

# DAKOTA RIDGE METROPOLITAN DISTRICT

8390 E CRESCENT PKWY., SUITE 300  
GREENWOOD VILLAGE, COLORADO 80111

Phone: 303-779-5710

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

## NOTICE OF REGULAR MEETING AND AGENDA

**DATE:** November 2, 2022

**TIME:** 6:00 p.m.

**LOCATION:** Via Microsoft Teams

You can attend the meetings in any of the following ways:

1. To attend via Microsoft Teams Videoconference use the below link:

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_N2RmOTJhMDQtM2U3ZS00ZDFmLWI3MDItNmJiMjZhOGI3Mjgw%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%229bf4c29b-a9c8-46b4-a6c0-c1ed7cba4824%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_N2RmOTJhMDQtM2U3ZS00ZDFmLWI3MDItNmJiMjZhOGI3Mjgw%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%229bf4c29b-a9c8-46b4-a6c0-c1ed7cba4824%22%7d)

**ACCESS:**

2. To attend via telephone, dial 720-547-5281 and enter the following additional information:

Conference ID: 527 854 268#

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Lisa Albers	President	May, 2025
Chelsey Green	Secretary	May, 2023
Vacant		May, 2025
Vacant		May, 2023
Melanie Freeman	Assistant Secretary	May, 2023

### **I. ADMINISTRATIVE MATTERS**

- A. Present disclosures of potential conflicts of interest.
- B. Confirm quorum, location of meeting and posting of meeting notices. Approve Agenda.
- C. Public Comment.

Members of the public may express their views to the Board on matters that affect the District that are otherwise not on the agenda. Comments will be limited to three (3) minutes per person.

- D. Review and consider approval of minutes from the March 15, 2022, special board meeting (enclosure).
- E. Discuss business to be conducted in 2023 and location (**virtual and/or physical**) of meetings. Schedule regular Board meetings and consider adoption of Resolution No. 2022-11-01 Establishing Regular Meeting Dates, Time, and Location, and Designating Location for Posting of 24-Hour Notices (enclosure). Appoint representative to post notices within the District.
- F. Discuss requirements of Section 32-1-306, C.R.S. and direct staff regarding compliance for 2023 (Annual Map Filing).
- G. Discuss and consider approval of 2023 insurance renewal. Consider adoption of documents needed to obtain or maintain insurance coverage through the Colorado Special Districts Property and Liability Pool or T. Charles Wilson Risk Management and authorize membership in the Special District Association (enclosures).
- H. Acknowledge the resignation of Directors Michelle Trujillo and Shannon Pachikara from the Board of Directors of the District.
- I. Discuss Board vacancy and consider appointment of eligible elector Jarrod Walker to the Board of Directors.
- J. Consider appointment of officers.

President:

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

Treasurer \_\_\_\_\_

Assistant Secretary: \_\_\_\_\_

Assistant Secretary: \_\_\_\_\_

- K. Other.

## II. FINANCIAL MATTERS

- A. Approve and/or ratify approval of payment of claims in the amount of \$19,348.03 (enclosure).
- B. Review and consider approval of September 30, 2022 Unaudited Financial Statements (enclosure).
- C. Conduct Public Hearing to consider amendment of the 2022 Budget. If necessary, consider adoption of Resolution to Amend the 2022 Budget.

- D. Conduct Public Hearing on the proposed 2023 Budget and consider adoption of Resolution No. 2022-11-02 to Adopt the 2023 Budget and Appropriate Sums of Money and Resolution No. 2022-11-03 to Set Mill Levies (enclosures – preliminary assessed valuation, draft budget, and resolutions).
- E. Review and consider adoption of Resolution Authorizing Adjustment of the District Mill Levy in Accordance with Service Plan (to be distributed).
- F. Authorize District Accountant to prepare the DLG-70 Certification of Tax Levies form for certification to the Board of County Commissioners and other interested parties.
- G. Appointment of Board member to sign the DLG-70 Certification of Tax Levies.
- H. Consider appointment of District Accountant to prepare 2024 Budget.
- I. Discuss statutory requirements for an audit. Consider appointment of District Accountant or engagement of outside accountant to prepare Application for Exemption from Audit for 2022.
- J. Review and consider acceptance of Cost Certification in the amount of \$359,430 for reimbursement to Meritage Homes of Colorado, Inc. (enclosure).

### **III. LEGAL MATTERS**

- A. Consider adoption of Resolution No. 2022-11-04 Calling a Regular Election for Directors on May 2, 2023, appointing the DEO and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election (enclosure). Self-Nomination and Acceptance Forms are due by February 24, 2023. Discuss need for ballot issues and/or questions.
- B. Discuss requirements of Section 32-1-809, C.R.S., and direct staff regarding compliance for 2023 (District Transparency Notice).

### **IV. MANAGER MATTERS**

- A. Consider approval of CliftonLarsonAllen LLP Statement(s) of Work for 2023 (enclosure).

### **V. COVENANT ENFORCEMENT/DESIGN REVIEW**

- A. Review and consider guidelines for Covenant Enforcement and Collection Policy.
- B. Review and consider adoption of Rules and Regulation Regarding Use of District Owned Property.

**VI. OTHER BUSINESS**

A. Other

**VII. ADJOURNMENT**

## RECORD OF PROCEEDINGS

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MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
DAKOTA RIDGE METROPOLITAN DISTRICT (THE "DISTRICT")  
HELD  
March 15, 2022

A special meeting of the Board of Directors of the Dakota Ridge Metropolitan District (referred to hereafter as the "Board") was convened on March 15, 2022, at 11:00 a.m. at the offices of CliftonLarsonAllen, LLP, 8390 E. Crescent Parkway, Suite 300, Greenwood Village, Colorado 80111. This board meeting was also held virtually via Microsoft Teams and by conference call. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Chelsey Green  
Michele Trujillo  
Shannon Pachikara  
Melanie Freeman

Director Albers was absent and excused.

#### Also, In Attendance Were:

Paula Williams, Esq.: McGeady Becher P.C.  
Jason Carroll, Stephanie Odewumi, and Jenny Hackelman; CliftonLarsonAllen LLP ("CLA")  
Tim Morzel; D.A. Davidson & Co.

### CALL TO ORDER

Director Green called the meeting to order at 11:00 a.m.

### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

The Board discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board of Directors to the Secretary of State. The members of the Board were requested to disclose any potential conflicts of interest regarding any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with statute. It was noted by Ms. Odewumi that disclosures of potential conflicts of interest were filed with the Secretary of State for all directors, and no additional conflicts were disclosed at the meeting.

### ADMINISTRATIVE MATTERS

**Quorum, Confirmation of Meeting Location, Posting of Notice, and Agenda:** Ms. Odewumi confirmed the presence of a quorum.

The Board discussed the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. Following discussion, and upon motion duly made by Director Albers, seconded by Director Green

## RECORD OF PROCEEDINGS

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and, upon vote, unanimously carried, the Board determined that certain Board members and consultants of the District would attend this meeting in person at the above-referenced location. However, certain other Board members and consultants of the District would attend this meeting via video conference or teleconference and encouraged public participation via video or teleconference. The Board further noted that notice providing the time, date, location, and video conference/teleconference information for the meeting was duly posted and that no objections, or any requests that the means of hosting the meeting be changed by taxpaying electors within the District's boundaries.

The Board reviewed the Agenda for the meeting. Following review, upon motion duly made by Director Green, seconded by Director Freeman and, upon vote, unanimously carried, the Board approved the Agenda, as presented, excused the absence of Director Albers, and designated the website as the posting location.

**Public Comment:** There were no public comments.

**March 7, 2022 Special Meeting Minutes:** Following review, upon a motion duly made by Director Green, seconded by Director Freeman and, upon vote, unanimously carried, the Board approved the March 7, 2022 Special Meeting Minutes.

### FINANCIAL MATTERS

**Cost Certification No. 1 for Verified Costs in Connection With Issuance of the District's General Obligation Limited Tax Bonds, Series 2022A(3) ("Bonds"), and Authorization of Requisition No. 1 in the amount of \$1,785,000:** The Board reviewed Cost Certification No. 1 for verified costs in connection with the issuance of the Bonds, and Requisition No. 1 was presented to the Board for consideration. Following discussion, upon a motion duly made by Director Green, seconded by Director Trujillo and, upon vote, unanimously carried, the Board accepted and authorized Cost Certification No. 1 and Requisition No. 1 in an amount of \$1,785,000.

Mr. Carroll informed the Board that Requisition No. 1 needs to be signed and submitted and noted that he will determine who is the designated signer and will complete this task.

### LEGAL MATTERS

There were no legal matters to discuss.

### MANAGER MATTERS

There were no manager matters to discuss.

### OTHER BUSINESS

There was no other business to discuss.

## RECORD OF PROCEEDINGS

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### ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director Green, seconded by Director Trujillo and, upon vote, unanimously carried, the meeting was adjourned at 11:07 a.m.

Respectfully submitted,

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

## RESOLUTION NO. 2022-11-01

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

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

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

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

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

3. That regular meetings of the District Board for the year 2023 shall be held on \_\_\_\_\_ at \_\_\_\_\_, at \_\_\_\_\_ [indicate physical location and/or virtual location (telephonically, electronically, or by other means)].

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

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

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

7. That the District has established the following District Website, [www.dakotaridgemd.com](http://www.dakotaridgemd.com), and the Notice of Meeting of the District Board shall be posted on the District Website at least 24 hours prior to meetings pursuant to Section 24-6-402(2)(c)(III), C.R.S. and Section 32-1-903(2), C.R.S.

8. That, if the District is unable to post the Notice of Meeting on the District Website at least 24 hours prior to each meeting due to exigent or emergency circumstances, the Notice of Meeting shall be posted within the boundaries of the District at least 24 hours prior to each meeting, pursuant to Section 24-6-402(2)(c)(I) and (III), C.R.S., at the following Designated Public Place:

(a) North West corner of West Belleview Avenue and South Robb Street.

9. CliftonLarsonAllen, LLP, or his/her designee, is hereby appointed to post the above-referenced notices.

**[SIGNATURE PAGE FOLLOWS]**

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

RESOLUTION APPROVED AND ADOPTED on November 2, 2022.

**DAKOTA RIDGE METROPOLITAN  
DISTRICT**

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

Attest:

\_\_\_\_\_  
Secretary

# 2023 CSD Pool General Coverage Notes

## Drones

We are seeing many Districts either purchase or entertain purchasing Drones. The CSD Pool now offers coverage. To trigger liability coverage, subject to a \$200,000 sublimit, for member owned drones, we will want to add the number of drones to the GL Schedule to account for the liability at no cost. If you would like physical damage for the Drone itself, you must add the drone to the inland marine schedule subject to a maximum limit of \$25,000. Please contact us if you have or are considering purchasing one, so that we may help you secure the appropriate Coverage.

## Property Coverages:

Property Coverage applies only at the locations listed on the policy. Verify that all locations at which you have property are listed in the declarations.

**If an item or location is not listed on the policy, there is no coverage.**

The limit of insurance is the amount you have listed on your schedule. Verify the limits of insurance for all lines of coverage (Building, Contents - to include tenant improvements if required in contract, Outdoor Property, EDP – Computer, and Business Income) are enough to cover a total loss to that item.

The sublimit for outdoor property includes \$25,000 for Outdoor Property (permanently affixed structures or equipment) that is within 1,000 feet of a scheduled premise. Outdoor property includes exterior signs attached or detached, lighting, fencings, flagpoles, pavilions, park/playground entities, paved walkways, driveways or parking lots. The valuation for this property is **actual cash value**. To have replacement cost valuation, the outdoor property must be schedule on the property policy.

When scheduling property, keep in mind that items such as excavation, dirt work, and landscape mulch are not covered property or expenses. They are excluded under the land and land improvements exclusion.

**Consider increasing property values.**

Due to the recent spike in labor and material cost to the state of Colorado, we would recommend you consider increasing your property values to account for these increases and to help assure that in the event of a loss, your property is adequately covered. The CSD Pool will be automatically increasing limits 18% - 24%

Computer Coverage is provided with a \$250,000 sublimit. If you have more than \$250,000 of computer equipment, please let us know so that we can help you address the coverage. If you have less than \$250,000, you should not be scheduling the equipment as it may have a limiting effect on coverage. New Sublimit for Member Personal Computer/Computing Equipment - \$1,500 Sublimit with a \$10,000 aggregate; requires member approval.

Equipment Breakdown coverage is automatically included for scheduled buildings and business personal property. Coverage applies to outdoor property (NOC-not otherwise classified) only when specified on the schedule. If your outdoor property has electrical components please check the field "NOC Equipment Breakdown Applies" when updating your 2021 schedule. Please contact us if you need help with your property schedule.

Loss of Income and Extra Expense coverage is provided with a \$250,000 sublimit. If damage to one of your properties could cause you to lose in excess of \$250,000 of revenue or would increase your operating costs by over \$250,000, please let us know so that we can help you address the coverage.

### **Roofs and Hail**

The Pool policy carries a 2% deductible for property losses caused by hail. Your deductible will be 2% of the value of the damaged property with a \$5,000 minimum and \$50,000 maximum deductible. For any real property over \$25,000,000 – deductible is \$75,000.

The Pool is offering a deductible buy down option to a flat \$5,000 hail deductible. For pricing, please let us know (last year it was about a 30% surcharge to building and not otherwise classified property premiums).

The Pool policy has a cosmetic damage waiver. The endorsement waives coverage for claims involving wind and hail damage to a roof that suffers only cosmetic damage. Cosmetic damage refers to scuffs and dents that do not affect the structural integrity of your roof and are not visible to patrons of your facility.

If the age of your District's roof exceeds the manufacturer's expected usage warranty, the Pool will assess the value of the roof on Actual Cash Value. Actual Cash Value is the cost to replace the roof less depreciation.

The Pool is adding a building vacancy provision to the property policy. The provision states losses to buildings that are vacant for more than 60 days will be valued at Actual Cash Value unless reasonable steps are taken to maintain heat in the building or the building was winterized prior to becoming vacant.

The Excess/Umbrella Liability policy does not provide coverage for damage to property owned by the District.

Flood coverage and additional flood coverage is available. Consider the Stafford Act when considering higher flood limits and whether or not to cover specific property. If you sustained flood damage, paid for by FEMA, the Act may prevent future FEMA payments should you incur damage to uninsured property for a second time.

There is a lot of development and construction in Colorado. Property in the course of construction is not automatically covered. If you have this exposure, please let us know so that we can help you obtain the appropriate coverage.

### **Inland Marine/Auto Coverages:**

Any vehicle or piece of equipment that is licensed for use on the road needs to be scheduled on the Auto policy – in lieu of the Inland Marine policy. Please verify that all pieces of equipment such as Snowplows, ATVs, UTVs, etc. are itemized on the appropriate auto or inland marine schedule.



### **Auto Physical Damage Deductibles:**

For Comprehensive and/or Collision claims, involving losses to more than 5 vehicles in a single occurrence, the deductible for the loss will be limited to the deductibles on the 5 vehicles with the largest deductibles.

### **Crime and Employee Dishonesty Coverage:**

We find that many districts have elected to carry minimal limits (\$5,000 or \$10,000) of Employee Dishonesty Coverage. We are seeing a sharp increase in claims in this area and often these limits turn out to be too low. **We highly recommend an increase in limits to a minimum of \$100,000.**

For those with budgets in excess of \$1,000,000 we can provide you with a tool to help determine appropriate limits. Please contact us if you would like to review your Limit.

Third Party Accounting and Bookkeeping Services. Many Districts do not have employees, but instead employ a third party / independent contractor to handle their financials. As the service does not qualify as an employee, the POOLs Employee Dishonesty coverage will not cover the loss. The District needs to be sure the third party / independent contractor has their own Crime coverage in place, with Third-Party coverage for the District's protection. NOTE: There is no coverage for the entity owner, only for employees of the third party / independent contractor.

If you are dealing with a one person operation, a 'Designated Agent Addendum' is available through the POOL that can be added to the existing Crime policy, to provide protection from loss by the third party / independent contractor. The additional contribution to add the Designated Agent Addendum to the Crime policy starts at \$350 minimum. In order for the POOL to consider eligibility and provide a formal quote, they require a Designated Agent Questionnaire.

Fraudulent Impersonation Coverage sometimes referred to as Social Engineering pays for the voluntary parting of money and securities caused by fraudulent instruction. The limit for this coverage is the same as the employee dishonesty limit up to \$250,000. The deductible for this coverage is substantial at 20% of the Fraudulent Impersonation Limit.

## Liability Coverages:

The Liability policy has a sublimit for Securities Claims. The annual limit is \$1,250,000 and that limit is reduced by the cost of defense.

**Excess Liability** – this coverage increases the limit of insurance available in any one occurrence for Liability Claims, Public Officials Liability Claims, Employment Practices Liability Claims, and Auto Liability Claims.

