VISTAS AT WEST MESA METROPOLITAN DISTRICT
Regular Board Meeting
Friday, November 8, 2024, immediately following the Annual Meeting at 11:00 a.m.
Via Teleconference
https://video.cloudoffice.avaya.com/join/348696537
Phone: (213) 463-4500 / Meeting ID: 348696537

Board of Directors	Title	Term
Jeff Powles	President	May 2027
Patrick Anderson	Vice President	May 2025
Thomas Pucciano	Treasurer/Secretary	May 2025
Hannah Buzzell	Member at Large	May 2027*
Vacant	Member at Large	May 2027

** This seat will be a 2-year term at the May 2025 Election.*

NOTICE OF REGULAR MEETING AND AGENDA

1. Call to Order/Declaration of Quorum

2. Conflict of Interest Disclosures

3. Approval of Agenda

4. Public Comment - Members of the public may express their views to the Board on matters that affect the District. Comments will be limited to three (3) minutes.

5. Consent Agenda - The items listed below are a group of items to be acted on with a single motion and vote by the Board. Any item may be removed from the Consent Agenda upon request of any Board member.
    a. Approval of Meeting Minutes from September 20, 2024 **(enclosure)**
    b. Payment of Claims – for September 20th through November 8th, 2024 **(enclosures)**
    c. Unaudited Financial Statements as of October 31, 2024 **(enclosure)**
    d. Approval of Amended and Restated Public Records Request Policy **(enclosure)**
    e. Approval of Notice to Electors Pursuant to § 32-1-809, C.R.S. **(enclosure)**
    f. Approval of Procurement Policy **(enclosure)**

6. Legal Matters
    a. Consider Adoption of Annual Administrative Resolution (2025) **(enclosure)**
    b. Second Amendment to Funding and Reimbursement Agreement (Operations and Maintenance) with Grays Development Company Inc. (**enclosure**)
    c. Discussion Regarding Limitations of SB 24-233/ SB 24-1001
        i. Consider Adoption of Resolution Calling May 2025 Election (**enclosure**)

7. Insurance Matters
    a. Discuss and Review Proposal for Renewal of General Liability Schedule and Limits and Property Schedule and Consider Approval and Authorization to Bind Coverage
        i. Review Property Schedule

8. Financial Matters
    a. Conduct a Public Hearing on 2024 Budget Amendment and Consider Adoption of Resolution Amending the 2024 Budget **(enclosure)**
    b. Conduct a Public Hearing on the 2025 Budget and Consider Adoption of Resolution

Adopting the Budget, Appropriating Funds, and Certifying Mill Levies **(enclosure)**

9. New Business
    a. Review and Consider Approval of the 2025 WSDM Engagement Letter

10. Adjournment – Next Board Meeting is scheduled for February 14, 2025 at 11:00 a.m.


WSDM
DISTRICT MANAGERS

MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS
VISTAS AT WEST MESA METROPOLITAN DISTRICT
September 20, 2024 AT 11:00 AM

Pursuant to posted notice, the special meeting of the Board of Directors of the Vistas at West Mesa Metropolitan District was held on Friday, September 20, 2024 at 11:02 a.m., via video teleconference.

In attendance were Directors:
Jeff Powles, President
Patrick Anderson, Vice President
Thomas Pucciano, Treasurer / Secretary
Hannah Buzzell, Assistant Secretary

Also, in attendance were:
Heather Smith, WSDM
Audrey Johnson, White Bear Ankele, Tanaka, Waldron

1. Call to Order/Declaration of Quorum: President Powles called the meeting to order at 11:00 a.m. and confirmed a quorum was present.

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

3. Approval of the Agenda: President Powles moved to approve the Agenda as presented; seconded by Director Anderson. Motion carried.

4. Public Comment: There was no public comment.

5. Consent Agenda: Ms. Smith introduced the items on the Consent Agenda and presented an overview of the current Financial Statements. After review, President Powles moved to approve the Consent Agenda as presented; seconded by Director Pucciano. Motion passed unanimously.
    a. Approval of Meeting Minutes from July 19, 2024
    b. Payment of Claims – through September 20, 2024
    c. Unaudited Financial Statements as of August 31, 2024

