottery)	\$ -	
2-8	Highway Users Tax Funds (HUTF)	\$ -	
2-9	Other (specify):	\$ -	
2-10	Charges for services	\$ -	
2-11	Fines and forfeits	\$ -	
2-12	Special assessments	\$ -	
2-13	Investment income	\$ -	
2-14	Charges for utility services	\$ -	
2-15	Debt proceeds (should agree with line 4-4, column 2)	\$ -	
2-16	Lease proceeds	\$ -	
2-17	Developer Advances received (should agree with line 4-4)	\$ 31,000	
2-18	Proceeds from sale of capital assets	\$ -	
2-19	Fire and police pension	\$ -	
2-20	Donations	\$ -	
2-21	Other (specify):	\$ -	
2-22		\$ -	
2-23		\$ -	
2-24	(add lines 2-1 through 2-23) <b>TOTAL REVENUE</b>	\$ 31,000	

## PART 3 - EXPENDITURES/EXPENSES

**EXPENDITURES:** All expenditures for all funds must be reflected in this section, including the purchase of capital assets and principal and interest payments on long-term debt. Financial information will not include fund equity information.

Line#	Description	Round to nearest Dollar	
3-1	<b>Administrative</b>	\$ 7,165	Please use this space to provide any necessary explanations
3-2	Salaries	\$ -	
3-3	Payroll taxes	\$ -	
3-4	Contract services	\$ -	
3-5	Employee benefits	\$ -	
3-6	Insurance	\$ 4,825	
3-7	Accounting and legal fees	\$ 24,183	
3-8	Repair and maintenance	\$ -	
3-9	Supplies	\$ -	
3-10	Utilities and telephone	\$ -	
3-11	Fire/Police	\$ -	
3-12	Streets and highways	\$ -	
3-13	Public health	\$ -	
3-14	Capital outlay	\$ -	
3-15	Utility operations	\$ -	
3-16	Culture and recreation	\$ -	
3-17	Debt service principal (should agree with Part 4)	\$ -	
3-18	Debt service interest	\$ -	
3-19	Repayment of Developer Advance Principal (should agree with line 4-4)	\$ -	
3-20	Repayment of Developer Advance Interest	\$ -	
3-21	Contribution to pension plan (should agree to line 7-2)	\$ -	
3-22	Contribution to Fire & Police Pension Assoc. (should agree to line 7-2)	\$ -	
3-23	Other (specify):		
3-24		\$ -	
3-25		\$ -	
3-26	(add lines 3-1 through 3-24) <b>TOTAL EXPENDITURES/EXPENSES</b>	\$ 36,173	

If TOTAL REVENUE (Line 2-24) or TOTAL EXPENDITURES (Line 3-26) are GREATER than \$100,000 - **STOP**. You may not use this form. Please use the "Application for Exemption from Audit - LONG FORM".

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

Please answer the following questions by marking the appropriate boxes.

		Yes	No
4-1	Does the entity have outstanding debt? If Yes, please attach a copy of the entity's Debt Repayment Schedule.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-2	Is the debt repayment schedule attached? If no, <b>MUST</b> explain below: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"><b>The District's debt consists of Developer advances. Repayment is subject to annual appropriation if and when eligible funds become available.</b></div>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-3	Is the entity current in its debt service payments? If no, <b>MUST</b> explain below: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"><b>N/A</b></div>	<input type="checkbox"/>	<input type="checkbox"/>
4-4	Please complete the following debt schedule, if applicable: (please only include principal amounts)(enter all amount as positive numbers)		
		Outstanding at end of prior year*	Issued during year
		Retired during year	Outstanding at year-end
	General obligation bonds	\$ -	\$ -
	Revenue bonds	\$ -	\$ -
	Notes/Loans	\$ -	\$ -
	Lease & SBITA** Liabilities [GASB 87 & 96]	\$ -	\$ -
	Developer Advances	\$ -	\$ -
	Other (specify):	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>

\*\*Subscription Based Information Technology Arrangements

\*Must agree to prior year-end balance

Please answer the following questions by marking the appropriate boxes.

		Yes	No
4-5	Does the entity have any authorized, but unissued, debt?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes:	How much?	<div style="border: 1px solid black; padding: 2px; width: 100%;">\$ 2,125,000,000.00</div>	
	Date the debt was authorized:	<div style="border: 1px solid black; padding: 2px; width: 100%;">5/8/2018</div>	
4-6	Does the entity intend to issue debt within the next calendar year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes:	How much?	<div style="border: 1px solid black; padding: 2px; width: 100%;">\$ -</div>	
4-7	Does the entity have debt that has been refinanced that it is still responsible for?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes:	What is the amount outstanding?	<div style="border: 1px solid black; padding: 2px; width: 100%;">\$ -</div>	
4-8	Does the entity have any lease agreements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes:	What is being leased?	<div style="border: 1px solid black; padding: 2px; width: 100%; height: 15px;"></div>	
	What is the original date of the lease?	<div style="border: 1px solid black; padding: 2px; width: 100%; height: 15px;"></div>	
	Number of years of lease?	<div style="border: 1px solid black; padding: 2px; width: 100%; height: 15px;"></div>	
	Is the lease subject to annual appropriation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	What are the annual lease payments?	<div style="border: 1px solid black; padding: 2px; width: 100%;">\$ -</div>	

**Part 4 - Please use this space to provide any explanations/comments or attach separate documentation, if needed**

## PART 5 - CASH AND INVESTMENTS

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

		Amount	Total
5-1	YEAR-END Total of ALL Checking and Savings Accounts	\$ -	
5-2	Certificates of deposit	\$ -	
<b>Total Cash Deposits</b>			<b>\$ -</b>
Investments (if investment is a mutual fund, please list underlying investments):			
		\$ -	
		\$ -	
5-3		\$ -	
		\$ -	
<b>Total Investments</b>			<b>\$ -</b>
<b>Total Cash and Investments</b>			<b>\$ -</b>

Please answer the following questions by marking in the appropriate boxes

		Yes	No	N/A
5-4	Are the entity's Investments legal in accordance with Section 24-75-601, et. seq., C.R.S.?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If no, MUST use this space to provide any explanations:**

## PART 6 - CAPITAL AND RIGHT-TO-USE ASSETS

Please answer the following questions by marking in the appropriate boxes.

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 6-1 Does the entity have capital assets?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6-2 Has the entity performed an annual inventory of capital assets in accordance with Section 29-1-506, C.R.S.? If no, <b>MUST</b> explain: | <input type="checkbox"/> | <input type="checkbox"/>            |

6-3 Complete the following capital & right-to-use assets table:	Balance - beginning of the year*	Additions (Must be included in Part 3)	Deletions	Year-End Balance
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Leased & SBITA Right-to-Use Assets	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation/Amortization (Please enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*must tie to prior year ending balance

**Part 6 - Please use this space to provide any explanations/comments or attach documentation, if needed:**

## PART 7 - PENSION INFORMATION

Please answer the following questions by marking in the appropriate boxes.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 7-1 Does the entity have an "old hire" firefighters' pension plan? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7-2 Does the entity have a volunteer firefighters' pension plan?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
- If yes: Who administers the plan?

Indicate the contributions from:

Tax (property, SO, sales, etc.):	\$ -
State contribution amount:	\$ -
Other (gifts, donations, etc.):	\$ -
<b>TOTAL</b>	<b>\$ -</b>

What is the monthly benefit paid for 20 years of service per retiree as of Jan 1? \$ -

**Part 7 - Please use this space to provide any explanations or comments:**

## PART 8 - BUDGET INFORMATION

Please answer the following questions by marking in the appropriate boxes.

- |  | Yes                                 | No                       | N/A                      |
|--|-------------------------------------|--------------------------|--------------------------|
| 8-1 Did the entity file a budget with the Department of Local Affairs for the current year in accordance with Section 29-1-113 C.R.S.? If no, <b>MUST</b> 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, <b>MUST</b> explain:                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  |                                     |                          |                          |

If yes: Please indicate the amount budgeted for each fund for the year reported:

Governmental/Proprietary Fund Name	Total Appropriations By Fund
General Fund	\$ 48,500

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

Please answer the following question by marking in the appropriate box

- |            |  |                                     |                          |
|------------|--|-------------------------------------|--------------------------|
| <b>9-1</b> | Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]?   | Yes                                 | No                       |
|            | <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"/> |

**If no, MUST explain:**

## PART 10 - GENERAL INFORMATION

Please answer the following questions by marking in the appropriate boxes.

- |                        |   |                                     |                                     |
|------------------------|---|-------------------------------------|-------------------------------------|
| <b>10-1</b>            | Is this application for a newly formed governmental entity?   | Yes                                 | No                                  |
|                        | <small>If yes: Date of formation:</small> <input style="width: 450px; height: 15px;" type="text"/>                | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <b>10-2</b>            | Has the entity changed its name in the past or current year?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <small>If yes:</small> | <small>Please list the NEW name &amp; PRIOR name:</small>   |                                     |                                     |
|                        | <input style="width: 620px; height: 15px;" type="text"/>  |                                     |                                     |
| <b>10-3</b>            | Is the entity a metropolitan district?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|                        | <small>Please indicate what services the entity provides:</small>   |                                     |                                     |
|                        | <input style="width: 620px; height: 15px;" type="text"/>  |                                     |                                     |
| <b>10-4</b>            | Does the entity have an agreement with another government to provide services?                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| <small>If yes:</small> | <small>List the name of the other governmental entity and the services provided:</small>                          |                                     |                                     |
|                        | <input style="width: 620px; height: 15px;" type="text"/>  |                                     |                                     |
| <b>10-5</b>            | Has the district filed a <i>Title 32, Article 1 Special District Notice of Inactive Status</i> during             | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <small>If yes:</small> | <small>Date Filed:</small>  |                                     |                                     |
|                        | <input style="width: 480px; height: 25px;" type="text"/>  |                                     |                                     |
| <b>10-6</b>            | Does the entity have a certified Mill Levy?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| <small>If yes:</small> | <small>Please provide the following <u>mills</u> levied for the year reported (do not report \$ amounts):</small> |                                     |                                     |

Bond Redemption mills	-
General/Other mills	-
Total mills	-

Yes	No	N/A
-----	----	-----

- |             |   |                                     |                          |                          |
|-------------|---|-------------------------------------|--------------------------|--------------------------|
| <b>10-7</b> | <b>NEW 2023!</b> If the entity is a Title 32 Special District formed on or after 7/1/2000, has the entity filed its preceding year annual report with the State Auditor as required under SB 21-262 [Section 32-1-207 C.R.S.]? If NO, please explain. | Yes                                 | No                       | N/A                      |
|             | <input style="width: 620px; height: 25px;" type="text"/>  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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



## PART 11 - 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

#### 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.



Print the names of ALL members of current governing body below.		A MAJORITY of the members of the governing body must sign below.
Board Member 1	Print Board Member's Name	I James Birdsall , attest 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>James Birdsall</u> Date: <u>3/27/2024</u> My term Expires: May 2025
	Jim Birdsall	
Board Member 2	Print Board Member's Name	I Robert T. McKenna , attest 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>Robert T. McKenna</u> Date: <u>3/27/2024</u> My term Expires: May 2025
	R, Tim McKenna	
Board Member 3	Print Board Member's Name	I Lincoln Samelson , attest 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 2027
	Lincoln Samelson	
Board Member 4	Print Board Member's Name	I Lindsey Samelson , attest 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>[Signature]</u> Date: <u>3/29/2024</u> My term Expires: May 2027
	Lindsey Samelson	
Board Member 5	Print Board Member's Name	I Robert K. McKenna , attest 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 2025
	Robert K. McKenna	
Board Member 6	Print Board Member's Name	I _____ , attest 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: _____
Board Member 7	Print Board Member's Name	I _____ , attest 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 FISCAL 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 Fiscal 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 Fiscal 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 Fiscal 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 fiscal year ended \_\_\_\_\_, 20XX.

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

EXAMPLE - DO NOT FILL OUT THIS PAGE

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

ATTEST:

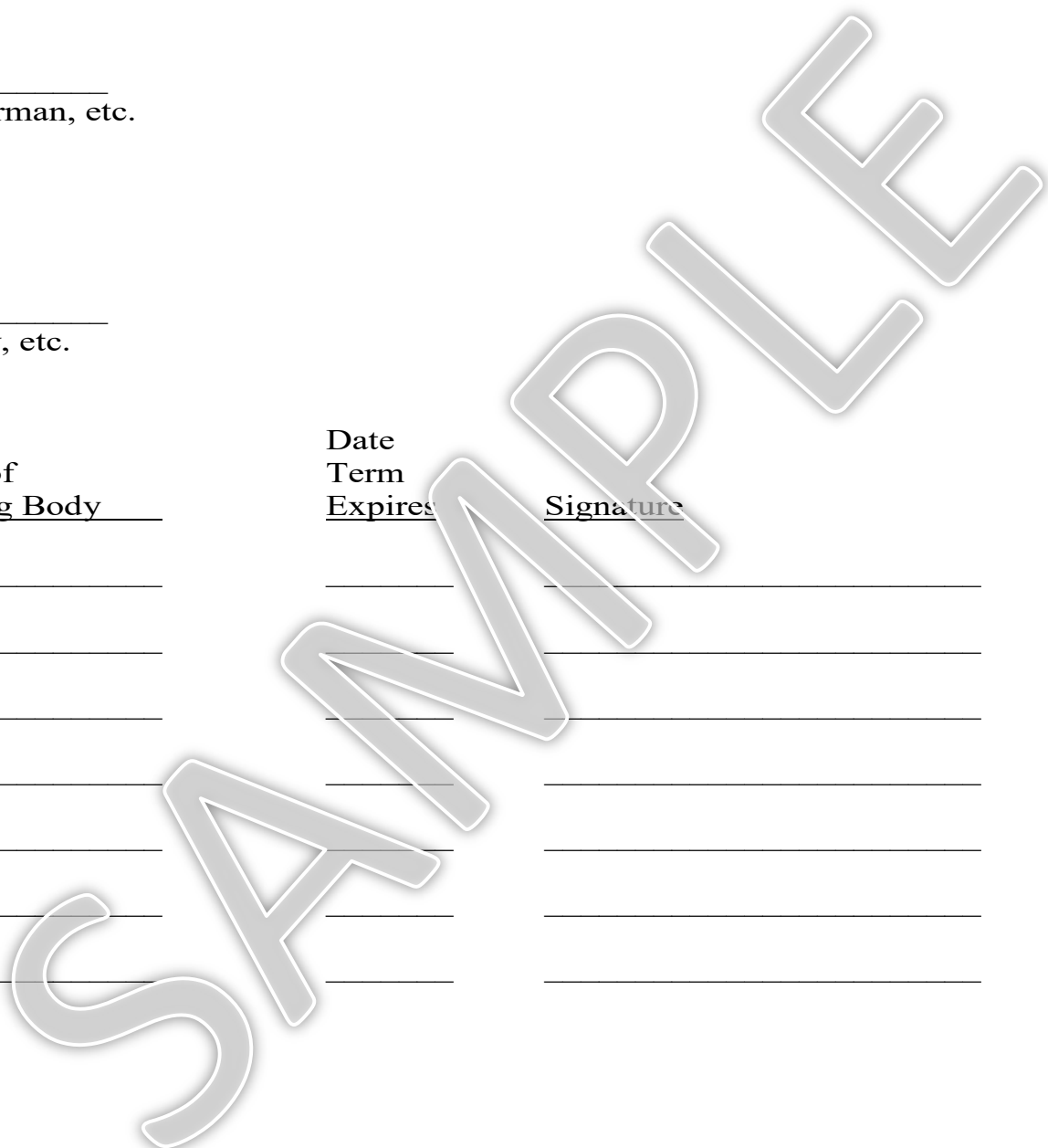
\_\_\_\_\_  
Town Clerk, Secretary, etc.