**Employment Practices Liability** - –Similar to Crime Coverage, we are seeing an increase in claim activity from Employment Related Practices claims. The CSD Pool deductible is 50% of both loss and defense costs up to the point your portion reaches the deductible on your declarations page – Per Occurrence. The standard deductible is 50% up to \$100,000. We recommend consideration of lower deductible options.

**No Fault Water and Sewer Back Up** – Coverage includes a per residence/commercial occupancy limit of \$10,000 with a \$200,000 per occurrence aggregate limit. An all Member Pool coverage aggregate of \$1,000,000 also applies.

The CSD Pool has also contracted with ServPro to help homeowners address backups to their homes. ServPro is offering preferred pricing and expedited response services to CSD Pool customers. For information on this program, please contact us.

**Pollution Liability – Water and Sewer Lines.** If you want coverage for the release of pollutants from water or sewer lines, the lines must be scheduled on the property policy. **This would hold true for issues associated with lines that are located on your scheduled premises – they must be specifically schedule for coverage to apply.** We have very few lines scheduled, so it is very likely pollution coverage for your district would not apply to pollutant escape from your lines. We want you to be aware of this situation and are happy to get quotes for you to provide the coverage.

**Above Ground Tanks** – With the exception of water tanks, in order for **General Liability** coverage to apply to loss associated with a tank, the tanks must be noted on the liability schedule. If you have tanks (other than water), please make sure the appropriate number of tanks is listed on your General Liability schedule. For **Pollution Liability** (i.e. seepage of fuel from an above ground tank) to apply, the tanks must also be schedule on your property policy. Underground tanks are not covered and must be specifically underwritten separately, contact us for an application.

**\*\*Volunteer Accident Coverage** - If you list volunteers on your GL schedule, they will be provided accident coverage. The coverage is Excess of Health Insurance with a \$25,000 Limit and the cost is based on hours. Be sure to include in on your General Liability schedule. It also includes an AD&D component with limits from \$12,500-\$50,000 depending on the injury (2020 info, pending update).

**Cyber Liability** – A \$200,000 limit of liability (subject to a \$1,000,000 All Member maximum) is included in your policy. This is an automatic coverage designed to support smaller district and provide coverage for small losses for other Districts. We have numerous Districts and clients that have experienced cyber losses, such as hacking and ransomware, and we have seen claims nearing \$1,000,000. **We highly recommend considering higher limits. Please contact us to discuss.**

**Sanitation Maintenance Warranty** – For Districts with sanitation operations The Pool offers a discount on the general liability contribution associated with the sanitation operations. There is a requirement that you meet certain criteria at the time of loss with this program. Contact us to discuss the discount and program criteria.

**Homeowners Association Functions** – the CSD Pool requires that you identify the number of homes in your District for which the District is performing architectural control, design review, and/or covenant enforcement. There will be a charge for these operations.

### **Claims:**

The timely reporting of claims is critical.

If you experience damage to your property, please make sure a claim is reported to Sedgwick prior to beginning any repair work. If you fix your property without giving the adjuster the opportunity to review the damages and the cause of damage they have the right to reject your claim. The caveat being that if the damage has the possibility of further damages, you must take steps to mitigate the further damage. Please take photos and document well. Should you have questions, please call us.

If there is the potential of a liability claim, you must notify Sedgwick of the circumstances surrounding the claim as soon as possible. If a formal written or verbal demand for damage is received, Sedgwick must be notified immediately.

## **Workers' Compensation Coverages:**

**Volunteers.** The state statute prescribes coverage for certain type of volunteers, for Special Districts the only volunteer group we typically see covered by statute are Fire/EMS service providers. Those truly providing Fire and EMS services, not peripheral type services like you might see from an auxiliary (traffic assistance, food service, etc.).

If your volunteer group is not providing Fire or EMS services, they are very likely not covered.

The assumed **minimum** payroll for volunteer firefighters is \$2,500 per volunteer firefighter.

There has been significant discussion in how volunteer firefighter's lost wages are calculated in the event of an injury. If the volunteer does NOT receive a stipend, they would receive the State's weekly maximum wage (currently \$1023). In the event you stipend your volunteers, the CSD Pool currently basis their lost wage payment on that stipend. So, if your volunteer is stipend \$100 a month, they would receive 66% of \$25 (\$100 a month divided by 4 weeks) as their weekly wage replacement. Should the volunteer be unable to perform their other regular work, the wage replacement would be increased, up to the State's weekly maximum, to reflect lost wages from their other employment.

**Out of State Operations.** If any of your employees are working out of state or traveling to or through other states as part of their job – particularly to WY, WA, OH and ND – please call us to discuss additional steps necessary to make sure you are appropriately covered.

## Workers' Compensation – Board Member Only Coverages :

**\*\*Board Member Only Coverage.** The annual minimum contribution for Board Member Only coverage will stay at \$450.

**Board Members.** C.R.S. Section 8-40-202 (l)(B) requires coverage on board members unless an annual filing is made with the Division of Insurance 45 days ahead of the coverage term.

If a board member is injured, their wage replacement would be based on the compensation they receive for their board duties (typically \$100 a month). If they do not receive compensation for board duties, unlike a volunteer firefighter (who receive the State's weekly maximum) they would not receive any wage replacement. Should the board member be unable to perform their other regular work, the wage replacement would be increased, up to the State's weekly maximum, to reflect lost wages from their other employment.

Board Member Only coverage is designed to cover work-related injuries and illness for board members while in the course and scope of their duties as board members, which are administrative functions. Other job assignments outside of their normal administrative duties, such as occasionally working at a water or sewer plant, helping with landscape maintenance, meter reading, plowing snow, and so forth, are not considered to be duties to be performed by board members and may lead to denial of claims due to misrepresentation of a material exposure to loss. Any job functions not in the normal board member administrative scope must be reported to our agency for appropriate classification. An additional contribution will then be assessed based on assumed comparative wages to compensate for the inherent exposure of other duties being performed. Not reporting accurately may also affect prior years as the NCCI administrative rules allow for audits to be conducted and reconciled for corrected contribution payments for the prior three (3) years

## **Renewal Documents and Invoice 1/1/2023 to EOD 12/31/2023**

Acceptance of this coverage is evidenced only by payment of the enclosed invoice by January 1, 2023.

The following renewal documents are attached where applicable:

1. Invoice: Payment is due upon receipt. Please return a copy of the invoice with your payment to ensure that it is applied correctly. We have attached a Coverage Contribution instructions sheet which provides details about your payment.
2. Comparison of Annual Contributions.
3. Deductible Options:
  - Provides the difference in cost by coverage line if you were to increase or decrease the deductible for that specific coverage.
4. Quote for Excess Liability limits for your consideration:
  - Limits of up to \$8 million, in excess of the primary \$2 million Liability limit, are available. Although the primary \$2 million Liability limit is sufficient to cover the CGIA tort cap, we do recommend you consider purchasing higher limits primarily due to special districts' unlimited liability to federal civil rights, discrimination, harassment, whistle blowing, and other employment-related practices claims.
5. Coverage Declaration Pages: Informational page summarizing the key points about the coverage provided including limits and deductible descriptions for all coverage provided. Full coverage forms will be available at [csdpool.org/documents](https://csdpool.org/documents) by January 1, 2023.
6. Schedules: Lists of exposures and values.
7. Certificates of coverage: Originals are mailed directly to the Certificate Holders.
8. Automobile identification cards: Hard copies will be mailed.



## Payment Instructions

The annual contribution for coverage with the Pool is due upon receipt of this invoice.

We accept the following payment methods:

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

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

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

Colorado Special Districts Property and Liability Pool  
c/o McGriff Insurance Services, Inc.  
1800 SW 1<sup>st</sup> Ave, Suite 400  
Portland, OR 97201

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

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

Please be advised that in accordance with the Intergovernmental Agreement (IGA), automatic expulsion will occur on the 60<sup>th</sup> day should your account not be current. If you wish to reinstate your district's coverage after cancellation has occurred, a \$100 reinstatement fee will apply.

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

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

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

## Property and Liability Coverage Invoice

**Named Member:**

Dakota Ridge Metropolitan District  
c/o McGeady Becher, P.C.  
450 E. 17th Ave., Suite 400  
Denver, CO 80203

**Broker of Record:**

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

Coverage No.	Entity ID	Effective Date	Expiration Date	Invoice Date
23PL-308-1900	308	1/1/2023	EOD 12/31/2023	9/6/2022

Coverage	Contribution
General Liability	\$ 546.00
Crime	\$ 135.00
Non-Owned Auto Liability	\$ 132.00
Hired Auto Physical Damage	\$ 65.00
No-Fault Water Intrusion & Sewer Backup	\$ 35.00
Public Officials Liability	\$1,163.00
Pollution	\$ 0.00

<b>Total Contribution</b>	<b>\$2,076</b>
---------------------------	----------------

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

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

10% Direct Discount

8% Multi Program Discount for WC Program Participation

**Payment Due Upon Receipt**

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

**Remit checks to:** Colorado Special Districts Property and Liability Pool  
c/o McGriff Insurance Services, Inc.  
PO Box 1539  
Portland, OR 97207-1539

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



**Colorado Special Districts  
Property and Liability Pool**

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

**Master Coverage Document Number:** CSD Pool CTC 01 01 22 and CSD Pool PEL 01 01 23

**Certificate Number:** 23PL-308-1900

**Coverage Period:** 1/1/2023 to EOD 12/31/2023

**Named Member:**

Dakota Ridge Metropolitan District  
c/o McGeedy Becher, P.C.  
450 E. 17th Ave., Suite 400  
Denver, CO 80203

**Broker of Record:**

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

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

Coverage	Per Occurrence Limit	Annual Aggregate Limit	Deductible	Contribution
<b>Public Entity Liability Coverage including:</b>	\$2,000,000	None		
General Liability	Included	None	None	\$546
Medical Payments - Premises	\$10,000	None	None	Included
Employee Benefits Liability	Included	None	None	Included
Public Officials Liability	Included	None	\$1,000	\$1,163
Employment Practices Liability	Included	None	*\$100,000	Included
Pre Loss Legal Assistance	\$3,500	\$7,000	None	Included
No-Fault Water Intrusion & Sewer Backup	\$200,000 limited to \$10,000 Any One Premises	***\$1,000,000	\$500	\$35
Cyber	\$200,000	**\$200,000	\$1,000	Included
Fiduciary Liability	\$200,000	**\$200,000	\$1,000	Included
Excess Liability - Coverage agreements	No Coverage	No Coverage	N/A	No
Auto Liability	No Coverage	No Coverage	N/A	No
Medical Payments – Auto	No Coverage	No Coverage	N/A	No
Non-Owned and Hired Auto Liability	Included	None	None	\$132
Uninsured/Underinsured Motorists Liability	No Coverage	No Coverage	N/A	No
<b>Auto Physical Damage</b>	No Coverage	No Coverage	N/A	No
Hired Auto Physical Damage	\$50,000	N/A	\$500/\$500	\$65
Auto Physical Damage - Employee Deductible	\$2,500	N/A	None	Included

**Total Contribution** \$1,941

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

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

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

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

**Additional Endorsements applicable to Member:**

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

Countersigned by:   
Authorized Representative

**Crime Certificate Holder Declaration**

**Master Coverage Document Number:** J05931794  
**Certificate Number:** 23PL-308-1900

**Insurer:** Federal Insurance Company (Chubb)  
**Coverage Period:** 1/1/2023 to EOD 12/31/2023

**Named Member:**

Dakota Ridge Metropolitan District  
c/o McGeady Becher, P.C.  
450 E. 17th Ave., Suite 400  
Denver, CO 80203

**Broker of Record:**

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

**Covered Designated Agent(s):**

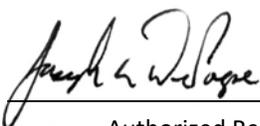
**Coverages and Limits:**

<b>Employee Theft:</b>	\$5,000
<ul style="list-style-type: none"> <li>· Limit is maximum for each loss</li> <li>· Employee includes executives, full-time, part-time, seasonal, leased and temporary employee(s), interns or non-compensated volunteer.</li> <li>· Includes funds from a sponsored benefit plan.</li> </ul>	
<b>Public Official Faithful Performance of Duty:</b>	\$5,000
<b>Client Theft:</b>	\$5,000
<b>Forgery or Alteration:</b>	\$5,000
<b>On Premises:</b>	\$5,000
<b>In Transit:</b>	\$5,000
<b>Computer System Fraud:</b>	\$5,000
<b>Funds Transfer Fraud:</b>	\$5,000
<b>Debit, Credit or Charge Card Fraud:</b>	\$5,000
<b>Money Orders and Counterfeit Paper Currency Fraud:</b>	\$5,000
<b>Social Engineering Fraud:</b>	\$5,000
<b><u>Deductible(s):</u></b>	
<b>All Crime except Social Engineer Fraud:</b>	\$100
<b>Social Engineering Fraud:</b>	20% of Social Engineering Fraud Limit
<b><u>Contribution:</u></b>	\$135

**Policy Forms:**

PF-52815 (04/20)	The Chubb Primary <sup>SM</sup> Commercial Crime Insurance
PF-52853 (04/20)	Governmental Entity (Colorado Special Districts Pool) Endorsement
PF-53127 (04/20)	Colorado Amendatory Endorsement
PF-52851 (04/20)	Add Corporate Credit Card Coverage

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

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



## Identity Recovery Certificate Holder Declaration

**Master Coverage Policy Number:**

CSD 2009 CP IDR Form 01 01 21

**Insurer:**

The Hartford Steam Boiler Inspection  
and Insurance Company

**Certificate Number:** 23PL-308-1900

**Coverage Period:** 1/1/2023 to EOD 12/31/2023

**Named Member:**

Dakota Ridge Metropolitan District  
c/o McGeady Becher, P.C.  
450 E. 17th Ave., Suite 400  
Denver, CO 80203

**Broker of Record:**

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

**Member:**

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

**Coverage:**

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

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

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

Case Management Service Expenses - does not reduce the limit available

Legal Costs - reduces the limit available

**Sub Limits:**

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

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

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

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

Countersigned by:

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

Authorized Representative



**General Liability Schedule  
Metropolitan District**

**Policy Number:** 23PL-308-1900  
**Named Member:** Dakota Ridge Metropolitan District

**Coverage Period:** 1/1/2023 – EOD 12/31/2023  
**Broker:** TCW Risk Management

Code	Description	Unit	Amount	Effective Date	Expiration Date
105	105-Total Operating Expenses - Any other	Dollars	60,000.00	1/1/2023	12/31/2023
348	348-Number of Board Members	Total	5.00	1/1/2023	12/31/2023
900	900-Services Contracted out to Others	Dollars	50,000.00	1/1/2023	12/31/2023

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

**Annual Comparison of 2023 and 2022 contributions.**  
**Loss Ratios based on participation years from 2015 to 2022**

**Dakota Ridge Metropolitan District**

Year	Contribution
2023	\$2,076.00
2022	\$1,647.00
Difference	\$429.00
% Difference	26.05%

General Liability	Contribution	TOE
Yr. 2023	\$546.00	\$60,000.00
Yr. 2022	\$422.00	\$60,000.00
Difference	\$124.00	\$0.00
% Difference	29.38%	0.00%
Loss Ratio	0.00%	

Equipment Breakdown	Contribution
Yr. 2023	\$0.00
Yr. 2022	\$0.00
Difference	\$0.00
% Difference	0.00%
Loss Ratio	0.00%

Auto Liability	Contribution	Auto Count
Yr. 2023	\$132.00	0
Yr. 2022	\$107.00	0
Difference		0
% Difference	NaN	0.00%
Loss Ratio	0.00%	

Crime	Contribution
Yr. 2023	\$135.00
Yr. 2022	\$109.00
Difference	\$26.00
% Difference	23.85%
Loss Ratio	0.00%

Auto Physical Damage	Contribution	TIV
Yr. 2023	\$65.00	\$0.00
Yr. 2022	\$53.00	\$0.00
Difference		\$0.00
% Difference	NaN	0.00%
Loss Ratio	0.00%	

Public Officials Liability	Contribution	EE Count
Yr. 2023	\$1,163.00	0
Yr. 2022	\$943.00	0
Difference	\$220.00	0
% Difference	23.33%	0.00%
Loss Ratio	0.00%	

Property/Inland Marine	Contribution	TIV
Yr. 2023	\$0.00	\$0.00
Yr. 2022	\$0.00	\$0.00
Difference	\$0.00	\$0.00
% Difference	0.00%	0.00%
Loss Ratio	0.00%	

Excess Liability	Contribution
Yr. 2023	\$0.00
Yr. 2022	\$0.00
Difference	\$0.00
% Difference	0.00%
Loss Ratio	0.00%

Earthquake	Contribution
Yr. 2023	\$0.00
Yr. 2022	\$0.00
Difference	\$0.00
% Difference	0.00%
Loss Ratio	0.00%

Flood	Contribution
Yr. 2023	\$0.00
Yr. 2022	\$0.00
Difference	\$0.00
% Difference	0.00%
Loss Ratio	0.00%

No Fault	Contribution
Yr. 2023	\$35.00
Yr. 2022	\$13.00
Difference	\$22.00
% Difference	169.23%
Loss Ratio	0.00%



## 2023 Excess Liability Options Proposal

### This Proposal Does Not Bind Coverage

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

**Named Member:** Dakota Ridge Metropolitan District

**Certificate Number:** 23PL-308-1900

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

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

9/6/2022

# TCW Risk Management

384 Inverness Parkway Suite 170  
Englewood, CO 80112

Phone: (303) 368-5757

Fax:

Email: tcwinfo@wilsonins.com

<b>Invoice # 11758</b>	Page 1 of 1
Account Number	Date
DAKORID-01	10/5/2022
BALANCE DUE ON	
1/1/2023	
AMOUNT PAID	Amount Due
	\$495.00

**Dakota Ridge Metropolitan District**  
c/o McGeady Becher P.C.  
450 E. 17th Avenue, Suite 400  
Denver, CO 80203

Commercial Package

PolicyNumber: .

