

**SHERIDAN STATION WEST METROPOLITAN DISTRICT**

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Lakewood, Colorado 80228-1898  
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[www.colorado.gov/sswmd](http://www.colorado.gov/sswmd)

NOTICE OF A REGULAR MEETING AND AGENDA

| <u>Board of Directors:</u> | <u>Office:</u>      | <u>Term/Expiration:</u> |
|----------------------------|---------------------|-------------------------|
| Zachary Nemeroff           | Treasurer           | 2027/May 2027           |
| Sara Wright                | Assistant Secretary | 2027/May 2027           |
| Ashley Begley              | President           | 2025/May 2025           |
| Cathy Kulzer               |                     | 2025/May 2025           |
| Austin Frey                |                     | 2027/May 2027           |
| Peggy Ripko                | Secretary           |                         |

DATE: December 8, 2023

TIME: 10:00 a.m.

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

<https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUjZzc1VMWTJFZjFHdz09>

Meeting ID: 862 6755 0643

Passcode: 987572

Dial In: 1-719-359-4580

I. PUBLIC COMMENTS *(Each speaker is limited to 3 minutes. Speakers are encouraged to stick to their point. Presentations that are less than three minutes long are more effective than long and repetitive presentations. The Board will not respond during the speaker’s comments, so as to ensure that they do not take away from the speaker’s time, but may choose to respond after the speaker’s time has elapsed, or after the period for public comments has concluded.)*

A. \_\_\_\_\_

II. ADMINISTRATIVE MATTERS

A. Confirm quorum. Present Disclosures of Potential Conflicts of Interest.  
\_\_\_\_\_

B. Approve Agenda, Confirm Location of Meeting and Posting of Notices.  
\_\_\_\_\_

C. Consider Election of Officers:

President \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

Asst. Secretary \_\_\_\_\_

Asst. Secretary \_\_\_\_\_

Asst. Secretary \_\_\_\_\_

- D. Consider Approval of Minutes of the September 27, 2023, October 27, 2023, November 1, 2023 Special Meetings, and November 8, 2023 Special Meetings (enclosures).

\_\_\_\_\_

- E. Review and consider adoption of 2024 Annual Administrative Resolution (enclosure).

- i. Election of Officers

- ii. Regular Meeting Dates/Location

\_\_\_\_\_

- F. Discuss publishing a monthly newsletter.

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### III. COMMUNITY MANAGEMENT/OPERATIONS AND MAINTENANCE

- A. Review and consider approval of estimate from PST for fence and gate repairs (enclosure).

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- B. Review and consider approval of Agreement from Environmental Designs, Inc. for 2024 Landscape Maintenance (enclosure).

\_\_\_\_\_

- C. Review and consider approval of Towing Agreement from Elite Towing and Recovery for towing services (enclosure).

\_\_\_\_\_

- D. Discuss and consider approval of Snow Removal Services Contractor (to be distributed).

\_\_\_\_\_

- E. Discuss concerns and consider action regarding Waste Management and adding no wide turn signs.

\_\_\_\_\_

- F. Discuss and consider final approval of Parking Rules and Regulations (enclosure).

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### IV. FINANCIAL MATTERS

- A. Review and Ratify the Approval of the Payment of Claims as follows (enclosures):

| Fund         | Period Ending<br>Sept. 30, 2023 | Period Ending<br>Oct. 31, 2023 | Period Ending<br>Nov. 30, 2023 |
|--------------|---------------------------------|--------------------------------|--------------------------------|
| General      | \$ 21,715.03                    | \$ 19,601.75                   | \$ 22,957.67                   |
| Debt         | \$ -0-                          | \$ -0-                         | \$ -0-                         |
| Capital      | \$ -0-                          | \$ -0-                         | \$ -0-                         |
| <b>Total</b> | <b>\$ 21,715.03</b>             | <b>\$ 19,601.75</b>            | <b>\$ 22,957.67</b>            |

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B. Review and Accept the Unaudited Financial Statements through the Period Ending September 30, 2023 (enclosure).

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C. Consider engagement of Simmons & Wheeler, P.C. for preparation of 2023 Audit, in the amount of \$ \_\_\_\_\_ (to be distributed).

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D. Public Hearing on Proposed 2022 Budget Amendment

- i. Public Comment Period
- ii. Consider Approval of Resolution Approving Proposed 2022 Budget Amendment and Appropriate Sums of Money (enclosure).

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E. Public Hearing on Proposed 2023 Budget Amendment

- i. Public Comment Period
- ii. Consider Approval of Resolution Approving Proposed 2023 Budget Amendment and Appropriate Sums of Money (enclosure).

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F. Public Hearing on Proposed 2024 Budget

- i. Public Comment Period
- ii. Consider Approval of Resolution Approving Proposed 2024 Budget, Certification of Mill Levy, and Appropriate Sums of Money (enclosure).

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V. LEGAL MATTERS

A. Consider Approval of a First Supplemental Indenture of Trust (Subordinate) relating to the District’s Subordinate Limited Tax General Obligation Bonds, Series 2022B(3).

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VI. CAPITAL PROJECT MATTERS

A. \_\_\_\_\_

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VII. OTHER BUSINESS

- A. Board Member comments.

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- B. Discuss Board Mission Statement.

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- C. Discuss ideas to improve District website.

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VIII. COVENANT ENFORCEMENT/DESIGN REVIEW

- A. Consider Approval of Resolution Adopting an Amended Covenant Enforcement Policy (to be distributed).

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- B. Consider Approval of Resolution Adopting Amended Design Guidelines Rules and Regulations (to be distributed).

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IX. ADJOURNMENT **THERE ARE NO MORE REGULAR MEETINGS SCHEDULED FOR 2023.**

Additional Enclosure:

- Memo regarding New Rate Structure from Special District Management Services, Inc.
- Notice of Rate Increase from Icenogle Seaver Pogue, P.C.

# RECORD OF PROCEEDINGS

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## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE SHERIDAN STATION WEST METROPOLITAN DISTRICT HELD SEPTEMBER 27, 2023

A Special Meeting of the Board of Directors of the Sheridan Station West Metropolitan District (referred to hereafter as the “Board”) was convened on Wednesday, September 27, 2023, at 4:00 p.m. This District Board meeting was held by videoconference via Zoom. The meeting was open to the public.

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**Directors In Attendance Were:**

Zachary Nemeroff  
Preeti Santana  
Sara Wright  
Ashley Begley

**Also In Attendance Were:**

Peggy Ripko and Jim Ruthven; Special District Management Services, Inc. (“SDMS”)  
  
Jennifer L. Ivey, Esq.; Icenogle Seaver Pogue, P.C

Jackie Morrison and Kent Christopher Veio; Kline Alvarado Veio

**PUBLIC  
COMMENTS**

There were no public comments.

**DISCLOSURE OF  
POTENTIAL/  
CONFLICTS OF  
INTEREST**

**Disclosure of Potential Conflicts of Interest:** Ms. Ripko reported that disclosures of potential conflict of interest statements for each of the Directors were filed with the Secretary of State seventy-two hours in advance of the meeting. Ms. Ripko requested that the Directors consider whether they had any additional conflicts of interest to disclose. Ms. Ripko noted for the record that there were no new disclosures made by the Directors present at the meeting and incorporated for the record those applicable disclosures made by the Board Members prior to this meeting and in accordance with the statutes.

**DECLARATION OF  
QUORUM**

Ms. Ripko, noting the presence of a quorum, called to order the special meeting of the Board of Directors of Sheridan Station West Metropolitan District.

## RECORD OF PROCEEDINGS

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### ADMINISTRATIVE MATTERS

**Agenda:** Ms. Ripko reviewed with the Board the Agenda for the District's Special Meeting.

Following discussion, upon motion duly made by Director Wright, seconded by Director Begley and, upon vote, unanimously carried, the Board approved the Agenda, as presented.

**Meeting Location and Posting of Notices:** This District Board meeting was held by Zoom. Ms. Ripko noted that notice of the time, date, and location of the meeting was duly posted.

**Minutes:** The Board deferred discussion at this time.

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### COMMUNITY MANAGEMENT

There were no community management items to discuss at this time.

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### FINANCIAL MATTERS

**Payment of Claims:** The Board deferred discussion at this time.

**Unaudited Financial Statements:** The Board deferred discussion at this time.

**2022 Audit Extension:** The Board reviewed the 2022 Audit Extension.

Following review and discussion, upon motion duly made by Director Begley, seconded by Director Santana and, upon vote, unanimously carried, the Board ratified approval of the 2022 Audit Extension.

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### LEGAL MATTERS

**Engagement of Kline Alvarado Veio, P.C.:** The Board discussed the engagement of Kline Alvarado Veio, P.C. to assist the District in matters relating to its (1) Limited Tax (Convertible to Unlimited Tax) General Obligation Taxable (Convertible to Tax Exempt) Refunding Loan, Series 2022A-1, (2) a Limited Tax (Convertible to Unlimited Tax) General Obligation Loan, Series 2022A-2, and (3) Subordinate Limited Tax General Obligation Bonds, Series 2022B<sub>(3)</sub> and authorize actions related thereto.

Following review and discussion, upon motion duly made by Director Begley, seconded by Director Nemeroff and, upon vote, unanimously carried, the Board approved the engagement of Kline Alvarado Veio, P.C. to assist the District in matters relating to its (1) Limited Tax (Convertible to Unlimited Tax) General Obligation Taxable (Convertible to Tax Exempt) Refunding Loan, Series 2022A-1, (2) a Limited Tax (Convertible to Unlimited Tax) General Obligation Loan, Series 2022A-2, and (3) Subordinate Limited Tax General Obligation Bonds, Series 2022B(3), subject to receipt of proposal with rates to be approved by the Board Treasurer.

## RECORD OF PROCEEDINGS

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**Execution Session:** Upon motion of Director Begley, and second of Director Nemeroff, the Board unanimously voted to enter into an Executive session pursuant to 24-6-402(4)(b) and/or 24-6-402(4)(e), C.R.S., for the purpose receiving legal advice on specific legal questions and/or determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators regarding its (1) Limited Tax (Convertible to Unlimited Tax) General Obligation Taxable (Convertible to Tax Exempt) Refunding Loan, Series 2022A-1, (2) a Limited Tax (Convertible to Unlimited Tax) General Obligation Loan, Series 2022A-2, and (3) Subordinate Limited Tax General Obligation Bonds, Series 2022B at 4:14 p.m. Members of the Board, Mss. Ripko, Ivey, and Morrison and Mr. Veio participated in the Executive Session.

Attorney Ivey certified that the executive session will constitute a privileged attorney-client communication and will not be recorded.

Following discussion, upon motion duly made by Director Nemeroff, seconded by Director Wright, and upon vote unanimously carried, the Board exited the Executive Session and reconvened in regular session at 4:54 p.m.

The Board reconvened in open session, but no members of the public re-joined the meeting.

**OPERATIONS  
MATTERS**

There were no operations matters to discuss at this time.

**OTHER BUSINESS**

**Plant Replacements:** The Board discussed moving forward with the plant and tree replacements as money is available.

Following discussion, upon motion duly made by Director Begley, seconded by Director Nemeroff, and upon vote unanimously carried, the Board approved moving forward with the plant and tree replacements.

**ADJOURNMENT**

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

Respectfully submitted,

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

# RECORD OF PROCEEDINGS

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## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE SHERIDAN STATION WEST METROPOLITAN DISTRICT HELD OCTOBER 27, 2023

A Special Meeting of the Board of Directors of the Sheridan Station West Metropolitan District (referred to hereafter as the “Board”) was convened on Friday, October 27, 2023, at 1:00 p.m. This District Board meeting was held by videoconference via Zoom. The meeting was open to the public.

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**Directors In Attendance Were:**

Zachary Nemeroff  
Sara Wright  
Ashley Begley

**Also In Attendance Were:**

Peggy Ripko and Jim Ruthven; Special District Management Services, Inc. (“SDMS”)

Jennifer L. Ivey, Esq.; Icenogle Seaver Pogue, P.C

David Firman, Altitude Community Law

Cathy Kulzer, Tolo Aria, Austin Frey, Brian Holman, Brook Shafranek, Curry Wilson, Dylan B, Sarah Mitchiner; Residents

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**DISCLOSURE OF  
POTENTIAL/  
CONFLICTS OF  
INTEREST**

**Disclosure of Potential Conflicts of Interest:** Ms. Ripko reported that disclosures of potential conflict of interest statements for each of the Directors were filed with the Secretary of State seventy-two hours in advance of the meeting. Ms. Ripko requested that the Directors consider whether they had any additional conflicts of interest to disclose. Ms. Ripko noted for the record that there were no new disclosures made by the Directors present at the meeting and incorporated for the record those applicable disclosures made by the Board Members prior to this meeting and in accordance with the statutes.

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**DECLARATION OF  
QUORUM**

Ms. Ripko, noting the presence of a quorum, called to order the special meeting of the Board of Directors of Sheridan Station West Metropolitan District.

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**ADMINISTRATIVE  
MATTERS**

**Agenda:** Ms. Ripko reviewed with the Board the Agenda for the District's Special Meeting.



## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Nemeroff, seconded by Director Wright and, upon vote, unanimously carried, the Board approved the Agenda, as amended.

**Meeting Location and Posting of Notices:** This District Board meeting was held by Zoom. Ms. Ripko noted that notice of the time, date, and location of the meeting was duly posted.

**Appointment of Officers:** The Board entered into discussion regarding the appointment of officers and the process for appointing new Board members. No action was taken at this time.

**COMMUNITY  
MANAGEMENT**

**Parking Rules and Regulations:** The Board discussed the changes to the District's Parking Rules and Regulations and parking options.

Following discussion, upon motion duly made by Director Wright, seconded by Director Nemeroff and, upon vote, unanimously carried, the Board approved the changes to the District's Parking Rules and Regulations, subject to final legal review.

**OTHER BUSINESS**

There was no other business to discuss at this time.

**PUBLIC  
COMMENTS**

There were no public comments.

**ADJOURNMENT**

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

Respectfully submitted,

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

# RECORD OF PROCEEDINGS

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## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE SHERIDAN STATION WEST METROPOLITAN DISTRICT HELD NOVEMBER 1, 2023

A Special Meeting of the Board of Directors of the Sheridan Station West Metropolitan District (referred to hereafter as the “Board”) was convened on Wednesday, November 1, 2023, at 1:00 p.m. This District Board meeting was held by videoconference via Zoom. The meeting was open to the public.

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**Directors In Attendance Were:**

Zachary Nemeroff  
Sara Wright  
Ashley Begley

**Also In Attendance Were:**

Peggy Ripko and Travis Hunsaker; Special District Management Services, Inc. (“SDMS”)

Jennifer L. Ivey, Esq.; Icenogle Seaver Pogue, P.C

David Firman, Altitude Community Law

Tolo Aria and Cory Bruce; Residents

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**DISCLOSURE OF  
POTENTIAL/  
CONFLICTS OF  
INTEREST**

**Disclosure of Potential Conflicts of Interest:** Ms. Ripko reported that disclosures of potential conflict of interest statements for each of the Directors were filed with the Secretary of State seventy-two hours in advance of the meeting. Ms. Ripko requested that the Directors consider whether they had any additional conflicts of interest to disclose. Ms. Ripko noted for the record that there were no new disclosures made by the Directors present at the meeting and incorporated for the record those applicable disclosures made by the Board Members prior to this meeting and in accordance with the statutes.

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**DECLARATION OF  
QUORUM**

Ms. Ripko, noting the presence of a quorum, called to order the special meeting of the Board of Directors of Sheridan Station West Metropolitan District.

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**ADMINISTRATIVE  
MATTERS**

**Agenda:** Ms. Ripko reviewed with the Board the Agenda for the District's Special Meeting.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Nemeroff, seconded by Director Begley and, upon vote, unanimously carried, the Board approved the Agenda, as presented.

**Meeting Location and Posting of Notices:** This District Board meeting was held by Zoom. Ms. Ripko noted that notice of the time, date, and location of the meeting was duly posted.

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### **COMMUNITY MANAGEMENT**

**Parking Rules and Regulations:** The Board discussed the changes to the District's Parking Rules and Regulations.

Following discussion, upon motion duly made by Director Wright, seconded by Director Nemeroff and, upon vote, unanimously carried, the Board approved the changes to the District's Parking Rules and Regulations, subject to final legal review.

**Snow Removal Proposals:** The Board discussed the snow removal proposals.

Following discussion, upon motion duly made by Director Wright, seconded by Director Nemeroff and, upon vote, unanimously carried, the Board approved the snow removal proposal from Landtech.

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### **OTHER BUSINESS**

There was no other business to discuss at this time.

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### **PUBLIC COMMENTS**

There were no public comments.

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### **ADJOURNMENT**

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

Respectfully submitted,

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

# RECORD OF PROCEEDINGS

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## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE SHERIDAN STATION WEST METROPOLITAN DISTRICT HELD NOVEMBER 8, 2023

A Special Meeting of the Board of Directors of the Sheridan Station West Metropolitan District (referred to hereafter as the “Board”) was convened on Wednesday, November 8, 2023, at 4:00 p.m. This District Board meeting was held by videoconference via Zoom. The meeting was open to the public.

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**Directors In Attendance Were:**

Zachary Nemeroff  
Sara Wright  
Ashley Begley

**Also In Attendance Were:**

Peggy Ripko; Special District Management Services, Inc. (“SDMS”)

Jennifer L. Ivey, Esq.; Icenogle Seaver Pogue, P.C

Jess O’Connell, Cathy Kulzer, Preeti Santana, Ben Barnett, Brian Holman, Giovanni Santana and Nicolette Cusick; Residents

**DISCLOSURE OF  
POTENTIAL/  
CONFLICTS OF  
INTEREST**

**Disclosure of Potential Conflicts of Interest:** Ms. Ripko reported that disclosures of potential conflict of interest statements for each of the Directors were filed with the Secretary of State seventy-two hours in advance of the meeting. Ms. Ripko requested that the Directors consider whether they had any additional conflicts of interest to disclose. Ms. Ripko noted for the record that there were no new disclosures made by the Directors present at the meeting and incorporated for the record those applicable disclosures made by the Board Members prior to this meeting and in accordance with the statutes.

**DECLARATION OF  
QUORUM**

Ms. Ripko, noting the presence of a quorum, called to order the special meeting of the Board of Directors of Sheridan Station West Metropolitan District.

**ADMINISTRATIVE  
MATTERS**

**Agenda:** Ms. Ripko reviewed with the Board the Agenda for the District's Special Meeting.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Begley, seconded by Director Wright and, upon vote, unanimously carried, the Board approved the Agenda, as presented.

**Meeting Location and Posting of Notices:** This District Board meeting was held by Zoom. Ms. Ripko noted that notice of the time, date, and location of the meeting was duly posted.

**Vacancies on the Board:** The Board discussed the vacancies on the Board of Directors. Ms. Ripko reported that Austin Frey, Brian Holman, and Cathy Kulzer had applied to fill the two vacancies on the Board. It was reported that Austin Frey was not able to join the meeting due to a prior obligation but that the Board member each spoke with him individually. Those discussions were summarized by each Board member for the benefit of the other Board members. The Board asked questions of Brian Holman and Cathy Kulzer related to their interest in service on the Board, relevant experience, and ability to commit the time necessary to serve as a Board member. Members of the public made comments regarding the vacancies on the Board and applicants to fill the vacancies.

The Board discussed the applicants to fill the vacancies on the Board of Directors and their respective thoughts about qualifications of the applicants.

Following discussion, upon motion duly made by Director Wright, seconded by Director Nemeroff, and upon vote, carried with Directors Wright and Nemeroff voting “Yes” and Director Begley abstaining, the Board approved the appointment of Austin Frey to the Board of Directors.

Following further discussion, upon motion duly made by Director Wright, seconded by Director Nemeroff, and upon vote, carried with Directors Wright and Nemeroff voting “Yes” and Director Begley voting “No”, the Board approved the appointment of Cathy Kulzer to the Board of Directors.