6. Legal Matters:
    a. Revisit Consideration of Acceptance of Phase 1 – Retaining Wall and Fencing: Ms. Johnson introduced a list of documents that were never executed with the initial acceptance of landscaping in Phase 1 and should be revisited in conjunction with the acceptance of the wall and fencing. President Powles introduced the completed compaction reports, which are the final record necessary for acceptance of the wall and fencing. President Powles moved to accept all portions of Phase 1 landscaping and to approve the Bill of Sale, Indemnification Agreement, and Warranty Agreement with Grays Development Company Inc. (Phase 1 – Retaining Wall and Fencing), to include the Phase 1 landscaping as accepted in 2023; seconded by Director Anderson. Motion carried.
    b. Review and Consider Acceptance of Phase 2 - Landscape Improvements: Ms. Johnson introduced documentation from NES regarding the landscape in Phase 2, which is now ready for acceptance. President Powles moved to accept the landscaping in Phase 2 and approve the Bill of Sale, Indemnification Agreement and Warranty Agreement with Grays Development Company Inc. (Phase 2 - Landscape Improvements); seconded by Director Pucciano. Motion carried.
    c. Review and Consider Adoption of Resolution In Opposition to the Statewide Proposals, Initiatives 50 & 108: No action needed.

7. Adjournment: The Board unanimously adjourned the meeting at 11:32 a.m.
    a. The next Regular Board Meeting will be held November 8, 2024, at 11:00 a.m. via teleconference.

Respectfully Submitted,

_____

By: President

THESE MINUTES ARE APPROVED AS THE OFFICIAL SEPTEMBER 20, 2024 MINUTES OF THE VISTAS AT WEST MESA METROPOLITAN DISTRICT.


WSDM
DISTRICT MANAGERS

Vistas At West Mesa Metropolitan District

PAYABLES

10/11/2024

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
BrightView	6046178	9/19/2024	$ 499.99	
BrightView	9087281	10/1/2024	$ 1,370.88	
HBS	FR4643679	9/30/2024	$ 882.76	
RLI	1568470	10/1/2024	$ 250.00	
White Bear Ankele Tanaka & Waldron	37342	9/30/2024	$ 2,561.49	
WSDM District Managers	447	9/30/2024	$ 3,477.23	
TOTAL			**$ 9,042.35**	

TOTAL FOR ALL FUNDS **$ 9,042.35**

_____, President

Bank Balance	32,528.20
Current Payables	(9,042.35)
Bank Balance after Payables	23,485.85

Vistas At West Mesa Metropolitan District

PAYABLES

11/8/2024

GENERAL FUND ACCOUNT

Company	Invoice	Date	Amount	Comments
BrightView	6031702	9/6/2024	$ 176.20	
BrightView	6039360	9/13/2024	$ 159.92	
BrightView	6039361	9/13/2024	$ 462.47	
BrightView	6075554	10/18/2024	$ 72.96	
BrightView	9124379	11/1/2024	$ 1,370.88	
Colorado Special District Prop. & Liab Pool	25WC-306-0587	8/7/2024	$ 450.00	
HBS	FR4745077	10/31/2024	$ 963.90	
IDES	PS-INV103501	11/14/2024	$ 1,960.00	
WSDM District Managers	456	10/31/2024	$ 3,421.95	
TOTAL			**$ 9,038.28**	

TOTAL FOR ALL FUNDS **$ 9,038.28**

_____, President

Bank Balance	24,641.09
Current Payables	(9,038.28)
Bank Balance after Payables	15,602.81


