

Roxborough Village Metropolitan District

Pursuant to section 32-1-809, Colorado Revised Statutes for Transparency Notices may be filed with Special District Association of Colorado. This information must be provided annually to the eligible electors of the district no later than January 15 of each year.

***Note that some information provided herein may be subject to change after the notice is posted.**

District's Principal Business Office

Company	Roxborough Village Metropolitan District
Contact	Anna Jones
Address	8390 E. Crescent Parkway, Suite 300, Greenwood Village, Colorado 80111
Phone	303-779-5710

District's Physical Location

Counties	Douglas County
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Regular Board Meeting Information

Location	Either Roxborough Library or West Metro Fire Station
Address	Library, 8357 N. Rampart Range Road ; Fire Station, 6220 N. Roxborough Park Road, Littleton, Colorado
Day(s)	Third Tuesday each month
Time	6:30 p.m.

Posting Place for Meeting Notice

Location	www.roxboroughmetrodistrict.org
Address	Roxborough Village Primary School, Littleton, Colorado

Notice of Proposed Action to Fix or Increase Fees, Rates, Tolls, Penalties or Charges for Domestic Water or Sanitary Sewer Services

Location	
Address	
Date	
Notice	

Current District Mill Levy

Mills	22.596
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Ad Valorem Tax Revenue

Revenue reported may be incomplete or unaudited as of the date this Notice was posted.

Amount(\$)	3,211,220 (estimated/unaudited)
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Date of Next Regular Election

Date 05/05/2020

Pursuant to 24-72-205 C.R.S

The district's research and retrieval fee is **33.58** per hour

District Policy

RESOLUTION OF THE BOARD OF DIRECTORS

OF THE

ROXBOROUGH VILLAGE METROPOLITAN DISTRICT

Amendment to the Colorado Open Records Act Rules and Policy

WHEREAS, ft Roxborough Village Metropolitan District (the "District") is a quasimunicipal corporation and political subdivision of the State of Colorado located in Douglas County, Colorado; and

WHEREAS, as a governmental entity, the District is subject to and required to comply with the Colorado Open Records Act, §24-72-200.1 to - 206, C.R.S. ("CORA"); and

WHEREAS, CORA permits the adoption of amended policies specifying the applicable conditions concerning the research and retrieval of public records, including the imposition of a research and retrieval fee; and

WHEREAS, to provide guidance to persons who submit requests for public records to the District pursuant to CORA, the District desires to adopt an amendment to the policy regarding requests for public records and the research and retrieval fees that apply when responding to CORA requests; and

NOW THEREFORE, be it resolved by the Board of Directors of the Roxborough Village Metropolitan District as follows:

1. The Board adopts the "Policy Regarding Requests for Public Records - Research and Retrieval" attached as Exhibit A to this resolution.

Approved and Adopted this day of N j 0 17.

ROXBOROUGH VILLAGE METROPOLITAN

DISTRICT, a quasi-municipal corporation and

political subdivision of the State of Colorado

Judy Holden, President

Attest:

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EXHIBIT A

POLICY REGARDING REQUESTS FOR PUBLIC RECORDS

Research and Retrieval

Requesting Public Records

To request public records, contact Cynthia Beyer of CliftonLarsonAllen LLP at (303) 779-5710, who will identify the designated custodian for the requested records. Records requests must be in writing and directed to the designated custodian of records. General emails to the District [or inquiries on the District's website or social media sites] will not be treated as records requests under the Colorado Open Records Act ("CORA").

Requests must be submitted to and received by the designated records custodian.

All requests must contain the following information:

Description of the records being requested. Describe the request as specifically as possible. If you are uncertain about which records contain the information you are seeking, provide a description of the type of information you are searching for, including date ranges.

If photocopies or electronic copies are being sought, your contact information and preferred method of delivery of the records.

Limitations

The District will only produce those documents as permitted by CORA. Documents that are prohibited from disclosure under CORA will not be released.

Timing

The designated records custodian shall set a date and time for inspection of the requested records within three (3) working days or less, provided that such period may be extended by an additional seven (7) working days in the event of extenuating circumstances, in accordance with C.R.S. § 24-72-203(3)(b). The District reserves the right to withhold public records until such time that the custodian either receives payment or makes arrangements for receiving payment for all costs associated with records transmission and for all other fees lawfully allowed, unless recovery of all or any portion of such costs or fees has been waived by the custodian.

Fees and Costs

Fees for research and retrieval of public records may be imposed at the discretion of the records custodian as follows:

1st Hour - No Charge

Second and Each Subsequent Hour - \$30/hour

If the request requires the District to perform a manipulation of data so as to generate a record in a form not used by the District, the District may charge a reasonable fee to the person making the request, which shall not exceed the actual cost of manipulating the data and generating the record in accordance with the request.

Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA, including a charge, not to exceed \$0.25 per standard page for a copy of a public record or a fee not to exceed the actual cost of providing a copy, printout, or photograph of a public record in a format other than a standard page.

District contact information for open records request:

Nathan Dow

Names of District Board Members

Board President

Name Calvin Brown
Contact Info 8390 E. Crescent Parkway, Suite 300, Greenwood Village, CO 80111
Election **Yes**, this office will be on the next regular election ballot

Board Member 2

Name Ronald E. Bendall
Contact Info 8390 E. Crescent Parkway, Suite 300, Greenwood Village, CO 80111
Election **Yes**, this office will be on the next regular election ballot

Board Member 3

Name Debra Prysby
Contact Info 8390 E. Crescent Parkway, Suite 300, Greenwood Village, CO 80111
Election **No**, this office will not be on the next regular election ballot

Board Member 4

Name Steve Sherman
Contact Info 8390 E. Crescent Parkway, Suite 300, Greenwood Village, CO 80111
Election **No**, this office will not be on the next regular election ballot

Board Member 5

Name Edward Wagner
Contact Info 8390 E. Crescent Parkway, Suite 300, Greenwood Village, CO 80111
Election **No**, this office will not be on the next regular election ballot

Board Candidate Self-Nomination Forms

Any eligible elector of the special district who desires to be a candidate for the office of special district director must file a self-nomination and acceptance form or letter with the designated election official.

Deadline for Self-Nomination Forms

Self-nomination and acceptance forms or letters must be filed not less than 67 days before the date of the regular election.

District Election Results

The district's election results will be posted on the website of the Colorado Secretary of State (www.sos.state.co.us) and the website indicated below, if any.

Website roxboroughmetrodistrict.org

Permanent Mail-In Voter Status

Absentee voting and Permanent absentee voter status (formerly Permanent Mail-In voter status): Where to obtain and return forms.

DEO, see below

Applications for absentee voting or for permanent absentee voter status are available from and must be returned to the Designated Election Official.

Roxborough Village Metropolitan District c/o Kathryn T. James, DEO, Folkestad, Fazekas, Barrick & Patoile, P.C., 18 S. Wilcox Street, Suite 200, Castle Rock, CO 80104

Notice Completed By

Name	Kathy Suazo
Company/District	Roxborough Village Metropolitan District
Title	District Administrator
Email	kathy.suazo@claconnect.com
Dated	01/08/2020