**Appointment of Officers:** The Board deferred discussion at this time.

### **OTHER BUSINESS**

**Parking Rules:** The Board discussed revisions to the parking rules, additional questions to be asked of Altitude Law, and provided direction to management regarding follow-up items.

**Towing Services Company/Parking Enforcement Providers:** Ms. Ripko provided an update on her review of proposals and possibilities related to alternative towing services providers and other parking enforcement providers.

## RECORD OF PROCEEDINGS

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**Snow Removal Services:** Ms. Ripko reported that the Board's preferred alternate service provider was no longer able to provide service to the District. The Board discussed the need to ensure that snow removal services are secured for 2023-2024 snow year. The Board directed Ms. Ripko to ensure that the current service provider will continue to provide service and also bring any alternate proposals to the Board for consideration at its December 8, 2023 meeting for a possible future change.

There was no other business to discuss at this time.

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**PUBLIC  
COMMENTS**

Homeowners asked questions regarding parking and Board appointments.

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**ADJOURNMENT**

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

Respectfully submitted,

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

**ANNUAL RESOLUTION OF  
THE BOARD OF DIRECTORS OF THE  
SHERIDAN STATION WEST METROPOLITAN DISTRICT**

At a regular meeting of the Board of Directors of the Sheridan Station West Metropolitan District, Jefferson County, Colorado, held at 10:00 A.M., on Friday, December 8, 2023, via video conference at <https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUjZzc1VMWTJFZjFHdz09>, and via telephone conference at Dial In: 1-719-359-4580, Meeting ID: 862 6755 0643, Passcode: 987572, at which a quorum was present, the following resolution was adopted:

**WHEREAS**, the Sheridan Station West Metropolitan District (the “District”) was organized as a special district pursuant to an Order of the District Court in and for the County of Jefferson, Colorado, dated November 23, 2016 and is located within Jefferson County (the “County”); and

**WHEREAS**, the Board of Directors of the District (collectively referred to as the “Board” or individually as “Director(s)”) has a duty to perform certain obligations in order to assure the efficient operation of the District; and

**WHEREAS**, Section 32-1-306, C.R.S. requires the District to file a current, accurate map of its boundaries with the County Assessor, County Clerk and Recorder and the Division of Local Government (the “Division”) on or before January 1 of each year; and

**WHEREAS**, Sections 24-10-109 and 24-32-116, C.R.S. require that the District provide its name, its principal address and/or mailing address, the name of its agent and the agent’s mailing address to the Department of Local Affairs (the “Department”) and keep such information updated regularly; and

**WHEREAS**, Section 32-1-809, C.R.S. requires that the Board provide notice, containing certain information about the District, to the eligible electors of the District no more than sixty (60) days prior to and not later than January 15; and

**WHEREAS**, Section 32-1-104(2), C.R.S. requires that the District, on or before January 15, file a copy of the notice required by Section 32-1-809, C.R.S. with the Board of County Commissioners, the County Assessor, the County Treasurer, the County Clerk and Recorder in each county in which the District is located, the governing body of any municipality in which the District is located and the Division; and

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

**WHEREAS**, Section 29-1-205(1), C.R.S. requires the District to file a current list of all contracts in effect with other political subdivisions within thirty (30) days of receiving a request therefor from the Division; and

**WHEREAS**, in accordance with the Public Securities Information Reporting Act, Sections 11-58-101 *et seq.*, C.R.S., issuers of nonrated public securities shall make public within sixty (60) days following the end of each of such issuer's fiscal year, an annual information report or reports with respect to any of such issuer's nonrated public securities which are outstanding as of the end of each such fiscal year; and

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

**WHEREAS**, the Revised Uniform Unclaimed Property Act, Article 13 of Title 38, C.R.S., requires that governmental subdivisions, if applicable, file an annual report listing unclaimed property with the State Treasurer by November 1 of each year; and

**WHEREAS**, pursuant to Section 32-1-103(15), C.R.S., the legal notices of the District must be published one time, in one newspaper of general circulation in the District, and if there is not one such newspaper of general circulation, then in one newspaper in each county in which the District is located and in which the District also has fifty (50) or more eligible electors; and

**WHEREAS**, pursuant to Section 24-6-402(2)(c)(I), C.R.S., the Board shall annually designate at the first regular meeting of the calendar year a posting place within the boundaries of the District for posting of notices; and

**WHEREAS**, pursuant to Sections 32-1-903(2), 24-6-402(2)(c)(I) & (III), and 32-1-903(6)(c) C.R.S., in addition to any other means of full and timely notice, the Board shall be deemed to have given full and timely notice of a public meeting, including an annual meeting, if the Board posts the notice on a public website of the District or in the designated public place within District boundaries, no less than twenty-four (24) hours prior to the meeting; and

**WHEREAS**, Section 32-1-903(1), C.R.S. requires that the Board shall meet regularly at a time and location to be designated by the Board and such location may be physical, telephonic, electronic, other virtual place, or combination of such means where a meeting can be attended; provided that meetings that are held solely at physical locations must be held at physical locations that are within the boundaries of the District or within the boundaries of any county in which the District is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty (20) miles from the District boundaries, unless the proposed change of location for a meeting appears on the Board agenda of a meeting and a resolution is adopted stating the reason for which meetings of the Board are to be held in a physical location other than under the provisions of Section 32-1-903(1.5), C.R.S. and further stating the date, time and physical location of such meeting; and



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

**WHEREAS**, pursuant to Section 32-1-904, C.R.S., the office of the District shall be at some fixed place to be determined by the Board; and

**WHEREAS**, pursuant to Section 32-1-901(1), C.R.S., each Director, within thirty (30) days after his or her election or appointment to fill a vacancy, shall take an oath or affirmation in accordance with Section 24-12-101, C.R.S., and the oath must be filed with the County Clerk and Recorder, and in accordance with Section 32-1-901(1), C.R.S. with the Clerk of the Court and with the Division; and

**WHEREAS**, in accordance with Section 32-1-901(2), C.R.S., at the time of filing said oath, there shall also be filed for each Director a bond; and

**WHEREAS**, in accordance with Section 24-14-102(2), C.R.S., the District may, in lieu of the required bond, purchase crime insurance to protect the District from any dishonesty, theft, or fraud; and

**WHEREAS**, pursuant to Section 32-1-902(1), C.R.S., the Board shall elect one of its members as chairman of the Board and president of the District, one of its members as a treasurer of the Board and District, and a secretary who may be a member of the Board, or the secretary and treasurer may be one individual, who in such case is a member of the Board; and

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

**WHEREAS**, Directors are governed by Section 32-1-902(3)(b), C.R.S., which requires any Director to disqualify himself or herself from voting on an issue in which he or she has a conflict of interest, unless the Director has properly disclosed such conflict in compliance with Section 18-8-308, C.R.S.; and

**WHEREAS**, Directors are governed by Section 32-1-902(4), C.R.S., which requires any Director who owns undeveloped land that constitutes at least twenty percent (20%) of the territory included in the District to properly disclose such fact in compliance with Section 18-8-308, C.R.S. before each meeting of the Board, and such disclosure must be entered into the minutes of such meeting; and

**WHEREAS**, pursuant to Section 32-1-1001(1)(o), C.R.S. the Board has the power to authorize the use of electronic records and electronic signatures and adopt rules, standards, policies, and procedures for use of electronic records or signatures in accordance with the Uniform Electronic Transaction Act, Sections 24-71.3-101 *et seq.*, C.R.S.; and

**WHEREAS**, pursuant to Section 24-72-204.5, C.R.S., should the District operate or maintain an electronic mail communications system, the Board must adopt a written policy on any monitoring of electronic mail communications and the circumstances under which it will be conducted; and

**WHEREAS**, Sections 32-1-1604 and 32-1-1101.5(1), C.R.S. require the District to issue notice of the authorization or incurrence of general obligation indebtedness to the Board of County Commissioners of each county in which the District is located or the governing body of the municipality that has adopted a resolution of approval of the District and to record such notice with the Clerk and Recorder in each county in which the District is located within thirty (30) days of incurring or authorizing such indebtedness; and

**WHEREAS**, Section 32-1-1101.5(1), C.R.S. requires the District to certify the results of ballot issue elections to incur general obligation indebtedness to the Board of County Commissioners of each county in which the District is located or to the governing body of a municipality that has adopted a resolution of approval of the District within forty-five (45) days after the election, or at least thirty (30) days before issuing any general obligation debt if not previously certified, and requires the District to file a copy of such certificate with the Division of Securities within that timeframe; and

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

**WHEREAS**, in accordance with Section 32-1-207(3)(c), C.R.S., and unless otherwise waived or requested by an earlier date, any special district created after July 1, 2000, must electronically file an annual report for the preceding calendar year by October 1<sup>st</sup> with the governing body that approved the service plan or, if the jurisdiction has changed due to the annexation into a municipality, the current governing body with jurisdiction over the District, the Division, the State Auditor, and the County Clerk and Recorder, and make the same available on the website of the District; and

**WHEREAS**, in accordance with the Colorado Governmental Immunity Act, Sections 24-10-101, *et seq.*, C.R.S., the Board is granted the authority to obtain insurance; and

**WHEREAS**, the Colorado Open Meetings Law at Section 24-6-402(2)(d.5)(II)(A), C.R.S. specifies that discussions that occur in an executive session of a local public body shall be electronically recorded; and

**WHEREAS**, pursuant to Section 24-6-402(2)(d.5)(II)(E), C.R.S., such electronic recording of executive sessions shall be retained for at least ninety (90) days after the date of the executive session; and

**WHEREAS**, in accordance with the Public Deposit Protection Act, Sections 11-10.5-101 *et seq.*, C.R.S., the Board shall designate an official custodian with plenary authority to deposit

public funds in any bank which has been designated by the Colorado Banking Board as an eligible public depository; and

**WHEREAS**, in accordance with Section 32-1-104.8, C.R.S., the District must record a public disclosure document and a map of the boundaries of the District with the Clerk and Recorder of each county in which the District is located at any time that an order or decree confirming the inclusion of real property into the District is recorded; and

**WHEREAS**, in accordance with Section 32-1-104.5, C.R.S., (1) within one year of the date an order and decree has been issued by a district court for a newly organized metropolitan district; or (2) for all metropolitan districts organized after January 1, 2000, by January 1, 2023, such metropolitan district, shall establish, maintain and annually update an official website containing specific information as set forth in Section 32-1-104.5(3)(a), C.R.S.; and

**WHEREAS**, elections may be held pursuant to the Special District Act, Article 1 of Title 32, C.R.S.; the Uniform Election Code of 1992, Articles 1 to 13 of Title 1, C.R.S.; and the Colorado Local Government Election Code, Article 13.5 of Title 1, C.R.S., for the purpose of (1) electing members of the Board; and (2) presenting certain ballot questions to the eligible electors of the District; and

**WHEREAS**, Sections 1-1-111(2), 1-13.5-108 and 32-1-804(2), C.R.S. provide that all powers and authority granted to the Board may be exercised by a “Designated Election Official” designated by the Board.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SHERIDAN STATION WEST METROPOLITAN DISTRICT AS FOLLOWS:**

1. The Board directs the District’s manager to prepare an accurate map in accordance with the standards specified by the Division or directs the District’s manager to prepare a letter asserting there have been no changes in the boundaries of the District, as applicable, for filing with the County Assessor, County Clerk and Recorder and the Division as required by Section 32-1-306, C.R.S on or before January 1.
2. The Board directs management to notify the Department of the District’s name, principal address and/or mailing address, agent’s name and agent’s mailing address in accordance with Sections 24-10-109 and 24-32-116, C.R.S.
3. The Board directs management to: (1) provide notice, containing certain information about the District, to the eligible electors of the District, not earlier than November 16 and not later than January 15, in one or more of the ways set forth in Section 32-1-809(2), C.R.S; and (2) in accordance with Section 32-1-104(2), C.R.S., file a copy of the notice with the Board of County Commissioners, County Assessor, County Treasurer, County Clerk and Recorder’s Office in each county in which the District is located, the governing body of any municipality in which the District is located and with the Division. The Board further directs that a copy of

the notice shall be made available for public inspection at the principal business office of the District.

4. The Board directs the accountant for the District to submit a proposed budget to the Board by October 15; to schedule a public hearing on the proposed budget; to prepare a final budget, including any resolutions adopting the budget, appropriating moneys and fixing the rate of any mill levy; to prepare budget resolutions, including certification of mill levies and amendments to the budget if necessary; to certify the mill levies on or before December 15; and directs management to file the approved budgets and amendments thereto with the proper governmental entities not later than thirty (30) days after the beginning of the fiscal year of the budget adopted, in accordance with the Local Government Budget Law of Colorado.
5. The Board directs management to prepare and file a current list of all contracts in effect with other political subdivisions with the Division within thirty (30) days of receiving a request therefor from the Division, if applicable.
6. The Board directs legal counsel and/or the accountant to prepare and file the annual public securities report for nonrated public securities issued by the District with the Department within sixty (60) days following the end of the District's fiscal year, if applicable.
7. The Board directs the accountant to file either an application for exemption from audit with the State Auditor within three (3) months after the close of the District's fiscal year, or that an audit of the financial statements is prepared and submitted to the Board within six (6) months after the close of the District's fiscal year. Further, the Board directs that the audit report be filed with the State Auditor within thirty (30) days after the Board's receipt of the audit report from the auditor.
8. The Board directs legal counsel to prepare the Unclaimed Property Act report and forward to the State Treasurer by November 1, if applicable.
9. The Board designates the *HUB for Lakewood* as a newspaper of general circulation within the boundaries of the District or in the vicinity of the District if none is circulated within the District, and directs that all legal notices shall be published in accordance with applicable statutes in the *HUB for Lakewood*.
10. The Board designates the URL Domain <https://sheridanstationwestmd.colorado.gov/>, as the District's official website and posting place for notices of meetings in 2024 pursuant to Sections 24-6-402(2)(c) and 32-1-104.5, C.R.S. and ratifies their designation of <https://sheridanstationwestmd.colorado.gov/>, as the posting place for notices of meetings in 2023 for purposes of Sections 24-6-402(2)(c) and 32-1-104.5, C.R.S. Further, in compliance with Section 24-6-402(2)(III), C.R.S., the Board designates the posts at 10<sup>th</sup> Avenue and Depew Street, as the public place within the boundaries of the District at which it may post notices of meetings if it is unable to post a notice on the District's official website.

11. The Board directs management to maintain and update the official website of the District in compliance with Section 32-1-104.5(3)(a), C.R.S.
12. Emergency meetings may be called without notice, if notice is not practicable, by the president of the Board or any two (2) Directors in the event of an emergency that requires the immediate action of the Board in order to protect the public health, safety and welfare of the property owners and residents of the District. If possible, notice of such emergency meeting may be given to the Directors of the Board by telephone or whatever other means are reasonable to meet the circumstances of the emergency, and shall be provided to the public via any practicable means available, *if any*, including, but not limited to, posting notice of such emergency meeting on the District's website, if any. At such emergency meeting, any action within the power of the Board that is necessary for the immediate protection of the public health, safety and welfare may be taken; provided however, that any action taken at an emergency meeting shall be ratified at the first to occur: (a) the next regular meeting of the Board, or (b) the next special meeting of the Board.
13. The Board determines to hold regular meetings on June 7, 2024 and December 6, 2024, at 10:00 A.M. via video conference at <https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUIZZc1VMWTJFZjFHdz09> and via telephone conference at Dial-In: 1-719-359-4580, Meeting ID: 862 6755 0643, Passcode: 987572. The Board directs those notices of all meetings must include the method or procedures, including the conference number and/or link, by which members of the public can attend the meeting. Any additional means of public participation, if any, will also be designated on the meeting agenda.
14. The Board determines to hold its annual meeting as required by Section 32-1-903(6), C.R.S. on December 6, 2024, at 9:30 A.M. via video conference at <https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUIZZc1VMWTJFZjFHdz09> and via telephone conference at Dial-In: 1-719-359-4580, Meeting ID: 862 6755 0643, Passcode: 987572. The Board directs those notices of all meetings must include the method or procedures, including the conference number and/or link, by which members of the public can attend the meeting. Any additional means of public participation, if any, will also be designated on the meeting agenda.
15. Pursuant to Section 32-1-904, C.R.S., the Board determined that the office of the District shall be at Special District Management Services, Inc., 141 Lakewood Boulevard, Suite 150, Lakewood, Colorado 80228. .
16. The Board directs management to prepare, administer and file an oath or affirmation in accordance with Sections 32-1-901 and 24-12-101, C.R.S. In addition to the oath or affirmation, the Board directs management to procure either crime insurance in accordance with Section 24-14-102(2), C.R.S. or a bond for each Director as required by Section 32-1-901, C.R.S., in the total amount of \$10,000, and to file copies of the crime insurance or bond with the Clerk of the Court and the Division.

17. The Board hereby elects the following officers for the District:

President/Chairman: Ashley Begley  
Treasurer: Zachary Nemeroff  
Secretary: Peggy Ripko  
Assistant Secretary: Sara Wright  
Assistant Secretary: \_\_\_\_\_

18. The Board directs that each Director may receive compensation for services as Directors in accordance with Sections 32-1-902(3)(a)(I) & (II), C.R.S.
19. The Board has determined that when so directed by one or more Directors legal counsel will file conflict-of-interest disclosures provided by Directors with the Secretary of State seventy-two (72) hours prior to each meeting of the Board. In addition, written disclosures provided by Directors required to be filed with the governing body in accordance with Section 18-8-308, C.R.S. shall be deemed filed with the Directors of the District when filed with the Secretary of State.
20. The Board authorizes the use of electronic records and electronic signatures. Use of electronic records and electronic signatures, when conducting transactions and in relation to the administration of the affairs of the District, will be performed and governed in accordance with the Uniform Electronic Transactions Act, Sections 24-71.3-101 *et seq.*, C.R.S.
21. The Board does not operate or maintain an electronic mail communication system devoted to the District but recognizes that its Directors and consultants may utilize electronic mail to conduct matters on behalf of the District and that such communications may be a public record under the Colorado Open Records Act and may be subject to public inspection under Section 24-72-203, C.R.S.
22. The Board directs legal counsel to issue notice of indebtedness to the Board of County Commissioners or to the governing body of the municipality that has adopted a resolution of approval of the District, as applicable, and to record such notice with the County Clerk and Recorder in each county in which the District is located within thirty (30) days of incurring or authorizing any indebtedness in accordance with Sections 32-1-1604 and 32-1-1101.5(1), C.R.S. The Board also directs legal counsel to certify the results of any ballot issue election to incur general obligation indebtedness to the Board of County Commissioners of each county in which the District is located, to the governing body of a municipality that has adopted a resolution of approval of the District, as applicable, and the Division of Securities within forty-five (45) days after such election, or at least thirty (30) days before the District's issuance of any general obligation debt if not previously certified, in accordance with Section 32-1-1101.5(1), C.R.S.
23. The Board directs legal counsel to prepare and file, if requested, the quinquennial finding of reasonable diligence with the Board of County Commissioners or to the

governing body of a municipality that has adopted a resolution of approval of the District, as applicable, in accordance with Section 32-1-1101.5(1.5), C.R.S.

24. The Board directs management to prepare and file an annual report as required under the Service Plan for the District and Section 32-1-207(3)(c), C.R.S., as applicable.
25. The District is currently a member of the Special District Association (“SDA”) and insured through the Colorado Special Districts Property and Liability Pool. The Board directs the District’s accountant to pay the annual SDA membership dues and insurance premiums in a timely manner and complete all necessary conditions of the third-party insurance agent, as applicable. The Board will review all insurance policies and coverage in effect to determine appropriate insurance coverage is maintained, at least biannually.
26. The Board directs the custodian of all electronic recordings of executive sessions to retain all electronic recordings of executive sessions for purposes of the Colorado Open Meetings Law for ninety (90) days after the date of the executive session. The Board further directs the custodian to systematically delete all recordings of executive sessions made for purposes of the Colorado Open Meetings Law at its earliest convenience after the ninetieth (90<sup>th</sup>) day after the date of the executive session.
27. The Board hereby designates the District’s accountant as its official custodian over public deposits in accordance with Sections 11-10.5-101 *et seq.*, C.R.S.
28. The Board directs legal counsel to prepare the special district public disclosure statement in accordance with Section 32-1-104.8, C.R.S. and record the statement with the County Clerk and Recorder at any such time as a decree or order of inclusion of real property into the District’s boundaries is recorded.
29. Peggy Ripko, of Special District Management Services, Inc., is hereby appointed as the “Designated Election Official” of the Board for any elections to be held during 2024 and any subsequent year unless another Designated Election Official is appointed by resolution. The Board hereby grants all powers and authority for the proper conduct of the election to the Designated Election Official, including, but not limited to, appointing election judges, appointing a canvass board, cancelling the election, if applicable, and certifying election results.
30. The Board hereby authorizes legal counsel, the District manager, and District accountant to use the District’s name and a brief description of the work performed for the District for marketing purposes, including identifying the District in presentations, proposals, and publications, provided that no confidential information about the District is revealed.