WSDM
DISTRICT MANAGERS

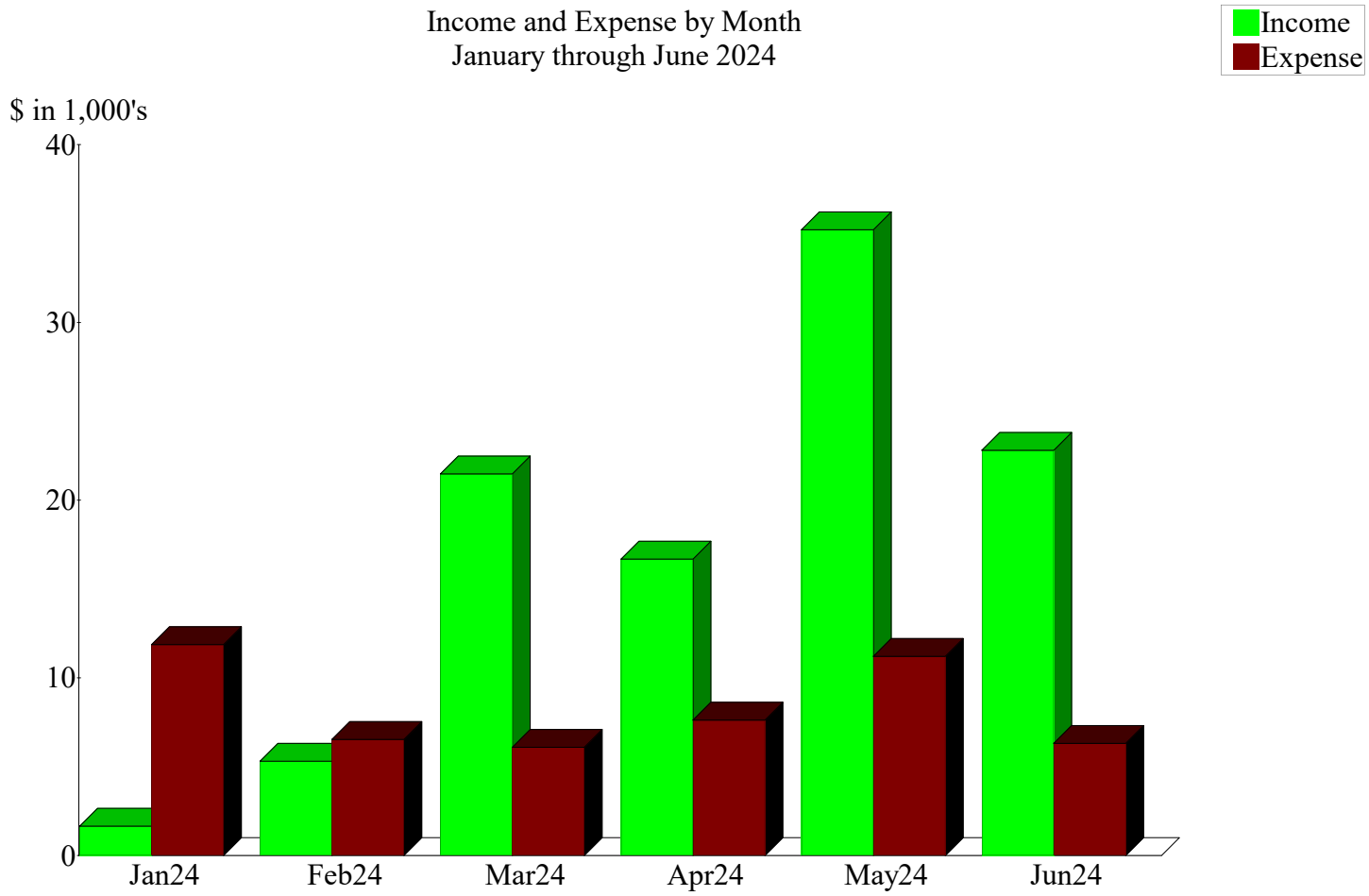
Vistas At West Mesa Metro District
Balance Sheet
As of June 30, 2024

	Jun 30, 24
ASSETS	
Current Assets	
Checking/Savings	
Alliance Association Bank	5,071.58
Eastern Colorado Bank	16,322.20
BOK 2023 Project Fund	40,479.17
BOK 2023 Bond Fund	26,709.42
Total Checking/Savings	88,582.37
Accounts Receivable	
Accounts Receivable	4,514.73
Total Accounts Receivable	4,514.73
Other Current Assets	
Property Tax Receivable	90,791.45
Total Other Current Assets	90,791.45
Total Current Assets	183,888.55
Fixed Assets	
Capital Assets	1,025,518.00
Total Fixed Assets	1,025,518.00
Other Assets	
Suspense	12,798.11
Total Other Assets	12,798.11
TOTAL ASSETS	**1,222,204.66**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,694.18
Total Accounts Payable	4,694.18
Other Current Liabilities	
Accrued Interest Payable	9,094.00
Deferred Prop Tax Rev	90,791.45
Prepaid Assessment	667.08
Total Other Current Liabilities	100,552.53
Total Current Liabilities	105,246.71
Long Term Liabilities	
Developer Advance Pay - Lokal	50,000.00
Series 2023 Bond	2,635,000.00
Total Long Term Liabilities	2,685,000.00
Total Liabilities	2,790,246.71
Equity	
Retained Earnings	-1,621,531.02
Net Income	53,488.97
Total Equity	-1,568,042.05
TOTAL LIABILITIES & EQUITY	**1,222,204.66**