Effective: 1/1/2023 to 1/1/2024

Item #	Effective	Due Date	Trans	Description	Amount
75115	1/1/2023	1/1/2023	FEEA	Agency Fee 2023	\$495.00

**Total Invoice Balance:**

**\$495.00**

**Dakota Ridge Metro District**  
**Outstanding Invoices**

<u>Vendor</u>	<u>Ref #</u>	<u>Date</u>	<u>Total</u>
CliftonLarsonAllen LLP	3421561	8/31/2022	1328.28
CliftonLarsonAllen LLP	3407100	8/31/2022	530.25
McGeady Becher P.C	1470WAug22	8/31/2022	14258.89
Invoice total			16117.42
Funds on hand			1769.39
Emergency Cushion			5000.00
Developer Advance Request			<u>\$19,348.03</u>





## Attachment to Invoice 3421561 Dated 9/27/2022

Client: 011-046562 Dakota Ridge Metro District

Date	Name	Office	Hours	Engagement		Description
				Rate	Amount	
<b>Engagement: - Live BizOps 2022</b>						
8/1/2022	J Trujillo	011 Denv. Area	0.20	140.00	28.00	Email correspondence Looking into payments
8/1/2022	S Martin	011 Denv. Area	0.05	75.00	3.75	Uploading bank statements to Axxess
8/3/2022	N Gile	011 Denv. Area	0.05	120.00	6.00	upload bk stmt
8/8/2022	J Trujillo	011 Denv. Area	2.10	140.00	294.00	FS Prep CD Prep
8/8/2022	J Carroll	011 Denv. Area	0.50	395.00	197.50	review 6/30 FS
8/9/2022	J Trujillo	011 Denv. Area	0.70	140.00	98.00	email correspondence Fixing FS Finishing CD
8/9/2022	J Carroll	011 Denv. Area	0.25	395.00	98.75	Working on getting ptax deposited review Q2 CD
8/10/2022	J Trujillo	011 Denv. Area	0.90	140.00	126.00	Email correspondence Sending CD to trustee Saving confirmation in axcess Contacting county for property tax deposit Bank Rec
8/11/2022	J Trujillo	011 Denv. Area	0.60	140.00	84.00	Importing invoices and payments from bill.com Email correspondence Getting invoice added and approved in bill.com Updating cash sheet Filing out ACH form for ptax
8/11/2022	J Colby	011 Denv. Area	0.10	120.00	12.00	Insurance Follow up
8/29/2022	N Gile	011 Denv. Area	0.25	120.00	30.00	ap process
8/30/2022	J Carroll	011 Denv. Area	0.25	395.00	98.75	monthly accounting
Subtotal for engagement:- Live BizOps 2022			<u>5.95</u>		<u>1,076.75</u>	
<b>Engagement: - SSARS Preparation 2022</b>						
8/18/2022	J Trujillo	011 Denv. Area	0.05	140.00	7.00	Fixing XCM budget tasks
8/22/2022	J Trujillo	011 Denv. Area	0.40	140.00	56.00	Email correspondence Releasing payables Updating cash sheet
8/25/2022	J Trujillo	011 Denv. Area	0.40	140.00	56.00	Email correspondence Updating cash sheet and property tax schedule
8/30/2022	J Trujillo	011 Denv. Area	0.30	140.00	42.00	Email correspondence Updating cash sheet Approving AP
Subtotal for engagement:- SSARS Preparation			<u>1.15</u>		<u>161.00</u>	
<b>Engagement: - Service Fees</b>						
8/15/2022		No Office	0.00	0.00	27.28	SERVICE FEE - AUGUST 2022 BILL.COM

Subtotal for engagement:- Service Fees

0.00

27.28

**Grand Total**

7.10

1,265.03





## Attachment to Invoice 3407100 Dated 9/16/2022

Client: 011-046562 Dakota Ridge Metro District

### Engagement

Date	Name	Office	Hours	Rate	Amount	Description
<b>Engagement: - Management Services 2022</b>						
8/1/2022	D Denslow	011 Denv. Area	0.10	375.00	37.50	invoices
8/1/2022	A Heidt	011 Denv. Area	0.30	145.00	43.50	saving DLG, county, city and state auditor receipts of annual report in access
8/2/2022	A Heidt	011 Denv. Area	0.50	145.00	72.50	saving dlG acceptance of annual report in access saving all annual report documentation in access
8/3/2022	A Heidt	011 Denv. Area	0.20	145.00	29.00	uploading annual report and audit exemption to website saving email chain and photos re trickle channel and forebay clog
8/18/2022	A Heidt	011 Denv. Area	0.30	145.00	43.50	email corr with legal re election documents
8/18/2022	A Heidt	011 Denv. Area	0.30	145.00	43.50	email corr with legal re election documents saved election documents in access updated budget tracking sheet
8/22/2022	L Johnson	011 Denv. Area	0.50	135.00	67.50	Records Retention Compliance Items
8/22/2022	D Denslow	011 Denv. Area	0.10	375.00	37.50	emails re payables
8/23/2022	R Alles	011 Denv. Area	0.10	145.00	14.50	Website renewal calendaring
8/24/2022	A Heidt	011 Denv. Area	0.20	145.00	29.00	updated directory with information from legal
8/26/2022	A Heidt	011 Denv. Area	0.50	145.00	72.50	email corr document retention
8/31/2022	A Heidt	011 Denv. Area	0.10	145.00	14.50	updating budget tracking spreadsheet
Subtotal for engagement:- Management Services			<u>3.20</u>		<u>505.00</u>	
<b>Grand Total</b>			<u><b>3.20</b></u>		<u><b>505.00</b></u>	

**McGEADY BECHER P.C.**  
**450 E. 17th Avenue, Ste 400**  
**Denver, CO 80203**  
**(303) 592-4380**

DAKOTA RIDGE METROPOLITAN DISTRICT  
c/o Meritage Homes  
8400 E. Crescent Parkway, Suite 200  
Greenwood Village CO 80111

Page 1  
08/31/2022  
Account No. 1470W

ATTN: Chelsey Green

***Payments received after 08/31/2022 are not included on this statement.***

McGEADY BECHER P.C.

PREVIOUS BALANCE	FEES	EXPENSES	ADVANCES	PAYMENTS	BALANCE
1470-0003 RULES & REGULATIONS					
1,996.99	0.00	0.00	38.00	0.00	
			FINANCE CHARGE 29.70		\$2,064.69
1470-0004 BOARD MEETINGS & MINUTES					
780.09	517.50	0.00	0.00	0.00	
			FINANCE CHARGE 9.16		\$1,306.75
1470-0005 BUDGETS					
832.09	67.50	0.00	0.00	0.00	
			FINANCE CHARGE 11.54		\$911.13
1470-0006 INSURANCE					
2,270.67	0.00	0.00	0.00	0.00	
			FINANCE CHARGE 33.27		\$2,303.94
1470-0007 GENERAL INFORMATION STMTS/ TRANSPARENCY NOTICES					
1,242.70	0.00	0.00	0.00	0.00	
			FINANCE CHARGE 18.38		\$1,261.08
1470-0008 DISTRICT MAPS					
164.57	0.00	0.00	0.00	0.00	
			FINANCE CHARGE 2.41		\$166.98
1470-0013 ELECTIONS					
1,918.05	112.50	0.00	0.00	0.00	
			FINANCE CHARGE 26.94		\$2,057.49
1470-0014 DIRECTORS OATHS & BONDS					
562.53	112.50	0.00	0.00	0.00	
			FINANCE CHARGE 3.45		\$678.48

DAKOTA RIDGE METROPOLITAN DISTRICT

Account No.

PREVIOUS BALANCE	FEES	EXPENSES	ADVANCES	PAYMENTS	BALANCE
1470-0015 AUDITS					
91.42	0.00	0.00	0.00	0.00	
			FINANCE CHARGE 1.38		\$92.80
1470-0019 CONFLICT OF INTEREST DISCLOSURES					
228.55	0.00	0.00	0.00	0.00	
			FINANCE CHARGE 3.44		\$231.99
1470-0200 TAX & ID NUMBERS					
706.65	0.00	0.00	0.00	0.00	
			FINANCE CHARGE 10.10		\$716.75
1470-0201 PROJECT COORDINATION					
109.29	0.00	0.00	0.00	0.00	
			FINANCE CHARGE 1.62		\$110.91
1470-0299 OFFICIAL RECORDS MAINTENANCE					
63.05	12.50	0.00	0.00	0.00	
			FINANCE CHARGE 0.19		\$75.74
1470-0901 BONDS 2022					
226.50	184.00	0.00	0.00	0.00	
			FINANCE CHARGE 0.22		\$410.72
1470-1101 ORGANIZATION					
1,014.93	0.00	0.00	0.00	0.00	
			FINANCE CHARGE 15.18		\$1,030.11
1470-1299 ANNUAL REPORTS - SERVICE PLAN					
719.00	0.00	0.00	0.00	0.00	\$719.00
1470-2102 FACILITIES FUNDING AGREEMENT					
118.57	0.00	0.00	0.00	0.00	
			FINANCE CHARGE 1.76		\$120.33
<u>13,045.65</u>	<u>1,006.50</u>	<u>0.00</u>	<u>38.00</u>	<u>0.00</u>	
			FINANCE CHARGE 168.74		<u>\$14,258.89</u>

**McGEADY BECHER P.C.**  
**450 E. 17th Avenue, Ste 400**  
**Denver, CO 80203**  
**(303) 592-4380**

DAKOTA RIDGE METROPOLITAN DISTRICT  
c/o Meritage Homes  
8400 E. Crescent Parkway, Suite 200  
Greenwood Village CO 80111

Page 1  
08/31/2022  
Account No. 1470-0003W  
Invoice No. 111723

ATTN: Chelsey Green

RULES & REGULATIONS

***Payments received after 08/31/2022 are not included on this statement.***

			PREVIOUS BALANCE THIS MATTER:	\$1,996.99
08/31/2022	L100	E112	Court Fees - Simplifile	<u>38.00</u>
			TOTAL ADVANCES:	38.00
			TOTAL CURRENT BALANCE:	38.00
			FINANCE CHARGE:	29.70
			BALANCE DUE:	<u>\$2,064.69</u>

PAST DUE AMOUNTS:					
<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
67.70	29.70	23.25	1.54	384.00	1,558.50

Task Code Summary

		<u>FEES</u>	<u>EXPENSES</u>
L100	Case Assessment, Development and Administration	<u>0.00</u>	<u>38.00</u>
L100	Case Assessment, Development and Administration	0.00	38.00

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DAKOTA RIDGE METROPOLITAN DISTRICT  
c/o Meritage Homes  
8400 E. Crescent Parkway, Suite 200  
Greenwood Village CO 80111

Page 1  
08/31/2022  
Account No. 1470-0004W  
Invoice No. 111724

ATTN: Chelsey Green

BOARD MEETINGS & MINUTES

***Payments received after 08/31/2022 are not included on this statement.***

PREVIOUS BALANCE THIS MATTER: \$780.09

				HOURS	AMOUNT
08/03/2022	L140	A104	Review director information and district book page; Prepare updates regarding same; Attention to action items	0.30	67.50
08/04/2022	L140	A104	(NO CHARGE) Review District documents; Prepare Project Status Report	0.70	0.00
08/12/2022	L140	A104	Review and update compliance spreadsheet	0.10	22.50
08/17/2022	L140	A104	(NO CHARGE) Begin assembling electronic meeting folder; Attention to and review of district records; Prepare file notes	2.00	0.00
	L140	A104	Review district records; Email manager regarding same	0.40	90.00
08/19/2022	L140	A104	(NO CHARGE) Review district records; Email correspondence with manager regarding same	0.40	0.00
08/23/2022	L140	A104	Review and update district records	0.60	135.00
08/25/2022	L140	A104	Update district book page	0.20	45.00
08/26/2022	L140	A104	Review/analyze; Review district records with attention to action items; Email Ms. Green regarding pending items; Calendar for response	0.70	157.50
FOR CURRENT SERVICES RENDERED THIS MATTER:				5.40	517.50

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL:</u>
Jessica L. Stamper	3.10	\$0.00	\$0.00
Jessica L. Stamper	2.30	225.00	517.50

DAKOTA RIDGE METROPOLITAN DISTRICT

Page 2  
08/31/2022  
Account No. 1470-0004W  
Invoice No. 111724

BOARD MEETINGS & MINUTES

TOTAL CURRENT BALANCE: 517.50

FINANCE CHARGE: 9.16

BALANCE DUE: \$1,306.75

PAST DUE AMOUNTS:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
526.66	113.09	67.50	0.00	599.50	0.00

Task Code Summary

		<u>FEES</u>	<u>EXPENSES</u>
L140	Document/File Management	<u>517.50</u>	<u>0.00</u>
L100	Case Assessment, Development and Administration	<u>517.50</u>	<u>0.00</u>

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Page 1  
08/31/2022  
Account No. 1470-0005W  
Invoice No. 111725

ATTN: Chelsey Green

BUDGETS

***Payments received after 08/31/2022 are not included on this statement.***

PREVIOUS BALANCE THIS MATTER: \$832.09

				HOURS	AMOUNT
08/30/2022	L140	A104	Review/analyze; Attention to preliminary assessed valuation received from assessor; Email accountant regarding same; Prepare file notes	0.30	67.50
			FOR CURRENT SERVICES RENDERED THIS MATTER:	0.30	67.50

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL:</u>
Jessica L. Stamper	0.30	\$225.00	\$67.50

TOTAL CURRENT BALANCE: 67.50

FINANCE CHARGE: 11.54

BALANCE DUE: \$911.13

PAST DUE AMOUNTS:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
79.04	11.48	11.11	58.30	0.00	751.20

Task Code Summary

		<u>FEES</u>	<u>EXPENSES</u>
L140	Document/File Management	67.50	0.00
L100	Case Assessment, Development and Administration	67.50	0.00

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Page 1  
08/31/2022  
Account No. 1470-0006W  
Invoice No. 111726

ATTN: Chelsey Green

INSURANCE

***Payments received after 08/31/2022 are not included on this statement.***

PREVIOUS BALANCE THIS MATTER: \$2,270.67

FINANCE CHARGE: 33.27

BALANCE DUE: \$2,303.94

PAST DUE AMOUNTS:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
33.27	32.93	45.87	16.87	720.00	1,455.00

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Page 1  
08/31/2022  
Account No. 1470-0007W  
Invoice No. 111727

ATTN: Chelsey Green

GENERAL INFORMATION STMTS/ TRANSPARENCY NOTICES

***Payments received after 08/31/2022 are not included on this statement.***

PREVIOUS BALANCE THIS MATTER: \$1,242.70

FINANCE CHARGE: 18.38

BALANCE DUE: \$1,261.08

PAST DUE AMOUNTS:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
18.38	18.05	17.45	5.20	22.50	1,179.50

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Page 1  
08/31/2022  
Account No. 1470-0008W  
Invoice No. 111728

ATTN: Chelsey Green

DISTRICT MAPS

***Payments received after 08/31/2022 are not included on this statement.***

PREVIOUS BALANCE THIS MATTER: \$164.57

FINANCE CHARGE: 2.41

BALANCE DUE: \$166.98

PAST DUE AMOUNTS:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
2.41	2.41	2.33	2.33	0.00	157.50

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Page 1  
08/31/2022  
Account No. 1470-0013W  
Invoice No. 111729

ATTN: Chelsey Green

ELECTIONS

***Payments received after 08/31/2022 are not included on this statement.***

PREVIOUS BALANCE THIS MATTER: \$1,918.05

				HOURS	AMOUNT
08/25/2022	L140	A103	Draft/revise; Review Director Election Spreadsheet; Review director term charts; Begin draft resolution for May 2, 2023 director election	0.50	112.50
			FOR CURRENT SERVICES RENDERED THIS MATTER:	0.50	112.50