**[The remainder of this page is intentionally left blank.]**

Whereupon a motion was made and seconded, and upon a majority vote this Annual Resolution was approved by the Board.

**ADOPTED AND APPROVED THIS 8<sup>TH</sup> DAY OF DECEMBER 2023.**

SHERIDAN STATION WEST METROPOLITAN  
DISTRICT

---

Ashley Begley, President

ATTEST:

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Peggy Ripko, Secretary



**CERTIFICATION**

I, Peggy Ripko, Secretary of the Board of the Sheridan Station West Metropolitan District, do hereby certify that the annexed and foregoing Resolution is a true copy from the records of the proceedings of the Board of said District, on file with Icenogle Seaver Pogue, P.C., general counsel to the District.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the District, at the County of Jefferson Colorado, this 8<sup>th</sup> day of December 2023.

---

Peggy Ripko, Secretary

[SEAL]



# Estimate

4191 Inca St  
Denver CO 80211  
Phone (303) 350-4778 Fax (303) 232-3344

Date: 11/7/2023  
Job # 8483MNT

Sheridan Station West  
Special District Management Services, Inc.  
5522 W 11th Pl  
Lakewood, CO 80214

Bid Description: Fence/Gate Repairs

Item Name: Item Cost

Notes - PST was contacted to provide an estimate for the fence and gate repairs. Remove and replace (2) 4" x 4" post. Remove and re-install (9) fence rails that are attached to the (2) 4" x 4" post. Replace (2) 2" x 4" bowed fence railings. Install wood shims to replace metal washers. Re-install gate.

- 1) Remove the existing gate.
- 2) Remove (11) 2" x 4" existing fence railings.
- 3) Remove (2) existing 4" x 4" posts to the left and right of the gate.
- 4) Install (2) new 4" x 4" posts into the ground 36".
- 5) Re-install (9) existing 2" x 4" x 8' fence railings.
- 6) Install (2) new 2"x4"x 8' fence railings. Far left top rail and middle left fence rail.
- 7) Install wood shims to replace the existing metal washers.
- 8) Re-install the existing gate.
- 9) Re-install the latch mechanism.
- 10) Make sure the gate is working properly.
- 11) Clean up job-related debris.



Notes

- 1) Job will take one day to complete, weather dependent.
- 2) Any items not listed above or unforeseen conditions will result in change order.
- 3) 30% commencement is required for the order of material.

Total

\$ 1,587.78



Respectfully submitted by \_\_\_\_\_

Scott Chandler, Property Solutions Team

ACCEPTANCE OF PROPOSAL / CONTRACT

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Accepted by: \_\_\_\_\_

Printed Name & Title: \_\_\_\_\_

Terms and Conditions & Exclusions:

- \* All material is guaranteed to be as specified, the work to be performed in accordance with the drawings and/or specifications submitted (if any), and the job completed in a substantial workmanlike manner.
- \* This Proposal is based on our interpretation of the plans, specifications, or description of the work supplied by Owner. Estimate subject to equitable adjustment due to Owner directed changes in anticipated specifications, sequence, scope, or schedule.
- Excludes any utility relocates or repairs that may be required.
- Excludes any and all associated cost with winter conditions and will be addressed on a time and material bases if required. (i.e. Including but not limited to acts of God, excessive snow, frozen ground, below freezing temperatures and other unforeseen conditions)
- I reserve the right to revise this report if and when additional information is provided.
- \* This proposal is valid for a period of 30 days from its effective date.
- Note: The owner to have the property tested for asbestos and lead prior to start of work on any building constructed prior to October 12, 1988, as per Colorado Department of Public Health and Environment Regulation No. 8 part B - Asbestos section III subparagraph III.A.I.d., all abatement by OWNER.
- Note: If the estimate contains materials that fluctuate in price, i.e. steel, petroleum, etc. the estimate may change if not accepted within 30 days.
- \* If accepted, the above items noted as "OPTIONS" will be incorporated into the contract through a change order, therein modifying the contract amount accordingly.

Exclusions:

- \* Engineering, life safety, or permits.
- \* Code related upgrades or corrections.
- \* Bonding, permitting, or any related fees.
- \* Remediation, removal, or abatement of any hazardous or toxic materials (e.g. lead paint, asbestos, etc.).
- \* EPA regulations and requirements are the responsibility of the owner.



TWO COLORADO BRANDS, TRANSFORMING LANDSCAPE TOGETHER



## ENVIRONMENTAL DESIGNS, LLC

www.environmentaldesigns.com

Brighton | Golden | Centennial | Northern Colorado | Castle Rock | Colorado Springs

# LANDSCAPE MAINTENANCE AGREEMENT

EDLLC Contact: Eric VanLaren

Project Name: Sheridan Station West Metro District  
Project Address 1045 Depew St., Lakewood, CO 80214

Proposal #: 111126

Effective Date: January 1, 2024

Termination Date: December 31, 2024

THIS LANDSCAPE MAINTENANCE AGREEMENT (the "Agreement") is made and entered into as of 1/1/2024 (the "Effective Date") by and between Environmental Designs, LLC (the "Contractor") and Sheridan Station West Metro District (the "Client"). The Client and Contractor agree as follows:

### 1. SCOPE OF WORK

A. The Contractor agrees to perform the work and services under this Agreement at its sole expense for all labor, materials, services, equipment, and tools required to fulfill its obligations and to properly execute and complete the work as described more particularly on the attachment (the "Work") identified as Exhibit A.

B. The Contractor shall commence work on the Effective Date and shall expire on the Termination Date unless sooner terminated as provided in this Agreement.

### 2. GENERAL PROVISIONS

A. The Contractor shall be responsible for any damages caused by his work force while performing the requirements of this agreement. The Contractor shall provide Labor and Materials for the repair or replacement of these damages.

B. This proposal shall expire unless accepted in writing, by Client and an authorized agent of Contractor, as evidenced by their signatures below, and the offering party receives notice of acceptance within ten (10) calendar days of the date of this contract. If accepted, this document shall become a contract between Client and Contractor. A copy of this document may be executed by each party, separately, and when each party has executed a copy thereof, such copies taken together shall be deemed to be a full and complete contract between Client and Contractor.

C. This agreement constitutes the entire contract between the Client and Contractor, and any prior agreements pertaining thereto, whether verbal or written, have been merged and integrated into this contract. No subsequent modification of any of the terms of this contract shall be valid, binding upon the parties, or enforceable unless made in writing and signed by both the Client and an authorized agent of Contractor. Any obligation in this contract that, by its terms, is intended to be performed after completion shall survive the same.

### 3. TERMINATION

A. Either party may terminate this Agreement by written notice by certified mail to the other party. Notice to be given at least thirty (30) days prior to the effective date of such termination.

B. Contractor and Client agree that the work performed is proportionally greater during the growing season. In the event of termination full payment for actual services performed or materials provided become due and payable on or before date of termination. In the event of pre-payment of services or materials not performed or provided, a refund will be due and payable on termination date.

C. In the event that Contractor cannot secure an adequate labor force to perform the work as outline within this agreement, at the sole discretion of Contractor, Contractor may cancel this agreement without penalty from Client subject to notification as outlined above.

D. If payment for services rendered is delinquent by thirty (30) days or more, Environmental Designs, Inc. reserves the right to suspend services until the account is made current without any breach of contract.

### 4. INSURANCE

A. During the term of this agreement, Contractor shall maintain general liability insurance, automobile liability insurance, employer's liability and workers compensation insurance covering its activities in connection with the services and any work order. Such insurance shall be in commercially reasonable amounts and evidence of such insurance will be provided to client upon request.

**5. ADDITIONAL SERVICES AVAILABLE**

A. Should any additional services be necessary and should Client desire Contractor to perform such or any other additional work requested by Client, Client may direct Contractor to make changes, additions, and deletions to the work, which shall be documented in a written "Change Order." Contractor shall promptly proceed in compliance therewith. Contractor shall submit, in writing, any claim for payment for the additional work. Additional work and or services will be billed separately, and all payments are due upon receipt. The performance of, and the payment for additional services are subject to all of the terms and conditions of this Agreement.

B. The Contractor offers the following services to complete their Landscape Maintenance & Construction Package:

- 1. Full Landscape Design Services by in house Architects and Designers.
- 2. All sizes of landscape construction projects, both residential and commercial.
- 3. Irrigation system design, installation, and service.
- 4. Annual Floral Color design, installation, and maintenance including beds, pots, hanging pots, decksapes, etc.
- 5. Replacement of or addition of trees, shrubs, ornamental grasses, and perennial flowers.
- 6. Full Plant Health Care (PHC) including pest control, fertilization, and deep root watering.
- 7. Full Arbor Services including tree pruning, tree removal, and stump grinding.
- 8. Estate Maintenance Programs
- 9. Native Grass and Field Mowing
- 10. Holiday Lighting and Decoration

**6. LIMITED WARRANTY**

A. Contractor warrants that its workmanship on all installations and repairs shall be performed in a good and workmanlike manner, and to be in accordance with generally accepted practices for similar services; and that any parts repaired or replaced by Contractor will be free from defects in workmanship until the end of this Agreement or for thirty (30) days, whichever is earlier. Client acknowledges that Contractor is NOT the manufacturer of the installed materials and equipment, and that Contractor makes no representations or warranties as to the installed materials and equipment or their specifications, fitness for a particular purpose, performance or merchantability other than as set forth in the preceding paragraph. Client agrees to look solely to such manufacturer to remedy any alleged deficiency in the installed materials and equipment and damages related directly or indirectly thereto. CONTRACTOR DISCLAIMS ALL OTHER WARRANTIES ON THE MATERIALS FURNISHED UNDER THIS AGREEMENT, INCLUDING ALL IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

**7. PAYMENT SCHEDULE**

A. All payments are to be made on or before that last day of each month. Billing cycle will be processed on the first for services performed for that month. Time and material charges will be invoiced separately and will be due NET 30 from date of invoice.

B. Payments past due fifteen (15) days shall incur a finance charge of 1.5% per month (18% per annum). ENVIRONMENTAL DESIGNS, LLC or its assignee shall be entitled to collect all reasonable costs and expenses of collection, including, but not limited to, reasonable attorney fees.

C. In consideration for the Contractor's performance of the Work included in this agreement and before any Additional Services Addendums, if any, the Client will pay the Contractor as follows:

12 Monthly Installments of: **\$1,465.79**  
Starting: **January 2024**  
Ending: **December 2024**  
Total Contract Price: **\$17,589.44**

D. In the event that the average fuel price index, as found on <http://www.denvergasprices.com>, reach or exceed \$4.00 per gallon, a fuel surcharge of 3% will be applied to all invoices associated with this Maintenance Agreement until fuel prices drop below the aforementioned benchmark price, said surcharge shall increase 3% for every \$0.50 increase above the benchmark price of \$4.00 per gallon.

**8. RATE ADJUSTMENT**

A. In the event an increase in the Consumer Price Index or state or federal minimum wage occurs during the life of this agreement, the price of this contract may be increased by a like percentage, however, not to exceed five (5) percent annually.

**9. ACCEPTANCE**

ENVIRONMENTAL DESIGNS, LLC  
12511 E. 112th. Avenue  
Henderson, CO 80640  
303-287-9113

Sheridan Station West Metro District  
1045 Depew St.  
Lakewood, CO 80214  
303-987-0835 x 237

\_\_\_\_\_  
Contractor Signature Date

\_\_\_\_\_  
Client Signature Date

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

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

# EXHIBIT A

## Scope of Services (the "Work")

|   |   |           |
|---|---|-----------|
| <p><b>Weekly Services</b></p> <p>Weekly Services shall include the weekly monitoring of landscape areas for loose trash and debris, trimming of turf areas where necessary, weed control in beds, blowing of grass clippings from walks, porches, and curb lines, and mowing of all turf areas to a height of 3"-4" from May to September and twice monthly in April and October. Steel-blade edging along sidewalks and curbs will be performed bi-monthly from April to October.</p> <p>The Contractor shall be selective in the chemical controls used so as to ensure against an improper application that may cause damage to turf, trees, or shrubs. The Contractor shall provide for the complete safety the user(s), the public, residents, and their properties. The Contractor shall meet all Colorado State and Environmental Protection Agency (EPA) licensing requirements.</p> <p><b>Commercial Applicators are licensed by the Colorado Department of Agriculture.</b></p> | <p>Frequency included in this Agreement</p> | <p>26</p> |
| <p><b>Aeration - Spring</b></p> <p>A core aeration of all turf areas shall be performed in the Spring to minimize the compaction of the soil which will promote greater air movement within the ground and, in turn, promote a healthier, stronger root system for the turf.</p>  | <p>Frequency included in this Agreement</p> | <p>1</p>  |
| <p><b>Fertilization - Spring Turf</b></p> <p>Spring Fertilization consists of an application of granular fertilizer containing a slow-release nitrogen compound applied to all turf areas. This application is crucial to a strong "green up" during the spring, and with the slow-release nitrogen, the product not only benefits the turf for a longer period of time but also helps it to hold its color later into the season. The Spring Fertilization application of fertilizer is coupled with a granular pre-emergent weed control to mitigate germination of weeds in turf areas. Thus, reducing the overall volume of weeds to be controlled with a broadleaf herbicide.</p>  | <p>Frequency included in this Agreement</p> | <p>1</p>  |
| <p><b>Fertilization - Summer Turf</b></p> <p>Summer Fertilization consists of an application of granular fertilizer containing a slow-release nitrogen compound applied to all turf areas. This application is crucial to maintaining a strong green appearance through the hot summer season and with the slow-release nitrogen, the product not only benefits the turf for a longer period of time but also helps it to hold its color later into the season.</p>   | <p>Frequency included in this Agreement</p> | <p>1</p>  |
| <p><b>Spring Leaf &amp; Debris Clean-up</b></p> <p>Spring Leaf &amp; Debris Clean-up consists of the cleaning of any leftover leaves, bed maintenance, and edging along sidewalks and hardscape as needed.</p>  | <p>Frequency included in this Agreement</p> | <p>1</p>  |
| <p><b>Fall Leaf &amp; Debris Clean-up</b></p> <p>Fall Leaf and Debris Clean-up includes the raking or blowing of leaves and removal from landscape areas after all of the leaves have fallen from the trees and shrubs on the property. All leaves and debris will be disposed of off site.</p>   | <p>Frequency included in this Agreement</p> | <p>1</p>  |
| <p><b>Prune / Cutback Grasses &amp; Perennials</b></p> <p>Prune / Cutback Grasses &amp; Perennials includes the late winter or early spring cutting of the Ornamental Grasses and Perennials to promote healthy growth in the next growing season.</p>  | <p>Frequency included in this Agreement</p> | <p>1</p>  |
| <p><b>Prune Trees &amp; Shrubs</b></p> <p>This service includes the one-time pruning of all shrubs and ornamental trees (up to 12' in height and branches 2" or less in diameter) on site at the appropriate time during the growing season to accommodate normal growing habits. This includes the removal of nuisance growth and site restrictions. Large tree trimming and removal, rejuvenation pruning, full removal of dead and/or dying branches &amp; limbs, and other major pruning projects are available upon request under separate bid.</p>  | <p>Frequency included in this Agreement</p> | <p>1</p>  |
| <p><b>Prune Trees &amp; Shrubs - Touchup</b></p> <p>This service includes additional rounds of selective pruning of nuisance growth and site restrictions on shrubs and ornamental trees (up to 12' in height and branches 2" or less in diameter) on site.</p>   | <p>Frequency included in this Agreement</p> | <p>3</p>  |
| <p><b>Irrigation Activation</b></p> <p>This service includes the activation of the irrigation system and a full system check. If any repairs are necessary to complete the activation of the irrigation system, a proposal for said repairs will be delivered for approval. Any delay in approving Spring Activation Repairs may result in a delay in fully activating the irrigation system.</p>   | <p>Frequency included in this Agreement</p> | <p>1</p>  |

# EXHIBIT A

## Scope of Services (the "Work")

|   |                                      |    |
|---|--------------------------------------|----|
| Irrigation Checks - Bi-Weekly   | Frequency included in this Agreement | 14 |
| <p>This service includes a full system check as necessary up to every other week during the growing season. This service includes checking the entire system for proper operation, the minor adjustment of irrigation heads, clearing plugged nozzles, and Irrigation Timer adjustments. In the event of a non-operable condition not caused by the Contractor's Mowing Operations, any irrigation system repairs necessary will be corrected and billed at \$80.00 per man hour plus materials and machine if necessary. This includes raising and lowering irrigation heads, clearing of plugged lines, replacement of broken or missing irrigation heads, redesign work, additions, valve locating, Irrigation Timer repairs and replacements, toning or tracing wires, and anything that requires digging or excavation.</p> <p>Contractor provides 24-Hour Emergency Service with a two hour minimum billed as outlined above.</p> |                                      |    |
| Irrigation Winterization  | Frequency included in this Agreement | 1  |
| <p>This service includes a fully system shutdown and Winterization.</p>   |                                      |    |
| Pre-Emergent Application-Beds/Parking   | Frequency included in this Agreement | 1  |
| <p>This service includes the spraying of a Pre-Emergent Weed Control Pesticide on all beds and cracks in the adjacent walks and parking areas.</p> <p>The Contractor shall be selective in the chemical controls used so as to ensure against an improper application that may cause damage to turf, trees, or shrubs. The Contractor shall provide for the complete safety the user(s), the public, residents, and their properties. The Contractor shall meet all Colorado State and Environmental Protection Agency (EPA) licensing requirements.</p> <p><b>Commercial Applicators are licensed by the Colorado Department of Agriculture.</b></p>   |                                      |    |
| Broadleaf Application Round 1   | Frequency included in this Agreement | 1  |
| <p>This service includes one broadcast application of a Selective Post-Emergent Weed Control Pesticide to all turf areas.</p> <p>The Contractor shall be selective in the chemical controls used so as to ensure against an improper application that may cause damage to turf, trees, or shrubs. The Contractor shall provide for the complete safety the user(s), the public, residents, and their properties. The Contractor shall meet all Colorado State and Environmental Protection Agency (EPA) licensing requirements.</p> <p><b>Commercial Applicators are licensed by the Colorado Department of Agriculture.</b></p>  |                                      |    |
| Broadleaf Application Round 2   | Frequency included in this Agreement | 1  |
| <p>This service includes one spot spray or full broadcast application of a Selective Post-Emergent Weed Control Pesticide to all turf areas as needed.</p> <p>The Contractor shall be selective in the chemical controls used so as to ensure against an improper application that may cause damage to turf, trees, or shrubs. The Contractor shall provide for the complete safety the user(s), the public, residents, and their properties. The Contractor shall meet all Colorado State and Environmental Protection Agency (EPA) licensing requirements.</p> <p><b>Commercial Applicators are licensed by the Colorado Department of Agriculture.</b></p>   |                                      |    |
| Winter Services   | Frequency included in this Agreement | 24 |
| <p>Winter Services are included under this agreement and shall consist of a weekly policing of the property for removal of loose trash &amp; debris.</p>  |                                      |    |

### Additional Services Addendums

In the event that any Additional Services are included in this agreement they shall be attached hereto as an Addendum to this Exhibit A and if executed properly shall be incorporated into the Scope of Services (the "Work") and any fees and terms shall be incorporated into this agreement.