Type or Print Names of  
Members of Governing Body \_\_\_\_\_

Date  
Term  
Expires \_\_\_\_\_

Signature \_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Certificate Of Completion

Envelope Id: 4F166139C32943D39B39C21BB6D70090 Status: Sent
Subject: Complete with DocuSign: 2023\_short\_form\_final 3 27 24 A.pdf
Source Envelope:
Document Pages: 12 Signatures: 4 Envelope Originator:
Certificate Pages: 2 Initials: 0 Karen Steggs
AutoNav: Enabled 3159 Speer Blvd
Envelopeld Stamping: Enabled Denver, CO 80211
Time Zone: (UTC-08:00) Pacific Time (US & Canada) karen@publicalliancellc.com
IP Address: 216.147.124.60

Record Tracking

Status: Original Holder: Karen Steggs Location: DocuSign
3/27/2024 2:28:24 PM karen@publicalliancellc.com

Signer Events

James Birdsall
jim@tbgroup.us
Principal
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:
James Birdsall
456CE1E0C65B44C...
Signature Adoption: Pre-selected Style
Using IP Address: 104.28.48.213

Timestamp

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Viewed: 3/27/2024 3:26:08 PM
Signed: 3/27/2024 3:26:20 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Jeannie Cox
jeannie@contrarianholdings.com
Security Level: Email, Account Authentication (None)

DocuSigned by:
Jeannie Cox
F954F5F35986411...
Signature Adoption: Pre-selected Style
Using IP Address: 76.131.189.97

Sent: 3/27/2024 2:36:44 PM
Viewed: 3/27/2024 2:56:23 PM
Signed: 3/27/2024 2:59:13 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Lincoln Samelson
lincoln@contrarianinvestors.com
Security Level: Email, Account Authentication (None)

Sent: 3/27/2024 2:36:44 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Lindsey Samelson
lindsey@contrarianland.com
Security Level: Email, Account Authentication (None)

DocuSigned by:
7F10E2644BDF433...
Signature Adoption: Drawn on Device
Using IP Address: 174.234.17.241
Signed using mobile

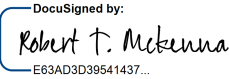
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Viewed: 3/29/2024 10:13:54 AM
Signed: 3/29/2024 10:14:21 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Robert K. McKenna
tim.mckenna@neihartland.com
Security Level: Email, Account Authentication (None)

Sent: 3/27/2024 2:36:46 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
Robert T. McKenna tim.mckenna@neihartland.com Security Level: Email, Account Authentication (None)	 <p>Signature Adoption: Pre-selected Style Using IP Address: 209.248.120.117</p>	Sent: 3/27/2024 2:36:46 PM Viewed: 3/27/2024 2:43:47 PM Signed: 3/27/2024 2:44:09 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Geol Scheirman geol@publicalliancellc.com Security Level: Email, Account Authentication (None)		Sent: 3/27/2024 2:36:47 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/27/2024 2:36:47 PM
Envelope Updated	Security Checked	3/29/2024 9:35:38 AM
Certified Delivered	Security Checked	3/27/2024 2:43:47 PM
Signing Complete	Security Checked	3/27/2024 2:44:09 PM

Payment Events	Status	Timestamps
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**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7**  
**2023 ANNUAL REPORT**  
**TO**  
**THE CITY OF FORT COLLINS, COLORADO**

---

The Gateway at Prospect Metropolitan District Nos. 1-7 (the “**District**”) hereby submit this annual report as required pursuant to C.R.S. §32-1-207 and Section VII of the Consolidated Service Plan for Gateway at Prospect Metropolitan District Nos. 1-7, originally adopted by the City Council of the City of Fort Collins (the “**City**”) on March 6, 2018 (the “**Service Plan**”). The Districts are required to submit an annual report to the City no later than September 1st of each calendar year, which annual report shall reflect activity and financial events of the Districts through the preceding December 31 (the “**Report Year**”). Please note that on November 8, 2018, Gateway at Prospect Metropolitan District Nos. 4, 5, and 6 adopted resolutions declaring inactive status. and Subsequently, on November 11, 2022, Gateway at Prospect Metropolitan District Nos. 1, 2 and 3 also adopted resolutions declaring inactive status. Gateway at Prospect Metropolitan District Nos. 1-6 currently maintain inactive status.

Service Plan Requirements:

- 1. A narrative summary of the progress of the District in implementing their service plan for the report year.**

The District continues to make progress towards implementing their Service Plans.

- 2. Except when exemption from audit has been granted for the report year under the Local Government Audit Law, the audited financial statements of the District for the report year including a statement of financial condition (i.e., balance sheet) as of December 31 of the report year and the statement of operations (i.e., revenues and expenditures) for the report year.**

A copy of the 2024 Budget is attached hereto as **Exhibit A**. A copy of the 2023 Audit Exemption Application is attached hereto as **Exhibit B**.

- 3. Unless disclosed within a separate schedule to the financial statements, a summary of the capital expenditures incurred by the District in development of Public Improvements in the report year.**

The District incurred no capital expenditures in the Report Year.

- 4. Unless disclosed within a separate schedule to the financial statements, a summary of the financial obligations of the District at the end of the report year, including the amount of outstanding indebtedness, the amount and terms of any new District indebtedness or long-term obligations issued in the report year, the amount of payment or retirement of existing indebtedness of the District in the report year, the total assessed valuation of all taxable properties within the District as of January 1 of the report year and the current mill levy of the Districts pledged to Debt retirement in the report year.**

The District have not issued any indebtedness in the Report Year. The current assessed valuation and imposed mill levy are as follows:

<b>District</b>	<b>Assessed Valuation</b>	<b>Total Imposed Mill Levy</b>
District No. 7	\$174	0.000

- 5. Any other information deemed relevant by the City Council or deemed reasonably necessary by the City’s manager and communicated in a timely manner to the Districts.**

None requested.

**§32-1-207(3) Statutory Requirements**

- 1. Boundary changes made.**

No boundary changes were made or proposed during 2023.

- 2. Intergovernmental Agreements entered into or terminated with other governmental entities.**

The District did not enter into or terminate any Intergovernmental Agreements during 2023.

- 3. Access information to obtain a copy of rules and regulations adopted by the board.**

As of December 31, 2023, the District had not adopted rules and regulations.

- 4. A summary of litigation involving public improvements owned by the District.**

There was no litigation involving the District’s Public Improvements during the year ending December 31, 2023.

- 5. The status of the construction of public improvements by the District.**

As of December 31, 2023, the District had not constructed any Public Improvements.

- 6. A list of facilities or improvements constructed by the District that were conveyed or dedicated to the county or municipality.**

As of December 31, 2023, the District had not yet constructed any Public Improvements.

- 7. The final assessed valuation of the District as of December 31<sup>st</sup> of the reporting year.**

See response to question 4 above.

- 8. A copy of the current year’s budget.**

A copy of the 2024 Budget for District No. 7 is attached hereto as **Exhibit A**.

- 9. A copy of the audited financial statements, if required by the “Colorado Local Government Audit Law”, part 6 of article 1 of title 29, or the application for exemption from audit, as applicable.**

A copy of the Districts’ 2023 audit exemption application is attached hereto as **Exhibit B**.

**10. Notice of any uncured defaults existing for more than ninety (90) days under any debt instrument of the District.**

There was no notice of any uncured events of default by the District, which continued beyond a ninety (90) day period, under any debt instrument of which we are aware.

**11. Any inability of the Districts to pay their obligations as they come due under any obligation which continues beyond a ninety (90) day period.**

There was no inability of the District to pay its obligations as they came due, in accordance with the terms of any such obligations, which continued beyond a ninety (90) day period.



**EXHIBIT A**  
**2024 Budget**

## **GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7**

### **BUDGET MESSAGE 2024 BUDGET**

#### **INTRODUCTION**

The budget reflects the projected spending plan for the 2024 fiscal year based upon available revenues. This budget provides for the general operations of the District with no anticipation of the issuance of debt or capital projects.

The District did not impose a mill levy in 2023 for collection in 2024. All funds will be advanced by the developer.

#### **SERVICES PROVIDED**

Through its Service Plan, the District is authorized to finance certain streets, street lighting, traffic and safety controls, water, sanitary sewer, landscaping, storm drainage, mosquito control and park and recreation improvements.

#### **REVENUE**

The primary source of funds for 2024 is developer advances with \$0 of funds being derived from property tax revenues.

#### **EXPENDITURES**

Administrative expenses have been primarily for legal services, district management, and insurance.

#### **FUNDS AVAILABLE**

The District's budget exists from the developer's advances to cover the District's operations, including its administrative functions.

#### **ACCOUNTING METHOD**

The District uses funds to budget and report on the financial position and results of operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain governmental functions. The various funds determine the total District budget. All of the District's funds are considered Governmental Funds and are reported using the current financial resources and the modified accrual basis of accounting. Revenues are recognized when they are measurable and available. Revenues are considered available when they are collectible within the current period. For this purpose, the District considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures, other than the interest on long term obligations, are recorded when the liability is incurred or the long-term obligation paid.

**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7  
GENERAL FUND  
2024 BUDGET  
WITH 2022 ACTUAL AND 2023 ESTIMATED  
For the Year Ended and Ending December 31, 2023**

	Actual 2022	Budget 2023	Estimated 2023	Budget 2024
BEGINNING FUND BALANCE	8,525	(7,402)	(7,402)	422
Revenues				
Developer advance	30,000	48,500	48,500	41,000
Total Funds Available	38,525	41,098	41,098	41,422
Expenditures				
General and administrative				
Accounting	13,740	11,000	4,266	-
District management	6,878	5,500	7,000	7,000
Dues and licenses	986	1,000	500	1,000
Election expense	3,406	3,000	1,200	3,000
Insurance	2,552	2,500	2,710	3,000
Legal services	17,639	22,500	23,000	25,000
Miscellaneous/Contingency	-	2,000	1,000	1,000
Website	726	1,000	1,000	1,000
Total Expenditures	45,927	48,500	40,676	41,000
Total expenditures and transfers out requiring appropriation	45,927	48,500	40,676	41,000
ENDING FUND BALANCE	(7,402)	(7,402)	422	422

No assurance provided. See summary of significant assumptions.

**EXHIBIT B**  
**2023 Audit Exemption Application**

# APPLICATION FOR EXEMPTION FROM AUDIT

## SHORT FORM

IF EITHER REVENUES OR EXPENDITURES EXCEED \$100,000, USE THE LONG FORM.

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 in the year.

### 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).

Any preparer of an Application for Exemption from Audit-SHORT FORM must be a person skilled in 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. APPLICATIONS FOR EXEMPTION FROM AUDIT ARE NOT ELIGIBLE FOR AN EXTENSION OF TIME

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

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

<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?
- 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 [Click Here](#) new policy ->
  - or--
  - If yes, 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 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.

[Click here to go to the portal](#)

## FILING METHODS

Register and submit your Applications at our web portal! For faster processing the web portal is the preferred method for submission

**WEB PORTAL:** <https://apps.leg.co.gov/osa/lg>

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

*Please Note: The OSA's email addresses have changed as of December 1, 2023. Please ensure you are using the email address noted below.*

**QUESTIONS?** Email: [osa.lg@coleg.gov](mailto:osa.lg@coleg.gov) 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

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

## SHORT FORM

**NAME OF GOVERNMENT  
ADDRESS**

**Gateway at Prospect Metropolitan District No. 7  
2154 E. Commons Ave., Suite 2000  
Centennial, CO 80122**

**For the Year Ended  
12/31/23  
or fiscal year ended:**

**CONTACT PERSON  
PHONE  
EMAIL**

**Robert Rogers, Esq.  
303-858-1800  
[rrogers@wbapc.com](mailto:rrogers@wbapc.com)**

## PART 1 - CERTIFICATION OF PREPARER

I certify that I am skilled in governmental accounting and that the information in the application is complete and accurate, to the best of my knowledge.

**NAME:  
TITLE  
FIRM NAME (if applicable)  
ADDRESS  
PHONE**

**Jeannie Cox  
District Accountant  
P.O. Box 7388  
Colorado Springs, CO 80933  
719-540-5800**

<b>PREPARER</b> <small>(SIGNATURE REQUIRED)</small>	<b>DATE PREPARED</b>				
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> <small>DocuSigned by:</small>    <small>F954F5E35986411</small> </div>	<p>March 26, 2024</p>				
<p><b>Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types</b></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; border-bottom: 1px solid black; padding: 2px;"><b>GOVERNMENTAL</b> <small>(MODIFIED ACCRUAL BASIS)</small></th> <th style="width: 50%; border-bottom: 1px solid black; padding: 2px;"><b>PROPRIETARY</b> <small>(CASH OR BUDGETARY BASIS)</small></th> </tr> <tr> <td style="text-align: center; padding: 2px;"><input checked="" type="checkbox"/></td> <td style="text-align: center; padding: 2px;"><input type="checkbox"/></td> </tr> </table>	<b>GOVERNMENTAL</b> <small>(MODIFIED ACCRUAL BASIS)</small>	<b>PROPRIETARY</b> <small>(CASH OR BUDGETARY BASIS)</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>GOVERNMENTAL</b> <small>(MODIFIED ACCRUAL BASIS)</small>	<b>PROPRIETARY</b> <small>(CASH OR BUDGETARY BASIS)</small>				
<input checked="" type="checkbox"/>	<input type="checkbox"/>				

## PART 2 - REVENUE

REVENUE: All revenues for all funds must be reflected in this section, including proceeds from the sale of the government's land, building, and equipment, and proceeds from debt or lease transactions. Financial information will not include fund equity information.

Line#	Description	Round to nearest Dollar	Please use this space to provide any necessary explanations
2-1	Taxes: Property (report mills levied in Question 10-6)	\$ -	
2-2	Specific ownership	\$ -	
2-3	Sales and use	\$ -	
2-4	Other (specify):	\$ -	
2-5	Licenses and permits	\$ -	
2-6	Intergovernmental: Grants	\$ -	
2-7	Conservation Trust Funds (Lottery)	\$ -	
2-8	Highway Users Tax Funds (HUTF)	\$ -	
2-9	Other (specify):	\$ -	
2-10	Charges for services	\$ -	
2-11	Fines and forfeits	\$ -	
2-12	Special assessments	\$ -	
2-13	Investment income	\$ -	
2-14	Charges for utility services	\$ -	
2-15	Debt proceeds (should agree with line 4-4, column 2)	\$ -	
2-16	Lease proceeds	\$ -	
2-17	Developer Advances received (should agree with line 4-4)	\$ 31,000	
2-18	Proceeds from sale of capital assets	\$ -	
2-19	Fire and police pension	\$ -	
2-20	Donations	\$ -	
2-21	Other (specify):	\$ -	
2-22		\$ -	
2-23		\$ -	
2-24	(add lines 2-1 through 2-23) <b>TOTAL REVENUE</b>	\$ 31,000	

## PART 3 - EXPENDITURES/EXPENSES

EXPENDITURES: All expenditures for all funds must be reflected in this section, including the purchase of capital assets and principal and interest payments on long-term debt. Financial information will not include fund equity information.

Line#	Description	Round to nearest Dollar	Please use this space to provide any necessary explanations
3-1	Administrative	\$ 7,165	
3-2	Salaries	\$ -	
3-3	Payroll taxes	\$ -	
3-4	Contract services	\$ -	
3-5	Employee benefits	\$ -	
3-6	Insurance	\$ 4,825	
3-7	Accounting and legal fees	\$ 24,183	
3-8	Repair and maintenance	\$ -	
3-9	Supplies	\$ -	
3-10	Utilities and telephone	\$ -	
3-11	Fire/Police	\$ -	
3-12	Streets and highways	\$ -	
3-13	Public health	\$ -	
3-14	Capital outlay	\$ -	
3-15	Utility operations	\$ -	
3-16	Culture and recreation	\$ -	
3-17	Debt service principal (should agree with Part 4)	\$ -	
3-18	Debt service interest	\$ -	
3-19	Repayment of Developer Advance Principal (should agree with line 4-4)	\$ -	
3-20	Repayment of Developer Advance Interest	\$ -	
3-21	Contribution to pension plan (should agree to line 7-2)	\$ -	
3-22	Contribution to Fire & Police Pension Assoc. (should agree to line 7-2)	\$ -	
3-23	Other (specify):		
3-24		\$ -	
3-25		\$ -	
3-26	(add lines 3-1 through 3-24) <b>TOTAL EXPENDITURES/EXPENSES</b>	\$ 36,173	

If TOTAL REVENUE (Line 2-24) or TOTAL EXPENDITURES (Line 3-26) are GREATER than \$100,000 - **STOP**. You may not use this form. Please use the "Application for Exemption from Audit - LONG FORM".