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL:</u>
Jessica L. Stamper	0.50	\$225.00	\$112.50

TOTAL CURRENT BALANCE: 112.50

FINANCE CHARGE: 26.94

BALANCE DUE: \$2,057.49

PAST DUE AMOUNTS:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
139.44	23.31	42.79	95.59	494.66	1,261.70

Task Code Summary

		<u>FEES</u>	<u>EXPENSES</u>
L140	Document/File Management	112.50	0.00
L100	Case Assessment, Development and Administration	112.50	0.00

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Page 1  
08/31/2022  
Account No. 1470-0014W  
Invoice No. 111730

ATTN: Chelsey Green

DIRECTORS OATHS & BONDS

***Payments received after 08/31/2022 are not included on this statement.***

PREVIOUS BALANCE THIS MATTER: \$562.53

				HOURS	AMOUNT
08/04/2022	L140	A103	Update director term chart	0.10	22.50
08/25/2022	L140	A103	Begin drafting Notice of Vacancy; Attention to calendar and meeting matters	<u>0.40</u>	<u>90.00</u>
FOR CURRENT SERVICES RENDERED THIS MATTER:				0.50	112.50

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL:</u>
Jessica L. Stamper	0.50	\$225.00	\$112.50

TOTAL CURRENT BALANCE: 112.50

FINANCE CHARGE: 3.45

BALANCE DUE: \$678.48

PAST DUE AMOUNTS:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
115.95	1.49	0.04	358.50	202.50	0.00

Task Code Summary

		<u>FEES</u>	<u>EXPENSES</u>
L140	Document/File Management	<u>112.50</u>	<u>0.00</u>
L100	Case Assessment, Development and Administration	112.50	0.00

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Page 1  
08/31/2022  
Account No. 1470-0015W  
Invoice No. 111731

ATTN: Chelsey Green

AUDITS

***Payments received after 08/31/2022 are not included on this statement.***

PREVIOUS BALANCE THIS MATTER: \$91.42

FINANCE CHARGE: 1.38

BALANCE DUE: \$92.80

PAST DUE AMOUNTS:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
1.38	1.38	0.04	0.00	90.00	0.00

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Page 1  
08/31/2022  
Account No. 1470-0019W  
Invoice No. 111732

ATTN: Chelsey Green

CONFLICT OF INTEREST DISCLOSURES

*Payments received after 08/31/2022 are not included on this statement.*

PREVIOUS BALANCE THIS MATTER: \$228.55

FINANCE CHARGE: 3.44

BALANCE DUE: \$231.99

PAST DUE AMOUNTS:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
3.44	3.44	0.11	0.00	225.00	0.00

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Page 1  
08/31/2022  
Account No. 1470-0200W  
Invoice No. 111733

ATTN: Chelsey Green

TAX & ID NUMBERS

***Payments received after 08/31/2022 are not included on this statement.***

PREVIOUS BALANCE THIS MATTER: \$706.65

FINANCE CHARGE: 10.10

BALANCE DUE: \$716.75

PAST DUE AMOUNTS:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
10.10	9.45	29.88	7.32	165.00	495.00

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Greenwood Village CO 80111

Page 1  
08/31/2022  
Account No. 1470-0201W  
Invoice No. 111734

ATTN: Chelsey Green

PROJECT COORDINATION

***Payments received after 08/31/2022 are not included on this statement.***

PREVIOUS BALANCE THIS MATTER: \$109.29

FINANCE CHARGE: 1.62

BALANCE DUE: \$110.91

PAST DUE AMOUNTS:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
1.62	1.62	1.57	0.10	0.00	106.00

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Page 1  
08/31/2022  
Account No. 1470-0299W  
Invoice No. 111735

ATTN: Chelsey Green

OFFICIAL RECORDS MAINTENANCE

***Payments received after 08/31/2022 are not included on this statement.***

PREVIOUS BALANCE THIS MATTER: \$63.05

		HOURS	AMOUNT
08/26/2022	Update files for establishment of public record	0.50	12.50
	FOR CURRENT SERVICES RENDERED THIS MATTER:	0.50	12.50

RECAPITULATION

	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL:</u>
<u>TIMEKEEPER</u> File Clerk	0.50	\$25.00	\$12.50

TOTAL CURRENT BALANCE: 12.50

FINANCE CHARGE: 0.19

BALANCE DUE: \$75.74

PAST DUE AMOUNTS:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
12.69	37.69	12.68	0.18	0.00	12.50

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Page 1  
08/31/2022  
Account No. 1470-0901W  
Invoice No. 111736

ATTN: Chelsey Green

BONDS 2022

***Payments received after 08/31/2022 are not included on this statement.***

PREVIOUS BALANCE THIS MATTER: \$226.50

				HOURS	AMOUNT
08/17/2022	L140	A105	Communicate (in Firm) Email Mr. O'Connor regarding continuing disclosure resolution; Calendar for response	0.10	22.50
08/18/2022	L140	A105	Communicate (in Firm) Email correspondence with Ms. Stamper regarding Continuing Disclosure Resolution	0.10	26.50
	L140	A108	Communicate (other external) Email correspondence with Mr. O'Connor regarding continuing disclosure resolution; Attention to action items	0.20	45.00
08/25/2022	L140	A108	Communicate (other external) Email manager regarding status of Continuing Disclosure Resolution; Monitor for response	0.10	22.50
08/26/2022	L140	A108	Communicate (other external); Email correspondence with manager regarding continuing disclosure matters; Prepare file notes with attention to action items	0.30	67.50
FOR CURRENT SERVICES RENDERED THIS MATTER:				0.80	184.00

RECAPITULATION

<u>TIMEKEEPER</u>	<u>HOURS</u>	<u>HOURLY RATE</u>	<u>TOTAL:</u>
Jessica L. Stamper	0.70	\$225.00	\$157.50
Timothy P. O'Connor	0.10	265.00	26.50

TOTAL CURRENT BALANCE: 184.00

BONDS 2022

FINANCE CHARGE: 0.22

BALANCE DUE: \$410.72

PAST DUE AMOUNTS:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
184.22	0.00	0.00	226.50	0.00	0.00

Task Code Summary

		<u>FEES</u>	<u>EXPENSES</u>
L140	Document/File Management	<u>184.00</u>	<u>0.00</u>
L100	Case Assessment, Development and Administration	<u>184.00</u>	<u>0.00</u>

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Page 1  
08/31/2022  
Account No. 1470-1101W  
Invoice No. 111737

ATTN: Chelsey Green

ORGANIZATION

***Payments received after 08/31/2022 are not included on this statement.***

PREVIOUS BALANCE THIS MATTER: \$1,014.93

FINANCE CHARGE: 15.18

BALANCE DUE: \$1,030.11

PAST DUE AMOUNTS:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
15.18	8.10	7.36	6.70	495.00	497.77

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Page 1  
08/31/2022  
Account No. 1470-1299M  
Invoice No. 111738

ATTN: Chelsey Green

ANNUAL REPORTS - SERVICE PLAN

***Payments received after 08/31/2022 are not included on this statement.***

PREVIOUS BALANCE THIS MATTER: \$719.00

BALANCE DUE: \$719.00

PAST DUE AMOUNTS:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
0.00	719.00	0.00	0.00	0.00	0.00

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DAKOTA RIDGE METROPOLITAN DISTRICT  
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Page 1  
08/31/2022  
Account No. 1470-2102W  
Invoice No. 111739

ATTN: Chelsey Green

FACILITIES FUNDING AGREEMENT

***Payments received after 08/31/2022 are not included on this statement.***

PREVIOUS BALANCE THIS MATTER: \$118.57

FINANCE CHARGE: 1.76

BALANCE DUE: \$120.33

PAST DUE AMOUNTS:

<u>0-30</u>	<u>31-60</u>	<u>61-90</u>	<u>91-120</u>	<u>121-180</u>	<u>181+</u>
1.76	1.76	1.70	0.11	0.00	115.00

**DAKOTA RIDGE METROPOLITAN DISTRICT**

**FINANCIAL STATEMENTS**

**SEPTEMBER 30, 2022**

**DAKOTA RIDGE METROPOLITAN DISTRICT  
BALANCE SHEET - GOVERNMENTAL FUNDS  
SEPTEMBER 30, 2022**

	<u>General</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Total</u>
<b>ASSETS</b>				
Cash - Checking	\$ 1,558	\$ -	\$ -	\$ 1,558
Colotrust	212	-	-	212
UMB - 2022 Project Fund	-	-	318,042	318,042
Receivable from County Treasurer	13	-	-	13
Prepaid insurance	2,076	-	-	2,076
<b>TOTAL ASSETS</b>	<b>\$ 3,859</b>	<b>\$ -</b>	<b>\$ 318,042</b>	<b>\$ 321,901</b>
<b>LIABILITIES AND FUND BALANCES</b>				
<b>CURRENT LIABILITIES</b>				
Accounts payable	\$ 21,574	\$ -	\$ -	\$ 21,574
Total Liabilities	21,574	-	-	21,574
<b>FUND BALANCES</b>				
Total Fund Balances	(17,715)	-	318,042	300,327
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b>\$ 3,859</b>	<b>\$ -</b>	<b>\$ 318,042</b>	<b>\$ 321,901</b>

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

**DAKOTA RIDGE METROPOLITAN DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL  
FOR THE NINE MONTHS ENDED SEPTEMBER 30, 2022**

**GENERAL FUND**

	<u>Annual Budget</u>	<u>Year to Date Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Property taxes	\$ 2,140	\$ 2,140	\$ -
Specific ownership tax	-	112	112
Interest income	-	5	5
<b>TOTAL REVENUES</b>	<u>2,140</u>	<u>2,257</u>	<u>117</u>
<b>EXPENDITURES</b>			
Reserves	11,500	-	11,500
Snow removal	8,000	-	8,000
Trash removal	11,000	-	11,000
Utilities	15,000	-	15,000
Accounting	20,000	11,936	8,064
County Treasurer's fee	-	32	(32)
Insurance and bonds	3,000	2,507	493
District management	18,000	8,093	9,907
Legal services	25,000	13,145	11,855
Miscellaneous	-	(1)	1
Election expense	3,000	2,079	921
Engineering	-	5,342	(5,342)
Landscaping	20,000	-	20,000
Contingency	7,000	-	7,000
<b>TOTAL EXPENDITURES</b>	<u>141,500</u>	<u>43,133</u>	<u>98,367</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	(139,360)	(40,876)	98,484
<b>OTHER FINANCING SOURCES (USES)</b>			
Developer advance	150,000	23,161	(126,839)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>150,000</u>	<u>23,161</u>	<u>(126,839)</u>
<b>NET CHANGE IN FUND BALANCES</b>	10,640	(17,715)	(28,355)
<b>FUND BALANCES - BEGINNING</b>	-	-	-
<b>FUND BALANCES - ENDING</b>	<u>\$ 10,640</u>	<u>\$ (17,715)</u>	<u>\$ (28,355)</u>

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

## **SUPPLEMENTARY INFORMATION**

**DAKOTA RIDGE METROPOLITAN DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL  
FOR THE NINE MONTHS ENDED SEPTEMBER 30, 2022**

**DEBT SERVICE FUND**

	<u>Annual Budget</u>	<u>Year to Date Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
<b>TOTAL REVENUES</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>EXPENDITURES</b>			
Paying agent fees	4,000	6,000	(2,000)
Bond interest	88,199	-	88,199
Contingency	2,801	-	2,801
<b>TOTAL EXPENDITURES</b>	<u>95,000</u>	<u>6,000</u>	<u>89,000</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	(95,000)	(6,000)	89,000
<b>OTHER FINANCING SOURCES (USES)</b>			
Transfers from other funds	393,908	6,000	(387,908)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>393,908</u>	<u>6,000</u>	<u>(387,908)</u>
<b>NET CHANGE IN FUND BALANCES</b>	298,908	-	(298,908)
<b>FUND BALANCES - BEGINNING</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ 298,908</u>	<u>\$ -</u>	<u>\$ (298,908)</u>

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

**DAKOTA RIDGE METROPOLITAN DISTRICT  
SCHEDULE OF REVENUES, EXPENDITURES AND  
CHANGES IN FUND BALANCES - BUDGET AND ACTUAL  
FOR THE NINE MONTHS ENDED SEPTEMBER 30, 2022**

**CAPITAL PROJECTS FUND**

	<u>Annual Budget</u>	<u>Year to Date Actual</u>	<u>Variance</u>
<b>REVENUES</b>			
Interest income	\$ -	\$ 2,392	\$ 2,392
Bond proceeds	2,635,000	2,339,000	(296,000)
<b>TOTAL REVENUES</b>	<u>2,635,000</u>	<u>2,341,392</u>	<u>(293,608)</u>
<b>EXPENDITURES</b>			
Cost of issuance	252,700	232,350	20,350
Repay developer advance	1,988,392	1,785,000	203,392
Capital outlay	2,000,000	1,785,000	215,000
<b>TOTAL EXPENDITURES</b>	<u>4,241,092</u>	<u>3,802,350</u>	<u>438,742</u>
<b>EXCESS OF REVENUES OVER (UNDER) EXPENDITURES</b>	(1,606,092)	(1,460,958)	145,134
<b>OTHER FINANCING SOURCES (USES)</b>			
Developer advance	2,000,000	1,785,000	(215,000)
Transfers to other fund	(393,908)	(6,000)	387,908
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<u>1,606,092</u>	<u>1,779,000</u>	<u>172,908</u>
<b>NET CHANGE IN FUND BALANCES</b>	-	318,042	318,042
<b>FUND BALANCES - BEGINNING</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>FUND BALANCES - ENDING</b>	<u>\$ -</u>	<u>\$ 318,042</u>	<u>\$ 318,042</u>

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**DAKOTA RIDGE METROPOLITAN DISTRICT  
2022 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

**SERVICES PROVIDED**

The District, a quasi-municipal corporation and a political subdivision of the State of Colorado, was organized by order and decree and is governed pursuant to provisions of the Colorado Special District Act (Title 32, Article 1, Colorado Revised Statutes). The District operates under a Service Plan approved by Jefferson County on September 28, 2021.

The District was established to provide financing for the design, acquisition, installation, construction and completion of public improvements and services, including water, sanitation, street, safety protection, park and recreation, transportation, television relay and translation and mosquito control improvements and services.

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

**REVENUES**

**Property Taxes**

Property taxes are levied by the District's Board of Directors. The levy is based on assessed valuations determined by the County Assessor generally as of January 1 of each year. The levy is normally set by December 15 by certification to the County Commissioners to put the tax lien on the individual properties as of January 1 of the following year. The County Treasurer collects the determined taxes during the ensuing calendar year. The taxes are payable by April or, if in equal installments, at the taxpayer's election, in February and June. Delinquent taxpayers are notified in August and generally sales of the tax liens on delinquent properties are held in November or December. The County Treasurer remits the taxes collected monthly to the District.

The calculation of the taxes levied is displayed on the Property Tax Summary page of the budget using the adopted mill levy imposed by the District.

**Specific Ownership Taxes**

Specific ownership taxes are set by the State and collected by the County Treasurer, primarily on vehicle licensing within the County as a whole. The specific ownership taxes are allocated by the County Treasurer to all taxing entities within the County. The budget assumes that the District's share will be equal to approximately 7% of the property taxes collected.

**Developer Advance**

The District is in the development stage. As such, the operating and administrative expenditures will be mainly funded by the Developer. A portion of the capital expenditures are also expected to be funded by the Developer. Developer advances are recorded as revenue for budget purposes with an obligation for future repayment when the District is financially able to reimburse the Developer from bond proceeds and other legally available revenue.

**DAKOTA RIDGE METROPOLITAN DISTRICT  
2022 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

**EXPENDITURES**

**Administrative and Operating Expenditures**

Operating and administrative expenditures include the estimated services necessary to maintain the District's administrative viability such as legal, management, accounting, insurance and meeting expense. Estimated expenditures related to street repairs and maintenance, street lights, street sweeping, landscaping, mowing, parks and open space maintenance, utilities and snow removal were also included the General Fund budget.

**County Treasurer's Fees**

County Treasurer's fees have been computed at 1.5% of property tax collections

**Emergency Reserve**

The District has provided for an emergency reserve fund equal to at least 3% of fiscal year spending as defined under TABOR.

**Debt and Leases**

**Debt and Leases**

The District does not have any debt.