**TOWING AGREEMENT**

This agreement is entered into between Elite Towing and Recovery, hereby known as Elite Towing, and \_\_\_\_\_, hereby known as Client, for towing services of vehicles on Client's property or properties listed in Addendum 1.

**Agreement Term:** This agreement will go into effect on \_\_\_\_\_. This agreement is for one year which will automatically renew but can be canceled anytime with a written thirty (30) day notice to Elite Towing. Client agrees to provide notice of cancellation in writing to Elite Towing.

**Scope of Service:**

1. **Providing Signage:** Elite Towing will provide and post necessary warning signs on the property. Additional custom signage may incur cost to the Client.
2. **Towing and Monitoring for Property:** Elite Towing will tow, impound from Client's property at Client's request. All vehicles towed by Elite Towing will be stored at 6435 York St. Denver, CO 80229. (see Addendum 1)
3. **Towing Authorization:** Client will provide a list of persons who are authorized to call in tows. (see Addendum 2)
4. **Damages:** Elite Towing will be held responsible for any damage that occurs because of Elite Towing negligence.

**Public Utilities Commission Disclosure:** The maximum rates for a non-consensual tow from private property, and the maximum drop charge if the vehicle is retrieved before removal from private property, are set by rule of the Public Utilities Commission. The owner of the vehicle will be responsible for all fees associated with towing the vehicle.

**ETR, LLC DBA Elite Towing & Recovery**

**Property Owner/Managers**

**Authorized Agent:** \_\_\_\_\_

**Authorized Agent:** \_\_\_\_\_

**Agent's Title:** \_\_\_\_\_

**Agent's Title:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

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

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



Addendum 1

Management Company Information:

|                                     |  |
|-------------------------------------|--|
| Property Management Company:        |  |
| Management Company Billing Address: |  |
| Management Company Phone:           |  |

Property Information:

|                                |  |
|--------------------------------|--|
| Property Name:                 |  |
| Property Address:              |  |
| Property Main Phone:           |  |
| Property General Email:        |  |
| Property Manager:              |  |
| Property Manager Direct Phone: |  |
| Property Manager Email:        |  |

| Permit Type:     | Yes                      | Permit Required Times: |
|------------------|--------------------------|------------------------|
| General Permits: | <input type="checkbox"/> |                        |
| Visitor Permits: | <input type="checkbox"/> |                        |
| Reserved Spaces: | <input type="checkbox"/> |                        |

| Call-In Only Property | Yes                      | No                       | Comments: |
|-----------------------|--------------------------|--------------------------|-----------|
|                       | <input type="checkbox"/> | <input type="checkbox"/> |           |

**\*Call ins will only be allowed by authorized persons designated by owner/manager listed in addendum 2\***

|               |  |       |  |
|---------------|--|-------|--|
| Completed By: |  | Date: |  |
|---------------|--|-------|--|

Addendum 2

List of Authorized Person to Request Tows Designated by Owner/Manager

| Name: | Title: | Phone: |
|-------|--------|--------|
|       |        |        |
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|       |        |        |

Authorized Agents Designated by ETR, LLC. DBA Elite Towing and Recovery (Subject to Changes)

| Name:          | Title:                 | Phone:       |
|----------------|------------------------|--------------|
| Steven Carnes  | Managing Partner       | 720-295-6062 |
| Tyson Broyles  | Managing Partner       | 720-295-6062 |
| Sara Bryant    | Account Manager        | 720-295-6062 |
| Jacob Hardin   | General Manager        | 720-295-6062 |
| Al Portnoy     | Account Representative | 720-295-6062 |
| Darren Pinkett | Account Representative | 720-295-6062 |

|               |  |       |  |
|---------------|--|-------|--|
| Completed By: |  | Date: |  |
|---------------|--|-------|--|

**RESOLUTION OF  
THE BOARD OF DIRECTORS OF THE  
SHERIDAN STATION WEST METROPOLITAN DISTRICT**

**A RESOLUTION ADOPTING AMENDED  
RULES AND REGULATIONS OF WEST LINE VILLAGE**

At a regular meeting of the Board of Directors of the Sheridan Station West Metropolitan District, Jefferson County, Colorado, held at 10:00 A.M., on Friday, December 8, 2023, via video conference at <https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUIZZc1VMWTJFZjFHdz09> and via telephone conference at Dial-In: 1-719-359-4580, Meeting ID: 862 6755 0643, Passcode: 987572, at which a quorum was present, the following resolution was adopted:

**WHEREAS**, Sheridan Station West Metropolitan District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado located in the City of Lakewood, County of Jefferson, State of Colorado; and

**WHEREAS**, pursuant to Section 32-1-1001(1)(m), C.R.S., the District’s Board of Directors (the “Board”) has authority to adopt, amend, and enforce bylaws and rules and regulations not in conflict with the constitution and laws of the State of Colorado for carrying on the business, objects, and affairs of the Board and the District; and

**WHEREAS**, Sheridan Station Transit Village LLC, a Colorado limited liability company, the owner and master developer of West Line Village, executed a Declaration of Covenants, Conditions and Restrictions of West Line Village, recorded with the Jefferson County Clerk and Recorder at Reception No. 2017100573, as amended by that First Amendment to Declaration of Covenants, Conditions and Restrictions of West Line Village recorded in Clerk and Recorder’s Office for Jefferson County on June 12, 2018 at Reception No. 2018052987 (the “Declaration”); and

**WHEREAS**, on June 20, 2017, the Board adopted Resolution 2017-06-01, Resolution of the Board of Directors of Sheridan Station West Metropolitan District Acknowledging and Adopting the Declaration of Covenants, Conditions and Restrictions of West Line Village, which acknowledged the District’s authority to administer and enforce the Declaration; and

**WHEREAS**, pursuant to Section 2.4 of the Declaration, the District has authority to adopt, amend, repeal, and enforce rules and regulations concerning and governing the West Line Village; and

**WHEREAS**, on June 20, 2017, the Board adopted Resolution 2017-06-02, Resolution Adopting the Rules and Regulations of Sheridan Station West Metropolitan District Related to West Line Village (the “Original Rules and Regulations”); and

**WHEREAS**, the Original Rules and Regulations were amended and restated by that certain Resolution 2018-08-05, Resolution of the Board of Directors of Sheridan Station West

Metropolitan District Adopting the Amended Rules and Regulations of Sheridan Station West Metropolitan District Related to West Line Village, dated August 24, 2018, by that certain Resolution 2019-06-03, Resolution of the Board of Directors of Sheridan Station West Metropolitan District Adopting the Amended Rules and Regulations of Sheridan Station West Metropolitan District Related to West Line Village, dated June 20, 2019, and by that certain Resolution Adopting Amended Rules and Regulations of West Line Village dated December 10, 2021, and by that certain Resolution Adopting Amended Rules and Regulations of West Line Village dated December 9, 2022 (collectively, the “Existing Amended Rules and Regulations”); and

**WHEREAS**, based on recent changes in legislation, the Board has determined it is necessary to adopt further revisions to the Existing Amended Rules and Regulations to provide for the efficient operation, governance, and management of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SHERIDAN STATION WEST METROPOLITAN DISTRICT THAT:**

1. Adoption by the Board. The Board hereby adopts the Amended and Restated Rules and Regulations of West Line Village dated December 8, 2023 attached hereto as **Exhibit A**, which are incorporated herein by this reference.

2. Superseding Effect. The Amended and Restated Rules and Regulations of West Line Village dated December 8, 2023 supersede in full the Original Rules and Regulations, the Existing Amended Rules and Regulations, and any other policies and rules on the same subject matter.

3. Binding Effect. The Amended and Restated Rules and Regulations of West Line Village dated December 8, 2023, as amended and restated herein, are effective as of the date of this Resolution and shall hereinafter be binding upon the property encumbered by the Declaration and within the boundaries of the District.

**[Remainder of page intentionally left blank.]**

Whereupon, a motion was made and seconded, and upon a majority vote this Resolution was approved by the Board.

**ADOPTED AND APPROVED THIS 8<sup>th</sup> DAY OF DECEMBER 2023.**

**SHERIDAN STATION WEST  
METROPOLITAN DISTRICT**

---

Ashely Begley, President

ATTEST:

---

Sara Wright, Assistant Secretary

**Exhibit A**

Amended and Restated Rules and Regulations of West Line Village  
Dated December 8, 2023

**AMENDED AND RESTATED  
RULES AND REGULATIONS  
OF  
WEST LINE VILLAGE**

Adopted by the Board of Directors on December ~~89~~, 202~~32~~

Style Definition: TOC 2: Tab stops: 0.88", Left + 6.74",  
Right,Leader: ...

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**1. INTRODUCTION**

**1.1 Basis for Rules and Regulations**

These Rules and Regulations (the “Rules”) are intended to assist Owners living in the West Line Village community (the “Community”). Pursuant to the Declaration of Covenants, Conditions and Restrictions of West Line Village (“Declaration”), recorded at Reception No. 2017100573, the Sheridan Station West Metropolitan District (“District”) is authorized to adopt rules and regulations for the Community.

**1.2 Definitions**

All capitalized words and phrases used in these Rules shall have the meaning provided in the Declaration unless otherwise defined herein.

**1.3 Contents of Rules**

In addition to the introductory material, these Rules contain (A) a summary of procedures for obtaining approval from the ARC (see Section 2); and (B) a listing of specific types of improvements that Owners might wish to make with specific information as to each of these types of improvements (see Section 3).

**1.4 Architectural Review Committee or Representative**

The ARC consists of persons, representatives or a committee appointed to review requests for approval of architectural or site changes.

**1.5 ARC Contact Information**

The contact information of the ARC, persons, committee or representative authorized to administer the architectural review process is:

| COMPANY NAME                                | OFFICE                | FAX                   | E-MAIL              |
|---|-----------------------|-----------------------|---------------------|
| <u>Special District Management Services</u> | <u>(303) 987-0835</u> | <u>(303) 987-2032</u> | <u>cm@sdmsi.com</u> |

**1.6 Effect of Declaration**

The Declaration governs the Community. Each Owner should review and become familiar with the Declaration. Nothing in these Rules supersedes or alters the provisions or requirements of the Declaration and, if there is any conflict or inconsistency, the Declaration will control.

### **1.7 Effect of Governmental and Other Regulations**

Use of property within the Community and any Improvements must comply with any applicable building codes and other governmental requirements and regulations. Owners are encouraged to contact Jefferson County (“County”) and the City of Lakewood (“City”) and the Consolidated Mutual Water Company (“Consolidated”) for further information and requirements for Improvements they wish to make.

**APPROVAL BY THE ARC DOES NOT CONSTITUTE ASSURANCE THAT IMPROVEMENTS COMPLY WITH APPLICABLE GOVERNMENTAL REQUIREMENTS OR REGULATIONS OR THAT A PERMIT OR APPROVALS ARE NOT ALSO REQUIRED FROM APPLICABLE GOVERNMENTAL BODIES.**

### **1.8 Water Service**

Water service to the Community is provided by Consolidated, which is a Colorado non-profit corporation and is a mutual company (i.e., it is owned by its shareholders); Consolidated is not a government authority. All Owners and the District are subject to all of the Articles of Incorporation, Bylaws, Engineering Standards, rules, regulations, policies and procedures (the “Consolidated Rules”) promulgated by Consolidated from time to time, including, without limitation, Consolidated Rules concerning failure to pay water service bills and Consolidated’s right and procedure to suspend and to disconnect service from customers that are delinquent in payment or use water in an unauthorized manner. All Owners and the District are required to observe, abide by, and comply with the Consolidated Rules. At such time as an Owner desires to sell his/her home, that Owner must provide his/her buyer with copies of the Consolidated Rules as part of the due diligence documents provided to his/her buyer or shall inform his/her buyer in writing that the Consolidated Rules are available from the District upon request. Copies of the Consolidated Rules shall also be available from the District upon request.

### **1.9 Interference with Utilities**

In making Improvements to property, Owners are responsible for locating all water, sewer, gas, electrical, cable television, or other utility lines or easements. Owners should not construct any Improvements over such easements without the consent of the utility involved, and Owners will be responsible for any damage to any utility lines. All underground utility lines and easements can be located by contacting:

**Utility Notification Center of Colorado**

**1-800-922-1987**

### **1.10 Goal of Rules**

Compliance with these Rules and the provisions of the Declaration will help preserve the inherent architectural and aesthetic quality of the Community. It is the responsibility of the ARC to ensure that all proposed Improvements meet or exceed the requirements of these

Rules and to promote the highest quality design for the neighborhood. It is important that Improvements to property be made in harmony with and are not detrimental to the rest of the Community. A spirit of cooperation with the ARC and neighbors will go far in creating an optimum environment, which will benefit all Owners. By following these Rules and obtaining prior written approval for Improvements to property from the ARC, Owners will be protecting their financial investment and will help ensure that Improvements to property are compatible with standards established for the Community. If a question ever arises as to the correct interpretation of any terms, phrases or language contained in these Rules, the ARC's interpretation shall be final and binding.

## **2. PROCEDURES FOR ARC APPROVAL**

### **2.1 General**

The procedures set forth in this Article 2 are intended to clarify the terms, provisions and requirements of Article 4 of the Declaration. In the event of any conflict between these rules and the Declaration, the terms of Article 4 in the Declaration shall control. As indicated in Section 3 of these Rules, there are some cases in which advance written approval of the ARC is not required if the Rules with respect to that specific type of Improvement are followed. In a few cases, as indicated in Section 3, a specific type of Improvement is not permitted under any circumstances. In all other cases, including Improvements not included in Section 3, advance, or prior written approval by the ARC is required before an Improvement to property is commenced.

### **2.2 Drawings or Plans**

Owners are required to submit to the ARC a completed Architectural Review Request Form ("ARR"), which forms are available from the person or entity listed in Section 1.5, the current version of which is attached as Appendix A, and complete plans and specifications, in duplicate, (said plans and specifications to show exterior design, height, materials, color, location of the structure or addition to the structure, plotted horizontally and vertically, location and size of driveways, general plan of landscaping, fencing, walls, windbreaks and grading plan, as well as such other materials and information as may be required) prior to commencement of work on any Improvement to property. In most cases, the materials to be submitted will *not* have to be professionally prepared by an architect or draftsman, and a simple drawing with dimensions and description will be sufficient. In the case of major improvements, such as room additions, structural changes or accessory building construction, detailed plans and specifications, prepared by a licensed architect, may be required. Whether done by the Owner, or professionally, the following guidelines should be followed in preparing drawings or plans:

- A.** The drawing or plan should be done to scale and shall depict the property lines of your Lot and the outside boundary lines of the home as located on the Lot. If you have a copy of an improvement survey of your Lot obtained when you purchased it, this survey would be an excellent base from which to start.

- B.** Existing Improvements, in addition to your home, should be shown on the drawing or plan and identified or labeled. Such existing Improvements include driveways, walks, decks, trees, shrubs, fences, etc. The proposed Improvements should be shown on the plan and labeled. Either on the plan or on an attachment, there should be a brief description of the proposed Improvement, including the materials to be used and the colors. For Example: Replacement of front steps.
- C.** The plan or drawing and other materials should include the name of the Owner, the address of the home, the lot, block and filing number of the Lot, and the e-mail address and telephone number where the Owner can be reached.
- D.** Additions to and expansions of homes are not permitted. Improvements that may be approved generally are limited to new roofing, exterior painting, and replacement of windows and doors.
- E.** The proposed Improvements must take into consideration the easements, building location restrictions and sight distance limitations at intersections.
- F.** Owners should be aware that many Improvements require a permit from the County, the City or other governmental entity. The ARC reserves the right to require a copy of such permit as a condition of its approval.
- G.** In some instances, elevation drawings of the proposed Improvement will be required. The elevation drawings should indicate materials.
- H.** Photographs of existing conditions and of proposed materials and colors are encouraged to be included, and are helpful to convey the intended design, but should not be used solely to describe the proposed changes.

### **2.3 Submission of Drawings and Plans**

One copy of the drawing or plans (minimum acceptable size 8.5" x 11") must be submitted to the ARC along with a completed ARR. Submission may be electronically via e-mail. Color photographs, brochures, paint swatches, etc. will help expedite the approval process. Specific dimensions and locations are required.

Any Submittal Fees required by the ARR, the current version of which is attached as Appendix A, and any costs incurred by the ARC for review of submittals shall be borne by the Owner and shall be payable prior to final approval. Any reasonable engineering/consultant fees or other fees incurred by the ARC in reviewing any submission will be assessed to the Owner requesting approval of the submission.

### **2.4 Action by ARC**

The ARC will meet as required to review plans submitted for approval. The ARC may require submission of additional information or material, and the request will be deemed denied until all required information and materials have been submitted. The ARC will act upon all requests in writing within forty-five (45) days after the complete submission of

plans, specifications, and other materials and information as requested by the ARC. If the ARC fails to review and approve in writing (which may be with conditions and/or requirements) or disapprove, a request for architectural approval within forty-five (45) days after the complete submission of the plans, specifications, materials and other information with respect thereto, such request is deemed approved by the ARC.

## **2.5 Revisions and Additions to Approved Plans**

Any revisions and/or additions to approved plans made by the Owner or as required by any governmental agency, must be re-submitted for approval by the ARC. The revised plans must follow the requirements as outlined above.

## **2.6 Completion of Work**

After approval of an ARR (which may be with conditions and/or requirements) of any proposed Improvement by the ARC, the proposed Improvement shall be completed and constructed as promptly and diligently as possible, and in complete conformity with all conditions and requirements of the approval. Failure to complete the proposed Improvement within one year from the date of the approval or such other date as may be set forth in the approval or as set forth in the Declaration (the "Completion Deadline"), shall constitute noncompliance; provided, however, that the ARC may grant extensions of time to individual Owners for completion of any proposed Improvements, either (a) at the time of initial approval of such Improvements, or (b) upon the request of any Owner, provided such request is delivered to the ARC in writing and the Owner is diligently prosecuting completion of the subject Improvements or other good cause exists at the time such request is made.

## **2.7 Inspection of Work**

The ARC, or its duly authorized representative, shall have the right to inspect any Improvement at any time, including prior to or after completion, in order to determine whether or not the proposed Improvement is being completed or has been completed in compliance with the approval granted pursuant to this Section.

## **2.8 Notice of Non-Compliance**

If, as a result of inspections or otherwise, the ARC determines that any Improvement has been done without obtaining all required approvals (which may be with conditions and/or requirements), or was not done in substantial compliance with the approval that was granted, or has not been completed by the Completion Deadline, subject to any extensions of time granted pursuant to Section 2.6 hereof, then the ARC shall notify the District, and the District shall then notify the applicant in writing of the non-compliance (the "Notice of Non-Compliance"). The Notice of Non-Compliance shall specify the particulars of the non-compliance, shall state that the applicant is required to remedy or remove the non-compliance within not more than forty-five (45) days, and that if the non-compliance is not remedied or removed, that the District may impose fines upon the applicant as provided in Section 2.9. Proof of delivery of the Notice of Non-Compliance shall be placed in the records of the Board. Such proof shall be deemed adequate if a copy of the notice, together

with a statement of the date and manner of delivery, is entered by the officer, director, or agent who gave such notice. The notice requirement shall be deemed satisfied if the applicant files a response. The applicant shall respond to the Notice of Non-Compliance within ten (10) days after it receives the notice, regardless of whether the applicant is challenging the finding of non-compliance. The applicant may request a hearing before the Board by including the request for a hearing in or with such Owner's response to the Notice of Non-Compliance. If a hearing is timely requested, the hearing shall be held before the Board. At the hearing, the applicant shall be afforded a reasonable opportunity to be heard. The Board may adopt rules for the conduct of such hearings that may include, without limitation, rules that govern the presentation of evidence and witnesses and the ability of an applicant to question adverse witnesses. The minutes of the hearing shall contain a written statement of the results of the hearing.