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

Please answer the following questions by marking the appropriate boxes.

		Yes	No
4-1	Does the entity have outstanding debt? If Yes, please attach a copy of the entity's Debt Repayment Schedule.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-2	Is the debt repayment schedule attached? If no, <b>MUST</b> explain below: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"><b>The District's debt consists of Developer advances. Repayment is subject to annual appropriation if and when eligible funds become available.</b></div>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4-3	Is the entity current in its debt service payments? If no, <b>MUST</b> explain below: <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"><b>N/A</b></div>	<input type="checkbox"/>	<input type="checkbox"/>
4-4	Please complete the following debt schedule, if applicable: (please only include principal amounts)(enter all amount as positive numbers)		
		Outstanding at end of prior year*	Issued during year
		Retired during year	Outstanding at year-end
	General obligation bonds	\$ -	\$ -
	Revenue bonds	\$ -	\$ -
	Notes/Loans	\$ -	\$ -
	Lease & SBITA** Liabilities [GASB 87 & 96]	\$ -	\$ -
	Developer Advances	\$ -	\$ -
	Other (specify):	\$ -	\$ -
	<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>

\*\*Subscription Based Information Technology Arrangements

\*Must agree to prior year-end balance

Please answer the following questions by marking the appropriate boxes.

		Yes	No
4-5	Does the entity have any authorized, but unissued, debt?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
If yes:	How much?	\$ 2,125,000,000.00	
	Date the debt was authorized:	5/8/2018	
4-6	Does the entity intend to issue debt within the next calendar year?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes:	How much?	\$ -	
4-7	Does the entity have debt that has been refinanced that it is still responsible for?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If yes:	What is the amount outstanding?	\$ -	
4-8	Does the entity have any lease agreements?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	What are the annual lease payments?	\$ -	

**Part 4 - Please use this space to provide any explanations/comments or attach separate documentation, if needed**

## PART 5 - CASH AND INVESTMENTS

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

		Amount	Total
5-1	YEAR-END Total of ALL Checking and Savings Accounts	\$ -	
5-2	Certificates of deposit	\$ -	
<b>Total Cash Deposits</b>			<b>\$ -</b>
Investments (if investment is a mutual fund, please list underlying investments):			
		\$ -	
		\$ -	
5-3		\$ -	
		\$ -	
<b>Total Investments</b>			<b>\$ -</b>
<b>Total Cash and Investments</b>			<b>\$ -</b>

Please answer the following questions by marking in the appropriate boxes

		Yes	No	N/A
5-4	Are the entity's Investments legal in accordance with Section 24-75-601, et. seq., C.R.S.?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**If no, MUST use this space to provide any explanations:**

## PART 6 - CAPITAL AND RIGHT-TO-USE ASSETS

Please answer the following questions by marking in the appropriate boxes.

- |   | Yes                      | No                                  |
|---|--------------------------|-------------------------------------|
| 6-1 Does the entity have capital assets?  | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 6-2 Has the entity performed an annual inventory of capital assets in accordance with Section 29-1-506, C.R.S.? If no, <b>MUST</b> explain: | <input type="checkbox"/> | <input type="checkbox"/>            |

	Balance - beginning of the year*	Additions (Must be included in Part 3)	Deletions	Year-End Balance
6-3 Complete the following capital & right-to-use assets table:				
Land	\$ -	\$ -	\$ -	\$ -
Buildings	\$ -	\$ -	\$ -	\$ -
Machinery and equipment	\$ -	\$ -	\$ -	\$ -
Furniture and fixtures	\$ -	\$ -	\$ -	\$ -
Infrastructure	\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)	\$ -	\$ -	\$ -	\$ -
Leased & SBITA Right-to-Use Assets	\$ -	\$ -	\$ -	\$ -
Other (explain):	\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation/Amortization (Please enter a negative, or credit, balance)	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

\*must tie to prior year ending balance

**Part 6 - Please use this space to provide any explanations/comments or attach documentation, if needed:**

## PART 7 - PENSION INFORMATION

Please answer the following questions by marking in the appropriate boxes.

- |  | Yes                      | No                                  |
|--|--------------------------|-------------------------------------|
| 7-1 Does the entity have an "old hire" firefighters' pension plan? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 7-2 Does the entity have a volunteer firefighters' pension plan?   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
- If yes: Who administers the plan?

Indicate the contributions from:

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

**Part 7 - Please use this space to provide any explanations or comments:**

## PART 8 - BUDGET INFORMATION

Please answer the following questions by marking in the appropriate boxes.

- |  | Yes                                 | No                       | N/A                      |
|--|-------------------------------------|--------------------------|--------------------------|
| 8-1 Did the entity file a budget with the Department of Local Affairs for the current year in accordance with Section 29-1-113 C.R.S.? If no, <b>MUST</b> 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, <b>MUST</b> explain:                                      | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|  |                                     |                          |                          |

If yes: Please indicate the amount budgeted for each fund for the year reported:

Governmental/Proprietary Fund Name	Total Appropriations By Fund
General Fund	\$ 48,500

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

Please answer the following question by marking in the appropriate box

- |            |  |  |                                |
|------------|--|--|--------------------------------|
| <b>9-1</b> | Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]? | Yes<br><input checked="" type="checkbox"/> | No<br><input type="checkbox"/> |
|------------|--|--|--------------------------------|
- 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.

**If no, MUST explain:**

## PART 10 - GENERAL INFORMATION

Please answer the following questions by marking in the appropriate boxes.

- |  |   |                                     |                                     |
|--|---|-------------------------------------|-------------------------------------|
| <b>10-1</b>  | Is this application for a newly formed governmental entity?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| If yes: <b>Date of formation:</b> <input style="width: 450px;" type="text"/>   |   |                                     |                                     |
| <b>10-2</b>  | Has the entity changed its name in the past or current year?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| If yes: <b>Please list the NEW name &amp; PRIOR name:</b><br><input style="width: 620px;" type="text"/>                                |   |                                     |                                     |
| <b>10-3</b>  | Is the entity a metropolitan district?  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Please indicate what services the entity provides:<br><input style="width: 620px;" type="text"/>                                       |   |                                     |                                     |
| <b>10-4</b>  | Does the entity have an agreement with another government to provide services?                        | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| If yes: <b>List the name of the other governmental entity and the services provided:</b><br><input style="width: 620px;" type="text"/> |   |                                     |                                     |
| <b>10-5</b>  | Has the district filed a <i>Title 32, Article 1 Special District Notice of Inactive Status</i> during | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| If yes: <b>Date Filed:</b> <input style="width: 480px;" type="text"/>  |   |                                     |                                     |
| <b>10-6</b>  | Does the entity have a certified Mill Levy?   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| If yes: <b>Please provide the following <u>mills</u> levied for the year reported (do not report \$ amounts):</b>                      |   |                                     |                                     |

Bond Redemption mills	-
General/Other mills	-
Total mills	-

Yes	No	N/A
-----	----	-----

- |  |   |                                     |                          |                          |
|--|---|-------------------------------------|--------------------------|--------------------------|
| <b>10-7</b>  | <b>NEW 2023!</b> If the entity is a Title 32 Special District formed on or after 7/1/2000, has the entity filed its preceding year annual report with the State Auditor as required under SB 21-262 [Section 32-1-207 C.R.S.]? If NO, please explain. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input style="width: 620px; height: 20px;" type="text"/> |   |                                     |                          |                          |

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



## PART 11 - 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

## 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.

Print the names of ALL members of current governing body below.		A MAJORITY of the members of the governing body must sign below.
Board Member 1	Print Board Member's Name	I James Birdsall , attest 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>James Birdsall</u> Date: <u>3/27/2024</u> My term Expires: May 2025
	Jim Birdsall	
Board Member 2	Print Board Member's Name	I Robert T. McKenna , attest 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>Robert T. McKenna</u> Date: <u>3/27/2024</u> My term Expires: May 2025
	R, Tim McKenna	
Board Member 3	Print Board Member's Name	I Lincoln Samelson , attest 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 2027
	Lincoln Samelson	
Board Member 4	Print Board Member's Name	I Lindsey Samelson , attest 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>Lindsey Samelson</u> Date: <u>3/29/2024</u> My term Expires: May 2027
	Lindsey Samelson	
Board Member 5	Print Board Member's Name	I Robert K. McKenna , attest 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 2025
	Robert K. McKenna	
Board Member 6	Print Board Member's Name	I _____ , attest 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: _____
Board Member 7	Print Board Member's Name	I _____ , attest 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 FISCAL 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 Fiscal 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 Fiscal 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 Fiscal 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 fiscal year ended \_\_\_\_\_, 20XX.

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

EXAMPLE - DO NOT FILL OUT THIS PAGE

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

ATTEST:

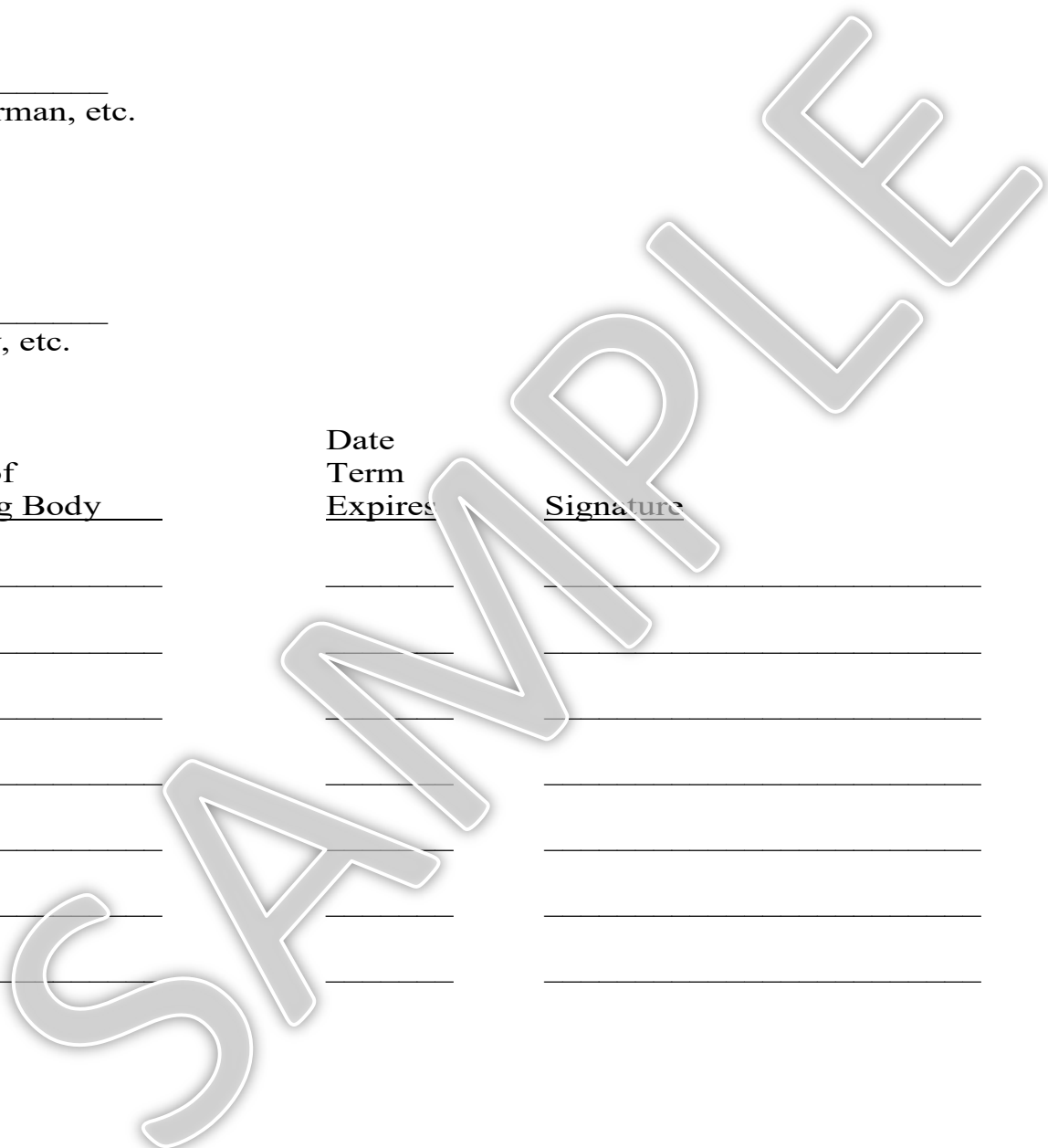
\_\_\_\_\_  
Town Clerk, Secretary, etc.

Type or Print Names of  
Members of Governing Body \_\_\_\_\_

Date  
Term  
Expires \_\_\_\_\_

Signature \_\_\_\_\_

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____





Certificate Of Completion

Envelope Id: 4F166139C32943D39B39C21BB6D70090 Status: Sent
Subject: Complete with DocuSign: 2023\_short\_form\_final 3 27 24 A.pdf
Source Envelope:
Document Pages: 12 Signatures: 4 Envelope Originator:
Certificate Pages: 2 Initials: 0 Karen Steggs
AutoNav: Enabled 3159 Speer Blvd
Envelopeld Stamping: Enabled Denver, CO 80211
Time Zone: (UTC-08:00) Pacific Time (US & Canada) karen@publicalliancellc.com
IP Address: 216.147.124.60

Record Tracking

Status: Original Holder: Karen Steggs Location: DocuSign
3/27/2024 2:28:24 PM karen@publicalliancellc.com

Signer Events

James Birdsall
jim@tbgroup.us
Principal

Security Level: Email, Account Authentication (None)

Signature

DocuSigned by: James Birdsall
456CE1E0C65B44C...

Signature Adoption: Pre-selected Style
Using IP Address: 104.28.48.213

Timestamp

Sent: 3/27/2024 2:36:43 PM
Viewed: 3/27/2024 3:26:08 PM
Signed: 3/27/2024 3:26:20 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Jeannie Cox
jeannie@contrarianholdings.com
Security Level: Email, Account Authentication (None)

DocuSigned by: Jeannie Cox
F954F5F35986411...

Signature Adoption: Pre-selected Style
Using IP Address: 76.131.189.97

Sent: 3/27/2024 2:36:44 PM
Viewed: 3/27/2024 2:56:23 PM
Signed: 3/27/2024 2:59:13 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Lincoln Samelson
lincoln@contrarianinvestors.com
Security Level: Email, Account Authentication (None)

Sent: 3/27/2024 2:36:44 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Lindsey Samelson
lindsey@contrarianland.com
Security Level: Email, Account Authentication (None)

DocuSigned by: Lindsey Samelson
7F10E2644BDF433...

Signature Adoption: Drawn on Device
Using IP Address: 174.234.17.241
Signed using mobile

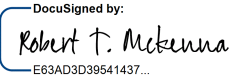
Sent: 3/27/2024 2:36:45 PM
Resent: 3/29/2024 9:35:39 AM
Viewed: 3/29/2024 10:13:54 AM
Signed: 3/29/2024 10:14:21 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Robert K. McKenna
tim.mckenna@neihartland.com
Security Level: Email, Account Authentication (None)

Sent: 3/27/2024 2:36:46 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signer Events	Signature	Timestamp
Robert T. McKenna tim.mckenna@neihartland.com Security Level: Email, Account Authentication (None)	 <p>Signature Adoption: Pre-selected Style Using IP Address: 209.248.120.117</p>	Sent: 3/27/2024 2:36:46 PM Viewed: 3/27/2024 2:43:47 PM Signed: 3/27/2024 2:44:09 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Geol Scheirman geol@publicalliancellc.com Security Level: Email, Account Authentication (None)		Sent: 3/27/2024 2:36:47 PM
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**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/27/2024 2:36:47 PM
Envelope Updated	Security Checked	3/29/2024 9:35:38 AM
Certified Delivered	Security Checked	3/27/2024 2:43:47 PM
Signing Complete	Security Checked	3/27/2024 2:44:09 PM

Payment Events	Status	Timestamps
----------------	--------	------------

## **Renewal Documents and Invoice 1/1/2025 to EOD 12/31/2025**

Acceptance of this coverage is evidenced only by payment of the enclosed invoice by January 1, 2025.