**Dakota Ridge Metropolitan District**  
**Schedule of Cash Position**  
**September 30, 2022**  
**Updated as of October 20, 2022**

	<u>General Fund</u>	<u>Debt Service Fund</u>	<u>Capital Project Fund</u>	<u>Total</u>
<b><u>First Bank Checking</u></b>				
Balance as of 9/30/22	\$ 1,557.63	\$ -		\$ 1,557.63
Subsequent activities:				
10/11/2022 Transfer from CT	211.76	-	-	211.76
<i>Anticipated activities:</i>				-
<i>Anticipated payables</i>	(16,117.42)	-	-	(16,117.42)
<i>Anticipated developer advace</i>	19,348.03	-	-	19,348.03
	<u>5,000.00</u>	<u>-</u>	<u>-</u>	<u>5,000.00</u>
<b><u>ColoTrust</u></b>				
Balance as of 9/30/22	211.76	-	-	211.76
Subsequent activities:				
10/11/2022 Transfer to Checking	(211.76)	-	-	(211.76)
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b><u>UMB - 2022 Project Fund</u></b>				
Balance as of 9/30/22	-	-	318,041.60	318,041.60
Subsequent activities:				
	<u>-</u>	<u>-</u>	<u>318,041.60</u>	<u>318,041.60</u>
	<u>\$ 5,000.00</u>	<u>\$ -</u>	<u>\$ 318,041.60</u>	<u>\$ 323,041.60</u>

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

**DAKOTA RIDGE METROPOLITAN DISTRICT**  
**Property Taxes Reconciliation**  
**2022**

	Current Year									Prior Year		
	Property Taxes	Delinquent Taxes, Rebates and Abatements	Specific Ownership Taxes	Interest	Treasurer's Fees	Due To County	Net Amount Received	% of Total Property Taxes Received		Total Cash Received	% of Total Property Taxes Received	
								Monthly	Y-T-D		Monthly	Y-T-D
January	\$ -	\$ -	\$ 13.58	\$ -	-	\$ -	13.58	0.00%	0.00%	0.97	0.00%	0.00%
February	-	-	12.04	-	-	-	12.04	0.00%	0.00%	0.04	0.00%	0.00%
March	-	-	12.82	-	-	-	12.82	0.00%	0.00%	1.41	0.00%	0.00%
April	2,140.44	-	11.03	-	(32.11)	-	2,119.36	100.02%	100.02%	0.74	0.00%	0.00%
May	-	-	12.06	-	-	-	12.06	0.00%	100.02%	0.96	0.00%	0.00%
June	-	-	10.25	-	-	-	10.25	0.00%	100.02%	156.53	99.43%	99.43%
July	-	-	12.06	-	-	-	12.06	0.00%	100.02%	0.99	0.00%	99.43%
August	-	-	15.76	-	-	-	15.76	0.00%	100.02%	0.97	0.00%	99.43%
September	-	-	12.57	-	-	-	12.57	0.00%	100.02%	0.97	0.00%	99.43%
October	-	-	-	-	-	-	-	0.00%	100.02%	1.02	0.00%	99.43%
November	-	-	-	-	-	-	-	0.00%	100.02%	0.83	0.00%	99.43%
December	-	-	-	-	-	-	-	0.00%	100.02%	0.90	0.00%	99.43%
<b>Total</b>	<b>\$ 2,140.44</b>	<b>\$ -</b>	<b>\$ 112.17</b>	<b>\$ -</b>	<b>\$ (32.11)</b>	<b>\$ -</b>	<b>\$ 2,220.50</b>	<b>100.02%</b>	<b>100.02%</b>	<b>\$ 166.33</b>	<b>99.43%</b>	<b>99.43%</b>

Taxes Levied	% of Levied	Property Taxes Collected	% Collected to Amount Levied
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**Property Tax**

General Fund	\$ 2,140.00	100.00%	\$ 2,140.44	100.02%
	<u>\$ 2,140.00</u>	<u>100.00%</u>	<u>\$ 2,140.44</u>	<u>100.02%</u>

**Specific Ownership Tax**

General Fund	\$ 107.00	100.00%	\$ 112.17	104.83%
	<u>\$ 107.00</u>	<u>100.00%</u>	<u>\$ 112.17</u>	<u>104.83%</u>

**Treasurer's Fees**

General Fund	\$ 21.40	100.00%	\$ 32.11	0.00%
	<u>\$ 21.40</u>	<u>100.00%</u>	<u>\$ 32.11</u>	<u>0.00%</u>

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

**DAKOTA RIDGE METROPOLITAN DISTRICT**  
**ANNUAL BUDGET**  
**FOR THE YEAR ENDING DECEMBER 31, 2023**

**DAKOTA RIDGE METRO DISTRICT  
SUMMARY  
2023 BUDGET  
WITH 2021 ACTUAL AND 2022 ESTIMATED  
For the Years Ended and Ending December 31,**

10/7/22

	ACTUAL 2021	BUDGET 2022	ACTUAL 6/30/2022	ESTIMATED 2022	BUDGET 2023
BEGINNING FUND BALANCES	\$ -	\$ -	\$ -	\$ -	\$ 115,905
REVENUES					
Property taxes	-	2,140	2,140	2,140	53,267
Specific ownership tax	-	-	72	107	3,728
Interest income	-	-	671	1,400	1,300
Bond proceeds	-	2,635,000	2,339,000	2,339,000	-
Developer advance	-	2,150,000	15,000	75,000	140,000
Total revenues	-	4,787,140	2,356,883	2,417,647	198,296
TRANSFERS IN	-	393,908	6,000	6,000	-
Total funds available	-	5,181,048	2,362,883	2,423,647	314,200
EXPENDITURES					
General Fund	-	141,500	21,160	75,000	157,000
Debt Service Fund	-	95,000	6,000	6,000	37,210
Capital Projects Fund	-	4,241,092	2,017,350	2,220,742	114,658
Total expenditures	-	4,477,592	2,044,510	2,301,742	308,868
TRANSFERS OUT	-	393,908	6,000	6,000	-
Total expenditures and transfers out requiring appropriation	-	4,871,500	2,050,510	2,307,742	308,868
ENDING FUND BALANCES	\$ -	\$ 309,548	\$ 312,373	\$ 115,905	\$ 5,332

No assurance provided. See summary of significant assumptions.

**DAKOTA RIDGE METRO DISTRICT  
PROPERTY TAX SUMMARY INFORMATION  
2023 BUDGET  
WITH 2021 ACTUAL AND 2022 ESTIMATED  
For the Years Ended and Ending December 31,**

10/7/22

	ACTUAL 2021	BUDGET 2022	ACTUAL 6/30/2022	ESTIMATED 2022	BUDGET 2023
<b>ASSESSED VALUATION</b>					
State assessed	\$ -	\$ -	\$ -	\$ -	\$ 21,901
Vacant land	-	27,798	27,798	27,798	669,882
Certified Assessed Value	<u>\$ -</u>	<u>\$ 27,798</u>	<u>\$ 27,798</u>	<u>\$ 27,798</u>	<u>\$ 691,783</u>
<b>MILL LEVY</b>					
General	0.000	77.000	77.000	77.000	27.000
Debt Service	0.000	0.000	0.000	0.000	50.000
Total mill levy	<u>0.000</u>	<u>77.000</u>	<u>77.000</u>	<u>77.000</u>	<u>77.000</u>
<b>PROPERTY TAXES</b>					
General	\$ -	\$ 2,140	\$ 2,140	\$ 2,140	\$ 18,678
Debt Service	-	-	-	-	34,589
Budgeted property taxes	<u>\$ -</u>	<u>\$ 2,140</u>	<u>\$ 2,140</u>	<u>\$ 2,140</u>	<u>\$ 53,267</u>
<b>BUDGETED PROPERTY TAXES</b>					
General Fund	\$ -	\$ 2,140	\$ 2,140	\$ 2,140	\$ 18,678
Debt Service	-	-	-	-	34,589
	<u>\$ -</u>	<u>\$ 2,140</u>	<u>\$ 2,140</u>	<u>\$ 2,140</u>	<u>\$ 53,267</u>

No assurance provided. See summary of significant assumptions.

**DAKOTA RIDGE METRO DISTRICT  
GENERAL FUND  
2023 BUDGET  
WITH 2021 ACTUAL AND 2022 ESTIMATED  
For the Years Ended and Ending December 31,**

10/7/22

	ACTUAL 2021	BUDGET 2022	ACTUAL 6/30/2022	ESTIMATED 2022	BUDGET 2023
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 2,247
REVENUES					
Property taxes	-	2,140	2,140	2,140	18,678
Specific ownership tax	-	-	72	107	1,307
Interest income	-	-	-	-	100
Developer advance	-	150,000	15,000	75,000	140,000
Total revenues	-	152,140	17,212	77,247	160,086
Total funds available	-	152,140	17,212	77,247	162,332
EXPENDITURES					
General and administrative					
Accounting	-	20,000	7,365	20,000	23,000
County Treasurer's fee	-	-	32	32	280
Insurance and bonds	-	3,000	2,507	2,507	3,000
District management	-	18,000	5,915	12,000	20,000
Legal services	-	25,000	-	18,000	20,000
Miscellaneous	-	-	(1)	-	-
Election expense	-	3,000	-	2,000	3,000
Contingency	-	7,000	-	8,461	5,220
Operations and maintenance					
Engineering	-	-	5,342	12,000	15,000
Landscaping	-	20,000	-	-	20,000
Reserves	-	11,500	-	-	11,500
Snow removal	-	8,000	-	-	8,000
Trash removal	-	11,000	-	-	13,000
Utilities	-	15,000	-	-	15,000
Total expenditures	-	141,500	21,160	75,000	157,000
Total expenditures and transfers out requiring appropriation	-	141,500	21,160	75,000	157,000
ENDING FUND BALANCE	\$ -	\$ 10,640	\$ (3,948)	\$ 2,247	\$ 5,332
EMERGENCY RESERVE	\$ -	\$ 4,600	\$ 500	\$ 2,400	\$ 4,900
TOTAL RESERVE	\$ -	\$ 4,600	\$ 500	\$ 2,400	\$ 4,900

No assurance provided. See summary of significant assumptions.

**DAKOTA RIDGE METRO DISTRICT  
DEBT SERVICE FUND  
2023 BUDGET  
WITH 2021 ACTUAL AND 2022 ESTIMATED  
For the Years Ended and Ending December 31,**

10/7/22

	ACTUAL 2021	BUDGET 2022	ACTUAL 6/30/2022	ESTIMATED 2022	BUDGET 2023
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -
REVENUES					
Property taxes	-	-	-	-	34,589
Specific ownership tax	-	-	-	-	2,421
Interest income	-	-	-	-	200
Total revenues	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>37,210</u>
TRANSFERS IN					
Transfers from other funds	<u>-</u>	<u>393,908</u>	<u>6,000</u>	<u>6,000</u>	<u>-</u>
Total funds available	<u>-</u>	<u>393,908</u>	<u>6,000</u>	<u>6,000</u>	<u>37,210</u>
EXPENDITURES					
General and administrative					
County Treasurer's fee	-	-	-	-	519
Paying agent fees	-	4,000	6,000	6,000	6,000
Contingency	-	2,801	-	-	4,691
Debt Service					
Bond interest	-	88,199	-	-	26,000
Total expenditures	<u>-</u>	<u>95,000</u>	<u>6,000</u>	<u>6,000</u>	<u>37,210</u>
Total expenditures and transfers out requiring appropriation	<u>-</u>	<u>95,000</u>	<u>6,000</u>	<u>6,000</u>	<u>37,210</u>
ENDING FUND BALANCE	<u>\$ -</u>	<u>\$ 298,908</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

No assurance provided. See summary of significant assumptions.

**DAKOTA RIDGE METRO DISTRICT  
CAPITAL PROJECTS FUND  
2023 BUDGET  
WITH 2021 ACTUAL AND 2022 ESTIMATED  
For the Years Ended and Ending December 31,**

10/7/22

	ACTUAL 2021	BUDGET 2022	ACTUAL 6/30/2022	ESTIMATED 2022	BUDGET 2023
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 113,658
REVENUES					
Interest income	-	-	671	1,400	1,000
Developer advance	-	2,000,000	-	-	-
Bond Proceeds	-	2,635,000	2,339,000	2,339,000	-
Total revenues	-	4,635,000	2,339,671	2,340,400	1,000
Total funds available	-	4,635,000	2,339,671	2,340,400	114,658
EXPENDITURES					
General and Administrative					
Repay developer advance	-	1,988,392	1,785,000	1,988,392	-
Capital outlay	-	2,000,000	-	-	114,658
Cost of issuance	-	252,700	232,350	232,350	-
Total expenditures	-	4,241,092	2,017,350	2,220,742	114,658
TRANSFERS OUT					
Transfers to other fund	-	393,908	6,000	6,000	-
Total expenditures and transfers out requiring appropriation	-	4,635,000	2,023,350	2,226,742	114,658
ENDING FUND BALANCE	\$ -	\$ -	\$ 316,321	\$ 113,658	\$ -

No assurance provided. See summary of significant assumptions.

**DAKOTA RIDGE METROPOLITAN DISTRICT  
2023 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

**SERVICES PROVIDED**

The District, a quasi-municipal corporation and a political subdivision of the State of Colorado, was organized by order and decree and is governed pursuant to provisions of the Colorado Special District Act (Title 32, Article 1, Colorado Revised Statutes). The District operates under a Service Plan approved by Jefferson County on September 28, 2021.

The District was established to provide financing for the design, acquisition, installation, construction and completion of public improvements and services, including water, sanitation, street, safety protection, park and recreation, transportation, television relay and translation and mosquito control improvements and services.

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

**REVENUES**

**Property Taxes**

Property taxes are levied by the District's Board of Directors. The levy is based on assessed valuations determined by the County Assessor generally as of January 1 of each year. The levy is normally set by December 15 by certification to the County Commissioners to put the tax lien on the individual properties as of January 1 of the following year. The County Treasurer collects the determined taxes during the ensuing calendar year. The taxes are payable by April or, if in equal installments, at the taxpayer's election, in February and June. Delinquent taxpayers are notified in August and generally sales of the tax liens on delinquent properties are held in November or December. The County Treasurer remits the taxes collected monthly to the District.

The calculation of the taxes levied is displayed on the Property Tax Summary page of the budget using the adopted mill levy imposed by the District.

**Specific Ownership Taxes**

Specific ownership taxes are set by the State and collected by the County Treasurer, primarily on vehicle licensing within the County as a whole. The specific ownership taxes are allocated by the County Treasurer to all taxing entities within the County. The budget assumes that the District's share will be equal to approximately 7% of the property taxes collected.

**Developer Advance**

The District is in the development stage. As such, the operating and administrative expenditures will be mainly funded by the Developer. A portion of the capital expenditures are also expected to be funded by the Developer. Developer advances are recorded as revenue for budget purposes with an obligation for future repayment when the District is financially able to reimburse the Developer from bond proceeds and other legally available revenue.

**DAKOTA RIDGE METROPOLITAN DISTRICT  
2023 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

**EXPENDITURES**

**Administrative and Operating Expenditures**

Operating and administrative expenditures include the estimated services necessary to maintain the District's administrative viability such as legal, management, accounting, insurance and meeting expense. Estimated expenditures related to street repairs and maintenance, street lights, street sweeping, landscaping, mowing, parks and open space maintenance, utilities and snow removal were also included the General Fund budget.

**County Treasurer's Fees**

County Treasurer's fees have been computed at 1.5% of property tax collections

**Emergency Reserve**

The District has provided for an emergency reserve fund equal to at least 3% of fiscal year spending as defined under TABOR.

**Debt and Leases**

Limited Tax General Obligation Bonds, Series 2022A. The District issued the Series 2022A Bonds on March 2, 2022, in the par amount of \$2,339,000. Proceeds from the sale of the Series 2022A Bonds will be used for (a) financing or reimbursing a portion of the costs of acquiring, constructing, and/or installing certain public infrastructure to serve the Development; and (b) paying the costs of issuing the Bonds. The Series 2022A Bonds bear interest at the rate of 6.000% and are payable annually December 1, commencing December 1, 2022. The Bonds are structured as cash flow bonds meaning that there are no scheduled payments of principal or interest prior to the maturity date. The Series 2022A Bonds mature on December 1, 2052 and are subject to mandatory redemption to the extent of available Pledged Revenues.

The 2022A Bonds are secured by and payable from Pledged Revenue consisting of monies derived by the District from the following sources, net of any collection costs: (1) the Required Mill Levy, (2) the portion of the Specific Ownership Tax which is collected as a result of the imposition of the Required Mill Levy, and (3) any other legally available monies which the District determines to be treated as Pledged Revenue. The Required Mill Levy means an ad valorem mill levy imposed upon all taxable property of the District each year in an amount sufficient to pay the principal, premium if any, and interest on the 2022A Bonds as the same become due and payable but not in excess of 50.00 mills, provided however, that in the event the method of calculating assessed valuation is or was changed after January 1, 2021, the maximum mill levy will be increased or decreased to reflect such changes.