## **2.9 Correction of Non-Compliance**

The Person responsible for any non-compliance shall remedy or remove the same within not more than forty-five (45) days from the date of receipt of the Notice of Non-Compliance or the hearing described in Section 2.8 if at such hearing the Board determines that a non-compliance exists. If such Person does not remedy or remove the non-compliance within such period, the ARC shall notify the District, and the District may, at its option and if allowed by applicable law, record a notice of non-compliance against the Lot on which the non-compliance exists, may impose fines in the amount of \$15.00 for each day for the first thirty (30) days such non-compliance exists and thereafter fines in the amount of \$30.00 for each day such non-compliance exists, penalties and interest, may remove the non-complying Improvement, or may otherwise remedy the non-compliance in accordance with the Declaration and applicable law. The Person responsible for such non-compliance shall reimburse the District, upon demand, for all costs and expenses, as well as anticipated costs and expenses, with respect thereto.

## **2.10 Amendment**

These Rules may at any time, from time to time, be added to, deleted from, repealed, amended, and modified, reenacted, or otherwise changed by the District, by majority vote or written approval of the members of the Board, with the approval of the Person authorized to appoint the Board, as changing conditions and/or priorities dictate.

## **2.11 Questions**

If you have any questions about the foregoing procedures, feel free to call the District at the phone number and address listed in the Section 1.5 of these Rules.

## **3. SPECIFIC TYPES OF IMPROVEMENTS / SITE RESTRICTIONS**

### **3.1 General**

The following is a listing, in alphabetical order, of a wide variety of specific types of Improvements which Owners typically consider installing, with pertinent information as to each. Unless otherwise specifically stated, drawings or plans for a proposed Improvement



must be submitted to the ARC and written approval of the ARC obtained before the Improvements are made. In some cases, where it is specifically so noted, an Owner may proceed with the Improvements without advance approval if the Owner follows the stated guideline. In some cases, where specifically stated, some types of Improvements are prohibited. ARC review and approval is required on any external items not be listed below.

### **3.1.1 Variances**

Approval of any proposed plans by the granting of a variance from compliance with any of the provisions of these Rules is at the sole discretion of the ARC when circumstances such as topography, natural obstructions, hardship, aesthetic or environmental considerations may require.

### **3.1.2 No Unsightliness**

All unsightly conditions, structures, facilities, equipment, and objects, including snow removal equipment and garden or maintenance equipment, when not in actual use, must be enclosed within a structure.

### **3.1.3 Waivers; No Precedent**

The approval or consent of the ARC to any application for approval shall not be deemed to constitute a waiver of any right to withhold or deny approval or consent as to any application or other matters whatsoever, as to which approval or consent may subsequently or additionally be required. Nor shall any such approval or consent be deemed to constitute a precedent in any other matter.

### **3.1.4 Liability**

The District, the Board and the ARC and the members thereof shall not be liable in damages to any person submitting requests for approval or to any approval, or failure to approve or disapprove in regard to any matter within its jurisdiction. The ARC shall not bear any responsibility for ensuring structural integrity or soundness of approved construction or modifications, or for ensuring compliance with building codes and other governmental requirements. The ARC will not make any investigation into title, ownership, easements, rights-of-way, or other rights appurtenant to property with respect to architectural requests and shall not be liable for any disputes relating to the same.

## **3.2 Accessory Buildings**

Accessory buildings are not permitted. That includes, without limitation, storage sheds, gazebos, playhouses and play structures.

## **3.3 Additions and Expansions**

Addition to or expansion of any home is not permitted.

### **3.4 Address Numbers**

Approval is required to replace, alter or relocate existing address numbers, unless the address numbers are replaced using the same style, color and type of number currently on the home.

### **3.5 Air Conditioning Equipment**

Approval is required for all air conditioning equipment including evaporative coolers (swamp coolers) and attic ventilators installed after the initial construction.

Approval is not required for replacement of existing air conditioning equipment with like equipment located in the same location as the equipment being replaced. Replacement with different equipment requires approval.

No heating, air conditioning, air movement (e.g., swamp coolers) or refrigeration equipment shall be placed or installed on rooftops, or extended from windows. Ground mounted or exterior wall air conditioning equipment installed in the yard must be installed in a manner so as to minimize visibility from the street and minimize any noise to adjacent property Owners.

### **3.6 Antennae/Satellite Dishes**

#### **3.6.1 General Provisions**

“Permitted Antennas” are defined as (a) an antenna which is less than one meter in diameter and is used to receive direct broadcast satellite service, including direct-to-home satellite services, or is used to receive or transmit fixed wireless signals via satellite; (b) an antenna which is less than one meter in diameter and is used to receive video programming services via multipoint distribution services, including multichannel multipoint distribution services, instruction television fixed services, and local multipoint distribution services or is used to receive or transmit fixed wireless signals other than via satellite; (c) an antenna which is designed to receive broadcast television broadcast signals; or (d) other antennas which are expressly permitted under applicable federal statutes or regulations. In the event a Permitted Antenna is no longer expressly permitted under applicable federal statutes or regulations, such antenna will no longer be a Permitted Antenna for purposes of this Section. Installation of Permitted Antennas shall not require the approval of the ARC.

1. All Permitted Antennas shall be installed with emphasis on being as unobtrusive as possible to the Community. To the extent that reception is not substantially degraded or costs unreasonably increased, all Permitted Antennas shall be screened from view from any street and nearby Lots to the maximum extent possible, and placement shall be made in the following order of preference:
  - (1) Inside the structure of the house, not visible from the street
  - (2) Rear yard or side yard, mounted on the house, in the least visible location below roofline

- (3) Back rooftop
  - (4) Any other location approved by the ARC.
2. If more than one (1) location on the Lot allows for adequate reception without imposing unreasonable expense or delay, the order of preference described above shall be used, and the least visible site shall be selected.
  3. Permitted Antennas shall not encroach upon common areas or any other Owner's property.
  4. Permitted Antennas may not be installed on balconies.

### **3.6.2 Installation of Antennae/Satellite Dishes**

1. All installations must comply with all applicable building codes and other governmental regulations, and must be secured so they do not jeopardize the safety of residents or cause damage to adjacent properties. Any installation must strictly comply with FCC guidelines.
2. All Permitted Antennas shall be no larger, nor installed more visibly, than is necessary for reception of an acceptable signal.
3. Owners are responsible for all costs associated with the Permitted Antenna, including but not limited to costs to install, replace, repair, maintain, relocate, or remove the Permitted Antenna.
4. All cabling must be run internally when feasible, must be securely attached, and must be as inconspicuous as possible. Permitted Antennas, masts and any visible wiring may be required to be painted to match the color of the structure to which they are attached. The Owner should check with the installer/vendor for the appropriate type of paint.
5. All other antennas, not addressed above, are prohibited.

### **3.7 Awnings**

Awnings, including, without limitation, cloth or canvas overhangs, and sunshades are not permitted.

### **3.8 Balconies and Decks**

Balconies are not permitted, except for reconstruction of a balcony constructed by a builder as part of the original construction of the home. Reconstruction requires approval of the ARC.

Decks require approval by the ARC prior to installation. Consideration will be given to size, construction and color. Any proposed deck shall conform with Section 3.17 Drainage.

### **3.9 Barbecue/Gas Grills**

Approval is not required. Only gas-fired barbeque grills are permitted; charcoal grills are not permitted. All barbecue grills, smokers, etc. must be stored in the Owner's garage or on a balcony or in a yard.

### **3.10 Basketball Backboards**

Not permitted, whether portable or affixed.

### **3.11 Birdbaths**

Approval is not required, subject to the following limitations. Placement in front or side yard is not allowed. Birdbaths are only permitted in the rear yard.

See Section 3.52, Statues or Fountains.

### **3.12 Birdhouses and Bird Feeders**

Approval is not required, subject to the following limitations. If installed in the rear yard and the size is limited to one foot by two feet, no approval is required. No more than one of each of a birdhouse or bird feeder shall be installed on any Lot. Birdhouses or bird feeders may be mounted on a pole, provided the pole shall not exceed five (5) feet in height.

### **3.13 Clothes Lines and Hangers**

Exterior clotheslines and hangers are permitted but must be retracted when not in use.

### **3.14 Decks**

See Section 3.8, Balconies and Decks.

### **3.15 Dog Houses**

Approval is required. Dog houses are restricted to six (6) square feet and must be located in a fenced rear yard. Dog houses must be installed at ground level, and must not be visible above the fence. Dog houses must also match the colors and materials of the exterior of the home. Limit of one dog house per Lot. Dog runs are not permitted.

### **3.16 Doors**

Approval is not required for an already existing main entrance door to a home or an accessory building if the material matches or is similar to existing doors on the house and if the color is generally accepted as a complimentary color to that of existing doors on the house. Complementary colors would be the body, trim or accent colors of the house or white (for storm/screen doors).

**A.** Storm Doors. Approval is required.

**B.** Security Doors and Windows. All security or security-type doors and windows must be approved prior to installation.

### **3.17 Drainage**

The Declaration requires that there be no interference with the established drainage pattern over any property. The established drainage pattern means the drainage pattern which exists at the time final grading of a Lot by the Declarant or a Builder is completed. It is very important to ensure that water drains away from the foundation of the house and that the flow patterns prevent water from flowing under or against the house foundation, walkways, sidewalks, and driveways into the street. Therefore, changes to landscaping are only permitted as provided in Section 3.28. The ARC may require a report from a drainage engineer as part of improvement plan approval. Landscaping and all drainage from downspouts off the house should conform to the established drainage pattern. Sump pump drainage should be vented a reasonable distance from the property line, on the Owner's property, to allow for absorption. Adverse effects to adjacent properties, including District lands, sidewalks and streets, will not be tolerated. Potted plants are permitted in containers not exceeding 18 inches in diameter.

### **3.18 Evaporative Coolers**

Approval is required. No rooftop or window mount installations are allowed.

See Section 3.5, Air Conditioning Equipment.

### **3.19 Exterior Lighting**

See Section 3.29, Lights and Lighting.

### **3.20 Fences**

Fences will be constructed by the Developer or Builder. Perimeter fences and fences between Lots may not be removed, replaced, painted a different color or altered by any Owner. Adding a gate to a fence requires the approval of the ARC. All perimeter fences and fencing separating lots are owned and maintained by the District. Owners with pets may install 4-inch x 2-inch weld wire mesh on yard fences only with the approval of the ARC, in which case such modification to the fencing shall be maintained by the Owner. If vertical planter boxes are installed on a perimeter fence pursuant to Sections 3.24 and 3.28, the Owner shall be solely liable for all costs associated with any damage or loss incurred to such perimeter fence, or any appurtenances thereto, which is caused by or attributable to the installation, existence, or removal of any such vertical planter box.

### **3.21 Fire Pits**

Fire pits are not permitted.

### 3.22 Firewood Storage

All firewood must be stored in the Owner's garage.

### 3.23 Flags/Flagpoles

The installation of flag poles shall be submitted to ARC review and approval. Flagpoles must be no higher than 20 feet from the ground when affixed to the ground and are limited to not more than 1 flagpole per residence. An Owner or resident may also display a flag on the inside of a window or door of the home, or on a balcony adjoining the home.

### 3.24 Gardens – Flower or Vegetable

Flower and vegetable gardens (as a plot of ground or elevated soil bed) are permitted for detached single family residences. For single family homes that share one or more walls with another unit, in-ground gardens are not permitted. For single family homes that share one or more walls with another unit, pPotted plants are allowed as follows: (a) in containers not exceeding 18 inches in diameter or 2 square feet; (b) in vertical planter boxes along the 6' privacy fence between Lots, subject to approval as outlined in Section 3.28 below; and (c) elevated garden boxes, subject to the criteria and approval as outlined in Section 3.28 below.

### 3.25 Grading and Grade Changes

See Section 3.17, Drainage.

### 3.26 Hanging of Clothes

See Section 3.13, Clothes Lines and Hangers.

### 3.27 Kennels

Approval will not be granted. Breeding or maintaining animals for a commercial purpose is prohibited.

### 3.28 Landscaping

Generally, changes to landscaping are not permitted. However, the ARC has determined that the changes listed herein may be approved for yards only, provided such changes comply with the submittal and approval requirements set forth in Section 2, drainage requirements of Section 3.17, and any other relevant part of these Rules or the Declarations.

Approval by the ARC is required for the following changes to landscaping, which shall be permitted only in the yard of each Lot:

- A. Installation of turf or other artificial grasses;

- B.** Installation of vertical planter boxes along the six-foot (6') privacy fence between Lots, anchored to the horizontal support beams of the fence, and subject to the requirements set forth in Section 3.20;
- C.** Installation of landscape edging;
- D.** Concrete, stepping stones, pavers, or paving consistent with Section 3.34; and
- E.** Installation of a pergola, either free-standing or "wall-mounted" to the residence, over the existing patio area in the rear yard of each Lot.
- F.** Elevated garden boxes are permitted subject to the criteria below:
  - 1.** made of a material that is designed to withstand outdoor weather elements year-round;
  - 2.** Properly installed with correct drainage in place as to not flood the area or any adjacent areas;
  - 3.** A color complimentary to the exterior of the home;
  - 4.** No more than 8" above the patio/balcony railing, if applicable;
  - 5.** Elevated garden boxes may not be larger than 3' by 5'.

**3.29 Lights and Lighting**

Approval is not required for replacing existing lighting, including coach lights, with the same or similar lighting style and color as originally installed.

Approval is required to modify or add exterior lighting.

Approval is required to install motion detector spotlights, spotlights, floodlights or ballasted fixtures (sodium, mercury, multi-vapor, fluorescent, metal halide, etc.).

- A.** Considerations will include, but may not be limited to, the visibility, style and location of the fixture.
- B.** Exterior lighting for security and/or other uses must be directed at the ground and house, whereby the light cone stays within the property boundaries and the light source does not cause glare to other properties (bullet type light fixtures are recommended).
- C.** Ground lighting along walks must be maintained in a working and sightly manner. Low- voltage or solar powered ground lighting fixtures which are typically affixed by stakes or similar posts are to be maintained in good aesthetic repair, be functional, not be a tripping or other physical hazard along pedestrian pathways, and remain generally vertical in their presentation.

**D.** Holiday lighting and decorations do not require approval. It is required that they not be installed more than forty-five (45) days prior to the holiday. They shall be removed within thirty (30) days following the holiday.

**3.30 Mailboxes**

Communal mailboxes are owned and maintained by the District. Changes by Owners are not permitted.

**3.31 Ornaments/Art - Landscape/Yard**

Approval is not required for yard ornaments which are installed in the rear yard and which are of a height less than three (3) feet.

Up to three (3) small (less than 12 inches in height) front yard ornaments may be installed in the front yard without approval, as long as the ornament is installed at ground level and the color and design integrate into the landscape.

Approval is required for any other yard ornaments.

See Section 3.51, Statues or Fountains.

**3.32 Painting**

Approval is required. The ARC generally will approve repainting if it is satisfied that color and/or color combinations are identical to the original manufacturer color established on the home and/or accessory improvement. Any changes to the color scheme must be submitted for approval and must conform to the general scheme of the Community.

**3.33 Patios - Enclosed**

See Section 3.3, Additions and Expansions.

**3.34 Paving**

Approval is required, regardless of whether for walks, driveways, patio areas or other purposes, and regardless of whether concrete, asphalt, brick, flagstones, stepping stones, pre-cast patterned, or exposed aggregate concrete pavers are used as the paving material.

**3.35 Pipes**

Approval is required for all exterior pipes, conduits and equipment. Adequate screening may also be required.

**3.36 Play Structures and Sports Equipment**

Play structures and sports equipment (trampolines, swing sets, fort structures, etc.) are not permitted.



**3.37 Playhouses**

Playhouse are not permitted.

**3.38 Poles**

See Section 3.23, Flags/Flagpoles.

**3.39 Ponds and Water Features**

Ponds and water features are not permitted.

**3.40 Radio Antennae**

See Section 3.6, Antennae/Satellite Dishes.

**3.41 Radon Mitigation Systems**

Approval is not required. Equipment must be painted a color similar or generally accepted as complimentary to the exterior of the house. All equipment shall be installed so as to minimize its visibility.

**3.42 Roofing Materials**

Approval is required for all roofing materials other than those originally used by the Builder. All buildings constructed on a Lot should be roofed with the same or greater quality and type of roofing material as originally used by the Builder.

Approval is not required for repairs to an existing roof with the same building material that exist on the building.

**3.43 Rooftop Equipment**

Approval is required. Equipment must be painted a color similar or generally accepted as complimentary to the roofing material of the house. All rooftop equipment shall be installed so as to minimize its visibility.

See Section 3.50 Solar Energy Devices.

**3.44 Satellite Dishes**

See Section 3.6, Antennae/Satellite Dishes.

**3.45 Screen Doors**

Screen doors require approval. See Section 3.16, Doors.

### **3.46 Seasonal Decorations**

Approval is not required if installed on a Lot within forty-five (45) days of a holiday, provided that an Owner is keeping with the Community standards, and provided that the decorations are removed within thirty (30) days of the holiday.

See Section 3.29, Lights and Lighting.

### **3.47 Security Devices.**

Approval is not required. Security devices, including cameras and alarms, must be selected, located and installed so as to be an integral part of the house and not distract from the home's architecture and appearance. Cameras and housing sirens, speaker boxes, conduits and related exterior elements should be unobtrusive and inconspicuous. Such devices should be located where not readily visible and should be a color that blends with or matches the surface to which it is attached.

### **3.48 Shutters - Exterior**

Approval is required. Shutters should be appropriate for the architectural style of the home and be of the appropriate proportion to the windows they frame. Shutters should be the same color as the "accent" color of the home (typically the same as the front door or other accent details).

### **3.49 Siding**

Approval is required.

### **3.50 Solar Energy Devices**

Approval is required in order to review aesthetic conditions. Photovoltaic (PV) Solar panels must lay flat on the roof, meet all applicable safety, building codes and electrical requirements, including solar panels for thermal systems (solar water heaters). The ARC is allowed to request changes as long as they don't significantly increase the cost by more than ten percent (10%) or decrease the efficiency of the proposed device and panels by more than ten percent (10%). Please also see Colorado Law C.R.S. 38-30-168, which governs the review and the Owner's installation of such devices.

### **3.51 Statues or Fountains**

Approval is not required if statues or fountains are installed in the rear yard and are not greater than four (4) feet in height from the highest point, including any pedestal.

Approval is required if the statue or fountain is proposed for the front yard. Statue or fountain location in the front yard should be located close to the main entrance of the house.

See Section 3.11, Birdbaths and Section 3.31, Ornaments/Art – Landscape/Yard

**3.52 Storage Sheds**

See Section 3.2, Accessory Buildings.

**3.53 Swamp Coolers**

See Section 3.5, Air Conditioning Equipment, Section 3.18, Evaporative Coolers, and Section 3.43, Rooftop Equipment.

**3.54 Television Antennae**

See Section 3.6, Antennae/Satellite Dishes.

**3.55 Trash/Garbage and Recycling Receptacles**

When not out for the purposes of pick-up, trash and recycling receptacles will be stored out of view. Trash cans/bags can be out from noon the day before collection day to noon the day after collection day.

**3.56 Tree Houses**

Approval will not be granted. Tree houses are not permitted.

**3.57 Vanes**

See Section 3.61, Weather Vanes and Directionals.

**3.58 Vents**

See Section 3.43, Rooftop Equipment.

**3.59 Walls**

See Section 3.20, Fences and Section 3.60, Walls, Retaining.

**3.60 Walls, Retaining**

New retaining walls are not permitted. Retaining walls installed by the Declarant will be maintained by the District.

**3.61 Weather Vanes and Directionals**

Approval is required.

**3.62 Wind Electric Generators**

Approval is required. In addition to ARC approval, windmills and any other type of fixture, which fall under the criteria of a wind generator, or are used to generate power etc., must

meet the requirement of the C.R.S. §40-2-124 and any applicable regulations of the Colorado Public Utilities Commission.

**3.63 Windows Replacement**

Approval is not required if windows are being replaced with substantially similar windows. Otherwise, approval is required. Considerations will include, but may not be limited to, size, color, existing and proposed window style and style of home.