The following renewal documents are attached where applicable:

1. Invoice: Payment is due by January 1, 2025. Please return a copy of the invoice with your payment to ensure it is applied correctly. We have attached Payment Instructions providing details on how to make payment and when cancellation could occur.
2. Comparison of Annual Contributions.
3. Deductible Options:
  - Provides the difference in cost by coverage line if you were to increase or decrease the deductible for that specific coverage.
4. Quote for Excess Liability limits for your consideration:
  - Limits of up to \$8 million, in excess of the primary \$2 million Liability limit, are available. Although the primary \$2 million Liability limit is sufficient to cover the CGIA tort cap, we do recommend you consider purchasing higher limits primarily due to special districts' unlimited liability to federal civil rights, discrimination, harassment, whistle blowing, and other employment-related practices claims.
5. Coverage Declaration Pages: Informational page summarizing the key points about the coverage provided including limits and deductible descriptions for all coverage provided. Full coverage forms will be available at [csdpool.org/documents](https://csdpool.org/documents) by January 1, 2025.
6. Schedules: Lists of exposures and values.
7. Certificates of coverage: Originals are mailed directly to each Certificate Holder when applicable.
8. Automobile identification cards: Hard copies will be mailed when applicable.



# Property and Liability Coverage Invoice

**Named Member:**

Gateway at Prospect Metropolitan District No. 7  
c/o Public Alliance, LLC  
405 Urban St. Unit 310  
Lakewood, CO 80228

**Broker of Record:**

Highstreet TCW Risk Management  
384 Inverness Parkway  
Suite 170  
Englewood, CO 80112

Coverage No.	Entity ID	Effective Date	Expiration Date	Invoice Date
25PL-61644-1436	61644	1/1/2025	EOD 12/31/2025	9/25/2024

Coverage	Contribution
General Liability	\$ 546.00
Crime	\$ 177.00
Non-Owned Auto Liability	\$ 132.00
Hired Auto Physical Damage	\$ 65.00
No-Fault Water Intrusion & Sewer Backup	\$ 35.00
Public Officials Liability	\$1,163.00
Pollution	\$ 0.00

<b>Total Contribution</b>	<b>\$2,118</b>
---------------------------	----------------

*Please note: where included above, Hired Auto Physical Damage, Non-Owned Auto Liability, and No-Fault Water Intrusion & Sewer Backup are mandatory coverages and may not be removed.*

*The following discounts are applied (Not applicable to minimum contributions):*

*10% Direct Discount*

**Payment Due by January 1, 2025**

Payment evidences "acceptance" of this coverage. The terms of the Intergovernmental Agreement (IGA) require timely payment to prevent automatic cancellation of coverage. Please return this invoice and reference the coverage number on your check to help us apply your payment correctly. Only prior notice to the board of directors of the Colorado Special Districts Property and Liability Pool and subsequent approval may extend cancellation provision.

**Please remit to:** Colorado Special Districts Property and Liability Pool  
c/o McGriff Insurance Services, LLC  
PO Box 1539  
Portland, OR 97207-1539

We accept online payments at [E-Bill Express](#).  
Refer to Payment Instructions page for additional options  
billing@csdpool.org  
800-318-8870 ext. 3



## Payment Instructions

We accept the following payment methods:

1. Online using **E-Bill Express** ([www.e-billexpress.com/ebpp/CSDPool](http://www.e-billexpress.com/ebpp/CSDPool)). For detailed instructions, please click [here](#) or go to [csdpool.org/documents](http://csdpool.org/documents). You can also find an FAQ [here](#) or go to the E-Bill Express logon screen.

2. Mail your check to:

Colorado Special Districts Property and Liability Pool  
c/o McGriff Insurance Services, LLC  
PO Box 1539  
Portland, OR 97207

For express or overnight mail services, please use the address below:

Colorado Special Districts Property and Liability Pool  
c/o McGriff Insurance Services, LLC  
5400 Meadows Road, Suite 240  
Lake Oswego, OR 97035

**To ensure your payment is accurately applied, always include a copy of the invoice.**

3. Wire or ACH transfer from your own bank account. Let us know if you wish to use this method and we will be happy to provide you with these instructions.

In accordance with the Intergovernmental Agreement (IGA), you have sixty (60) days after the due date shown on the invoice to make your contribution payment. If you fail to make payment, automatic cancellation of coverage will occur on the 61<sup>st</sup> day. If you wish to reinstate your district's coverage after cancellation has occurred, a \$100 reinstatement fee will apply.

If your district requires a payment extension, please submit a written request within ten (10) business days from the date of the invoice, for consideration by the CSD Pool Board of Directors.

Finally, all members of the Pool must be members in good standing with the Special District Association of Colorado (SDA). Please visit the SDA website at [sdaco.org](http://sdaco.org) for member information.

Please contact us at [billing@csdpool.org](mailto:billing@csdpool.org) or 800-318-8870 ext. 3 for billing questions.

**Annual Comparison of 2025 and 2024 contributions.**  
**Loss Ratios based on participation years from 2016 to 2023**

**Gateway at Prospect Metropolitan District No. 7**

Year	Contribution
2025	\$2,118.00
2024	\$2,115.00
Difference	\$3.00
% Difference	0.14%

General Liability	Contribution	TOE
Yr. 2025	\$546.00	\$15,000.00
Yr. 2024	\$546.00	\$15,000.00
Difference		NaN
% Difference		0.00%
Loss Ratio	0.00%	

Equipment Breakdown	Contribution
Yr. 2025	\$0.00
Yr. 2024	\$0.00
Difference	\$0.00
% Difference	0.00%
Loss Ratio	0.00%

Auto Liability	Contribution	Auto Count
Yr. 2025	\$132.00	0
Yr. 2024	\$132.00	0
Difference		0
% Difference	NaN	0.00%
Loss Ratio	0.00%	

Crime	Contribution
Yr. 2025	\$177.00
Yr. 2024	\$174.00
Difference	\$3.00
% Difference	1.72%
Loss Ratio	0.00%

Auto Physical Damage	Contribution	TIV
Yr. 2025	\$65.00	\$0.00
Yr. 2024	\$65.00	\$0.00
Difference		\$0.00
% Difference	NaN	0.00%
Loss Ratio	0.00%	

Public Officials Liability	Contribution	EE Count
Yr. 2025	\$1,163.00	0
Yr. 2024	\$1,163.00	0
Difference	\$0.00	0
% Difference	0.00%	0.00%
Loss Ratio	0.00%	

Property/Inland Marine	Contribution	TIV
Yr. 2025	\$0.00	\$0.00
Yr. 2024	\$0.00	\$0.00
Difference	\$0.00	\$0.00
% Difference	0.00%	0.00%
Loss Ratio	0.00%	

Excess Liability	Contribution
Yr. 2025	\$0.00
Yr. 2024	\$0.00
Difference	\$0.00
% Difference	0.00%
Loss Ratio	0.00%

Earthquake	Contribution
Yr. 2025	\$0.00
Yr. 2024	\$0.00
Difference	\$0.00
% Difference	0.00%
Loss Ratio	0.00%

Flood	Contribution
Yr. 2025	\$0.00
Yr. 2024	\$0.00
Difference	\$0.00
% Difference	0.00%
Loss Ratio	0.00%

No Fault	Contribution
Yr. 2025	\$35.00
Yr. 2024	\$35.00
Difference	\$0.00
% Difference	0.00%
Loss Ratio	0.00%



## 2025 Excess Liability Options Proposal

### This Proposal Does Not Bind Coverage

This report demonstrates what it would cost your district to increase coverage from your current limit of liability to a higher limit.

**Named Member:** Gateway at Prospect Metropolitan District No. 7

**Certificate Number:** 25PL-61644-1436

<u>Excess Limit</u>	<u>Annual Excess Contribution</u>	<u>Change in Contribution</u>
\$1,000,000	\$330	\$330
\$2,000,000	\$570	\$570
\$3,000,000	\$810	\$810
\$4,000,000	\$1,020	\$1,020
\$5,000,000	\$1,250	\$1,250
\$6,000,000	\$1,500	\$1,500
\$7,000,000	\$1,750	\$1,750
\$8,000,000	\$2,000	\$2,000

**Note: This is not your Coverage Document. It was created solely for informational purposes.**

9/25/2024



**Colorado Special Districts  
Property and Liability Pool**

**Public Entity Liability and Auto Physical Damage Certificate Holder Declaration**

**Master Coverage Document Number:** CSD Pool CTC 01 01 25 and CSD Pool PEL 01 01 25

**Certificate Number:** 25PL-61644-1436

**Coverage Period:** 1/1/2025 to EOD 12/31/2025

**Named Member:**

Gateway at Prospect Metropolitan District No.  
7

c/o Public Alliance, LLC  
405 Urban St. Unit 310  
Lakewood, CO 80228

**Broker of Record:**

Highstreet TCW Risk Management  
384 Inverness Parkway  
Suite 170  
Englewood, CO 80112

Coverage is provided only for those coverages indicated below for which a contribution is shown.

Coverage	Per Occurrence Limit	Annual Aggregate Limit	Deductible	Contribution
<b>Public Entity Liability Coverage including:</b>	\$2,000,000	None		
General Liability	Included	None	None	\$546
Medical Payments - Premises	\$10,000	None	None	Included
Employee Benefits Liability	Included	None	None	Included
Public Officials Liability	Included	None	\$1,000	\$1,163
Employment Practices Liability	Included	None	*\$\$100,000	Included
Pre Loss Legal Assistance	\$5,000	\$10,000	None	Included
No-Fault Water Intrusion & Sewer Backup	\$200,000 limited to \$10,000 Any One Premises	***\$1,000,000	\$500	\$35
Cyber	\$200,000	**\$200,000	\$1,000	Included
Fiduciary Liability	\$200,000	**\$200,000	\$1,000	Included
Excess Liability - Coverage agreements	No Coverage	No Coverage	N/A	No
Auto Liability	No Coverage	No Coverage	N/A	No
Medical Payments – Auto	No Coverage	No Coverage	N/A	No
Non-Owned and Hired Auto Liability	Included	None	None	\$132
Uninsured/Underinsured Motorists Liability	No Coverage	No Coverage	N/A	No
<b>Auto Physical Damage</b>	No Coverage	No Coverage	N/A	No
Hired Auto Physical Damage	\$50,000	N/A	\$500/\$500	\$65
Auto Physical Damage - Employee Deductible	\$2,500	N/A	None	Included

**Total Contribution** \$1,941

\*Employment Practices Liability Deductible: 50% of loss including Indemnity and Legal Expenses subject to a maximum deductible of \$\$100,000 each occurrence.

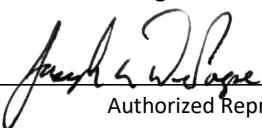
\*\*A \$5,000,000 All Member Annual Aggregate Limit shall apply to Cyber.

\*\*A \$1,000,000 All Member Annual Aggregate Limit shall apply to Fiduciary Liability.

\*\*\*No-Fault Water Intrusion & Sewer Backup has \$1,000,000 All Member Annual Aggregate Limit.

**Additional Endorsements applicable to Member:**

This Certificate Holder Declaration is made and is mutually accepted by the CSD Pool and the Named Member subject to all terms which are made a part of the Public Entity Liability Coverage Document. This Certificate represents only a brief summary of coverages. Please refer to the Master Coverage Document for actual coverage, terms, conditions, and exclusions.

Countersigned by:  \_\_\_\_\_  
Authorized Representative



**Crime Certificate Holder Declaration**

**Master Coverage Document Number:** J05931794  
**Certificate Number:** 25PL-61644-1436

**Insurer:** Federal Insurance Company (Chubb)  
**Coverage Period:** 1/1/2025 to EOD 12/31/2025

**Named Member:**

Gateway at Prospect Metropolitan District No. 7  
c/o Public Alliance, LLC  
405 Urban St. Unit 310  
Lakewood, CO 80228

**Broker of Record:**

Highstreet TCW Risk Management  
384 Inverness Parkway  
Suite 170  
Englewood, CO 80112

**Covered Designated Agent(s):**

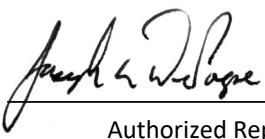
**Coverages and Limits:**

<b>Employee Theft:</b>	\$10,000
<ul style="list-style-type: none"> <li>· Limit is maximum for each loss</li> <li>· Employee includes executives, full-time, part-time, seasonal, leased and temporary employee(s), interns or non-compensated volunteer.</li> <li>· Includes funds from a sponsored benefit plan.</li> </ul>	
<b>Public Official Faithful Performance of Duty:</b>	\$10,000
<b>Client Theft:</b>	\$10,000
<b>Forgery or Alteration:</b>	\$10,000
<b>On Premises:</b>	\$10,000
<b>In Transit:</b>	\$10,000
<b>Computer System Fraud:</b>	\$10,000
<b>Funds Transfer Fraud:</b>	\$10,000
<b>Debit, Credit or Charge Card Fraud:</b>	\$10,000
<b>Money Orders and Counterfeit Paper Currency Fraud:</b>	\$10,000
<b>Social Engineering Fraud:</b>	\$10,000
<b><u>Deductible(s):</u></b>	
<b>All Crime except Social Engineer Fraud:</b>	\$250
<b>Social Engineering Fraud:</b>	20% of Social Engineering Fraud Limit
<b><u>Contribution:</u></b>	\$177

**Policy Forms:**

PF-52815 (04/20)	The Chubb Primary <sup>SM</sup> Commercial Crime Insurance
MS-372431 (02/24)	Governmental Entity (Colorado Special Districts Pool) Endorsement
PF-53127 (02/21)	Colorado Amendatory Endorsement
MS-371960.3 (09/23)	Social Engineering Fraud Official Authorization Endorsement

**This Certificate Holder Declaration is made and is mutually accepted by the CSD Pool and the Named Member subject to all terms which are made a part of the Master Crime Policy. This Certificate represents only a brief summary of coverages. Please refer to the Master Policy Documents for actual coverage, terms, conditions, and exclusions.**

Countersigned by:   
 \_\_\_\_\_  
 Authorized Representative



## Identity Recovery Certificate Holder Declaration

**Master Coverage Policy Number:**

CSD 2009 CP IDR Form 01 01 21

**Insurer:**

The Hartford Steam Boiler Inspection  
and Insurance Company

**Certificate Number:** 25PL-61644-1436

**Coverage Period:** 1/1/2025 to EOD 12/31/2025

**Named Member:**

Gateway at Prospect Metropolitan District No. 7  
c/o Public Alliance, LLC  
405 Urban St. Unit 310  
Lakewood, CO 80228

**Broker of Record:**

Highstreet TCW Risk Management  
384 Inverness Parkway  
Suite 170  
Englewood, CO 80112

**Member:**

All permanent employees and District Board members participating in the Colorado Special Districts Property and Liability Pool; Special District Association of Colorado staff and Board of Directors.

**Coverage:**

Reimbursement coverage for expenses arising from a defined "Identity Theft" event. Including: legal fees for answer of civil judgements and defense of criminal charges; phone, postage, shipping fees; notary and filing fees; credit bureau reports; lost wages; child/elder care and mental health counseling.

This coverage does not reimburse the member for monies stolen or fraudulently charged to the member, and excludes loss arising from the member's fraudulent, dishonest or criminal act.

**Annual Aggregate Limit per Member:** \$35,000

Case Management Service Expenses - does not reduce the limit available

Legal Costs - reduces the limit available

**Sub Limits:**

\$5,000	Lost Wages and Child/Elder Care
\$1,000	Mental Health Counseling
\$1,000	Miscellaneous Expenses

**Coverage Trigger:** Coverage is provided on a discovery basis with a 60-day reporting requirement

**Claims:** For Recovery Assistance and Counseling, please call 1-800-945-4617

**This Certificate Holder Declaration is made and is mutually accepted by the CSD Pool and the Named Member subject to all terms which are made a part of the Identity Recovery Coverage Policy. This Certificate represents only a brief summary of coverages. Please refer to the Master Coverage document for actual coverage, terms, conditions, and exclusions.**

Countersigned by:

A handwritten signature in black ink, appearing to read "Joseph L. W. Rague", is written over a horizontal line.