**DAKOTA RIDGE METROPOLITAN DISTRICT  
2023 BUDGET  
SUMMARY OF SIGNIFICANT ASSUMPTIONS**

**Debt and Leases (Continued)**

The Series 2022A Bonds are subject to redemption prior to maturity, at the option of the District, on March 1, 2027, and on any date thereafter, upon payment of par, accrued interest, and a redemption premium equal to a percentage of the principal amount so redeemed, as follows:

<u>Date of Redemption</u>	<u>Redemption Premium</u>
March 1, 2027, to February 29, 2028	3.00%
March 1, 2028, to February 28, 2029	2.00
March 1, 2029, to February 28, 2030	1.00
March 1, 2030, and thereafter	0.00

The District has no operating or capital leases

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

**RESOLUTION NO. 2022-11-02**

**RESOLUTION TO ADOPT BUDGET AND APPROPRIATE SUMS OF MONEY  
RESOLUTION OF THE BOARD OF DIRECTORS OF DAKOTA RIDGE  
METROPOLITAN DISTRICT, JEFFERSON COUNTY, COLORADO, PURSUANT TO  
SECTION 29-1-108, C.R.S., SUMMARIZING EXPENDITURES AND REVENUES FOR  
EACH FUND, ADOPTING A BUDGET AND APPROPRIATING SUMS OF MONEY  
FOR THE BUDGET YEAR 2023**

A. The Board of Directors of Dakota Ridge Metropolitan District (the “**District**”) has appointed CliftonLarsonAllen, LLP to prepare and submit a proposed budget to said governing body at the proper time.

B. CliftonLarsonAllen, LLP has submitted a proposed budget to this governing body on or before October 15, 2022 for its consideration.

C. Upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 2, 2022, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget.

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

E. 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.

F. The Board of Directors has made provision therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget.

G. It is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DAKOTA RIDGE METROPOLITAN DISTRICT, JEFFERSON COUNTY, COLORADO:

1. The budget, as submitted, amended, and summarized by fund, is hereby approved and adopted as the budget of the District for the year stated above.

2. The budget is hereby approved and adopted, shall be certified by the Secretary of the District to all appropriate agencies and is made a part of the public records of the District.

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

**[SIGNATURE PAGE TO RESOLUTION TO ADOPT  
BUDGET AND APPROPRIATE SUMS OF MONEY]**

RESOLUTION APPROVED AND ADOPTED on November 2, 2022.

**DAKOTA RIDGE METROPOLITAN  
DISTRICT**

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

Attest:

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

**EXHIBIT A**

Budget

I, Chelsey Green, hereby certify that I am the duly appointed Secretary of the Dakota Ridge Metropolitan District, and that the foregoing is a true and correct copy of the budget for the budget year 2023, duly adopted at a meeting of the Board of Directors of the Dakota Ridge Metropolitan District held on November 2, 2022.

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Secretary

**RESOLUTION NO. 2022-11-03**

**RESOLUTION TO SET MILL LEVIES**

**RESOLUTION OF THE DAKOTA RIDGE METROPOLITAN DISTRICT LEVYING  
GENERAL PROPERTY TAXES, PURSUANT TO SECTION 39-1-111, C.R.S., FOR THE  
YEAR 2022, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE 2023  
BUDGET YEAR**

A. The Board of Directors of the Dakota Ridge Metropolitan District (the “**District**”) has adopted an annual budget in accordance with the Local Government Budget Law, on November 2, 2022.

B. The adopted budget is attached as Exhibit A to the Resolution of the Board of Directors of the District to Adopt Budget and Appropriate Sums of Money, and such budget is incorporated herein by this reference.

C. The amount of money necessary to balance the budget for general operating expenses from property tax revenue is identified in the budget.

D. The amount of money necessary to balance the budget for debt service fund expenses from property tax revenue is identified in the budget.

NOW, THEREFORE, PURSUANT TO SECTIONS 39-1-111(5) and 39-5-128(1), C.R.S., BE IT RESOLVED by the Board of Directors of the Dakota Ridge Metropolitan District, Jefferson County, Colorado, that:

1. For the purpose of meeting all general operating expenses of the District during the 2023 budget year, the District determined to levy mills upon each dollar of the total valuation for assessment of all taxable property within the District, as set forth in the budget, to raise the required revenue.

2. That for the purpose of meeting all debt retirement expenses of the District during the 2023 budget year, the District determined to levy mills upon each dollar of the total valuation for assessment of all taxable property within the District, as set forth in the budget, to raise the required revenue.

3. That for the purpose of meeting all contractual obligation expenses of the District during the 2023 budget year, the District determined to levy mills upon each dollar of the total valuation for assessment of all taxable property within the District, as set forth in the budget, to raise the required revenue.

4. That the Secretary is hereby authorized and directed to immediately certify to the Board of County Commissioners of Jefferson County, Colorado, the mill levies for the District as set forth in the District’s Certification of Mill Levies, attached hereto as **Exhibit 1** and incorporated herein by reference, recalculated as needed upon receipt of the final certification of valuation from the County Assessor in order to comply with any applicable revenue and other budgetary limits.

**[SIGNATURE PAGE OF RESOLUTION TO SET MILL LEVIES]**

RESOLUTION APPROVED AND ADOPTED on November 2, 2022.

DAKOTA RIDGE METROPOLITAN  
DISTRICT

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

Attest:

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

**EXHIBIT 1**

Certification of Tax Levies

I, Chelsey Green, hereby certify that I am the duly appointed Secretary of the Dakota Ridge Metropolitan District, and that the foregoing is a true and correct copy of the Certification of Mill Levies for the budget year 2023, duly adopted at a meeting of the Board of Directors of the Dakota Ridge Metropolitan District held on November 2, 2022.

---

Secretary



**Dakota Ridge Metropolitan District**  
Partial Cost Certification

October 2022

**Kimley»»Horn**





October 13, 2022

Dakota Ridge Metropolitan District  
c/o McGeady Becher P.C.  
450 E. 17<sup>th</sup> Ave, Suite 400  
Denver, CO 80203-1254

**RE: *Dakota Ridge Metropolitan District  
Partial Cost Certification Report***

### **Introduction**

Kimley-Horn and Associates, Inc (“Engineer”) was hired by the Dakota Ridge Metropolitan District (“District”) to provide review of expenditures paid by Meritage Homes of Colorado, Inc. (“Developer”). Details for expenditures for the Dakota Ridge Development located in the un-incorporated Jefferson County, Colorado (Project) are provided herein. This Partial Cost Certification Report (“Report”) summarizes the Engineer’s approach and finding for the Project.

The expenditures for public improvements discussed in this Report were paid for by the Developer and are being certificated as District eligible in the amount of **\$359,430.00**

### **Governing Documents**

The following controlling documents were use in recommendations for District eligible expense:

- Consolidated Service Plan for Dakota Ridge Metropolitan District dated September 28, 2021.
- Facilities Funding and Reimbursement Agreement between Dakota Ridge Metropolitan District and Meritage Homes of Colorado, Inc. dated December 7, 2021.

It should be noted Engineer used the above controlling document only as a general guideline for eligibility in our certification of costs.

### **Activities Conducted**

For this Cost Certification the following activities were performed:

- Governing Documents provided by the District and the Developer were reviewed as the basis for recommendation of Cost Certification.
- The Invoice Summary as provided by the District was included, and invoices provided by the Developer were reviewed. A summary was created and is attached as Attachments B
- Contact was made with the Developer to verify knowledge of the work or services performed.
- Site visits were conducted in February 2022 and October 2022.

### **Assumptions**

Due to the specific Scope authorized for this Cost Certification, the following assumptions were made:

- Geotechnical recommendations have been followed.
- Material testing was performed during construction and materials passed all such testing.

- The Developer will be responsible for all Storm Water Management Plan (SWMP) activities until the conditions of State and Local Permits are met and the District shall have no SWMP obligations for infrastructure acquired by the District or installed on District tracts, property or easements. No SWMP inspections or recommendations were conducted as part of this Report.
- Contractors have obtained all SWMP Permitting in the name of the District and the District shall not have any responsibility to close-out these permits.
- Costs presented do not represent the entire contract value, but rather the District’s portion of the capital costs paid by the District.
- This Report was prepared with a specific authorized Scope of Work and an elaborate analysis was not performed, but rather a realistic and reasonable analysis to estimate the District Eligible Expenditures. A more detailed analysis or submission of additional District eligible expenditures may result in adjustments to our cost certifications.

**Evaluation**

This Report consists of expenditures provided between December 2020 and October 2021. The improvements reviewed are generally represented in Attachments A and B.

All contractor, consultants, and vendors (“Vendors”) whose invoice information was submitted, were evaluated for their participation of the Project and services performed, material provided or work completed.

To provide a cost certification of District eligible improvements, invoices provided by the Developer were reviewed. Invoice costs were allocated as District or Non-District eligible and a summary is included as Attachment B. Invoices provided were reviewed to determine that the work and cost value were appropriated correctly, and that proof of payment was provided.

The table below provides a summary of expenditures by category and Service Plan division. The major elements of the improvements were allocated across these specific Service Plan categories.

Category	District Eligible Expenditures	Percentages
Mosquito Control	\$0	0.00%
Parks and Recreation Facilities	\$0	0.00%
Traffic / Safety Controls	\$0	0.00%
Sanitation Facilities	\$0	0.00%
Grading, Drainage, Streets, Landscaping, Lighting	\$259,430.00	72.18%
Transportation	\$0	0.00%
Water / Sanitary Sewer	\$100,000.00	27.82%
Water Facilities	\$0	0.00%
Solid Waste	\$0	0.00%
Transportation Maintenance	\$0	0.00%
Covenant Enforcement	\$0	0.00%
<b>Total</b>	<b>\$359,430.00</b>	<b>100.00%</b>

Field investigations were conducted in February 2022 and October 2022. From our visual inspection, it appears the completed improvements were conducted in a quality manner consistent with other similar projects and meeting generally accepted construction requirements.

**Recommendation**

In our professional opinion the expenditures for the improvements were reviewed and found to be reasonable. The costs of improvements are comparable to other projects in Colorado. At this time and based on the information provided, the Engineer certifies the expenditures provided by the Developer as District eligible expenditures as shown in Attachment B and subject to the level of review presented in this Report. These expenditures are recommended to be certified in the amount of \$359,430.00. Any additional expenses submitted will be evaluated and addressed in a future cost certification report.

Please contact me at (303) 228-2318 or [dan.skeehan@kimley-horn.com](mailto:dan.skeehan@kimley-horn.com) should you have any questions.

Sincerely,



Dan Skeehan, P.E.

Attachments A-C

# Attachment A

Dakota Ridge



## DAKOTA RIDGE

K:\DEN_Civil\196406000_Dakota Ridge MD\ Project Files\District Files\ld - Contracts & Invoices	Vendor Name	Invoice Number	Invoice Date	Invoice Amt	Lien Waiver?	Eligible Amt for Reimbursement	Non Eligible	Notes
OWNER PAY APPS AND WAIVERS	HALL IRWIN CORP	20013-1.1	12/30/2020	\$ 146,300.00	No	\$ 146,300.00		Refer to Pay App 11
OWNER PAY APPS AND WAIVERS	HALL IRWIN CORP	20013-1.2	1/29/2021	\$ 299,250.00	No	\$ 299,250.00		Refer to Pay App 11
OWNER PAY APPS AND WAIVERS	HALL IRWIN CORP	20013-1.3	2/28/2021	\$ 250,325.00	No	\$ 250,325.00		Refer to Pay App 11
OWNER PAY APPS AND WAIVERS	HALL IRWIN CORP	20013-1.4	3/31/2021	\$ 390,265.70	No	\$ 390,265.70		Refer to Pay App 11
OWNER PAY APPS AND WAIVERS	HALL IRWIN CORP	20013-1.5	4/30/2021	\$ 216,773.08	No	\$ 216,773.08		Refer to Pay App 11
OWNER PAY APPS AND WAIVERS	HALL IRWIN CORP	20013-1.6	5/31/2021	\$ 463,277.24	No	\$ 463,277.24		Refer to Pay App 11
OWNER PAY APPS AND WAIVERS	HALL IRWIN CORP	20013-1.7	6/30/2021	\$ 111,504.60	No	\$ 111,504.60		Refer to Pay App 11
OWNER PAY APPS AND WAIVERS	HALL IRWIN CORP	20013-1.8	7/31/2021	\$ 554,241.35	No	\$ 554,241.35		Refer to Pay App 11
OWNER PAY APPS AND WAIVERS	HALL IRWIN CORP	20013-1.9	8/31/2021	\$ 486,926.28	No	\$ 486,926.28		Refer to Pay App 11
OWNER PAY APPS AND WAIVERS	HALL IRWIN CORP	20013-1.10	9/30/2021	\$ 52,250.00	No	\$ 52,250.00		Refer to Pay App 11
OWNER PAY APPS AND WAIVERS	HALL IRWIN CORP	20013-1.11	10/31/2021	\$ 196,258.58	Yes	\$ 196,258.58		Lien Waiver received, and provides language regarding all previous payments
<b>TOTALS</b>				<b>\$ 3,167,371.83</b>		<b>\$ 3,167,371.83</b>	<b>\$ -</b>	

# PUBLIC IMPROVEMENT ACQUISITION AND REIMBURSEMENT CHECK-LIST\*

\*Per 'Facilities Funding and Acquisition Agreement', Section 3.5

**PROJECT:** Dakota Ridge Metro District

**DATE:** 10/10/2022

<b>N/A</b>	<b>None</b>	<b>Received</b>	<b>Partially</b>	<b>Complete</b>	<b>Complete</b>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		a. As-built drawings of Improvements Notes: <u>Have approved design plans and as-builts.</u>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		b. Lien Waivers and indemnifications Notes: <u>Need from GC.</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		c. Assignment of warranties Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		d. All contracts, pay requests, invoices, etc. to verify requested amount Notes: _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		e. Bill of Sale Notes: _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		f. Other requested documents Notes: _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		g. Governmental Acceptance Notes: <u>JeffCo Acceptance Letter dated Aug. 4, 2022.</u>

**RESOLUTION NO. 2022-11-04**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF  
DAKOTA RIDGE METROPOLITAN DISTRICT  
CALLING A REGULAR ELECTION FOR DIRECTORS  
MAY 3, 2022**

A. The terms of the offices of Directors Chelsey Green and Melanie Freeman shall expire upon the election of their successors at the regular election, to be held on May 2, 2023 (“**Election**”), and upon such successors taking office.

B. Vacancies currently exist on the Board of Directors of the District.

C. In accordance with the provisions of the Special District Act (“**Act**”) and the Uniform Election Code (“**Code**”), the Election must be conducted to elect one (1) Director to serve until the next regular election, to occur May 6, 2025 and three (3) Directors to serve until the second regular election, to occur May 4, 2027.

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

1. Date and Time of Election. The Election shall be held on May 3, 2022, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, and other applicable laws. At that time, one (1) Director shall be elected to serve until the next regular election, to occur May 6, 2025 and three (3) Directors shall be elected to serve until the second regular election, to occur May 4, 2027.

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

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

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

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

6. Absentee Ballot Applications. NOTICE IS FURTHER GIVEN, pursuant to Section 1-13.5-1002, C.R.S., that applications for and return of absentee ballots may be filed with the Designated Election Official of the District, c/o Lisa Jacoby McGeady Becher, 450 E. 17th Avenue, Suite 400, Denver, Colorado 80203, between the hours of 8:00 a.m. and 5:00 p.m., until the close of business on the Tuesday immediately preceding the Election (April 25, 2023).

7. Self-Nomination and Acceptance Forms. Self-Nomination and Acceptance Forms are available and can be obtained from the Designated Election Official for the Dakota Ridge Metropolitan District at the above address and on the District's website at [www.dakotaridgemd.com](http://www.dakotaridgemd.com).

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

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

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

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

**[SIGNATURE PAGE FOLLOWS]**

**[SIGNATURE PAGE TO RESOLUTION  
CALLING A REGULAR ELECTION FOR DIRECTORS  
MAY 2, 2023]**

RESOLUTION APPROVED AND ADOPTED on November 2, 2022.

**DAKOTA RIDGE METROPOLITAN  
DISTRICT**

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

Attest:

\_\_\_\_\_  
Secretary



**CliftonLarsonAllen LLP**  
8390 East Crescent Pkwy., Suite 300  
Greenwood Village, CO 80111  
phone 303-779-5710 fax 303-779-0348  
**CLAconnect.com**

## **Special Districts Preparation SOW**

This agreement constitutes a Statement of Work (“SOW”) to the Master Service Agreement (“MSA”) made by and between CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) and DAKOTA RIDGE METROPOLITAN DISTRICT (“you” and “your”). The purpose of this SOW is to outline certain services you wish us to perform in connection with that agreement.

### **Scope of professional services**

**Jason Carroll, CPA** is responsible for the performance of the preparation engagement and other services identified in this agreement. They may be assisted by one or more of our authorized signers in the performance of the preparation engagement.