**3.64 Windows: Tinting, Security Bars, etc.**

Approval is required for any visible window tinting. Highly reflective and/or dark tinting is considered too commercial for residential applications and is not permitted.

Approval is required for security bars and may not be approved on second story windows and other windows visible to the street.

*Remainder of page intentionally left blank.*

**Appendix A**

**APPENDIX A: Architectural Review Request Form**

**ARCHITECTURAL REVIEW REQUEST FORM**

Sheridan Station West Metropolitan District  
141 Union Blvd., Suite 150  
Lakewood, CO 80228  
303-987-0835

FOR OFFICE USE ONLY

Date Received \_\_\_\_\_  
Crucial Date \_\_\_\_\_  
Date Sent to Entity \_\_\_\_\_  
Date Rcvd from Entity \_\_\_\_\_

HOMEOWNER'S NAME(S): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EMAIL ADDRESS: \_\_\_\_\_  
PHONE(S): \_\_\_\_\_

My request involves the following type of improvement(s):

- Landscaping       Deck/Patio Slab       Roofing       Drive/Walk Addition  
 Painting       Patio Cover  
 Weld Wire Mesh       Other:  
Fencing

Include two copies of your plot plans, and describe improvements showing in detail what you intend to accomplish (see Article 2 of the Rules and Regulations of West Line Village). Be sure to show existing conditions as well as your proposed improvements and any applicable required screening (see the Rules and Regulations for requirement details for your specific proposed Improvement).

I understand that I must receive approval from the ARC in order to proceed with installation of Improvements if Improvements vary from the Rules and Regulations or, are not specifically exempt. I understand that I may not alter the drainage on my lot. I understand that the ARC is not responsible for the safety of Improvements, whether structural or otherwise, or conformance with building codes or other governmental laws or regulations, and that I may be required to obtain a building permit to complete the proposed Improvements. The ARC and the members thereof, as well as the District, the Board of Directors of the District, or any representative of the ARC, shall not be liable for any loss, damage or injury arising out of or in any way connected with the performance of the ARC for any action, failure to act, approval, disapproval, or failure to approve or disapprove submittals, if such action was in good faith or without malice. All work authorized by the ARC shall be completed within the time limits established specified below, but if not specified, not later than ninety (90) days after the approval was granted. I further understand that following the completion of my approved Improvement the ARC reserves to right to inspect the Improvement at any time in order to determine whether the proposed Improvement has been completed and/or has been completed in compliance with this Architectural Review Request.

Date: \_\_\_\_\_ Homeowner's Signature: \_\_\_\_\_

**ARC Action:**

- Approved as submitted
- Approved subject to the following requirements:
- Disapproved for the following reasons:

All work to be completed no later than: \_\_\_\_\_

DRC/ARC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMITTAL FEES**

Submittal Fees shall be charged \$100 for each submittal.

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**Sheridan Station West Metropolitan District  
September-23**

| Vendor                             | Invoice #                 | Date      | Due Date   | Amount       | Expense Account           | Account Number |
|------------------------------------|---------------------------|-----------|------------|--------------|---------------------------|----------------|
| Badger Meter                       | 80136753                  | 8/30/2023 | 9/29/2023  | \$ 155.61    | Billing and Meter Reading | 1721           |
| Colorado Special Districts P&L     | 24WC-61576-0486           | 8/14/2023 | 8/14/2023  | \$ 450.00    | Prepaid Expenses          | 1143           |
| Colorado Special Districts P&L     | 24PL-61576-1581           | 9/5/2023  | 9/5/2023   | \$ 2,321.00  | Prepaid Expenses          | 1143           |
| Consolidated Mutual Water          | Sep-23                    | 9/14/2023 | 9/19/2023  | \$ 4,215.00  | Utilities                 | 1710           |
| Consolidated Mutual Water          | 1000041506 September 2023 | 9/14/2023 | 9/28/2023  | \$ 408.40    | Utilities                 | 1710           |
| Consolidated Mutual Water          | 1000041517 September 2023 | 9/14/2023 | 9/28/2023  | \$ 824.30    | Utilities                 | 1710           |
| Environmental Designs, Inc.        | 171612                    | 9/8/2023  | 10/8/2023  | \$ 439.40    | Repair and Maintenance    | 1650           |
| Environmental Designs, Inc.        | 172037                    | 9/22/2023 | 10/22/2023 | \$ 99.50     | Repair and Maintenance    | 1650           |
| Environmental Designs, Inc.        | 171139                    | 9/1/2023  | 10/1/2023  | \$ 1,415.88  | Landscape Maintenance     | 1651           |
| Environmental Designs, Inc.        | 171764                    | 9/13/2023 | 10/13/2023 | \$ 2,240.22  | Landscape Enhancements    | 1652           |
| Icenogle Seaver Pogue, P.C.        | 24222                     | 8/31/2023 | 8/31/2023  | \$ 2,095.13  | Legal                     | 1675           |
| Pet Scoop                          | 497337                    | 8/31/2023 | 9/15/2023  | \$ 417.75    | Repair and Maintenance    | 1650           |
| Special Dist Management Srvs       | Aug-23                    | 8/31/2023 | 8/31/2023  | \$ 155.99    | Miscellaneous             | 1685           |
| Special Dist Management Srvs       | Aug-23                    | 8/31/2023 | 8/31/2023  | \$ 1,253.80  | Management                | 1680           |
| Special Dist Management Srvs       | Aug-23                    | 8/31/2023 | 8/31/2023  | \$ 714.40    | Billing and Meter Reading | 1721           |
| Special Dist Management Srvs       | Aug-23                    | 8/31/2023 | 8/31/2023  | \$ 2,235.60  | Covenant Control          | 1695           |
| Special Dist Management Srvs       | Aug-23                    | 8/31/2023 | 8/31/2023  | \$ 1,504.00  | Accounting                | 1690           |
| T Charles Wilson Insurance Service | 13226                     | 9/14/2023 | 9/14/2023  | \$ 595.00    | Prepaid Expenses          | 1143           |
| Xcel Energy                        | 842791961                 | 8/29/2023 | 9/19/2023  | \$ 66.67     | Utilities                 | 1710           |
| Xpress Bill Pay, Inc               | INV-XPR004495             | 8/31/2023 | 9/5/2023   | \$ 107.38    | Billing and Meter Reading | 1721           |
|                                    |                           |           |            | \$ 21,715.03 |                           |                |



**Sheridan Station West Metropolitan District  
September-23**

|   | <u>General</u>      | <u>Debt</u> | <u>Capital</u> | <u>Totals</u>       |
|---|---------------------|-------------|----------------|---------------------|
| <b>Disbursements</b>                          | <b>\$ 21,540.98</b> |             |                | <b>\$ 21,540.98</b> |
| Xcel  | 66.67               |             |                | 66.67               |
| Xpress Bill Pay                               | 107.38              | -           |                | 107.38              |
| <b>Total Disbursements from Checking Acct</b> | <b>\$ 21,715.03</b> | <b>\$ -</b> | <b>\$ -</b>    | <b>\$ 21,715.03</b> |

**Sheridan Station West Metropolitan District  
October-23**

| <b>Vendor</b>                | <b>Invoice #</b>        | <b>Date</b> | <b>Due Date</b> | <b>Amount</b> | <b>Expense Account</b>    | <b>Account Number</b> |
|------------------------------|-------------------------|-------------|-----------------|---------------|---------------------------|-----------------------|
| Badger Meter                 | 80139388                | 9/28/2023   | 10/28/2023      | \$ 155.61     | Billing and Meter Reading | 1721                  |
| Consolidated Mutual Water    | 1000041517 October 2023 | 10/13/2023  | 11/3/2023       | \$ 853.80     | Utilities                 | 1710                  |
| Consolidated Mutual Water    | Oct-23                  | 10/13/2023  | 10/13/2023      | \$ 4,073.40   | Utilities                 | 1710                  |
| Consolidated Mutual Water    | 1000041506 October 2023 | 10/13/2023  | 11/26/2023      | \$ 390.70     | Utilities                 | 1710                  |
| Environmental Designs, Inc.  | 172556                  | 10/1/2023   | 10/31/2023      | \$ 1,415.88   | Landscape Maintenance     | 1651                  |
| Environmental Designs, Inc.  | 172911                  | 10/3/2023   | 11/2/2023       | \$ 441.78     | Repair and Maintenance    | 1650                  |
| Icenogle Seaver Pogue, P.C.  | 24416                   | 9/30/2023   | 9/30/2023       | \$ 4,812.00   | Legal                     | 1675                  |
| Pet Scoop                    | 501210                  | 9/30/2023   | 10/15/2023      | \$ 373.00     | Repair and Maintenance    | 1650                  |
| Special Dist Management Srvs | Sep-23                  | 9/30/2023   | 9/30/2023       | \$ 140.32     | Miscellaneous             | 1685                  |
| Special Dist Management Srvs | Sep-23                  | 9/30/2023   | 9/30/2023       | \$ 1,771.20   | Management                | 1680                  |
| Special Dist Management Srvs | Sep-23                  | 9/30/2023   | 9/30/2023       | \$ 760.00     | Billing and Meter Reading | 1721                  |
| Special Dist Management Srvs | Sep-23                  | 9/30/2023   | 9/30/2023       | \$ 1,782.00   | Covenant Control          | 1695                  |
| Special Dist Management Srvs | Sep-23                  | 9/30/2023   | 9/30/2023       | \$ 2,432.00   | Accounting                | 1690                  |
| UNCC                         | 223091393               | 9/30/2023   | 9/30/2023       | \$ 6.45       | Miscellaneous             | 1685                  |
| Xcel Energy                  | 847039842               | 9/29/2023   | 10/20/2023      | \$ 82.90      | Utilities                 | 1710                  |
| Xpress Bill Pay, Inc         | INV-XPR005300           | 9/30/2023   | 10/5/2023       | \$ 110.71     | Billing and Meter Reading | 1721                  |
|                              |                         |             |                 | \$ 19,601.75  |                           |                       |

**Sheridan Station West Metropolitan District  
October-23**

|   | <u>General</u>      | <u>Debt</u> | <u>Capital</u> | <u>Totals</u>       |
|---|---------------------|-------------|----------------|---------------------|
| <b>Disbursements</b>                          | \$ 19,408.14        |             |                | \$ 19,408.14        |
| <b>Xcel</b>                                   | 82.90               |             |                | 82.90               |
| <b>Xpress Bill Pay</b>                        | 110.71              | -           |                | 110.71              |
| <b>Total Disbursements from Checking Acct</b> | <b>\$ 19,601.75</b> | <b>\$ -</b> | <b>\$ -</b>    | <b>\$ 19,601.75</b> |

**Sheridan Station West Metropolitan District  
November-23**

| <b>Vendor</b>                 | <b>Invoice #</b>         | <b>Date</b> | <b>Due Date</b> | <b>Amount</b> | <b>Expense Account</b>    | <b>Account Number</b> |
|-------------------------------|--------------------------|-------------|-----------------|---------------|---------------------------|-----------------------|
| Altitude Community Law P.C.   | 899900                   | 10/24/2023  | 10/24/2023      | \$ 3,058.00   | Legal                     | 1675                  |
| Badger Meter                  | 80142081                 | 10/30/2023  | 11/29/2023      | \$ 155.61     | Billing and Meter Reading | 1721                  |
| Consolidated Mutual Water     | 1000041517 November 2023 | 11/14/2023  | 11/14/2023      | \$ 464.40     | Utilities                 | 1710                  |
| Consolidated Mutual Water     | 1000041506 November 2023 | 11/14/2023  | 11/14/2023      | \$ 237.30     | Utilities                 | 1710                  |
| Consolidated Mutual Water     | Nov-23                   | 11/14/2023  | 11/14/2023      | \$ 4,533.60   | Utilities                 | 1710                  |
| Diversified Underground, Inc. | 28693                    | 10/31/2023  | 11/30/2023      | \$ 380.00     | Miscellaneous             | 1685                  |
| Environmental Designs, Inc.   | 173977                   | 11/1/2023   | 12/1/2023       | \$ 1,415.88   | Landscape Maintenance     | 1651                  |
| Icenogle Seaver Pogue, P.C.   | 24484                    | 10/31/2023  | 10/31/2023      | \$ 3,154.50   | Legal                     | 1675                  |
| Pet Scoop                     | 507129                   | 10/31/2023  | 11/30/2023      | \$ 402.75     | Repair and Maintenance    | 1650                  |
| Special Dist Management Svcs  | Oct-23                   | 10/31/2023  | 10/31/2023      | \$ 185.25     | Miscellaneous             | 1685                  |
| Special Dist Management Svcs  | Oct-23                   | 10/31/2023  | 10/31/2023      | \$ 4,630.10   | Management                | 1680                  |
| Special Dist Management Svcs  | Oct-23                   | 10/31/2023  | 10/31/2023      | \$ 509.20     | Billing and Meter Reading | 1721                  |
| Special Dist Management Svcs  | Oct-23                   | 10/31/2023  | 10/31/2023      | \$ 2,008.80   | Covenant Control          | 1695                  |
| Special Dist Management Svcs  | Oct-23                   | 10/31/2023  | 10/31/2023      | \$ 1,625.20   | Accounting                | 1690                  |
| UNCC                          | 223101407                | 10/31/2023  | 10/31/2023      | \$ 1.29       | Miscellaneous             | 1685                  |
| Xcel Energy                   | 851069489                | 10/30/2023  | 11/20/2023      | \$ 85.20      | Utilities                 | 1710                  |
| Xpress Bill Pay, Inc          | INV-XPR006106            | 10/31/2023  | 11/5/2023       | \$ 110.59     | Billing and Meter Reading | 1721                  |
|                               |                          |             |                 | \$ 22,957.67  |                           |                       |

**Sheridan Station West Metropolitan District  
November-23**

|   | <u>General</u>      | <u>Debt</u> | <u>Capital</u> | <u>Totals</u>       |
|---|---------------------|-------------|----------------|---------------------|
| Disbursements                                 | \$ 22,761.88        |             |                | \$ 22,761.88        |
| Xcel  | 85.20               |             |                | 85.20               |
| Xpress Bill Pay                               | 110.59              | -           |                | 110.59              |
| <b>Total Disbursements from Checking Acct</b> | <b>\$ 22,957.67</b> | <b>\$ -</b> | <b>\$ -</b>    | <b>\$ 22,957.67</b> |

## RESOLUTION FOR SECOND AMENDMENT TO 2022 BUDGET

**COMES NOW**, Ashley Begley, the President of the Sheridan Station West Metropolitan District (the “District”), and certifies that at a regular of the Board of Directors of the District held, Friday, the 8th day of December, 2023, at 10:00 A.M., via video conference at <https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUIZZc1VMWTJFZjFHdz09> and via telephone conference at Dial-In: 1-719-359-4580, Meeting ID: 862 6755 0643, Passcode: 987572, the following Resolution was adopted by affirmative vote of a majority of the Board of Directors, to-wit:

**WHEREAS**, the Board of Directors of the District appropriated funds for the fiscal year 2022 as follows:

|                       |              |
|-----------------------|--------------|
| Debt Service Fund     | \$ 2,800,000 |
| Capital Projects Fund | \$ 1,500,000 |

and;

**WHEREAS**, the necessity has arisen for additional expenditures and transfers by the District due to additional costs which could not have been reasonably anticipated at the time of adoption of the budget, requiring the expenditure of funds in excess of those appropriated for the fiscal year 2022; and

**WHEREAS**, funds are available for such an expenditure and transfer from surplus revenue funds of the District; and

**WHEREAS**, due and proper notice was published on Thursday, November 23, 2023, in *The HUB for Lakewood*, indicating (i) the date and time of the hearing at which the adoption of the proposed second amendment will be considered; (ii) that the proposed second amendment is available for inspection by the public at a designated place; and (iii) that any interested persons may file any objections to the proposed second amendment at any time prior to the final adoption of the budget by the District, as shown on the publisher’s Affidavit of Publication attached hereto as Exhibit A and incorporated herein by this reference; and

**WHEREAS**, the proposed second amendment was open for inspection by the public at a designated place; and

**WHEREAS**, a public hearing was held on Friday, December 8, 2023 and interested persons were given the opportunity to file or register any objections to said proposed second amendment and any such objections were considered by the Board of Directors; and

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the District shall and hereby does amend the budget for the fiscal year 2022 as follows:

|                       |              |
|-----------------------|--------------|
| Debt Service Fund     | \$ 6,555,000 |
| Capital Projects Fund | \$ 4,551,100 |

**BE IT FURTHER RESOLVED**, that such sums are hereby appropriated from the revenues of the District to the Debt Service Fund and Capital Projects Fund for the purpose stated, and that any ending fund balances shall be reserved for purposes of Article X, Section 20 of the Colorado Constitution.

Whereupon, a motion was made by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_, and upon a unanimous vote this Resolution was approved by the Board of Directors.

**APPROVED AND ADOPTED THIS 8TH DAY OF DECEMBER, 2023.**

SHERIDAN STATION WEST METROPOLITAN DISTRICT

\_\_\_\_\_  
By: Ashley Begley, President

ATTEST:

\_\_\_\_\_  
By: Peggy Ripko, Secretary

**SHERIDAN STATION WEST METROPOLITAN DISTRICT**

**DEBT SERVICE FUND  
2022 Amended Budget  
with 2022 Adopted Budget**

|   | <b>2022<br/>Original Budget</b> | <b>2022<br/>1st Amendment</b> | <b>2022<br/>Final Amendment</b> |
|---|---------------------------------|-------------------------------|---------------------------------|
| BEGINNING FUND BALANCE                            | \$ 474,938                      | \$ 474,938                    | \$ 474,938                      |
| <b>REVENUE</b>                                    |                                 |                               |                                 |
| Property Tax                                      | 222,484                         | 222,484                       | 222,484                         |
| Specific Ownership Tax                            | 7,500                           | 7,500                         | 15,000                          |
| Miscellaneous Income                              | 2,500                           | 2,500                         | 2,500                           |
| <b>Total Revenue</b>                              | <u>232,484</u>                  | <u>232,484</u>                | <u>239,984</u>                  |
| <b>Total Funds Available</b>                      | <u>707,422</u>                  | <u>707,422</u>                | <u>714,922</u>                  |
| <b>EXPENDITURES</b>                               |                                 |                               |                                 |
| Loan Interest                                     | 217,500                         | 212,174                       | 103,424                         |
| Loan Principal                                    | 35,000                          | 112,000                       | 112,000                         |
| Debt Issuance Costs                               | -                               | 274,945                       | 274,945                         |
| Treasurer's Fees                                  | 3,337                           | 3,337                         | 3,328                           |
| Paying Agent Fees                                 | 4,000                           | 6,750                         | 6,750                           |
| Miscellaneous                                     | 5,000                           | 5,000                         | 657                             |
| Contingency                                       | -                               | 35,794                        | -                               |
| <b>Total Expenditures</b>                         | <u>264,837</u>                  | <u>650,000</u>                | <u>501,104</u>                  |
| <b>TRANSFERS AND OTHER SOURCES (USES)</b>         |                                 |                               |                                 |
| Bond Proceeds                                     | -                               | 5,844,000                     | 5,844,000                       |
| Payment to Refunding Agent                        | -                               | -                             | (3,923,591)                     |
| Developer Advance Reimbursement                   | -                               | (650,000)                     | (650,000)                       |
| Transfer to Capital Projects Fund                 | -                               | (1,500,000)                   | (1,480,305)                     |
| <b>Total Transfers and Other Sources (Uses)</b>   | -                               | 3,694,000                     | (209,896)                       |
| <b>Total Expenditures Requiring Appropriation</b> | <u>264,837</u>                  | <u>2,800,000</u>              | <u>6,555,000</u>                |
| <b>ENDING FUND BALANCE</b>                        | <u>\$ 442,585</u>               | <u>\$ 3,751,422</u>           | <u>\$ 3,922</u>                 |



**SHERIDAN STATION WEST METROPOLITAN DISTRICT**

**CAPITAL PROJECTS FUND  
2022 Amended Budget  
with 2022 Adopted Budget**

|   | <b>2022<br/>Original Budget</b> | <b>2022<br/>1st Amendment</b> | <b>2022<br/>Final Amendment</b> |
|---|---------------------------------|-------------------------------|---------------------------------|
| BEGINNING FUND BALANCE                            | \$ -                            | \$ -                          | \$ -                            |
| <b>EXPENDITURES</b>                               |                                 |                               |                                 |
| Engineering                                       | -                               | 4,455                         | 4,455                           |
| Capital Improvements                              | -                               | 1,480,305                     | 3,066,340                       |
| Repay Developer Advance                           | -                               | -                             | 1,480,305                       |
| Contingency                                       | -                               | 15,240                        | -                               |
| <b>Total Expenditures</b>                         | <b>-</b>                        | <b>1,500,000</b>              | <b>4,551,100</b>                |
| <b>TRANSFERS AND OTHER SOURCES (USES)</b>         |                                 |                               |                                 |
| Transfer from Debt Service Fund                   | -                               | 1,500,000                     | 1,484,760                       |
| Developer Advances                                | -                               | -                             | 3,066,340                       |
| <b>Total Transfers and Other Sources (Uses)</b>   | <b>-</b>                        | <b>1,500,000</b>              | <b>4,551,100</b>                |
| <b>Total Expenditures Requiring Appropriation</b> | <b>-</b>                        | <b>1,500,000</b>              | <b>4,551,100</b>                |
| ENDING FUND BALANCE                               | \$ -                            | \$ -                          | \$ -                            |

**EXHIBIT A**

Notice of Regular Meeting  
Affidavit of Publication  
Notice as to Proposed Second 2022 Budget Amendment

The Denver Post, LLC

PUBLISHER'S AFFIDAVIT

City and County of Denver )  
State of Colorado )  
)

The undersigned Nicole Maestas being first duly sworn under oath, states and affirms as follows:

1. He/she is the legal Advertising Reviewer of The Denver Post, LLC, publisher of The Denver Post and Your Hub.
2. The Denver Post and Your Hub are newspapers of general circulation that have been published continuously and without interruption for at least fifty-two weeks in Denver County and meet the legal requisites for a legal newspaper under Colo. Rev. Stat. 24-70-103.
3. The notice that is attached hereto is a true copy, published in Your Hub for West Jeffco (including the counties of Jefferson, Arapahoe, Arvada, Denver, Lakewood, Gilpin, Clear Creek, and Westminster) on the following date(s):

November 23, 2023

  
Signature

Subscribed and sworn to before me this 29 day of November, 2023.