Authorized Representative

## Environmental Legal Liability Certificate Holder Declaration

**Master Policy Number:** ER00A9V25

**Certificate Number:** 25PL-61644-1436

**Named Member:**

Gateway at Prospect Metropolitan District  
No. 7  
c/o Public Alliance, LLC  
405 Urban St. Unit 310  
Lakewood, CO 80228

**Insurer:** Aspen Specialty Insurance Company

**Coverage Period:** 1/1/2025 to EOD 12/31/2025

**Broker of Record:**

Highstreet TCW Risk Management  
384 Inverness Parkway  
Suite 170  
Englewood, CO 80112

### Claims-Made Coverage:

1. **First Party Protection:** For coverages 1.a – 1.d, the pollution incident must be first discovered by the responsible insured and reported to the insurer during the policy period.
  - a. **Clean up:** Covers clean-up costs resulting from a pollution incident on, at, under, or migrating from or through an insured location.
  - b. **Emergency Response:** Covers emergency response cost resulting from a
  - c. **Pollution Incident:** (i) on, at, under or migrating from or through an insured location; (ii) caused by transportation; or (iii) caused by covered operations.
  - d. **Environmental Crisis:** Covers crisis cost resulting from a crisis event.
  - e. **Business Interruption:** Covers business interruption cost and extra expense incurred by the insured and solely and directly by a pollution incident on, at or under an insured location, provided the pollution incident results in clean-up cost covered by this policy.
  
2. **Legal Liability Protection:** For coverages 2.a – 2.d, the claim for damages because of such bodily injury or property damage, or a claim for such clean-up cost, is first made against an insured and reported to the insurer during the policy period.
  - a. **Insured Location:** Covers sums the insured becomes legally obligated to pay: (1) as damages because of bodily injury or property damage; or (ii) for clean-up costs, resulting from a pollution incident on, at under, or migrating from or through an insured location.
  - b. **Non-owned Site:** Covers sums the insured becomes legally obligated to pay (1) as damages because of bodily injury or property damage; or (ii) for clean-up costs, resulting from a pollution incident on, at under, or migrating from or through any non-owned site.
  - c. **Transportation:** Covers sums the insured becomes legally obligated to pay (1) as damages because of bodily injury or property damage; or (ii) for clean-up costs, resulting from a pollution incident caused by transportation.
  - d. **Covered Operations:** Covers sums the insured becomes legally obligated to pay (1) as damages because of bodily injury or property damage; or (ii) for clean-up costs, resulting from a pollution incident caused by covered operations or completed operations.

**Limits of Liability:** \$1,000,000 Each Pollution Incident  
\$5,000,000 Total Policy and Program Aggregate – Shared All Members  
Sublimits: \$500,000 Environmental Crisis Aggregate  
\$250,000 Business Interruption Aggregate  
\$100,000 Perfluorinated Compounds Aggregate

**Member Deductible:** \$1,000 Each Pollution Incident

**Retroactive Date:** January 1, 2009 (unless otherwise specified)  
**Defense Costs:** Legal defense expenses and settlement shall erode the Limits of Liability

**Partial List of Exclusions:**

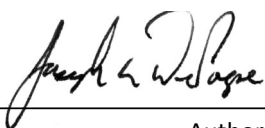
Asbestos, Contractual Liability, Criminal Fines and Criminal Penalties, Cross Liability (Insured vs. Insured), Damage to Insured's Product/Work, Divested Property, Employers Liability, Fraud or Misrepresentation, Intentional Non-Compliance, Internal Expenses, Known Conditions, Lead-Based Paint, Material Change in Risk, Non-Owned Disposal Sites, Underground Storage Tanks and Above Ground Storage Tanks excluded unless scheduled, Vehicle Damage, War or Terrorism, Workers Compensation, Lead at all gun or shooting ranges, Maintenance, Upgrades, Improvements or Installations where required by law, Microbial Matter with carveback for sudden and accidental water intrusion; 10-day discovery period/30 day reporting period, Prior Claims, Communicable Disease

**Policy Forms:**

ASPENV110 06 17	Environmental Legal Liability Policy
ASPENV098 11 17	Cap on Losses from Certified Acts of Terrorism
ASPENV340 05 17	Insured Location(s) Schedule Endorsement
ASPENV310 05 17	Known Conditions Exclusion Endorsement
ASPENV316 05 17	Legal Expense Aggregate Limit of Liability Endorsement
ASPENV117 11 17	Self-Insured Retention Aggregate (Erosion by Underlying Policies)
ASPENV117 11 17	Sewage Back-up Deductible Amendatory Endorsement
ASPENV117 11 17	Perfluorinated Compounds, Sublimit and Retroactive Date Amendatory Endorsement
ASPENV117 11 17	Cancellation Amendatory Endorsement
ASPENV117 11 17	Microbial Matter Exclusion Endorsement
ASPENV117 11 17	Maintenance, Upgrade, Improvements or Installations Exclusion Endorsement
ASPENV117 11 17	Retroactive Date All Coverage Endorsement
ASPENV117 11 17	Microbial Matter Sudden and Accidental Coverage Limitation Amendatory Endorsement
ASPENV117 11 17	Insured Location/Acquired Property Endorsement
ASPENV117 11 17	Public Entity Amendatory Endorsement
ASPENV322 05 17	Minimum Earned Premium Endorsement
ASPENV341 05 17	Named Insured Schedule Endorsement
ASPENV118 11 17	Nuclear, Biological, Chemical, or Radiological Terrorism Exclusion
ASPENV003 05 17	Other Insurance Condition Amendatory Endorsement
ASPER334 01 14	Prior Claim Exclusion Endorsement
ASPENV338 04 19	Schedule of Crisis Management Firms Endorsement
ASPENV431 11 17	Aspen Environmental Emergency Response Hotline
SNCO 1021	Colorado Surplus Lines Notice
ASPENV117.EL.0920.X	Communicable Disease Exclusion

**Additional Endorsements Applicable to Named Member:**

**This Certificate Holder Declaration is made and is mutually accepted by the CSD Pool and the Named Member subject to all coverage terms under the Pollution Liability Policy #EV00A9V23 issued by Aspen Specialty Insurance Company. This Certificate represents a brief summary of coverages. Please refer to the Master Coverage Document for all coverage terms, conditions and exclusions.**

Countersigned by:  \_\_\_\_\_  
Authorized Representative

**General Liability Schedule  
Metropolitan District**

**Policy Number:** 25PL-61644-1436  
**Named Member:** Gateway at Prospect Metropolitan  
District No. 7

**Coverage Period:** 1/1/2025 – EOD 12/31/2025  
**Broker:** Highstreet TCW Risk Management

Code	Description	Unit	Amount	Effective Date	Expiration Date
1	1-Number of Skate Board Parks	Total	0.00	1/1/2025	12/31/2025
2	2-Number of Diving Boards	Total	0.00	1/1/2025	12/31/2025
3	3-Number of Water Slides	Total	0.00	1/1/2025	12/31/2025
4	4-Maximum Bond Issued	Dollars	0.00	1/1/2025	12/31/2025
5	5-Number of Bonds Issued	Total	0.00	1/1/2025	12/31/2025
20	20-Day Care Operations - Total Annual Payroll	Dollars	0.00	1/1/2025	12/31/2025
30	30-Number of EMT Personnel	Total	0.00	1/1/2025	12/31/2025
32	32-Paid Firefighters - Non-EMT	Total	0.00	1/1/2025	12/31/2025
37	37-Pipe Line - Under Drain	Miles	0.00	1/1/2025	12/31/2025
39	39-Pipe Line	Miles	0.00	1/1/2025	12/31/2025
42	42-Pipe Line - Sewer	Miles	0.00	1/1/2025	12/31/2025
43	43-Pipe Line - Sewer / Storm Drainage Combined	Miles	0.00	1/1/2025	12/31/2025
50	50-Number of Teachers	Total	0.00	1/1/2025	12/31/2025
70	70-Number of Golf Courses	Total	0.00	1/1/2025	12/31/2025
80	80-Number of Go Cart Tracks	Total	0.00	1/1/2025	12/31/2025
98	98-Additional First Named Members	Total	0.00	1/1/2025	12/31/2025
105	105-Total Operating Expenses - Any other	Dollars	15,000.00	1/1/2025	12/31/2025
130	130-Total Operating Expenses - Park & Recreation	Dollars	0.00	1/1/2025	12/31/2025
131	131-Total Operating Expenses - Cemetery	Dollars	0.00	1/1/2025	12/31/2025

132	132-Total Operating Expenses - Soil & Water Conservation	Dollars	0.00	1/1/2025	12/31/2025
133	133-Total Operating Expenses - Pest Control	Dollars	0.00	1/1/2025	12/31/2025
134	134-Total Operating Expenses - Hospital / Health	Dollars	0.00	1/1/2025	12/31/2025
135	135-Total Operating Expenses - Drainage	Dollars	0.00	1/1/2025	12/31/2025
136	136-Total Operating Expenses - Library	Dollars	0.00	1/1/2025	12/31/2025
137	137-Total Operating Expenses - Water Control	Dollars	0.00	1/1/2025	12/31/2025
138	138-Total Operating Expenses - Fire / Ambulance	Dollars	0.00	1/1/2025	12/31/2025
139	139-Total Operating Expenses - Water	Dollars	0.00	1/1/2025	12/31/2025
140	140-Total Operating Expenses - Irrigation	Dollars	0.00	1/1/2025	12/31/2025
141	141-Total Operating Expenses - Sanitation	Dollars	0.00	1/1/2025	12/31/2025
142	142-Total Operating Expenses - Transit	Dollars	0.00	1/1/2025	12/31/2025
143	143-Total Operating Expenses - Improvement	Dollars	0.00	1/1/2025	12/31/2025
151	151-Total Operating Expenses - Sanitation MW Discounted	Dollars	0.00	1/1/2025	12/31/2025
215	215-Buildings & Premises Occupied by District	Sq. Ft.	0.00	1/1/2025	12/31/2025
250	250-Number of Homes – Covenant Enforcement/Design Review Services under District Authority	Total	0.00	1/1/2025	12/31/2025
270	270-Number of Aboveground Storage Tanks (excluding water tanks)	Total	0.00	1/1/2025	12/31/2025
331	331-Number of Paid Firefighters - Full-Time	Total	0.00	1/1/2025	12/31/2025
332	332-Number of Paid Firefighters - Part-Time	Total	0.00	1/1/2025	12/31/2025
333	333-Number of Volunteer Firefighters	Total	0.00	1/1/2025	12/31/2025
334	334-Number of Paid EMT - Full-Time	Total	0.00	1/1/2025	12/31/2025
335	335-Number of Paid EMT - Part-Time	Total	0.00	1/1/2025	12/31/2025
341	341-Time Spent by Club/Recreation/Camp Volunteers	Hours	0.00	1/1/2025	12/31/2025
342	342-Time Spent by Day Care Volunteers	Hours	0.00	1/1/2025	12/31/2025
344	344-Time Spent by Event Organizer Volunteers	Hours	0.00	1/1/2025	12/31/2025

345	345-Time Spent by General Volunteers	Hours	0.00	1/1/2025	12/31/2025
348	348-Number of Board Members	Total	5.00	1/1/2025	12/31/2025
350	350-Number of Permanent Employees - Full-Time	Total	0.00	1/1/2025	12/31/2025
351	351-Number of Permanent Employees - Part-Time	Total	0.00	1/1/2025	12/31/2025
366	366-Total Payroll	Dollars	0.00	1/1/2025	12/31/2025
400	400-Number of Boats - Under 26'	Total	0.00	1/1/2025	12/31/2025
411	411-Total Water Delivered Annually - Millions of Gallons (MGAL)	MGAL	0.00	1/1/2025	12/31/2025
414	414-Playground/parks (Area)	Acres	0.00	1/1/2025	12/31/2025
415	415-Number of Grandstands/Stadiums	Total	0.00	1/1/2025	12/31/2025
420	420-Vacant Land	Acres	0.00	1/1/2025	12/31/2025
450	450-Miles of Road Maintained	Miles	0.00	1/1/2025	12/31/2025
522	522-Number of Ponds, Lakes & Reservoirs	Total	0.00	1/1/2025	12/31/2025
550	550-Fire Department Area Served	Sq Miles	0.00	1/1/2025	12/31/2025
671	671-Number of Parks	Total	0.00	1/1/2025	12/31/2025
710	710-Dams - Class 1 - Low Hazard - Total Acre-Feet	Acre Ft.	0.00	1/1/2025	12/31/2025
712	712-Dams - Class 1 - Low Hazard - Number of Dams	Count	0.00	1/1/2025	12/31/2025
720	720-Dams - Class 2 - Med Hazard - Total Acre-Feet	Acre Ft.	0.00	1/1/2025	12/31/2025
722	722-Dams - Class 2 - Med Hazard - Number of Dams	Count	0.00	1/1/2025	12/31/2025
730	730-Dams - Class 3 - High Hazard - Total Acre-Feet	Acre Ft.	0.00	1/1/2025	12/31/2025
732	732-Dams - Class 3 - High Hazard - Number of Dams	Count	0.00	1/1/2025	12/31/2025
811	811-Number of Spillways	Total	0.00	1/1/2025	12/31/2025
900	900-Services Contracted out to Others	Dollars	0.00	1/1/2025	12/31/2025
924	924-Revenue from use of Swimming Pools	Dollars	0.00	1/1/2025	12/31/2025
925	925-Number of Swimming Pools	Total	0.00	1/1/2025	12/31/2025

945	945-Number of Sewage Taps	Total	0.00	1/1/2025	12/31/2025
946	946-Number of Water Mains or Connections	Total	0.00	1/1/2025	12/31/2025
947	947-Sewer and/or Sanitation Line Maintenance (budget)	Dollars	0.00	1/1/2025	12/31/2025
948	948-Water Line Maintenance (budget)	Dollars	0.00	1/1/2025	12/31/2025
997	997-Number of district sponsored Events/Fundraisers - No Alcohol Served	Total	0.00	1/1/2025	12/31/2025
998	998-Number of District sponsored Events/Fundraisers – With Alcohol Served	Total	0.00	1/1/2025	12/31/2025
999	999-Prior Acts Coverage Under a Previous “Claims Made” Policy	Premium	0.00	1/1/2025	12/31/2025

**If your district has exposures not listed on the General Liability schedule above, such as airplanes, security staff, bridges, drones, etc., please furnish details. Certain activities may be excluded or restricted.**



# CERTIFICATE OF COVERAGE

Certificate Number  
CERT-011250

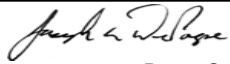
<b>ADMINISTRATOR</b> Colorado Special Districts Property and Liability Pool c/o McGriff Insurance Services, LLC PO Box 1539 Portland, OR 97207-1539	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
<b>NAMED MEMBER</b> Gateway at Prospect Metropolitan District No. 7 Public Alliance 405 Urban St., Suite 310 Lakewood, CO 80228	<b>COMPANIES AFFORDING COVERAGE</b> COMPANY A: Colorado Special Districts Property and Liability Pool COMPANY B: COMPANY C:

### COVERAGES

THIS IS TO CERTIFY THAT COVERAGE DOCUMENTS LISTED HEREIN HAVE BEEN ISSUED TO THE NAMED MEMBER HEREIN FOR THE COVERAGE PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE COVERAGE AFFORDED BY THE COVERAGE DOCUMENTS LISTED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH COVERAGE DOCUMENTS.