### ***Ongoing normal accounting services:***

- Outsourced accounting activities
  - For each fund of the district, CLA will generally prepare and maintain the following accounting records:
    - Cash receipts journal
    - Cash disbursements journal
    - General ledger
    - Accounts receivable journals and ledgers
    - Deposits with banks and financial institutions
    - Schedule of disbursements
    - Bank account reconciliations
    - Investment records
    - Detailed development fee records
  - Process accounts payable including the preparation and issuance of checks for approval by the Board of Directors.
  - Prepare billings, record billings, enter cash receipts, and track revenues
  - Reconcile certain accounts regularly and prepare journal entries
  - Prepare depreciation schedules

- Prepare monthly/quarterly/as requested financial statements and supplementary information, but not perform a compilation with respect to those financial statements. Additional information is provided below.
- Prepare a schedule of cash position to manage the district’s cash deposits, funding for disbursements, and investment programs in accordance with policies established by the district’s board of directors.
- Prepare the annual budget and assist with the filing of the annual budget
- Assist the district’s board of directors in monitoring actual expenditures against appropriation/budget.
- Oversee investment of district funds based on investment policies established by the board of directors, but in any case, in accordance with State law.
- Research and make recommendations to the board of directors on financial investments and cash management matters, as requested.
- If an audit is required, prepare the year-end financial statements (additional information is provided below) and related audit schedules for use by the district’s auditors.
- If an audit is not required, prepare the Application for Exemption from Audit, perform a compilation engagement with respect to the Application for Exemption from Audit, and assist with the filing of the Application for Exemption from Audit – additional information is provided below.
- Monitor compliance with bond indentures and trust agreements, including preparation of continuing disclosure reports to the secondary market as required.
- Review claims for reimbursement from related parties prior to the board of directors’ review and approval.
- Read supporting documentation related to the district’s acquisition of infrastructure or other capital assets completed by related parties for overall reasonableness and completeness. Procedures in excess of providing overall reasonableness and completeness will be subject to a separate SOW. These procedures may not satisfy district policies, procedures, and agreements’ requirements. Note: our procedures should not be relied upon as the final authorization for this transaction.
- Attend board meetings as requested.
- Be available during the year to consult with you on any accounting matters related to the district.
- Review and approve monthly reconciliations and journal entries prepared by staff
- Reconcile complex accounts monthly and prepare journal entries
- Analyze financial statements and present to management and the board of directors.
- Develop and track key business metrics as requested and review periodically with the board of directors.

- Document accounting processes and procedures
- Continue process and procedure improvement implementation
- Report and manage cash flows
- Assist with bank communications.
- Perform other non-attest services.

### **Compilation services**

If an audit is not required, we will complete the Application for Exemption from Audit in the form prescribed by the Colorado Office of the State Auditor and perform a compilation engagement with respect to the Application for Exemption from Audit.

### **Preparation services – financial statements**

We will prepare the monthly/quarterly/as requested financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information if applicable of the district, which comprise the balance sheet – governmental funds and the related statement of revenues, expenditures, and changes in fund balance – general fund. The financial statements will not include the related notes to the financial statements; the government-wide financial statements; the statement of revenues, expenditures, and changes in fund balances – governmental funds; statement of cash flows for business type activities, if applicable; and required supplementary information.

### **Preparation services – annual**

If an audit is required, we will prepare the year-end financial statements of the government wide governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information if applicable, and Management Discussion and Analysis, if applicable, which collectively comprise the basic financial statements of the district, and the related notes to the financial statements. The year-end financial statements, including the related notes to the financial statements, will be prepared for use by the district’s auditors.

### ***Preparation services – prospective financial information (i.e., unexpired budget information)***

You have requested that we prepare the financial forecast, which comprises the forecasted financial statements identified below.

A financial forecast presents, to the best of management’s knowledge and belief, the entity’s expected financial position, results of operations, and cash flows for the forecast period. It is based on management’s assumptions reflecting conditions it expects to exist and the course of action it expects to take during the forecast period.

The financial forecast will omit substantially all of the disclosures required by the guidelines for presentation of a financial forecast established by the American Institute of Certified Public Accountants (AICPA presentation guidelines) other than those related to the significant assumptions.

The supplementary information accompanying the financial forecast will be prepared and presented for purposes of additional analysis and is not a required part of the basic financial forecast.

References to financial statements in the remainder of this SOW are to be taken as a reference to also include the prospective financial information, where applicable.

### **Engagement objectives and our responsibilities**

The objectives of our engagement are to:

- a. Prepare monthly/quarterly/as requested financial statements in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP), except for the departures from U.S. GAAP identified above, based on information provided by you and information generated through our outsourced accounting services.
- b. As requested, apply accounting and financial reporting expertise to assist you in the presentation of your monthly/quarterly/as requested financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements in order for them to be in accordance with U.S. GAAP, except for the departures from U.S. GAAP identified above.
- c. Prepare the annual budget in accordance with the requirements prescribed by Colorado Revised Statutes C.R.S. 29-1-105 based on information provided by you.
- d. Apply accounting and financial reporting expertise to assist you in the presentation of the annual budget without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the annual budget in order for the annual budget to be in accordance with requirements prescribed by Colorado Revised Statutes C.R.S. 29-1-105.
- e. If an audit is required, prepare the year-end financial statements in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP) based on information provided by you.
- f. If applicable, we will complete the Application for Exemption from Audit in the form prescribed by the Colorado Office of the State Auditor and perform a compilation engagement on the application.

We will conduct our preparation and compilation engagements in accordance with Statements on Standards for Accounting and Review Services (SSARSs) promulgated by the Accounting and Review Services Committee of the American Institute of Certified Public Accountants (AICPA) and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

### **Engagement procedures and limitations**

We are not required to, and will not, verify the accuracy or completeness of the information provided to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion, a conclusion, nor provide any assurance on the financial statements, the annual budget, the Application for Exemption from Audit (if an audit is not required), the year-end financial statements (if an audit is required), and the supplementary information.

Our engagement cannot be relied upon to identify or disclose any misstatements in the monthly/quarterly/as requested financial statements, the annual budget, the Application for Exemption from Audit, and the year-end financial statements, including misstatements caused by fraud or error, or to identify or disclose any

wrongdoing within the district or noncompliance with laws and regulations. However, if any of the foregoing are identified as a result of our engagement, we will promptly report this information to the board of directors of the district. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement, but will promptly report them to the board of directors of the district if they are identified. You agree that we shall not be responsible for any misstatements in the district's financial statements, the annual budget, the Application for Exemption from Audit, and the year-end financial statements that we may not identify as a result of misrepresentations made to us by you.

### **Our report**

The compilation report on the Application for Exemption from Audit will state that management is responsible for the accompanying application included in the prescribed form, that we performed a compilation of the application, that we did not audit or review the application, and that, accordingly, we do not express an opinion a conclusion, nor provide any form of assurance on it. The report will also state that the Application for Exemption from Audit is presented in accordance with the requirements of the Colorado Office of the State Auditor and is not intended to be a presentation in accordance with accounting principles generally accepted in the United States of America. The report will include a statement that the report is intended solely for the information and use of the Colorado Office of the State Auditor and is not intended to be and should not be used by anyone other than this specified party and may not be suitable for another purpose.

There may be circumstances in which the report may differ from its expected form and content. If, for any reason, we are unable to complete the compilation on the Application for Exemption from Audit (if an audit is not required), we will not issue report on the Application for Exemption from Audit as a result of this engagement.

### **No assurance statements**

The monthly/quarterly/as requested financial statements prepared for the district will not be accompanied by a report. However, management agrees that each page of the financial statements will include a statement clearly indicating that no assurance is provided on them.

As part of our preparation of financial statements each page of the financial statements and supplementary information will include the following statement: "No assurance is provided on these financial statements. Substantially all required disclosures, the government-wide financial statements, and the statement of revenues, expenditures, and changes in fund balances – governmental funds have been omitted if applicable, For business type activities, the Statement of Cash Flows has been omitted".

If an audit is required, the year-end financial statements prepared for use by the district's auditors will not be accompanied by a report. However, management agrees that each page of the year-end financial statements will include a statement clearly indicating that no assurance is provided on them.

### **Management responsibilities**

The financial statement engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with U.S. GAAP and assist management in the presentation of the financial statements in accordance with U.S. GAAP, except for the departures from U.S. GAAP identified above.

The annual budget engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare the annual budget in accordance with the requirements prescribed

by Colorado Revised Statutes C.R.S. 29.1.105 and assist management in the presentation of the annual budget in accordance with the requirements prescribed by Colorado Revised Statutes C.R.S. 29.1.105.

The Application for Exemption from Audit engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare the Application for Exemption from Audit in accordance with the requirements prescribed by the Colorado Office of the State Auditor and assist management in the presentation of the Application for Exemption from Audit in accordance with the requirements prescribed by the Colorado Office of the State Auditor.

We are required by professional standards to identify management's responsibilities in this agreement. Professional standards define management as the persons with executive responsibility for the conduct of the district's operations and may include some or all of those charged with governance. Those standards require that you acknowledge and understand that management has the following overall responsibilities that are fundamental to our undertaking the engagement in accordance with SSARs:

- a. The selection of the financial reporting framework to be applied in the preparation of the financial statements, the annual budget, and the Application for Exemption from Audit.
- b. The preparation and fair preparation of the financial statements in accordance with U.S. GAAP, except as identified as above, the preparation and fair presentation of the annual budget in accordance with the requirements prescribed by Colorado Revised Statutes C.R.S. 29.1.105, and the preparation and fair presentation of the Application for Exemption from Audit (if applicable) in accordance with the requirements prescribed by the Colorado Office of the State Auditor.
- c. The presentation of the supplementary information.
- d. The design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements, the annual budget, and the Application for Exemption from Audit (if applicable) that are free from material misstatement, whether due to fraud or error.
- e. The prevention and detection of fraud.
- f. To ensure that the entity complies with the laws and regulations applicable to its activities.
- g. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements.
- h. To provide us with the following:
  - i. Access to all information relevant to the preparation and fair presentation of the financial statements, and the annual budget, the Application for Exemption from Audit (if applicable) such as records, documentation, and other matters.
  - ii. Additional information that may be requested for the purpose of the engagement.
  - iii. Unrestricted access to persons within the entity with whom we determine it necessary to communicate.

We understand that you are engaging us to make recommendations and perform services to help you meet your responsibilities relevant to the preparation and fair presentation of the financial statements, the annual budget, and the Application for Exemption from Audit (if applicable).

For all accounting services we may provide to you, including the preparation of your financial statements, the annual budget, and the Application for Exemption from Audit (if applicable), management agrees to assume all management responsibilities; oversee the services by designating an individual (i.e., the Board Treasurer); evaluate the adequacy and results of the services; and accept responsibility for the results of the services.

**Fees, time estimates, and terms**

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

The hour rates currently in effect for our services are as follows:

Principal	\$300 - \$500
Chief Financial Officer	\$280 - \$385
Controller	\$220 - \$330
Assistant Controller	\$190 - \$250
Senior	\$140 - \$190
Staff	\$120 - \$165
Administrative support	\$110 - \$150

Out-of-pocket expenses such as out-of-town travel, meals, and lodging will be billed at cost and are not included in the fees quoted above. We will also add a technology and client support fee of five percent (5%) of all professional fees billed. The fee estimates are based on anticipated cooperation from your personnel and their assistance with preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fees will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimates.

**Use of financial statements, the annual budget, the Application for Exemption from Audit**

The financial statements, the annual budget, and the Application for Exemption from Audit (if applicable) are for management's use. If you intend to reproduce and publish the financial statements, the annual budget, and the Application for Exemption from Audit (if applicable) and our report thereon, they must be reproduced in their entirety. Inclusion of the financial statements, the annual budget, and the Application for Exemption from Audit (if applicable) in a document, such as an annual report or an offering document, should be done only with our prior approval of the document. You are responsible to provide us the opportunity to review such documents before issuance.

With regard to the electronic dissemination of financial statements, the annual budget, and the Application for Exemption from Audit (if applicable) that have been subjected to a compilation engagement, including financial statements, the annual budget, and the Application for Exemption from Audit (if applicable) published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

**Municipal advisors**

For the avoidance of doubt, the district is not engaging CLA as a municipal advisor, and CLA is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act or under Section 158 of the Securities Exchange Act of 1934 (the "Act"). CLA is not recommending an action to you, is not acting as an advisor to you, and does not owe a fiduciary duty to you pursuant to Section 158 of the Act with respect to the information and material contained in the deliverables issued under this engagement. You should discuss any information and material contained in the deliverables with any and all internal and external advisors that you deem appropriate before acting on this information or material.

**Agreement**

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below and return a signed copy to us by email or U.S. mail to indicate your acknowledgment and understanding of, and agreement with, this SOW.

Sincerely,

**CliftonLarsonAllen LLP**

A handwritten signature in cursive script that reads "Jason Carroll".

Jason Carroll, CPA  
Principal  
Jason.Carroll@CLAconnect.com

APPROVED:

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Signature

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Title

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Date



**CliftonLarsonAllen LLP**  
8390 East Crescent Pkwy., Suite 300  
Greenwood Village, CO 80111  
phone 303-779-5710 fax 303-779-0348  
**CLAconnect.com**

### **Special Districts Payroll Services SOW**

This agreement constitutes a Statement of Work (“SOW”) to the Master Service Agreement (“MSA”) made by and between CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) and DAKOTA RIDGE METROPOLITAN DISTRICT (“you” and “your”). The purpose of this SOW is to outline certain services you wish us to perform in connection with that agreement.

#### **Scope of payroll preparation services**

We will provide the following payroll preparation services from information you provide:

- For each pay period:
  - Perform payroll calculations
  - Prepare payroll checks or pay-stubs in the case of direct deposit of employee net pay
  - Initiate electronic transfer of funds for employee net pay and payroll tax deposit liabilities
  - Processing retirement plan contribution payments
  - Preparation of information needed for the retirement plan and other census information
- Prepare the following government forms annually for each calendar year-end (may be filed electronically):
  - All copies of required forms W-2 and W-3
  - Form 940 – Employers Annual Federal Unemployment Tax Return, if applicable
  - Form 943 – Employers Annual Tax Return for Agricultural Employees
  - All necessary state forms, if applicable
- If applicable, prepare the following government reporting forms for each calendar quarter-end (may be filed electronically):
  - Form 941 – Employers Quarterly Tax Return
  - State Employers Quarterly Withholding Return
  - State Employers Quarterly Unemployment Tax Return (SUTA)
  - Initiate electronic funds transfer for quarterly Federal Unemployment Tax (FUTA) liability
- Cash access services related to payroll services
  - Obtain one or more signature stamps bearing the name(s) and facsimile signature(s) of any of your officer(s) who are responsible for signing checks and bank drafts on your behalf.

- Obtain access to electronic signatures or signatures embedded into cloud-based software for the purpose of drafting payments on your behalf.
- Prepare checks to be drawn upon your bank account(s) and to use the above noted methods to thereby finally approve such checks for payment by the corresponding bank(s).
- Initiate the direct deposit of employee net pay from funds drawn upon your bank account(s).
- The following services would impair independence
  - Accept responsibility to authorize payment of client funds, electronically or otherwise, except as specifically provided for with respect to electronic payroll tax payments.
  - Accept responsibility to sign or cosign client checks, even if only in emergency situations.
  - Maintain a client’s bank account or otherwise have custody of a client’s funds or make credit for banking decisions for the client.

### **Our responsibility to you and limitations of the payroll services**

We will prepare your federal and state (if applicable) payroll forms and tax returns in accordance with the applicable payroll tax laws.

We will not audit or otherwise verify the accuracy or completeness of the information we receive from you for the preparation of the payroll and related returns, and our engagement cannot be relied upon to uncover errors or irregularities in the underlying information. However, we will inform the board of directors of the district of any material errors and of any evidence or information that comes to our attention during the performance of our payroll preparation services that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our payroll preparation services regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify deficiencies in your internal control as part of this engagement but will promptly report them to the board of directors of the district if identified. You agree that we shall not be responsible for any misstatements in your payroll that we may not identify as a result of misrepresentations made to us by you.

Our payroll preparation services will include electronically transmitting information to taxing authorities and your financial institution to facilitate the electronic transfer of funds. Authorizations for us to provide these services will be made in separate communications.

Our payroll preparation services will include transmitting federal Form W-2, federal Form 1099, and payroll data forms to federal and state taxing authorities on your behalf. Authorizations for us to provide these services will be made in separate communications.

### **Your responsibilities**

It is your responsibility to provide us with all of the information needed to prepare complete and accurate payrolls and returns. We will have no obligations with regard to a particular payroll or withholding taxes and filing returns in a particular state or local tax jurisdiction until you have provided such information to us. All necessary information should be provided to us within two days of the close of each payroll period or no later than two days prior to your payroll check date. A list of information we will require and the dates required will be provided in a separate communication.