  
Notary Public

KAY C. DAPICE  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 19944012554  
MY COMMISSION EXPIRES AUGUST 19, 2026

(SEAL)

**NOTICE AS TO PROPOSED AMENDED 2022 BUDGET AND HEARING  
SHERIDAN STATION WEST METROPOLITAN DISTRICT**

**NOTICE IS HEREBY GIVEN** that a proposed amended budget has been submitted to the **SHERIDAN STATION WEST METROPOLITAN DISTRICT** for the year of 2022. A copy of such proposed amended budget has been filed in the office of Special District Management Services, Inc., 141 Union Boulevard, Suite 150, Lakewood, Colorado, where same is open for public inspection. Such proposed amended budget will be considered at a hearing at the regular meeting of the Sheridan Station West Metropolitan District to be held at 10:00 A.M., on Friday, December 8, 2023. The meeting will be held via video conference at <https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRIWkRyUjZzciVklWTFZlFHd209> and via telephone conference at Dial-in: 1-719-359-4580, Meeting ID: 862 6755 0643, Passcode: 987572. Any interested elector within Sheridan Station West Metropolitan District may inspect the proposed amended budget and file or register any objections at any time prior to the final adoption of the amended 2022 budget.

BY ORDER OF THE BOARD OF DIRECTORS:  
SHERIDAN STATION WEST METROPOLITAN DISTRICT

By: /s/ ICENOGLI | SEAVER | POGUE  
A Professional Corporation

Publish In: *The HUB for Lakewood*  
Publish On: Thursday, November 23, 2023

Please note: The Denver Post will no longer be issuing paper tears. They will only be a digital copy.

**NOTICE AS TO PROPOSED AMENDED 2022 BUDGET AND HEARING  
SHERIDAN STATION WEST METROPOLITAN DISTRICT**

**NOTICE IS HEREBY GIVEN** that a proposed amended budget will be submitted to the **SHERIDAN STATION WEST METROPOLITAN DISTRICT** for the year of 2022. A copy of such proposed amended budget has been filed in the office of Special District Management Services, Inc., 141 Union Boulevard, Suite 150, Lakewood, Colorado, where same is open for public inspection. Such proposed amended budget will be considered at a hearing at regular meeting of the Sheridan Station West Metropolitan District to be held at 10:00 A.M., on Friday, December 8, 2023. The meeting will be held via video conference at <https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUIZZc1VMWTJFZjFHdz09> and via telephone conference at Dial-In: 1-719-359-4580, Meeting ID: 862 6755 0643, Passcode: 987572. Any interested elector within Sheridan Station West Metropolitan District may inspect the proposed amended budget and file or register any objections at any time prior to the final adoption of the amended 2022 budget.

**BY ORDER OF THE BOARD OF DIRECTORS:  
SHERIDAN STATION WEST METROPOLITAN DISTRICT**

By: /s/ ICENOGLE | SEAVER | POGUE  
A Professional Corporation

Publish In: *The HUB for Lakewood*  
Publish On: Thursday, November 23, 2023

## RESOLUTION TO AMEND 2023 BUDGET

**COMES NOW**, Ashley Begley, the President of the Sheridan Station West Metropolitan District (the “District”), and certifies that at a regular of the Board of Directors of the District held, Friday, the 8th day of December, 2023, at 10:00 A.M., via video conference at <https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUIZZc1VMWTJFZjFHdz09> and via telephone conference at Dial-In: 1-719-359-4580, Meeting ID: 862 6755 0643, Passcode: 987572, the following Resolution was adopted by affirmative vote of a majority of the Board of Directors, to-wit:

WHEREAS, the Board of Directors of the District appropriated funds for the fiscal year 2023 as follows:

|                   |            |
|-------------------|------------|
| Debt Service Fund | \$ 265,731 |
|-------------------|------------|

and;

WHEREAS, the necessity has arisen for additional expenditures and transfers by the District due to additional costs which could not have been reasonably anticipated at the time of adoption of the budget, requiring the expenditure of funds in excess of those appropriated for the fiscal year 2023; and

WHEREAS, funds are available for such an expenditure and transfer from surplus revenue funds of the District; and

WHEREAS, due and proper notice was published on Thursday, November 23, 2023, in *The HUB for Lakewood*, indicating (i) the date and time of the hearing at which the adoption of the proposed 2023 budget amendment will be considered; (ii) that the proposed budget amendment is available for inspection by the public at a designated place; and (iii) that any interested persons may file any objections to the proposed budget amendment at any time prior to the final adoption of the budget by the District, as shown on the publisher’s Affidavit of Publication attached hereto as Exhibit A and incorporated herein by this reference; and

WHEREAS, the proposed budget amendment was open for inspection by the public at a designated place; and

WHEREAS, a public hearing was held on Friday, December 8, 2023 and interested persons were given the opportunity to file or register any objections to said proposed budget amendment and any such objections were considered by the Board of Directors; and

**NOW THEREFORE, BE IT RESOLVED** that the Board of Directors of the District shall and hereby does amend the budget for the fiscal year 2023 as follows:

Debt Service Fund \$ 282,225

**BE IT FURTHER RESOLVED**, that such sums are hereby appropriated from the revenues of the District to the Debt Service Fund for the purpose stated, and that any ending fund balances shall be reserved for purposes of Article X, Section 20 of the Colorado Constitution.

Whereupon, a motion was made by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_, and upon a unanimous vote this Resolution was approved by the Board of Directors.

**APPROVED AND ADOPTED THIS 8TH DAY OF DECEMBER, 2023.**

SHERIDAN STATION WEST METROPOLITAN DISTRICT

\_\_\_\_\_  
By: Ashley Begley, President

ATTEST:

\_\_\_\_\_  
By: Peggy Ripko, Secretary

EXHIBIT A

**SHERIDAN STATION WEST METROPOLITAN DISTRICT**

**DEBT SERVICE  
2023 Amended Budget  
with 2023 Adopted Budget**

|   | <b>2023<br/>Adopted Budget</b> | <b>2023<br/>Amended Budget</b> |
|---|--------------------------------|--------------------------------|
| BEGINNING FUND BALANCE                                | \$ 3,893,992                   | \$ 9,257                       |
| <b>REVENUE</b>  |                                |                                |
| Property Tax Revenue                                  | 238,743                        | 238,743                        |
| Specific Ownership Tax                                | 14,325                         | 14,325                         |
| Interest Income                                       | 2,500                          | 2,500                          |
|   |                                |                                |
| <b>Total Revenue</b>                                  | 255,568                        | 255,568                        |
|   |                                |                                |
| <b>Total Funds Available</b>                          | 4,149,559                      | 264,825                        |
| <b>EXPENDITURES</b>                                   |                                |                                |
| Bond Interest   | 215,400                        | 128,894                        |
| Bond Principal  | 35,000                         | 138,000                        |
| Treasurer's Fees                                      | 3,581                          | 3,581                          |
| Paying Agent Fees                                     | 6,750                          | 6,750                          |
| Miscellaneous   | 5,000                          | 5,000                          |
|   |                                |                                |
| <b>Total Expenditures</b>                             | 265,731                        | 282,225                        |
| <b>Transfers and Other Sources (Uses)</b>             |                                |                                |
| Transfer from General Fund                            | -                              | 20,000                         |
|   |                                |                                |
| <b>Total Expenditures Requiring<br/>Appropriation</b> | 265,731                        | 282,225                        |
| <b>ENDING FUND BALANCE</b>                            | \$ 3,883,828                   | \$ 2,600                       |

**EXHIBIT A**

Notice of Regular Meeting  
Affidavit  
Notice as to Proposed 2023 Budget Amendment



The Denver Post, LLC

PUBLISHER'S AFFIDAVIT

City and County of Denver )  
State of Colorado )  
)

The undersigned **Nicole Maestas** being first duly sworn under oath, states and affirms as follows:

1. He/she is the legal Advertising Reviewer of The Denver Post, LLC, publisher of The Denver Post and Your Hub.
2. The Denver Post and Your Hub are newspapers of general circulation that have been published continuously and without interruption for at least fifty-two weeks in Denver County and meet the legal requisites for a legal newspaper under Colo. Rev. Stat. 24-70-103.
3. The notice that is attached hereto is a true copy, published in Your Hub for West Jeffco (including the counties of Jefferson, Arapahoe, Arvada, Denver, Lakewood, Gilpin, Clear Creek, and Westminster) on the following date(s):

November 23, 2023

*Nicole Maestas*  
Signature

Subscribed and sworn to before me this 29 day of November, 2023.

*Kay C. Dapice*  
Notary Public

KAY C. DAPICE  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 19944012554  
MY COMMISSION EXPIRES AUGUST 19, 2026

(SEAL)

**NOTICE AS TO PROPOSED AMENDED 2023 BUDGET AND HEARING  
SHERIDAN STATION WEST METROPOLITAN DISTRICT**

**NOTICE IS HEREBY GIVEN** that a proposed amended budget has been submitted to the **SHERIDAN STATION WEST METROPOLITAN DISTRICT** for the year of 2023. A copy of such proposed amended budget has been filed in the office of Special District Management Services, Inc., 141 Union Boulevard, Suite 150, Lakewood, Colorado, where same is open for public inspection. Such proposed amended budget will be considered at a hearing at the regular meeting of the Sheridan Station West Metropolitan District to be held at 10:00 A.M., on Friday, December 8, 2023. The meeting will be held via video conference at <https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRIWkRyUjZzc1VnMWTjFZIFhkdz09> and via telephone conference at Dial-In: 1-719-359-4580. Meeting ID: 862 6755 0643, Passcode: 987572. Any interested elector within Sheridan Station West Metropolitan District may inspect the proposed amended budget and file or register any objections at any time prior to the final adoption of the amended 2023 budget.

BY ORDER OF THE BOARD OF DIRECTORS:  
SHERIDAN STATION WEST METROPOLITAN DISTRICT

By: /s/ ICENOGLI | SEAVER | POGUE  
A Professional Corporation

Publish In: *The HUB for Lakewood*  
Publish On: Thursday, November 23, 2023

Please note: The Denver Post will no longer be issuing paper tears. They will only be a digital copy.

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SHERIDAN STATION WEST METROPOLITAN DISTRICT**

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BY ORDER OF THE BOARD OF DIRECTORS:  
SHERIDAN STATION WEST METROPOLITAN DISTRICT

By: /s/ ICENOGLE | SEAVER | POGUE  
A Professional Corporation

Publish In: *The HUB for Lakewood*  
Publish On: Thursday, November 23, 2023

STATE OF COLORADO  
COUNTY OF JEFFERSON  
SHERIDAN STATION WEST METROPOLITAN DISTRICT  
2024 BUDGET RESOLUTION

The Board of Directors of the Sheridan Station West Metropolitan District, Jefferson County, Colorado held a regular meeting on Friday, December 8, 2023, at the hour of 10:00 A.M., via video conference at <https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUIZZc1VMWTJFZjFHdz09> and via telephone conference at Dial-In: 1-719-359-4580, Meeting ID: 862 6755 0643, Passcode: 987572.

The following members of the Board of Directors were present:

President:  
Treasurer:  
Secretary:  
Assistant Secretary:  
Assistant Secretary:

Also present were:

Ms. Ripko reported that proper notice was made to allow the Board of Directors of the Sheridan Station West Metropolitan District to conduct a public hearing on the 2024 budget and, prior to the meeting, each of the directors had been notified of the date, time and place of this meeting and the purpose for which it was called. It was further reported that this meeting is a regular meeting of the Board of Directors of the District and that a notice of regular meeting was posted on a public website of the District, <http://sheridanstationwestmd.colorado.gov/>, no less than twenty-four hours prior to the holding of the meeting, and to the best of her knowledge, remains posted to the date of this meeting.

Thereupon, Director \_\_\_\_\_ introduced and moved the adoption of the following Resolution:

RESOLUTION

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET, APPROPRIATING SUMS OF MONEY TO EACH FUND IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH HEREIN AND LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2024 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE SHERIDAN STATION WEST METROPOLITAN DISTRICT, JEFFERSON COUNTY, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2024 AND ENDING ON THE LAST DAY OF DECEMBER 2024.

WHEREAS, the Board of Directors (the “Board”) of the Sheridan Station West Metropolitan District (the “District”) has authorized its treasurer and accountant to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, the proposed budget was submitted to the Board for its review and consideration on or before October 15, 2023; and

WHEREAS, the proposed budget is more than fifty thousand dollars (\$50,000.00), due and proper notice was published on Thursday, November 23, 2023, in *The HUB for Lakewood*, indicating (i) the date and time of the hearing at which the adoption of the proposed budget will be considered; (ii) that the proposed budget is available for inspection by the public at a designated place; (iii) that any interested elector of the District may file any objections to the proposed budget at any time prior to the final adoption of the budget by the District; and (iv) if applicable, the amount of the District’s increased property tax revenues resulting from a request to the Division of Local Government pursuant to Section 29-1-302(1), C.R.S.; and an original publisher’s Affidavit of Publication is attached hereto as Exhibit A and incorporated herein by this reference; and

WHEREAS, the proposed budget was open for inspection by the public at the designated place; and

WHEREAS, a public hearing was held Friday, December 8, 2023 and interested electors were given the opportunity to file or register any objections to said proposed budget and any such objections were considered by the Board; and

WHEREAS, the budget being adopted by the Board has been prepared based on the best information available to the Board regarding the effects of Section 29-1-301, C.R.S., and Article X, Section 20 of the Colorado Constitution; and

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

WHEREAS, pursuant to Section 29-1-113(1), C.R.S., the Board shall cause a certified copy of the budget, including the budget message and any resolutions adopting the budget, appropriating moneys and fixing the rate of any mill levy, to be filed with the Division of Local Government within thirty (30) days following the beginning of the fiscal year of the budget adopted; and

WHEREAS, pursuant to Section 32-1-1201, C.R.S., the Board shall determine in each year the amount of money necessary to be raised by taxation, taking into consideration those items required by law, and shall certify the rate so fixed to the board of county commissioners of each county within the District or having a portion of its territory within the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SHERIDAN STATION WEST METROPOLITAN DISTRICT, JEFFERSON COUNTY, COLORADO:

Section 1. Summary of 2024 Revenues and 2024 Expenditures. That the estimated revenues and expenditures for each fund for fiscal year 2024, as more specifically set forth in the budget attached hereto as Exhibit B and incorporated herein by this reference, are accepted and approved.

Section 2. Adoption of Budget. That the budget as submitted, and if amended, then as amended, and attached hereto as Exhibit B and is approved and adopted as the budget of the District for fiscal year 2024. In the event the final assessed valuation provided by the Jefferson County Assessor's Office differs from the assessed valuation used in the proposed budget, the District's accountant is hereby directed to modify and/or adjust the budget and mill levy certification as needed to reflect the final assessed valuation without the need for additional Board authorization.

Section 3. Appropriations. That the amounts set forth as expenditures and balances remaining, as specifically allocated in the budget attached, are hereby appropriated from the revenue of each fund, to each fund, for the purposes stated and no other.

Section 4. Budget Certification. That the budget shall be certified by Peggy Ripko, Secretary of the District, and made a part of the public records of the District and a certified copy of the approved and adopted budget shall be filed with the Division of Local Government.

Section 5. 2024 Levy of General Property Taxes. That the attached budget indicates that the amount of money from general property taxes necessary to balance the budget for the General Fund for operating expenses is \$138,303 and that the 2023 valuation for assessment, as certified by the Jefferson County Assessor, is \$6,242,796. That for the purposes of meeting all general operating expenses of the District during the 2024 budget year, there is hereby levied a tax of 22.154 mills upon each dollar of the total valuation of assessment of all taxable property within the District for the year 2024.

Section 6. 2024 Levy of Debt Retirement Expenses. That the attached budget indicates that the amount of money from general property taxes necessary to balance the budget

for the Debt Service Fund for debt retirement expense is \$370,841 and that the 2023 valuation for assessment, as certified by the Jefferson County Assessor, is \$6,242,796. That for the purposes of meeting all debt retirement expenses of the District during the 2024 budget year, there is hereby levied a tax of 59.403 mills upon each dollar of the total valuation of assessment of all taxable property within the District for the year 2024.

Section 7. 2024 Mill Levy Adjustment. The Board may adjust the mill levy, as specifically set forth in the District's Service Plan (the "Adjusted Mill Levy"). The Board hereby determines in good faith to establish the Adjusted Mill Levy as set forth in the mill levy certification attached hereto as Exhibit C pursuant to the authority granted by its Service Plan to ensure that the District's revenues shall be neither diminished nor enhanced as a result of the changes effecting the mill levy. Subject to adjustment and finalization by the District's accountant in accordance with Section 2 hereof, the Board further authorizes that the Adjusted Mill Levy be reflected in the District's Certification of Tax Levies to be submitted to the Board of County Commissioners of Jefferson County on or before December 15, 2023, for collection in 2024.

Section 8. Certification to County Commissioners. That the Board Secretary and/or District's accountant are hereby authorized and directed to immediately certify to the Board of County Commissioners of Jefferson County, the mill levy for the District hereinabove determined and set. That said certification shall be in substantially the following form attached hereto as Exhibit C and incorporated herein by this reference.

**[The remainder of this page is intentionally left blank.]**

The foregoing Resolution was seconded by Director \_\_\_\_\_.

RESOLUTION APPROVED AND ADOPTED THIS 8<sup>TH</sup> DAY OF DECEMBER 2023.