CO LTR	Type of Coverage	Coverage #	Effective Date	Expiration Date	LIMITS	
A	General Liability	25PL-61644-1436	01/01/25	12/31/25	General Aggregate	Unlimited
	<input checked="" type="checkbox"/> Commercial General Liability <input checked="" type="checkbox"/> Public Officials Liability <input checked="" type="checkbox"/> Employment Practices <input checked="" type="checkbox"/> Occurrence	*Except that for claims, occurrences or suits to which the monetary limits of the Colorado Immunity Act, C.R.S. & 24-10-101, et.seq., as amended, apply, there shall be a further sublimit of (a) \$387,000 for an injury to any one person in any single occurrence; and (b) \$1,093,000 for an injury to two or more persons in any single occurrence; but in the event of an injury to two or more persons in any single occurrence, the sublimit shall not exceed \$387,000 for each injured person.			Each Occurrence*	\$2,000,000
	Automobile Liability <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos <input type="checkbox"/> Non-Owned Autos				Each Occurrence*	
	Auto Physical Damage <input type="checkbox"/> Scheduled Autos <input type="checkbox"/> Hired Autos					
	Excess Liability <input type="checkbox"/> Other Than Umbrella Form				General Aggregate	
					Each Occurrence*	
	Property <input type="checkbox"/>					

Description:  
Evidence of coverage only.

<b>CERTIFICATE HOLDER</b>  To Whom It May Concern	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED COVERAGES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE COVERAGE FORM PROVISIONS. AUTHORIZED REPRESENTATIVE: By: Joseph E. DePaepe  <div style="text-align: right;">Date: September 25, 2024</div>
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**Gateway at Prospect Metropolitan District No. 7**  
**Check List**  
**All Bank Accounts**  
**January 1 - September 30, 2024**

<u>Check Number</u>	<u>Check Date</u>	<u>Payee</u>	<u>Amount</u>
<b>Vendor Checks</b>			
Bill Pay Check	1/10/2024	Public Alliance LLC	1,613.15
995013	1/10/2024	White Bear Ankele Tanaka & Waldron	6,981.14
995014	3/7/2024	Special District Association of Colorado	286.50
995015	3/12/2024	Public Alliance LLC	1,309.00
995016	3/12/2024	White Bear Ankele Tanaka & Waldron	1,011.14
Bill Pay Check	3/27/2024	Public Alliance LLC	246.00
Bill Pay Check	4/26/2024	Gannett Colorado LocaliQ	38.64
995019	7/11/2024	Public Alliance LLC	804.00
995020	7/11/2024	White Bear Ankele Tanaka & Waldron	4,576.67
<b>Vendor Check Total</b>			<b>16,866.24</b>
<b>Check List Total</b>			<b>16,866.24</b>

**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7**  
**FINANCIAL STATEMENTS**  
**PERIODS ENDED SEPTEMBER 30, 2024**

**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7  
BALANCE SHEET - GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2024**

	<b>General Fund</b>	<b>Capital Projects</b>	<b>Total</b>
<b>ASSETS</b>			
Cash - Checking	237	-	237
Prepaid Insurance	-	-	-
<b>TOTAL ASSETS</b>	<b>237</b>	<b>-</b>	<b>237</b>
<b>LIABILITY AND FUND BALANCES</b>			
<b>CURRENT LIABILITIES</b>			
Accounts Payable	6,413	-	6,413
Total Liabilities	<b>6,413</b>	<b>-</b>	<b>6,413</b>
<b>FUND BALANCES</b>			
Total Fund Balances	(6,176)	0	(6,176)
<b>TOTAL LIABILITY AND FUND BALANCES</b>	<b>237</b>	<b>-</b>	<b>237</b>

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.

**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGE IN FUND BALANCES - BUDGET AND ACTUAL  
FOR THE NINE MONTHS ENDED SEPTEMBER 30, 2024**

**GENERAL FUND**

	<b>Annual Budget</b>	<b>Year-to-Date Actual</b>	<b>Variance</b>
REVENUES			
<b>TOTAL REVENUES</b>	<b>-</b>	<b>-</b>	<b>-</b>
EXPENDITURES			
Accounting	-	-	-
District management	7,000	4,016	2,984
Dues and licenses	1,000	286	714
Election expense	3,000	-	3,000
Insurance	3,000	-	3,000
Legal services	25,000	17,779	7,221
Miscellaneous	1,000	39	961
Website	1,000	296	704
<b>TOTAL EXPENDITURES</b>	<b>41,000</b>	<b>22,416</b>	<b>18,584</b>
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	(41,000)	(22,416)	(18,584)
OTHER FINANCING SOURCES (USES)			
Developer advance	41,000	16,400	(24,600)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>41,000</b>	<b>16,400</b>	<b>(24,600)</b>
NET CHANGE IN FUND BALANCES	-	(6,016)	(6,016)
FUND BALANCES - BEGINNING	422	(160)	262
<b>FUND BALANCES - ENDING</b>	<b>422</b>	<b>(6,176)</b>	<b>(5,754)</b>

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.

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**SUPPLEMENTARY INFORMATION**

**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7  
 SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -  
 BUDGET AND ACTUAL  
 FOR THE NINE MONTHS ENDED SEPTEMBER 30, 2024**

**CAPITAL PROJECT FUND**

	<b>Annual Budget</b>	<b>Year-to-Date Actual</b>	<b>Variance</b>
REVENUES			
TOTAL REVENUES	-	-	-
EXPENDITURES			
TOTAL EXPENDITURES	-	-	-
NET CHANGE IN FUND BALANCES	-	-	-
FUND BALANCES - BEGINNING	-	-	-
FUND BALANCES - ENDING	-	-	-

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.



**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7**

**Schedule of Cash Position**

**September 30, 2024**

**Updated as of September 30, 2024**

<b><u>1st Bank - Checking Account</u></b>	<b><u>General Fund</u></b>	<b><u>Capital Projects Fund</u></b>	<b><u>Total</u></b>
Balance as of 9/30/24	237	-	237
Subsequent activities:			
Anticipated Payables	(19,283)	-	(19,283)
Anticipated Developer Advances	<u>19,283</u>	<u>-</u>	<u>19,283</u>
<b>Anticipated Balance</b>	237	-	237

No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures and changes in fund balances - governmental funds have been omitted.

**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7**  
**ANNUAL BUDGET**  
**FOR THE YEAR ENDING DECEMBER 31, 2025**

**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7  
GENERAL FUND  
2025 BUDGET  
WITH 2023 ACTUAL AND 2024 ESTIMATED  
For the Year Ended and Ending December 31, 2024**

9/30/2024

	Actual 2023	Budget 2024	Estimated 2024	Budget 2025
BEGINNING FUND BALANCE	(7,402)	422	422	(9,865)
<b>Revenues</b>				
Developer advance	31,000	41,000	35,286	41,000
<b>Total Funds Available</b>	<b>23,598</b>	<b>41,422</b>	<b>35,708</b>	<b>31,135</b>
<b>Expenditures</b>				
General and administrative				
Accounting	4,266	-	-	-
District management	5,470	7,000	6,000	7,000
Dues and licenses	283	1,000	286	1,000
Election expense	427	3,000	-	3,000
Insurance	2,710	3,000	3,000	3,000
Legal services	19,917	25,000	25,000	25,000
Miscellaneous/Contingency	-	1,000	500	1,000
Website	390	1,000	500	1,000
<b>Total Expenditures</b>	<b>33,463</b>	<b>41,000</b>	<b>35,286</b>	<b>41,000</b>
<b>Total expenditures and transfers     out requiring appropriation</b>	<b>33,463</b>	<b>41,000</b>	<b>35,286</b>	<b>41,000</b>
ENDING FUND BALANCE	(9,865)	422	422	(9,865)

No assurance provided. See summary of significant assumptions.

**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7  
PROPERTY TAX SUMMARY INFORMATION  
2025 BUDGET  
WITH 2023 ACTUAL AND 2024 ESTIMATED  
For the Years Ended and Ending December 31, 2024**

	Actual 2023	Estimated 2024	Budget 2025
<b>ASSESSED VALUATION</b>			
Agricultural	174	174	174
Certified Assessed Value	<u>174</u>	<u>174</u>	<u>174</u>
<b>MILL LEVY</b>			
General	0.000	0.000	0.000
Total mill levy	<u>0.000</u>	<u>0.000</u>	<u>0.000</u>
<b>PROPERTY TAXES</b>			
General	-	-	-
Budgeted property taxes	<u>-</u>	<u>-</u>	<u>-</u>
<b>BUDGETED PROPERTY TAXES</b>			
General	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>

No assurance provided. See summary of significant assumptions.



**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7  
2025 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

**Services Provided**

Gateway at Prospect Metropolitan District No. 7 (District), a quasi-municipal corporation and a political subdivision of the State of Colorado, was organized concurrently with Gateway at Prospect Metropolitan District Nos. 1-6 (collectively, the Districts) by order and decree of the District Court for Larimer County on May 30, 2018, and is governed pursuant to provisions of the Colorado Special District Act (Title 32, Article 1, Colorado Revised Statutes). The District's service area is located entirely within the City of Fort Collins, Larimer County, Colorado.

Pursuant to the Consolidated Service Plan, District No. 7 will serve as the service district and will be responsible for managing the construction and operation of the facilities and improvements for the Districts. The District, along with District Nos. 1-6, will serve as the financing districts and are responsible for providing the funding and tax base needed to support the capital improvements.

During the election held on May 8, 2018, a majority of the District's electors authorized general obligation indebtedness of \$2,125,000,000, for the above listed facilities, intergovernmental agreements and debt refunding. Additionally, on May 8, 2018, the District's voters authorized the District to collect, retain and spend all revenues in excess of TABOR spending, revenue raising or other limitations.

The Consolidated Service Plan limits the aggregate amount of debt that may be issued by the Districts to \$125,000,000.

The District has no employees, and all administrative functions are contracted.

The District prepares its budget on the modified accrual basis of accounting in accordance with the requirements of Colorado Revised Statutes C.R.S. 29-1-105 using its best estimates as of the date of the budget hearing. These estimates are based on expected conditions and its expected course of actions. The assumptions disclosed herein are those that the District believes are significant to the budget. There will usually be differences between the budget and actual results, because events and circumstances frequently do not occur as expected, and those differences may be material.

**Revenues**

**Developer Advances**

The District is in the development stage. As such, operating and administrative costs for 2023 are to be funded by the Developer. Developer advances are recorded as revenue for budget purposes with an obligation for future repayment when the District is financially able to reimburse the Developer from bond proceeds and other legally available revenue.

**Expenditures**

**General and Administrative Expenditures**

The District, as the service district, will provide for all general and administrative services necessary to maintain the Districts' administrative viability such as legal, accounting, managerial, insurance and other administrative expenses.

**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7  
2025 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

**Debt and Leases**

The District has no outstanding debt, nor operating or capital leases.

**Reserves**

TABOR requires local governments to establish an emergency reserve equal to at least 3% of fiscal year spending as defined under TABOR. Since all revenues anticipated in 2025 are Developer advances, no emergency reserve has been provided for.

**This information is an integral part of the accompanying budget.**

**RESOLUTION**  
**ADOPTING BUDGET, APPROPRIATING SUMS OF MONEY AND CERTIFYING**  
**MILL LEVIES FOR THE CALENDAR YEAR 2025**

---

The Board of Directors of Gateway at Prospect Metropolitan District No. 7 (the “**Board**”), City of Fort Collins, Larimer County, Colorado (the “**District**”), held a special meeting, via teleconference on October 31, 2024, at the hour of 2:00 p.m.

Prior to the meeting, each of the directors was notified of the date, time, and place of the budget meeting and the purpose for which it was called, and a notice of the meeting was posted or published in accordance with § 29-1-106, C.R.S.

*[Remainder of Page Intentionally Left Blank]*

NOTICE AS TO PROPOSED 2025 BUDGET



WHEREAS, the Board has appointed its accountant to prepare and submit a proposed budget to the Board in accordance with Colorado law; and

WHEREAS, the proposed budget has been submitted to the Board for its review and consideration; and

WHEREAS, upon due and proper notice, provided in accordance with Colorado law, said proposed budget was available for inspection by the public at a designated place, a public hearing was held and interested electors of the District were provided a public comment period and given the opportunity to file any objections to the proposed budget prior to the final adoption of the budget by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD AS FOLLOWS:

Section 1. Adoption of Budget. The budget attached hereto and incorporated herein is approved and adopted as the budget of the District for fiscal year 2025. In the event of recertification of values by the County Assessor's Office after the date of adoption hereof, staff is hereby directed to modify and/or adjust the budget and certification to reflect the recertification without the need for additional Board authorization. Any such modification to the budget or certification as contemplated by this Section 1 shall be deemed ratified by the Board.

Section 2. Levy of Property Taxes. The Board does hereby certify the levy of property taxes for collection in 2025 as more specifically set out in the budget attached hereto.

Section 3. Mill Levy Adjustment. When developing the attached budget, consideration was given to any changes in the method of calculating assessed valuation, including any changes to the assessment ratios, or any constitutionally mandated tax credit, cut, or abatement, as authorized in the District's service plan. The Board hereby determines in good faith (such determination to be binding and final), that to the extent possible, the adjustments to the mill levies made to account for changes in Colorado law described in the prior sentence, and the actual tax revenues generated by the mill levies, are neither diminished nor enhanced as a result of those changes.

Section 4. Certification to County Commissioners. The Board directs its legal counsel, manager, accountant, or other designee to certify to the Board of County Commissioners of Larimer County, Colorado the mill levies for the District as set forth herein. Such certification shall be in compliance with the requirements of Colorado law.

Section 5. Appropriations. The amounts set forth as expenditures in the budget attached hereto are hereby appropriated from the revenue of each fund for the purposes stated.

Section 6. Filing of Budget and Budget Message. The Board hereby directs its legal counsel, manager, or other designee to file a certified copy of the adopted budget resolution, the budget and budget message with the Division of Local Government by January 30 of the ensuing year.

Section 7. Budget Certification. The budget shall be certified by a member of the District, or a person appointed by the District, and made a part of the public records of the District.

*[Remainder of Page Intentionally Left Blank]*

ADOPTED OCTOBER 31, 2024.

**DISTRICT:**

**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7**, a quasi-municipal corporation and political subdivision of the State of Colorado

By: \_\_\_\_\_  
Officer of the District

**ATTEST:**

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

**APPROVED AS TO FORM:**

**WHITE BEAR ANKELE TANAKA & WALDRON**  
Attorneys at Law

\_\_\_\_\_  
General Counsel to the District

STATE OF COLORADO  
COUNTY OF LARIMER  
GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7

I hereby certify that the foregoing resolution constitutes a true and correct copy of the record of proceedings of the Board adopted by a majority of the Board at a District meeting held via teleconference on Thursday, October 31, 2024, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this \_\_\_\_ day of October, 2024.

\_\_\_\_\_  
Signature

**EXHIBIT A**  
**BUDGET DOCUMENT**  
**BUDGET MESSAGE**

**RESOLUTION OF BOARD OF DIRECTORS  
CALLING ELECTION**

**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7**

§§ 32-1-804, 1-1-111(2), 1-13.5-1101, and 1-13.5-513(1), C.R.S.