For all nonattest services we may provide to you, including these payroll services, management agrees to assume all management responsibilities; oversee the services; by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services.

Specifically, your responsibilities include:

- Accuracy of information used in the preparation of the payrolls.
- Careful review of paychecks or pay-stubs, and payroll journals for each periodic payroll.
- Accuracy of information used in the preparation and filing of all government forms.
- Review and pre-approval of each electronic funds transfer initiated on your behalf for employee net pay amounts, payroll tax and withholding liabilities, and related benefit amounts.

You are responsible to carefully review the paper returns that we prepare on your behalf before signing and submitting them to tax authorities. You are responsible to review the paper copies of payroll forms and tax returns that were filed electronically on your behalf. We will advise you with regard to tax positions taken in the preparation of the payroll forms and tax returns, but the responsibility for the payroll forms and tax returns remains with you.

You are also responsible for the payment of payroll tax and withholding liabilities. Therefore, the Internal Revenue Service recommends that you enroll in the U.S. Department of the Treasury Electronic Federal Tax Payment System (EFTPS) to monitor your account and ensure that timely tax payments are being made for you. You may enroll in the EFTPS online at [www.eftps.gov](http://www.eftps.gov), or call 800-555-4477 for an enrollment form. Individual states have similar programs that allow you to monitor your account. A list of links by state is provided online at <http://www.americanpayroll.org/weblink/statelocal-wider/>.

### **Your responsibilities relevant to CLA's access to your cash**

Someone with management authority is responsible for the processes below. All approvals listed must be documented in writing, either electronically or manually:

- Approve all new employees and all employee status changes prior to those employees or changes being added to the payroll system.
- Approve all payroll runs prior to cash being committed.

### **Fees**

Our professional fees will be billed based on the degree of responsibility and contribution of the professionals working on the engagement. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. Other than annual adjustments reflecting inflation, our professional fees will not fluctuate unless there is a significant change in the number of employees, taxing jurisdictions, or in the services you wish for us to provide. If such changes should occur, we will discuss any fee adjustments with you prior to making any changes to your billing. Lastly, any additional forms that you would like us to complete will be charged at an hourly fee.

The hour rates currently in effect for our services are as follows:

Principal	\$300 - \$500
Chief Financial Officer	\$280 - \$385
Controller	\$220 - \$330
Assistant Controller	\$190 - \$250
Senior	\$140 - \$190
Staff	\$120 - \$165
Administrative support	\$110 - \$150

We do not anticipate encountering the need to perform additional services beyond those described in this letter. Below are examples of services considered to be outside the scope of our engagement. We will bill you for additional services you would like us to provide at an hourly fee at periodic dates after the additional service has been performed.

- Reprocessing for corrected information provided to us subsequent to original payroll
- Preparation of non-standard reports
- Calculation of fringe benefit additions
- Processing retirement plan contribution payments
- Preparation of retirement plan and other census information
- Responding to workers compensation insurance audits
- Responding to employment verification requests
- Preparation of additional state tax registrations
- Preparation of amended payroll tax returns
- Responding to tax notices

#### **Tax examinations**

All government forms and returns are subject to potential examination by the IRS and state taxing authorities. In the event of an examination, we will be available, at your request, to assist or represent you. Services in connection with tax examinations are not included in our fee for preparation of your payroll returns. Our fee for such services will be billed to you separately, along with any direct costs.

#### **Record retention**

You are responsible for retaining all documents, records, payroll journals, canceled checks, receipts, or other evidence in support of information and amounts reported in your payroll records and on your quarterly and calendar year-end payroll forms and tax returns. These items may be necessary in the event the taxing authority examines or challenges your returns. These records should be kept for at least seven years. Your copy of the payroll forms and tax returns should be retained indefinitely.

In preparing the payrolls, payroll forms, and tax returns, we rely on your representation that you understand and have complied with these documentation requirements. You are responsible for the proper recording of transactions in the books of accounts, for the safeguarding of assets, and for the substantial accuracy of your financial records.

All of the records that you provide to us to prepare your payrolls and related forms and tax returns will be returned to you after our use. Our working papers, including any copies of your records that we chose to make, are our property and will be retained by us in accordance with our established records retention policy. This policy states, in general, that we will retain our working papers for a period of seven years. After this period expires, our working papers and files will be destroyed. Furthermore, physical deterioration or catastrophic events may shorten the time our records are available. The working papers and files of our firm are not a substitute for the records of you.

### **Tax consulting services**

This SOW also covers tax consulting services that may arise for which you seeks our consultation and advice, both written and oral, that are not the subject of a separate SOW. These additional services are not included in our fees for the preparation of the payroll and related federal and state forms and tax returns.

We will base our tax analysis and conclusions on the facts you provide to us, and will not independently verify those facts. We will review the applicable tax law, tax regulations, and other tax authorities, all of which are subject to change. At your request, we will provide a memorandum of our conclusions. Written advice provided by us is for your information and use only and is not to be provided to any third party without our express written consent.

Unless we are separately engaged to do so, we will not continuously monitor and update our advice for subsequent changes or modifications to the tax law and regulations, or to the related judicial and administrative interpretations.

### **Communications and confidentiality**

CLA will hold the information supplied by you to us in confidence and CLA will not disclose it to any other person or party, unless you authorizes us to do so, it is published or released by you, or it becomes publicly known or available other than through disclosure by us, or disclosure is required by law. This confidentiality provision does not prohibit us from disclosing your information to one or more of our affiliated companies in order to provide services that you have requested from us or from any such affiliated company. Any such affiliated company shall be subject to the same restrictions on the use and disclosure of your information as apply to us.

The Internal Revenue Code contains a limited privilege for confidentiality of tax advice between you and our firm. In addition, the laws of some states likewise recognize a confidentiality privilege for some accountant-client communications. You understand that CLA makes no representation, warranty or promise, and offers no opinion with respect to the applicability of any confidentiality privilege to any information supplied or communications you have with us, and, to the extent that we follow instructions from you to withhold such information or communications in the face of a request from a third party (including a subpoena, summons or discovery demand in litigation), you agree to hold CLA harmless should the privilege be determined not to apply to particular information or communications.

### **Consent to send you publications and other materials**

For your convenience, CLA produces a variety of publications, hard copy and electronic, to keep you informed about pertinent business and personal financial issues. This includes published articles, invitations to upcoming seminars, webinars and webcasts, newsletters, surveys, and press releases. To determine whether these materials may be of interest to you, CLA will need to use your tax return information. Such tax information includes your name and address as well as the business and financial information you provided to us.

By signing and dating this SOW, you authorize CLA to use the information that you provide to CLA during the preparation of your tax returns to determine whether to offer you relevant materials. Your consent is valid until further notice. If you do not wish to authorize such use, please strike out this paragraph prior to signing the SOW.

### **Legal compliance**

You agree to assume sole responsibility for full compliance with all applicable federal and state laws, rules or regulations, and reporting obligations that apply to you or your business, including the accuracy and lawfulness of any reports you submit to any government regulator, authority, or agency. You also agree to be solely responsible for providing legally sufficient substantiation, evidence, or support for any reports or information supplied by you to any governmental or regulatory body, or for any insurance reimbursement in the event that you is requested to do so by any lawful authority. Except as outlined in this SOW, CLA, its successors, affiliates, officers, and employees do not assume or undertake any duty to perform or to be responsible in any way for any such duties, requirements, or obligations.

### **Agreement**

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below and return a signed copy to us by email or U.S. mail to indicate your acknowledgment and understanding of, and agreement with, this SOW.

Sincerely,

**CliftonLarsonAllen LLP**

A handwritten signature in cursive script that reads "Jason Carroll".

Jason Carroll, CPA

Principal

Jason.Carroll@CLAconnect.com

APPROVED:

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Signature

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Title

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Date



**CliftonLarsonAllen LLP**  
8390 East Crescent Pkwy., Suite 300  
Greenwood Village, CO 80111  
phone 303-779-5710 fax 303-779-0348  
**CLAconnect.com**

## **Special Districts Public Administration Services SOW**

This agreement constitutes a Statement of Work (“SOW”) to the Master Service Agreement (“MSA”) made by and between CliftonLarsonAllen LLP (“CLA,” “we,” “us,” and “our”) and DAKOTA RIDGE METROPOLITAN DISTRICT (“you” and “your”). The purpose of this SOW is to outline certain services you wish us to perform in connection with that agreement.

### **Scope of professional services**

**Denise Denslow** is responsible for the performance of the engagement and other services identified in this agreement. They may be assisted by one or more of our authorized signers in the performance of the engagement.

### **Scope of Public Management Services**

CLA will perform the following services for the District:

#### **District Board of Directors (“Board”) Meetings**

- Coordination of Board meetings
- Meeting Attendance: District Manager and/or designee will attend Board meetings
- Preparation and distribution of agenda and informational materials as requested by the District
- Drafting of meeting minutes as assigned for approval by the Board of Directors.
- Preparation and posting of notices required in conjunction with the meetings

#### **Recordkeeping**

- Maintain directory-of persons and organizations for correspondence
- Repository of District records and act as Custodian of records for purposes of CORA (as that term is defined in the District’s Resolution Designating an Official Custodian for Purposes of the Colorado Open Records Act, Sections 24-72-201 *et seq.*, C.R.S.).

#### **Communications**

- 24/7 answering services
- Website administration. CLA will oversee maintenance of the District’s website as needed or requested by the District
- Assist with or lead the coordination of communication with municipal, county, or state governmental agencies as requested by the District.

## **General Administration**

- Coordination with district's insurance provider including insurance administration, comparison of coverage, processing claims, and completion of applications..
- Coordination of insurance policy renewals and updates for approval by the district's board of directors.
- In collaboration with District counsel, ensure contractors and sub-contractors maintain the required insurance coverage as required by the district.
- At the direction of the Board of directors, supervise project processes and vendors as assigned by the Board
- Coordinate with legal, accounting, engineering, auditing and other consultants retained by the District as directed by the Board (CLA itself will not and cannot provide legal services);
- Assist with or lead the coordination efforts with municipal, county, or state governmental agencies as requested by the District.
- Coordinate the administration of the District's Rules and Regulations as requested by the Board.
- At the direction of District legal counsel, coordinate election processes for the District. CLA will not serve as the Designated Election Official ("DEO");

## **Accounts Payable Services to be Provided:**

- Coordinate review and approval of invoices with District Accountant and Board to ensure timely payment to vendors.

In addition to these services, when, in the professional opinion of the District Manager, other services are necessary, the District Manager shall recommend the same to the Board or perform such services and report to the Board the nature of such services, the reason they were required, and the result achieved; provided however, with the exception of emergencies, that if such additional services are expected to cost more than \$2,000.00, the District Manager shall discuss such costs with the Board and receive prior authorization to perform such services.

## **Fees, time estimates, and terms**

Our professional fees will be billed based on the time involved and the degree of responsibility and skills required. We will also bill for expenses (including internal and administrative charges) plus a technology and client support fee of five percent (5%) of all professional fees billed. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

CLA'S 2022-2023 STANDARD HOURLY RATES FOR PUBLIC MANAGEMENT SERVICES:

Principals	\$300 – \$425
Public managers	\$190 - \$265
Assistant public managers	\$145 - \$175
Public management analysts	\$135 - \$155
District administrators	\$135 - \$165
Records retention professionals	\$110 - \$140

Out-of-pocket expenses such as out-of-town travel, meals, and lodging will be billed at cost and are not included in the fees quoted above. The fee estimates are based on anticipated cooperation from your personnel and their assistance with preparing requested schedules. If the requested items are not available on the dates required or are not accurate, the estimated fees will likely be higher. If unexpected circumstances require significant additional time, we will advise you before undertaking work that would require a substantial increase in the fee estimates.

**Municipal advisors**

For the avoidance of doubt, the district is not engaging CLA as a municipal advisor, and CLA is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act or under Section 158 of the Securities Exchange Act of 1934 (the "Act"). CLA is not recommending an action to you, is not acting as an advisor to you, and does not owe a fiduciary duty to you pursuant to Section 158 of the Act with respect to the information and material contained in the deliverables issued under this engagement. You should discuss any information and material contained in the deliverables with any and all internal and external advisors that you deem appropriate before acting on this information or material.

**Agreement**

We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below and return a signed copy to us by email or U.S. mail to indicate your acknowledgment and understanding of, and agreement with, this SOW.

Sincerely,

**CliftonLarsonAllen LLP**



Denise Denslow  
Principal  
Denise.Denslow@CLAconnect.com

APPROVED:

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Signature

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Title

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Date

**THE FOLLOWING ARE POST PACKET ITEMS:  
ITEMS THAT WERE DISTRIBUTED AT THE MEETING  
AND NOT IN THE ORIGINAL PACKET**

**RESOLUTION NO. 2022-11-\_\_\_\_**

**RESOLUTION OF THE BOARD OF DIRECTORS OF DAKOTA RIDGE  
METROPOLITAN DISTRICT AUTHORIZING ADJUSTMENT OF THE DISTRICT  
MILL LEVY IN ACCORDANCE WITH THE SERVICE PLAN**

- A. Dakota Ridge Metropolitan District (the “**District**”) is a quasi-municipal corporation and political subdivision of the State of Colorado pursuant to Title 32, Colorado Revised Statutes.
- B. The District operates pursuant to its Service Plan approved by Jefferson County, Colorado, on September 28, 2021 (the “**Service Plan**”), which provides the District with the authority to impose mill levies on taxable property. Such mill levies will be the primary source of revenue for repayment of debt service, public improvements, and operations and maintenance costs of the District.
- C. The Service Plan authorizes a maximum mill levy for debt service of fifty (50) mills (the “**Maximum Debt Mill Levy**”) upon the taxable property within the District pursuant to the provisions of the Service Plan.
- D. Section XI.C.1. of the Service Plan authorizes adjustment of the Maximum Debt Mill Levy in the event that the method of calculating assessed valuation is changed after January 1, 2021 (the “**Baseline Year**”), by any change in law, change in method of calculation, or in the event of any legislation or constitutionally mandated tax credit, cut, or abatement. The Maximum Debt Mill Levy may be increased or decreased to reflect such changes. Such increases or decreases shall be determined by the Board of Directors (the “**Board**”) in good faith (such determination to be binding and final) so that, to the extent possible, the actual tax revenues generated by the debt service mill levy, as adjusted, are neither diminished nor enhanced as a result of such changes.
- E. Section XI.C.1. of the Service Plan also provides that, for purposes of the foregoing, a change in the ratio of actual valuation shall be deemed to be a change in the method of calculating assessed valuation.
- F. At the time of the Baseline Year, the residential assessment ratio set by the Colorado General Assembly (the “**General Assembly**”) was 7.15%.
- G. In 2021, the General Assembly passed Senate Bill 21-293, amending Section 39-1-104.2, C.R.S., by setting the ratio of valuation for assessment for all residential real property other than multi-family residential real property at 6.95% (decreased from 7.15%) for property tax years commencing on January 1, 2022, and January 1, 2023.
- H. In compliance with the Service Plan, in order to mitigate the effect of the reduction in the ratio of valuation for residential real property as set by the General Assembly for property tax imposition year 2022 (property tax collection year 2023), the Board determines it to be in the best interest of the District, its residents, users, property owners, and the public, to adjust the Maximum Debt Mill Levy, so that the actual tax revenues to be received by the

District are neither diminished nor enhanced as a result of the change in the ratio of valuation for assessment since the Baseline Year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors Dakota Ridge Metropolitan District, Jefferson County, Colorado:

1. The Board hereby authorizes the adjustment of the Maximum Debt Mill Levy and the ARI Mill Levy to reflect that Senate Bill 21-293 set the ratio of valuation for assessment for residential real property other than multi-family residential real property to 6.95%, which is a change from the 7.15% ratio of valuation for assessment of residential property as of the Baseline Year.

2. The Service Plan allows for a total mill levy imposition of 51.439 mills for debt service (the “**Adjusted Debt Mill Levy**”) so that District revenues shall be neither diminished nor enhanced as a result of the ratio of valuation for assessment being set at 6.95% for collection year 2023.

3. The Adjusted Mill Levies shall be reflected in the District’s Certification of Tax Levies to be submitted to the County Commissioner of Jefferson County on or before December 15, 2022, for collection in 2023.

**[SIGNATURE PAGE FOLLOWS]**

**[SIGNATURE PAGE TO RESOLUTION AUTHORIZING ADJUSTMENT OF THE  
DISTRICT MILL LEVY IN ACCORDANCE WITH THE SERVICE PLAN]**

RESOLUTION APPROVED AND ADOPTED ON November 2, 2022.

**DAKOTA RIDGE METROPOLITAN  
DISTRICT**

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President

Attest:

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Secretary