SHERIDAN STATION WEST METROPOLITAN DISTRICT

---

By: Ashley Begley  
Its: President

ATTEST:

---

By: Peggy Ripko  
Its: Secretary

STATE OF COLORADO  
COUNTY OF JEFFERSON  
SHERIDAN STATION WEST METROPOLITAN DISTRICT

I, Peggy Ripko, hereby certify that I am the duly elected and qualified Secretary of the Sheridan Station West Metropolitan District, and that the foregoing constitutes a true and correct copy of the record of proceedings of the Board of Directors of the District, adopted at a regular meeting of the Board of Directors of the Sheridan Station West Metropolitan District held on Friday, December 8, 2023, via video conference at <https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUIZZc1VMWTJFZjFHdz09> and via telephone conference at Dial-In: 1-719-359-4580, Meeting ID: 862 6755 0643, Passcode: 987572, as recorded in the official record of the proceedings of the District, insofar as said proceedings relate to the budget hearing for fiscal year 2024; that said proceedings were duly had and taken; that the meeting was duly held; and that the persons were present at the meeting as therein shown.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the official seal of the District this 8<sup>th</sup> day of December 2023.

---

Peggy Ripko, Secretary

[SEAL]



**EXHIBIT A**

Affidavit  
Notice as to Proposed 2024 Budget

The Denver Post, LLC


PUBLISHER'S AFFIDAVIT

City and County of Denver )  
State of Colorado )  
)

The undersigned Nicole Maestas  
being first duly sworn under oath, states  
and affirms as follows:

1. He/she is the legal Advertising Reviewer of The Denver Post, LLC, publisher of The Denver Post and Your Hub.
2. The Denver Post and Your Hub are newspapers of general circulation that have been published continuously and without interruption for at least fifty-two weeks in Denver County and meet the legal requisites for a legal newspaper under Colo. Rev. Stat. 24-70-103.
3. The notice that is attached hereto is a true copy, published in Your Hub for West Jeffco (including the counties of Jefferson, Arapahoe, Arvada, Denver, Lakewood, Gilpin, Clear Creek, and Westminster) on the following date(s):

\_\_\_\_\_ November 23, 2023 \_\_\_\_\_

  
Signature

Subscribed and sworn to before me this  
29 day of \_\_\_November\_\_\_, 2023.

  
Notary Public

KAY C. DAPICE  
NOTARY PUBLIC  
STATE OF COLORADO  
NOTARY ID 19944012554  
MY COMMISSION EXPIRES AUGUST 19, 2026

(SEAL)

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SHERIDAN STATION WEST METROPOLITAN DISTRICT

By: /s/ ICENOGLE | SEAVER | POGUE  
A Professional Corporation

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By: /s/ ICENOGLE | SEAVER | POGUE  
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**EXHIBIT B**

Budget Document  
Budget Message

**SHERIDAN STATION WEST METROPOLITAN DISTRICT**  
**Assessed Value, Property Tax and Mill Levy Information**

|                                       | <b>2022<br/>Actual</b> | <b>2023<br/>Adopted Budget</b> | <b>2024<br/>Preliminary Budget</b> |
|---------------------------------------|------------------------|--------------------------------|------------------------------------|
| <b>Assessed Valuation</b>             | \$ 4,996,041           | \$ 5,361,145                   | \$ 6,242,796                       |
| <b>Mill Levy</b>                      |                        |                                |                                    |
| General Fund                          | 22.154                 | 22.154                         | 22.154                             |
| Debt Service Fund                     | 44.532                 | 44.532                         | 59.403                             |
| <b>Total Mill Levy</b>                | <u>66.686</u>          | <u>66.686</u>                  | <u>81.557</u>                      |
| <b>Property Taxes</b>                 |                        |                                |                                    |
| General Fund                          | \$ 110,682             | \$ 118,771                     | \$ 138,303                         |
| Debt Service Fund                     | 222,484                | 238,743                        | 370,841                            |
| <b>Actual/Budgeted Property Taxes</b> | <u>\$ 333,166</u>      | <u>\$ 357,514</u>              | <u>\$ 509,144</u>                  |

**SHERIDAN STATION WEST METROPOLITAN DISTRICT**

**GENERAL FUND**

**2024 Preliminary Budget**

with 2021 Actual, 2022 Adopted Budget and 2022 Estimated

|   | <b>2022<br/>Actual</b> | <b>01/23-08/23<br/>YTD Actual</b> | <b>2023<br/>Adopted Budget</b> | <b>2023<br/>Estimated</b> | <b>2024<br/>Preliminary Budget</b> |
|---|------------------------|-----------------------------------|--------------------------------|---------------------------|------------------------------------|
| <b>BEGINNING FUND BALANCE</b>                     | \$ 36,503              | \$ 71,805                         | \$ 84,559                      | \$ 71,805                 | \$ 62,902                          |
| <b>REVENUE</b>                                    |                        |                                   |                                |                           |                                    |
| Property Tax Revenue                              | 110,363                | 118,129                           | 118,771                        | 118,771                   | 138,303                            |
| Specific Ownership Taxes                          | 7,598                  | 4,955                             | 7,126                          | 7,126                     | 8,298                              |
| Interest Income                                   | 83                     | 11                                | 2,000                          | 20                        | 20                                 |
| Operations and Maintenance Fee                    | 109,753                | 73,014                            | 109,200                        | 109,200                   | 109,200                            |
| Metered Services - Water                          | 65,375                 | 46,103                            | 75,000                         | 75,000                    | 75,000                             |
| Non-metered services                              | 13,236                 | 8,784                             | 13,300                         | 13,300                    | 13,300                             |
| Miscellaneous Income                              | 50                     | 2,240                             | 1,000                          | 2,240                     | 2,000                              |
| Other Billing & Service Fees                      | 2,567                  | 2,333                             | 4,000                          | 4,000                     | 4,000                              |
| <b>Total Revenue</b>                              | 309,026                | 255,568                           | 330,397                        | 329,657                   | 350,121                            |
| <b>Total Funds Available</b>                      | 345,529                | 327,373                           | 414,956                        | 401,462                   | 413,023                            |
| <b>EXPENDITURES</b>                               |                        |                                   |                                |                           |                                    |
| Audit   | 4,300                  | -                                 | 4,800                          | 4,800                     | 4,800                              |
| Election  | 1,154                  | 2,768                             | 15,000                         | 2,768                     | -                                  |
| Repair and Maintenance                            | 16,715                 | 8,616                             | 20,000                         | 20,000                    | 20,000                             |
| Landscape Maintenance                             | 8,626                  | 11,536                            | 16,500                         | 16,500                    | 16,500                             |
| Landscape Enhancements                            | 5,000                  | 4,636                             | 15,000                         | 15,000                    | 15,000                             |
| Snow Removal                                      | 52,395                 | 23,405                            | 60,000                         | 60,000                    | 60,000                             |
| Insurance/SDA Dues                                | 4,018                  | 3,798                             | 4,500                          | 3,798                     | 4,500                              |
| Legal   | 34,899                 | 23,817                            | 26,000                         | 26,000                    | 26,000                             |
| Management  | 25,668                 | 19,391                            | 19,500                         | 19,500                    | 19,500                             |
| Miscellaneous                                     | 11,179                 | 4,894                             | 5,000                          | 5,000                     | 5,000                              |
| Accounting  | 17,935                 | 10,489                            | 15,200                         | 15,500                    | 16,000                             |
| Covenant Control                                  | 18,773                 | 13,478                            | 14,300                         | 17,000                    | 17,000                             |
| Treasurer's Fees                                  | 1,656                  | 1,772                             | 1,782                          | 1,782                     | 2,075                              |
| Billing and Meter Reading                         | 13,103                 | 8,923                             | 13,000                         | 13,000                    | 13,000                             |
| Utilities   | 53,847                 | 36,131                            | 58,000                         | 58,000                    | 58,000                             |
| Contingency                                       | -                      | -                                 | 30,000                         | 30,000                    | 30,000                             |
| <b>Total Expenditures</b>                         | 269,270                | 173,655                           | 318,582                        | 308,648                   | 307,375                            |
| <b>Transfers and Other Sources (Uses)</b>         |                        |                                   |                                |                           |                                    |
| Transfer to Capital Projects                      | (4,455)                | -                                 | -                              | -                         | -                                  |
| Transfer to Debt Service Fund                     | -                      | -                                 | -                              | (20,000)                  | -                                  |
| Emergency Reserve                                 | -                      | -                                 | (9,912)                        | (9,912)                   | (10,504)                           |
| <b>Total Expenditures Requiring Appropriation</b> | 273,725                | 173,655                           | 328,494                        | 338,560                   | 317,878                            |
| <b>ENDING FUND BALANCE</b>                        | \$ 71,805              | \$ 153,718                        | \$ 86,463                      | \$ 62,902                 | \$ 95,145                          |

**SHERIDAN STATION WEST METROPOLITAN DISTRICT**

**DEBT SERVICE  
2024 Preliminary Budget  
with 2021 Actual, 2022 Adopted Budget and 2022 Estimated**

|   | <b>2022<br/>Actual</b> | <b>01/23-08/23<br/>YTD Actual</b> | <b>2023<br/>Adopted Budget</b> | <b>2023<br/>Estimated</b> | <b>2024<br/>Preliminary Budget</b> |
|---|------------------------|-----------------------------------|--------------------------------|---------------------------|------------------------------------|
| BEGINNING FUND BALANCE                                | \$ 482,345             | \$ 9,257                          | \$ 3,893,992                   | \$ 9,257                  | \$ 2,600                           |
| <b>REVENUE</b>  |                        |                                   |                                |                           |                                    |
| Property Tax Revenue                                  | 221,842                | 237,452                           | 238,743                        | 238,743                   | 370,841                            |
| Specific Ownership Tax                                | 15,273                 | 9,959                             | 14,325                         | 14,325                    | 22,250                             |
| Interest Income                                       | 141                    | 54                                | 2,500                          | 2,500                     | 2,500                              |
| <b>Total Revenue</b>                                  | <b>237,255</b>         | <b>247,465</b>                    | <b>255,568</b>                 | <b>255,568</b>            | <b>395,591</b>                     |
| <b>Total Funds Available</b>                          | <b>719,600</b>         | <b>256,722</b>                    | <b>4,149,560</b>               | <b>264,825</b>            | <b>398,192</b>                     |
| <b>EXPENDITURES</b>                                   |                        |                                   |                                |                           |                                    |
| Bond Interest   | 103,424                | 64,447                            | 215,400                        | 128,894                   | 124,574                            |
| Bond Principal  | 112,000                | -                                 | 35,000                         | 138,000                   | 256,000                            |
| Bond Issuance Costs                                   | 274,945                | -                                 | -                              | -                         | -                                  |
| Treasurer's Fees                                      | 3,328                  | 3,562                             | 3,581                          | 3,581                     | 5,563                              |
| Paying Agent Fees                                     | 6,750                  | 4,002                             | 6,750                          | 6,750                     | 6,750                              |
| Miscellaneous   | -                      | -                                 | 5,000                          | 5,000                     | 5,000                              |
| <b>Total Expenditures</b>                             | <b>500,447</b>         | <b>72,011</b>                     | <b>265,731</b>                 | <b>282,225</b>            | <b>397,887</b>                     |
| <b>Transfers and Other Sources (Uses)</b>             |                        |                                   |                                |                           |                                    |
| Bond Proceeds   | 5,844,000              | -                                 | -                              | -                         | -                                  |
| Payment to Refunding Agent                            | (3,923,591)            | -                                 | -                              | -                         | -                                  |
| Developer Advance Reimb.                              | (650,000)              | -                                 | -                              | -                         | -                                  |
| Transfer to Capital Projects                          | (1,480,305)            | -                                 | -                              | -                         | -                                  |
| Transfer from General Fund                            | -                      | -                                 | -                              | 20,000                    | -                                  |
| <b>Total Expenditures Requiring<br/>Appropriation</b> | <b>6,554,343</b>       | <b>72,011</b>                     | <b>265,731</b>                 | <b>282,225</b>            | <b>397,887</b>                     |
| ENDING FUND BALANCE                                   | \$ 9,257               | \$ 184,711                        | \$ 3,883,829                   | \$ 2,600                  | \$ 305                             |

**SHERIDAN STATION WEST METROPOLITAN DISTRICT**

**CAPITAL PROJECTS FUND  
2024 Preliminary Budget  
with 2021 Actual, 2022 Adopted Budget and 2022 Estimated**

|   | <b>2022<br/>Actual</b> | <b>01/23-08/23<br/>YTD Actual</b> | <b>2023<br/>Adopted Budget</b> | <b>2023<br/>Estimated</b> | <b>2024<br/>Preliminary Budget</b> |
|---|------------------------|-----------------------------------|--------------------------------|---------------------------|------------------------------------|
| BEGINNING FUND BALANCE                                | \$ -                   | \$ -                              | \$ -                           | \$ -                      | \$ -                               |
| <b>REVENUE</b>  |                        |                                   |                                |                           |                                    |
| Interest Income                                       | -                      | -                                 | -                              | -                         | -                                  |
| Bond Proceeds   | -                      | -                                 | -                              | -                         | -                                  |
| <b>Total Revenue</b>                                  | -                      | -                                 | -                              | -                         | -                                  |
| <b>Total Funds Available</b>                          | -                      | -                                 | -                              | -                         | -                                  |
| <b>EXPENDITURES</b>                                   |                        |                                   |                                |                           |                                    |
| Legal   | -                      | -                                 | 21,000                         | -                         | -                                  |
| Management  | -                      | -                                 | 6,600                          | -                         | -                                  |
| Capital Outlay  | 3,066,340              | -                                 | -                              | -                         | -                                  |
| Construction-General                                  | 1,480,305              | -                                 | -                              | -                         | -                                  |
| Engineering   | 4,455                  | -                                 | -                              | -                         | -                                  |
| <b>Total Expenditures</b>                             | 4,551,100              | -                                 | 27,600                         | -                         | -                                  |
| <b>Transfers and Other Sources (Uses)</b>             |                        |                                   |                                |                           |                                    |
| Transfer From General Fund                            | 4,455                  | -                                 | -                              | -                         | -                                  |
| Developer Advance                                     | 3,066,340              | -                                 | -                              | -                         | -                                  |
| Transfer from Debt Service                            | 1,480,305              | -                                 | -                              | -                         | -                                  |
| <b>Total Expenditures Requiring<br/>Appropriation</b> | 4,551,100              | -                                 | 27,600                         | -                         | -                                  |
| ENDING FUND BALANCE                                   | \$ -                   | \$ -                              | \$ (27,600)                    | \$ -                      | \$ -                               |



**EXHIBIT C**

Certification of Tax Levy

# CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

**TO:** County Commissioners<sup>1</sup> of \_\_\_\_\_, Colorado.

On behalf of the \_\_\_\_\_,  
(taxing entity)<sup>A</sup>

the \_\_\_\_\_,  
(governing body)<sup>B</sup>

of the \_\_\_\_\_,  
(local government)<sup>C</sup>

**Hereby** officially certifies the following mills to be levied against the taxing entity's GROSS \$ \_\_\_\_\_ assessed valuation of: (GROSS<sup>D</sup> assessed valuation, Line 2 of the Certification of Valuation Form DLG 57<sup>E</sup>)

**Note:** If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area<sup>F</sup> the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ \_\_\_\_\_ (NET<sup>G</sup> assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)  
**USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10**

**Submitted:** \_\_\_\_\_ for budget/fiscal year \_\_\_\_\_.  
(no later than Dec. 15) (mm/dd/yyyy) (yyyy)

| <b>PURPOSE</b> (see end notes for definitions and examples)  | <b>LEVY<sup>2</sup></b>    | <b>REVENUE<sup>2</sup></b> |
|--|----------------------------|----------------------------|
| 1. General Operating Expenses <sup>H</sup>   | _____ mills                | \$ _____                   |
| 2. <Minus> Temporary General Property Tax Credit/<br>Temporary Mill Levy Rate Reduction <sup>I</sup> | < _____ > mills            | \$ < _____ >               |
| <b>SUBTOTAL FOR GENERAL OPERATING:</b>   | <input type="text"/> mills | \$ <input type="text"/>    |
| 3. General Obligation Bonds and Interest <sup>J</sup>  | _____ mills                | \$ _____                   |
| 4. Contractual Obligations <sup>K</sup>  | _____ mills                | \$ _____                   |
| 5. Capital Expenditures <sup>L</sup>   | _____ mills                | \$ _____                   |
| 6. Refunds/Abatements <sup>M</sup>   | _____ mills                | \$ _____                   |
| 7. Other <sup>N</sup> (specify): _____   | _____ mills                | \$ _____                   |
|  | _____ mills                | \$ _____                   |
| <b>TOTAL:</b> [ Sum of General Operating Subtotal and Lines 3 to 7 ]                                 | <input type="text"/> mills | \$ <input type="text"/>    |

Contact person: \_\_\_\_\_ Daytime phone: ( ) \_\_\_\_\_  
(print)

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

*Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 864-7720.*

<sup>1</sup> If the *taxing entity's* boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.  
<sup>2</sup> Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's **FINAL** certification of valuation).

**CERTIFICATION OF TAX LEVIES, continued**

**THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.).** Taxing entities that are

Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

**CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:**

**BONDS<sup>J</sup>:**

- 1. Purpose of Issue: \_\_\_\_\_  
Series: \_\_\_\_\_  
Date of Issue: \_\_\_\_\_  
Coupon Rate: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Levy: \_\_\_\_\_  
Revenue: \_\_\_\_\_
  
- 2. Purpose of Issue: \_\_\_\_\_  
Series: \_\_\_\_\_  
Date of Issue: \_\_\_\_\_  
Coupon Rate: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Levy: \_\_\_\_\_  
Revenue: \_\_\_\_\_

**CONTRACTS<sup>K</sup>:**

- 3. Purpose of Contract: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Principal Amount: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Levy: \_\_\_\_\_  
Revenue: \_\_\_\_\_
  
- 4. Purpose of Contract: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Principal Amount: \_\_\_\_\_  
Maturity Date: \_\_\_\_\_  
Levy: \_\_\_\_\_  
Revenue: \_\_\_\_\_

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Sheridan Station West Metropolitan District of Jefferson County, Colorado on this 8<sup>th</sup> day of December 2023.

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Peggy Ripko, Secretary

S E A L



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

## MEMORANDUM

TO: Board of Directors

FROM: Christel Gemski  
Executive Vice-President

DATE: October 12, 2023

RE: Notice of 2024 Rate Increase

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

In accordance with the Management Agreement (“Agreement”) between the District and Special District Management Services, Inc. (“SDMS”), at the time of the annual renewal of the Agreement, the hourly rate described in Article III for management and all services shall increase by (6.0%) per hour.

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



## ICENOGLE SEAVER POGUE

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### 2024 BILLING RATES

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|                       |                     |                   |
|-----------------------|---------------------|-------------------|
| T. Edward Icenogle    | Of Counsel          | \$360.00 per hour |
| Tamara K. Seaver      | Shareholder         | \$485.00 per hour |
| Alan D. Pogue         | Shareholder         | \$485.00 per hour |
| Jennifer L. Ivey      | Shareholder         | \$425.00 per hour |
| Deborah A. Early      | Shareholder         | \$405.00 per hour |
| Anna C. Wool          | Shareholder         | \$305.00 per hour |
| Shannon Smith Johnson | Shareholder         | \$305.00 per hour |
| Lance J. Ingalls      | Of Counsel          | \$290.00 per hour |
| Alicia J. Corley      | Associate           | \$290.00 per hour |
| Karlie R. Ogden       | Associate           | \$275.00 per hour |
| Alexandra L. Moore    | Associate           | \$250.00 per hour |
| Kayla M. Enriquez     | Associate           | \$250.00 per hour |
| Hannah E. Huval       | Associate           | \$250.00 per hour |
| Stacie L. Pacheco     | Paralegal           | \$205.00 per hour |
| Donette B. Hunter     | Paralegal           | \$205.00 per hour |
| Megan Liesmaki        | Paralegal           | \$205.00 per hour |
| L. Noel Nail          | Paralegal           | \$205.00 per hour |
| Hannah Pogue          | Legal Administrator | \$ 55.00 per hour |
| Maria L. Brooks       | Legal Administrator | \$ 55.00 per hour |
| T. Max Gilida         | Legal Administrator | \$ 55.00 per hour |