At a meeting of the Board of Directors (the “**Board**”) of the Gateway at Prospect Metropolitan District No. 7 (the “**District**”), it was moved to adopt the following Resolution:

WHEREAS, the District was organized as a special district pursuant to §§ 32-1-101, *et seq.*, C.R.S. (the “**Special District Act**”); and

WHEREAS, the District is located entirely within Larimer County, Colorado (the “**County**”); and

WHEREAS, pursuant to § 32-1-804, C.R.S., the Board governs the conduct of regular and special elections for the District; and

WHEREAS, the Board anticipates holding a regular election on May 6, 2025, for the purpose of electing directors and desires to take all actions necessary and proper for the conduct thereof (the “**Election**”); and

WHEREAS, the Election shall be conducted pursuant to the Special District Act, the Colorado Local Government Election Code and the Uniform Election Code of 1992, to the extent not in conflict with the Colorado Local Government Election Code, including any amendments thereto; and

WHEREAS, pursuant to § 1-1-111(2), C.R.S., the Board is authorized to designate an election official (the “**Designated Election Official**”) to exercise authority of the Board in conducting the Election; and

WHEREAS, pursuant to § 1-13.5-513(1), C.R.S., the Board can authorize the Designated Election Official to cancel the Election upon certain conditions.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

1. The Board hereby calls the Election for the purpose of electing directors. The Election shall be conducted as an independent mail ballot election in accordance with §§ 1-13.5-1101, *et seq.*, C.R.S.
2. The Board names Ashley B. Frisbie as the Designated Election Official for the Election. The Designated Election Official shall act as the primary contact with the County and shall be primarily responsible for ensuring the proper conduct of the Election.
3. Without limiting the foregoing, the following specific determinations also are made:

- a. The Board hereby directs general counsel to the District to approve the final form of the ballot to be submitted to the eligible electors of the District and authorizes the Designated Election Official to certify those questions and take any required action therewith.
- b. The Board hereby determines that: in addition to emailing to each registered elector at the email address provided by the county (or if no email is provided, by mailing to the household of each registered elector), notice of the call for nominations will be provided by posting on the District's website.
- c. The Board hereby authorizes and directs general counsel to the District to oversee the general conduct of the Election and authorizes and directs the Designated Election Official to take all action necessary for the proper conduct thereof and to exercise the authority of the Board in conducting the Election, including, but not limited to, causing the call for nominations; appointment, training and setting compensation of election judges and a board of canvassers, as necessary; all required notices of election,; printing of ballots; supervision of the counting of ballots and certification of election results; and all other appropriate actions.

4. The District shall be responsible for the payment of any and all costs associated with the conduct of the Election, including its cancellation, if permitted.

5. The Board hereby ratifies any and all actions taken to date by general counsel and the Designated Election Official in connection with the Election.

6. The Board hereby authorizes and directs the Designated Election Official to cancel the Election and to declare the candidates elected if, at the close of business on the sixty-third day before the Election, or at any time thereafter, there are not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates, and so long as the only ballot questions are for the election of candidates. The Board further authorizes and directs the Designated Election Official to publish and post notice of the cancellation as necessary and file such notice and cancellation resolutions with the County Clerk and Recorder and with the Division of Local Government, as required. The Designated Election Official shall also notify the candidates that the Election was canceled and that they were elected by acclamation.

7. This Resolution shall remain in full force and effect until repealed or superseded by subsequent official action of the Board.

***[Remainder of Page Intentionally Left Blank]***

ADOPTED OCTOBER 31, 2024

**DISTRICT:**

**GATEWAY AT PROSPECT  
METROPOLITAN DISTRICT NO. 7**, a quasi-  
municipal corporation and political subdivision of  
the State of Colorado

By: \_\_\_\_\_  
Officer of the District

Attest:

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

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law

\_\_\_\_\_  
General Counsel to the District

*Signature Page to Resolution Calling Election*

**SECOND ADDENDUM  
TO  
INDEPENDENT CONTRACTOR AGREEMENT**

**(District Management Services)**

---

This SECOND ADDENDUM TO THE INDEPENDENT CONTRACTOR AGREEMENT (the “**Addendum**”) is entered into October 31, 2024, and effective as of January 1, 2025, by and between the GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7, a quasi-municipal corporation and political subdivision of the State of Colorado (the “**District**”), and PUBLIC ALLIANCE LLC, a Colorado limited liability company (the “**Contractor**”), collectively referred to herein as the “**Parties**.”

**RECITALS:**

WHEREAS, the Parties entered into an Independent Contractor Agreement for district management services dates as of January 1, 2023 (the “**Agreement**”); and

WHEREAS, the Agreement sets forth the Compensation Schedule and Scope of Services for all Services to be performed under the Agreement; and

WHEREAS, the Parties entered into a First Addendum to Independent Contractor Agreement on November 9, 2023, effective as of January 1, 2024, to amend and restate the Compensation Schedule and Scope of Services to be performed under the Agreement; and

WHEREAS, the Parties desire to further amend and restate the Compensation Schedule and Scope of Services, as contemplated under the Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties covenant and agree as follows:

**TERMS AND CONDITIONS:**

1. AMENDED COMPENSATION SCHEDULE AND SCOPE OF SERVICES. The Parties hereby agree to amend the Compensation Schedule and Scope of Services to be performed under the Agreement as further set forth in **Exhibit A**, attached hereto and incorporated herein by this reference.

2. PRIOR PROVISIONS EFFECTIVE. Except as specifically amended hereby, all the terms and provisions of the Agreement shall remain in full force and effect.

3. COUNTERPART EXECUTION. This Addendum may be executed in several counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.



*[Remainder of Page Intentionally Left Blank].*

IN WITNESS WHEREOF, the Parties have caused this Addendum to be duly executed and delivered by their respective officers thereunto duly authorized as of the date first above written.

**DISTRICT:**

**GATEWAY AT PROSPECT  
METROPOLITAN DISTRICT NO. 7**, a quasi-municipal corporation and political subdivision of the State of Colorado

By: \_\_\_\_\_  
Officer of the District

Attest:

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

**APPROVED AS TO FORM:**

WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law

\_\_\_\_\_  
General Counsel to the District

**CONTRACTOR:**  
**PUBLIC ALLIANCE LLC**, a Colorado limited liability company

\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

*Signature Page to Addendum to Independent Contractor Agreement for District Management Services*

**EXHIBIT A**  
**Scope of Services and Compensation Schedule**



# Public Alliance

Exceptional District Management

October 11, 2024

Re: 2025 Renewal of District Management Services for:  
**Gateway at Prospect Metropolitan District No. 7**

Dear Board of Directors,

In response to recent changes in the Consumer Price Index (CPI), our hourly rates will increase by approximately 2.5%, effective January 1, 2025. This increase aligns with industry standards and is necessary to maintain the level of expertise and support you have come to expect from us. Our hourly rates for 2025 will be as follows:

Professional Rates	
District Manager	\$185 per hour
Assistant District Manager	\$150 per hour
Administrative / Website	\$145 per hour
Field Work, Site Visits, Property Management	\$95 per hour
Expenses / Other	
Travel	Travel is billed at the individual's hourly rate. Mileage at \$0.67 per mile or prevailing IRS rate may apply.
Expenses	Expenses are passed through without markup.
Supplies & Postage	B&W copies \$0.20/page, color copies \$0.60/page, postage, and other supplies at cost.
Website (optional)	WordPress hosting and maintenance charge: \$45 per month.

Our dedication to delivering exceptional service remains unchanged, and we look forward to continuing our successful partnership into the new year. Thank you for your ongoing trust and collaboration. Please feel free to contact me with any questions.

Sincerely,

*Al Beckman*

President

**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7**  
**AMENDED AND RESTATED PUBLIC RECORDS REQUEST POLICY**  
**Adopted October 31, 2024**

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**I. Purposes of the District’s Public Records Request Policy**

This Public Records Request Policy of the Gateway at Prospect Metropolitan District No. 7 (the “**District**”) shall be applied and interpreted with the following purposes in mind:

- A. To adopt a Public Records Request Policy pursuant to § 24-72-203(1), C.R.S.;
- B. To provide access to and the protection and integrity of Public Records in the custody of the District;
- C. To prevent unnecessary interference with the regular discharge of the duties of the District and its manager in compliance with the Colorado Open Records Act, §§ 24-72-200.1 to 24-72-206, C.R.S. (“**CORA**”);
- D. To establish reasonable and standardized fees for producing copies of and information from records maintained by the District as authorized by CORA; and
- E. To set forth a general procedure for providing consistent, prompt and equitable service to those requesting access to Public Records.

**II. Public Records Requests**

A. Applicability.

This Public Records Request Policy applies to requests submitted to the District for the inspection of Public Records pursuant to CORA, and shall supersede any previously adopted CORA policies of the District.

B. Definitions.

1. “**Custodian**”: Except as otherwise provided in this policy, the term “**Custodian**” shall mean White Bear Ankele Tanaka & Waldron, or any successor that has been designated by the Board of Directors of the District to oversee the collection, retention, and retrieval of Public Records of the District.

2. “**Public Records**”: As defined in § 24-72-202(6), C.R.S.

C. Submission of Requests

1. Requests for inspection of Public Records are to be submitted in writing on an official request form to the Custodian, and must be sufficiently specific as to enable the Custodian to locate the information requested with reasonable effort. The official request form is attached hereto as **Exhibit A** and incorporated herein by this reference, as may be modified from time to time by the District. The District has determined that the use of an official request form is necessary for the efficient handling of Public Records requests.

2. Requests may be submitted by mail, fax, e-mail, or hand-delivery.
3. A request shall be considered made when the request is actually received by the Custodian:
  - a. A letter is received when it is opened in the usual course of business by the recipient or a person authorized to open the recipient's mail;
  - b. A fax is received when it is printed during regular business hours, or, if received after hours, at 8:30 a.m. on the following business day; and
  - c. An e-mail is received when it is received and opened during regular business hours, or, if received after hours, at 8:30 a.m. on the following business day.
4. If a deposit is required, the request is not considered received until the deposit is paid.

D. Inspection.

1. The Custodian or the Custodian's designee shall make the requested Public Records available for inspection during regular business hours, deemed to be from 8:30 a.m. to 4:30 p.m., Monday through Friday, except for times the Custodian's office is closed. During the inspection of Public Records, the Custodian may ask that the requestor follow certain procedures to protect the integrity of the Public Records.

2. If a Public Record is not immediately or readily available for inspection, the Custodian or the Custodian's designee shall make an appointment or other arrangements with the applicant concerning the time at which the requested record will be available. The Public Records shall be made available for inspection within a reasonable time, which is presumed to be three (3) working days or less from the date of receipt of the request. Such three (3) day period may be extended by an additional seven (7) working days if extenuating circumstances, as described in § 24-72-203(3)(b), C.R.S., exist. Responding to applications for inspection of Public Records need not take priority over the previously scheduled work activities of the Custodian or the Custodian's designee.

3. All Public Records to which the request applies shall be preserved from the date of the request until such time as set forth in the District's records maintenance, retention, or deletion policy or practices utilized by the Custodian.

4. No one shall remove a Public Record from the Custodian's offices without the permission of the Custodian. Public Records may be removed from file folders or places of storage for photocopying by the Custodian or the Custodian's designee. The Custodian may allow a person to use his or her own portable electronic equipment to make copies of Public Records.

5. As a general practice, in response to a Public Records request:

- a. Public Records will be made available for inspection in the format in which they are stored. If the Custodian is unable to produce the Public Record in its stored format for any reason set forth in § 24-72-203(3.5)(b) C.R.S., an alternate format may be produced or a denial issued under § 24-72-204, C.R.S.

b. The person making the request shall not be allowed to access the Custodian's computer or any other computer for purposes of inspecting any Public Records;

c. Any portion of a Public Record containing non-public information that is not subject to inspection may be redacted by the Custodian prior to making the record available for inspection. The Custodian is not required to redact information from a writing that is not a Public Record in order to make the writing available for inspection. *Denver Publishing Co. v. Bd. Of County Comm'rs of the County of Arapahoe*, 121 P.3d 190 (Colo. 2005); *Colorado Republican Party v. Benefield, et al.*, Court of Appeals No. 07CA1216, Oct. 23, 2008 (Unpublished).

d. The Custodian, in consultation with the District's general counsel, will determine which information is no longer considered "work-in-progress" subject to the deliberative process or work product privilege and therefore eligible for release.

e. Altering an existing Public Record, or excising fields of information that the Custodian is either required or permitted to withhold does not constitute the creation of a new Public Record. Section 24-72-203(3.5)(d), C.R.S.

f. Upon request, the Custodian will produce a public record in a format accessible to individuals with disabilities. Section 24-72-203(3.5)(e), C.R.S.

g. A document will not ordinarily be created in order to respond to a request.

6. Where a request seeks in excess of twenty-five (25) electronically-stored Public Records, the following procedure shall apply in responding to such a request:

a. The Custodian shall solicit the comments of the requestor regarding any search terms to be used to locate and extract such records, and, in doing so, will seek to have the request refined so that it does not result in an inordinate number of irrelevant or duplicative documents, it being understood that the Custodian will make the final determination regarding search terms;

b. The Custodian shall designate an employee or another person with experience in performing electronic searches to locate and extract responsive records;

c. The person who is designated to perform the searches shall consult, as appropriate, with legal counsel to identify privileged records that should not be produced; and

d. Where appropriate, legal counsel shall conduct a final review to identify and withhold privileged records.

7. The Custodian or the Custodian's designee shall deny the inspection of the records if such inspection would be contrary to federal or state law or regulation, or would violate a court order. In special circumstances, a Custodian shall deny inspection of the Public Records if such inspection would cause substantial injury to the public interest. Such a denial shall be made in writing by the Custodian to the person making the request and shall set forth with specificity the grounds of the denial. It is not necessary to state a ground for denial of access for each document if a specific ground is applicable to a group of documents.

8. If the Public Records requested are not in the custody or control of the Custodian, the Custodian shall notify the requestor of this fact in writing. In such notification, the Custodian shall state in detail to the best of his/her knowledge and belief the reason for the absence of the Public Records, the location of the Public Records, and what person then has custody or control of the Public Records.

9. All Public Records, regardless of storage format, will be administered in accordance with approved retention schedules. The District reserves the right to adopt the records retention policy that has been promulgated by the Custodian.

E. Fees for All Record Requests.

1. Fees for Standard Reproductions. The Custodian or the Custodian's designee shall charge a fee not to exceed twenty-five cents (\$.25) per page for any photocopies or printed copies of electronic records that are required to make a Public Record available. Other reproductions of Public Records shall be provided at a cost not to exceed the actual cost of the reproduction. Such fees shall be paid by the applicant prior to the receipt of copies of any Public Records. Requests expected to exceed a total charge of ten dollars (\$10.00) or more must be accompanied by a deposit equal to the reasonably-estimated reproduction costs. This deposit will be credited toward the total fee, and the total fee shall be paid prior to release of the requested records. In the event the deposit amount exceeds the actual costs, the balance will be refunded.

2. Transmission Fees. No fees related to transmission shall be charged for transmitting public records via electronic mail. Within the period specified in § 24-72-203, C.R.S., the Custodian shall notify the record requester that a copy of the record is available, but will only be sent to the requester once the custodian receives payment for postage if the copy is transmitted by United States mail, or payment for the cost of delivery if the copy is transmitted other than by United States mail, and payment for any other supplies used in the mailing, delivery, or transmission of the record and for all other costs associated with producing the record. Upon receiving such payment, the custodian shall send the record to the requester as soon as practicable but no more than three business days after receipt of such payment.

3. Fees for Search, Retrieval and Legal Review:

a. In the case of any request requiring more than one (1) hour of time for search, retrieval, supervision of inspection, copying, manipulation, redaction or legal counsel review to identify and withhold privileged records, the Custodian or the Custodian's designee may charge an hourly fee not to exceed the maximum amount allowed under § 24-72-205(6)(a), C.R.S., which can be found at <https://leg.colorado.gov/node/1669596/>. Prior to performing any services necessary to respond to a request, the Custodian or the Custodian's designee shall require the applicant to pay a deposit equal to the reasonably estimated fees that will be charged by the Custodian for such staff time. Before receiving any records, the applicant shall also pay the amount by which the cost of any open records services exceeds the deposit. The Districts shall promptly refund the amount by which the deposit exceeds the cost of any open records services.

b. To the extent possible, the Custodian shall utilize administrative or clerical staff for search and retrieval of Public Records who are ordinarily responsible for such duties to ensure that the fees charged for staff time in connection with the request represent costs



incurred in the ordinary course of business and not extraordinary charges, but in any case, such charges shall be consistent with § 24-72-205(6), C.R.S.

*[Remainder of Page Intentionally Left Blank. Signature page follows]*

ADOPTED OCTOBER 31, 2024

**DISTRICT:**

**GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7**, a quasi-municipal corporation and political subdivision of the State of Colorado

By: \_\_\_\_\_  
Officer of the District

**ATTEST:**

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

**APPROVED AS TO FORM:**

**WHITE BEAR ANKELE TANAKA & WALDRON**  
Attorneys at Law

\_\_\_\_\_  
General Counsel to the District

*Signature Page to Public Records Request Policy*

**EXHIBIT A**  
OFFICIAL REQUEST FORM

**GATEWAY AT PROSEPT METROPOLITAN DISTRICT NO. 7**

**Request for Inspection/Copy of Public Records**

**For Internal Use Only**

Date of Request: \_\_\_\_\_

Time of Request: \_\_\_\_\_ AM/PM

**Applicant Name:** \_\_\_\_\_

**Applicant Address:** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Daytime Phone #:**( ) \_\_\_\_\_ **Alt./Cell:** ( ) \_\_\_\_\_

**Email:** \_\_\_\_\_

**Detailed description of the records requested: (Please use additional sheets if necessary)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Select a preferred format for the materials: Hard Copies \_\_\_\_ Electronic \_\_\_\_ View Hard Copy Only \_\_\_\_

**I request the records described and agree to pay all charges incurred in processing this request at or before the time the records are made available. If over \$10, I understand I must provide a deposit to pay for the cost incurred to obtain the records. I understand that the Estimated Charges are estimates only, and that the actual cost may vary. This request will be considered received when this form is complete and received by the Custodian and any required deposit is paid.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Submit Request Form To:  
White Bear Ankele Tanaka & Waldron  
2154 E. Commons Ave., Suite 2000  
Centennial, CO 80122

If the records are available pursuant to §§ 24-72-201, *et seq.*, C.R.S., the records shall be made available for viewing within three (3) working days. The date of receipt is not included in calculating the response date. If extenuating circumstances exist so that the Custodian cannot reasonably gather the records within the three (3)-day period, the Custodian may extend the period by up to seven (7) working days. The requestor shall be notified of the extension within the three (3)-day period. Public records shall be viewed at the District's offices during regular business days at prearranged times.

**For Internal Use Only**

**Estimated Charges**

Number of Pages \_\_\_\_\_ at \$.025/page \_\_\_\_\_      Research & Retrieval \_\_\_\_\_ Hours at \$41.37/hr  
Postage/Delivery Costs: \$ \_\_\_\_\_      See § 24-72-205(6), C.R.S. for hourly fee

Research & Retrieval Total: \$ \_\_\_\_\_

Deposit Required: \$ \_\_\_\_\_      Total Estimated Costs: \$ \_\_\_\_\_

Note: Non-standard and special requests will be billed at cost and charged in addition to any other fees.

**Administrative Matters**

Date Request Completed: \_\_\_\_\_      Amount Prepaid: \$ \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_      Balance Due Before Release: \$ \_\_\_\_\_

Total Amount Paid: \$ \_\_\_\_\_

If Denied, Provide Reason(s)

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**RESOLUTION  
OF THE BOARD OF DIRECTORS OF  
GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7**

**ADOPTING A DIGITAL ACCESSIBILITY POLICY AND DESIGNATING A  
COMPLIANCE OFFICER**

WHEREAS, the Gateway at Prospect Metropolitan District No. 7 (the “**District**”) is a quasi-municipal corporation and political subdivision of the State of Colorado; and

WHEREAS, pursuant to § 32-1-1001(1)(h), C.R.S., the Board of Directors of the District (the “**Board**”) is empowered with the management, control, and supervision of all the business and affairs of the District; and

WHEREAS, pursuant to § 24-85-103(2.5), C.R.S., the Chief Information Officer in the Office of Information Technology has adopted accessibility standards as specified in 8 CCR 1501-11 Rules Establishing Technology Accessibility Standards (the “**Rules**”); and

WHEREAS, pursuant to § 24-85-103(3), C.R.S., on or before July 1, 2024, the District is required to take action to comply with the Rules; and

WHEREAS, the Board desires to adopt this Resolution to implement a digital accessibility policy and designate a compliance officer.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DISTRICT AS FOLLOWS:

1. Adoption of Digital Accessibility Policy. The District hereby adopts the Digital Accessibility Policy (the “**Digital Accessibility Policy**”) set forth in **Exhibit A**, attached hereto and incorporated herein.

2. Appointment of Compliance Officer. The District hereby designates the district manager as the District’s Compliance Officer (the “**Compliance Officer**”).

3. Severability. If any part, section, subsection, sentence, clause, or phrase of this Joint Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

4. Effective Date. This Joint Resolution shall become effective as of October 31, 2024 shall be enforced immediately thereafter and shall supersede any previous policy related to website accessibility.

5. Ratification of Past Action. The Board hereby ratifies any actions taken in the furtherance of the District’s business related to website accessibility by legal counsel from the January 1, 2024, through the date of this resolution.

ADOPTED OCTOBER 31, 2024.

**DISTRICT:**

**GATEWAY AT PROSPECT  
METROPOLITAN DISTRICT NO. 7**, a quasi-  
municipal corporation and political subdivision of  
the State of Colorado

By: \_\_\_\_\_  
Officer of the District

ATTEST:

\_\_\_\_\_

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law

\_\_\_\_\_  
General Counsel to the District

*Signature Page to Joint Resolution Adopting a Digital Accessibility Policy and Designating a  
Compliance Officer*

## EXHIBIT A

### DIGITAL ACCESSIBILITY POLICY

#### 1. GENERAL

a. *Purpose.* The District is fully committed to providing accessible digital information to all members of the public. As part of this commitment, the District has adopted this Digital Accessibility Policy (the “**Policy**”) to ensure the District’s online services and digital communications comply with the Rules.

b. *Scope.* The District is committed to providing persons with disabilities equal access to digital information, including information made available through the District’s website and other digital content. This Policy has been developed to promote equal access to such digital information to persons with disabilities. This Policy applies to digital content produced by or under the control of the District, including the District’s official website. Accessibility requests may be submitted to the District in accordance with this Policy.

c. *Third Party Content.* The provisions of this Policy do not apply to third-party websites linked through the District’s website, such as state or federal agencies, or digital content not under control of the District. While the District is not responsible for ensuring the accessibility of third party-controlled content, the District is dedicated to assisting individuals experiencing accessibility issues when possible.

#### 2. COMPLIANCE INFORMATION

a. *Compliance Officer.* The Compliance Officer will be the point of contact for accessibility-related accommodations for digital content. The Compliance Officer or its designee is responsible for responding to reports of inaccessible digital content and accessibility requests.

b. *Testing Tools and Techniques.* The District utilizes a variety of tools, techniques, methods, and procedures to identify accessibility barriers and meet existing and new assistive technology needs. The District has engaged [a third-party accessibility vendor] (the “**Accessibility Vendor**”) to complete testing and remediation, ensuring the website and digital content contained therein are accessible and inclusive for users with disabilities in accordance with the Rules.

c. *Accessibility Reports.* The Accessibility Vendor will review the District’s website, user interfaces, and other digital content and summarize the same in a report provided to the District no less than annually (the “**Accessibility Report**”). The Accessibility Report will identify digital content that does not comply with the Rules. The Accessibility Vendor or the District, as appropriate, will take such steps as necessary to make such content compliant under the Rules. The District will maintain a record of the Accessibility Reports.



d. District-Controlled Content. The District will ensure that digital content under the control of the District produced, developed, maintained, modified, or used by the District on or after July 1, 2024, is compliant with the Rules.

e. Digital Accessibility Plan. The District will implement a digital accessibility plan (the “**Plan**”) to provide a long-term strategic approach for digital accessibility. The Plan will be updated annually thereafter to ensure ongoing compliance. If applicable, a progress-to-date report will be posted to the District’s website quarterly for the period July 1, 2024 through June 30, 2025. The Plan will be in a form substantially similar to **Exhibit A-1** attached hereto.

f. Digital Accessibility Statement. The District will post the following digital accessibility statement on its website:

Gateway at Prospect Metropolitan District No. 7, District  
Technology Accessibility Statement

Gateway at Prospect Metropolitan District No. 7  
(the “**District**”) is committed to providing equitable access to  
our services to all Coloradans.

Our ongoing accessibility effort works towards being in  
line with the Web Content Accessibility Guidelines (WCAG)  
version 2.1, level AA criteria. These guidelines not only help  
make technology accessible to users with sensory, cognitive and  
mobility disabilities, but ultimately to all users, regardless of  
ability.

Our efforts are just part of a meaningful change in  
making the District’s services inclusive and accessible. We  
welcome comments on how to improve our technology’s  
accessibility for users with disabilities and for requests for  
accommodations to any District services.

**Feedback and support**

We welcome your feedback about the accessibility of the  
District’s online services. Please let us know if you encounter  
accessibility barriers. The District is committed to responding  
within three (3) business days.

Phone: 720-213-6621

E-mail: [contact@publicalliance.com](mailto:contact@publicalliance.com)

Address: Gateway at Prospect Metropolitan District No. 7  
Attn: Compliance Officer  
405 Urban Street, Ste 310

Lakewood, CO 80228

### **3. REPORTING ACCESSIBILITY ISSUES**

a. *Reporting an Accessibility Issue.* Individuals may report inaccessible content or requests for accommodations to the Compliance Officer using the contact information below. Such requests should identify the specific content that is being reported, the issue the individual is experiencing, and the name and contact information of the individual submitting the request. The Compliance Officer or their designee will confirm receipt of such requests within three (3) business days. The District is committed to resolving reports of inaccessible content and requests for accommodations within a reasonable period of time.

Gateway at Prospect Metropolitan District No. 7  
Attn: Compliance Officer  
405 Urban Street, Ste 310  
Lakewood, CO 80228  
Email: [contact@publicalliancellc.com](mailto:contact@publicalliancellc.com)  
Phone: (720) 213-6621

## EXHIBIT A-1

### GATEWAY AT PROSPECT METROPOLITAN DISTRICT NO. 7

#### **Digital Accessibility Plan** *Updated on October 31, 2024*

#### I. Accessibility Standards

In accordance with Colorado law, Gateway at Prospect Metropolitan District No. 7 (the “District”) is committed to applying standard configurations for technologies and services, in accordance with the technical standards provided by:

- World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.1 Level AA or higher;
- Section 508 of the U.S. Rehabilitation Act of 1973 Chapters 3,4,6; and
- Following C.R.S. 24-85-101 to 24-85-104, ARTICLE 85.

#### II. The District’s Efforts

The District is fully committed to providing accessible digital information to all members of the public. Our ongoing accessibility effort works towards the day when the District’s online services and digital communications are accessible to the public, including equal access for persons with disabilities. The District has a plan to prioritize, evaluate, remediate, and continuously improve its online services and digital communications. Below, you’ll find some of the measures that the District is undertaking.

#### III. Accessibility Maturity

The District is at the following maturity level for 2024:

Check One:

- Inactive: No awareness and recognition of need. At this stage organizations are inventorying their technology, have begun to make investments, etc.
- Launch: Recognized need organization-wide. Planning initiated, but activities not well organized.
- Integrate: Roadmap including timeline is in place, overall organizational approach defined and well organized.
- Optimize: Incorporated into the whole organization, consistently evaluated, and actions taken on assessment outcomes.

#### IV. Maturity Level Discussion

The District has encountered the following challenges:

- The District does not have the financial resources to fully remediate all of its digital content and website platform immediately.
- The District does not have the administrative or personnel resources to fully inventory all of its digital content immediately.

The District has enjoyed the following successes:

- The District has made progress towards full compliance with WCAG 2.1 Level AA despite the challenges above. The organizational measures below detail the District's measures taken up to the date of this plan.

#### V. Organizational Measures

The District has taken the following measures:

- Posted an accessibility statement to the website.
- Posted the current progress-to-date quarterly report and contact information for receiving accessibility feedback and requests for reasonable accommodations and modifications to the website.
- Identified a Compliance Officer to respond to reasonable accommodation and modification requests.
- Validated through testing front-facing webpage compliance with WCAG 2.1 Level AA.
- Created and implemented a plan for providing reasonable accommodations and modifications until the technology can be made accessible.

The District has designated its Compliance Officer to coordinate and implement the plan. The District's Compliance Officer's contact information is as follows:

Gateway at Prospect Metropolitan District Nos. 1-7  
Attn: Compliance Officer  
405 Urban Street, Ste 310  
Lakewood, CO 80228  
Email: [contact@publicalliancecellc.com](mailto:contact@publicalliancecellc.com)  
Phone: (720) 213-6621

# Website Accessibility & Remediation Services

Offered by Heatherly Creative, LLC

## Proposal

Scan, identify and remediate website platform to best meet required WCAG guidelines without undue financial, technical, or administrative burden on Heatherly Creative, LLC. Services are limited to the website platform only and do not include PDF accessibility remediation or other services. It is assumed that any documents provided to Heatherly Creative, LLC for posting have already been scanned for accessibility. Current accessibility standards to be best met will be defined by the Colorado Governor's Office of Information Technology "Rules Establishing Technology Accessibility Standards" ([8 CCR 1501-11](#)), Currently, WCAG 2.1 conformance levels A and AA.

## Proposed Remediation Services to Include:

- Propose and implement alterations to the current website template, page structure, number of pages, navigation structure, content, and design elements to best meet WCAG guidelines.
- Assist as needed in the development of an accessibility statement for the website.
- Collaborate with paralegals and district managers on best practices for updating website content while maintaining compliance.
- Partner with [Silktide](#), or similar service, to monitor and improve accessibility through automated scans, identification of non-conforming website elements, and report on remediation progress.
- Remediate non-conformation webpage elements to the best of my ability in a timely manner.

## Proposed Pricing

**One-Time Remediation Service:** \$600 - \$1,000, depending on several factors:

- Implementation of a new website theme or platform to remediate website elements or page structure.
- The number of pages and/or amount of content to consolidate.
- Quantity of documents posted on the website that need to be replaced and/or reformatted to best meet WCAG guidelines.
- Complexity of website for basic manual testing with screen reader.

## Additional Notes on Silktide

















- Silktide is not platform dependent – works on all client’s websites so they can keep their current website and URL.
- Dashboard access, reports and remediation task assignments can be shared with WBA paralegals as additional users on Heatherly Creative’s Silktide account.
- PDFs can be scanned and monitored with Silktide.
- More robust manual testing, plus an accessibility check of PDFs, is available through Silktide for roughly \$500/webpage. Silktide will identify what needs to be fixed in a PDF but do not remediate the PDF for you.
- LINKS
  - <https://silktide.com/industries/government/>
  - <https://www.whoisaccessible.com/reviews/silktide/>

## Compliance Basics

Essential tools for districts to meet compliance standards & regulations. **Look professional while meeting state requirements & best practices.**

# \$80/month

Subscription Includes:

















-  Website hosting + content management
-  Amplify™ design & experience builder (new in 2024)
-  Google maps & locations integration (new in 2024)
-  Social feed integration
-  Annual design reviews
-  Annual board reports
-  Compliance + posting checklist
-  ADA accessibility assistant
-  Meetings assistant
-  One-click social sharing
-  One-click email marketing & subscription building
-  Payments / commerce tools
-  E-Signature Forms
-  Internal communications hub
-  Support with integration of embedded tools
-  Training + support

## Community Pro

Everything that is offered in our compliance plan + design tools, email mktg, payments, e-signatures, & more. **Perfect for districts that are active in their community.**

# \$120/month

Subscription Includes:

















-  Website hosting + content management
-  Amplify™ design & experience builder (new in 2024)
-  Google maps & locations integration (new in 2024)
-  Social feed integration
-  Annual design reviews
-  Annual board reports
-  Compliance + posting checklist
-  ADA accessibility assistant
-  Meetings assistant
-  One-click social sharing
-  One-click email marketing & subscription building
-  Payments / commerce tools
-  E-Signature Forms
-  Internal communications hub
-  Support with integration of embedded tools
-  Training + support

## Operations Pro

Everything that is offered in our compliance & community plans + intranet, social feeds, board reports, & reviews. **Perfect for districts who want to streamline operations.**

# \$390/month

Subscription Includes:

-  Website hosting + content management
-  Amplify+™ design & experience builder (new in 2024)
-  Google maps & locations integration (new in 2024)
-  Social feed integration
-  Annual design reviews
-  Annual board reports
-  Compliance + posting checklist
-  ADA accessibility assistant
-  Meetings assistant
-  One-click social sharing
-  One-click email marketing & subscription building
-  Payments / commerce tools
-  E-Signature Forms
-  Internal communications hub
-  Support with integration of embedded tools
-  Training + support

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