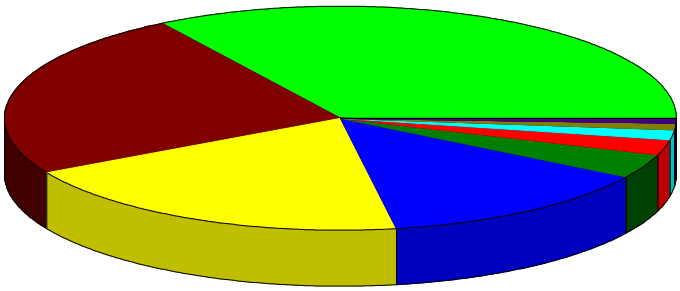
Vistas At West Mesa Metro District
Profit & Loss Budget vs. Actual
January through June 2024

	TOTAL				
	Jun 24	Jan - Jun 24	Budget	$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
Developer Advance - O&M	0.00	25,000.00	62,000.00	-37,000.00	40.32%
Transfer & Status Letter Fee	600.00	2,400.00			
Unit Charges	4,306.49	20,348.79	24,000.00	-3,651.21	84.79%
CY Property Tax - O&M	4,744.24	14,025.59	39,966.00	-25,940.41	35.09%
Specific Ownership Tax - O&M	302.61	1,509.79	2,798.00	-1,288.21	53.96%
Delinquent Interest - O&M	3.78	3.78			
CY Property Tax - Debt	11,860.59	35,063.96	99,915.00	-64,851.04	35.09%
Specifice Ownership Tax - Debt	756.52	3,774.47	7,993.00	-4,218.53	47.22%
Delinquent Interest - Debt	9.44	9.44			
Total Income	22,583.67	102,135.82	236,672.00	-134,536.18	43.16%
Expense					
General & Administrative					
Audit	0.00	0.00	8,755.00	-8,755.00	0.0%
Bank Fees	0.00	0.00	20.00	-20.00	0.0%
District Management	1,475.00	17,461.35	42,000.00	-24,538.65	41.58%
Insurance	0.00	2,462.00	4,500.00	-2,038.00	54.71%
Legal	1,955.78	17,641.87	30,000.00	-12,358.13	58.81%
Office Supplies	6.65	84.46			
SDA Dues	0.00	414.97	1,500.00	-1,085.03	27.67%
Treasurer Collection Fee - O&M	72.40	210.44	599.00	-388.56	35.13%
Total General & Administrative	3,509.83	38,275.09	87,374.00	-49,098.91	43.81%
Operations					
Contingency	0.00	0.00	5,000.00	-5,000.00	0.0%
Electricity	0.00	0.00	750.00	-750.00	0.0%
General - R&M	0.00	0.00	1,000.00	-1,000.00	0.0%
Grounds Maintenance	1,970.88	3,940.38	15,000.00	-11,059.62	26.27%
Repairs & Maintenance	0.00	617.50			
Road - R&M	0.00	0.00	1,750.00	-1,750.00	0.0%
Snow Removal	0.00	3,386.26	6,250.00	-2,863.74	54.18%
Street Sweeping	0.00	0.00	300.00	-300.00	0.0%
Stormwater	0.00	0.00	400.00	-400.00	0.0%
Trash Service	656.75	2,914.00	4,752.00	-1,838.00	61.32%
Water	0.00	0.00	2,600.00	-2,600.00	0.0%
Reserve Funding	0.00	0.00	5,000.00	-5,000.00	0.0%
Total Operations	2,627.63	10,858.14	42,802.00	-31,943.86	25.37%
Bond Expense					
Interest Expense	0.00	0.00	96,000.00	-96,000.00	0.0%
Treasurer Collection Fee - Debt	180.99	526.10	1,499.00	-972.90	35.1%
Trustee Fees	0.00	0.00	7,500.00	-7,500.00	0.0%
Total Bond Expense	180.99	526.10	104,999.00	-104,472.90	0.5%
Total Expense	6,318.45	49,659.33	235,175.00	-185,515.67	21.12%
Net Ordinary Income	16,265.22	52,476.49	1,497.00	50,979.49	3,505.44%
Other Income/Expense					
Other Income					
Interest Income	0.07	0.53			
Interest Income - Debt	215.22	1,011.95			
Total Other Income	215.29	1,012.48			
Net Other Income	215.29	1,012.48			
Net Income	**16,480.51**	**53,488.97**	**1,497.00**	**51,991.97**	**3,573.08%**

Income and Expense by Month
January through June 2024



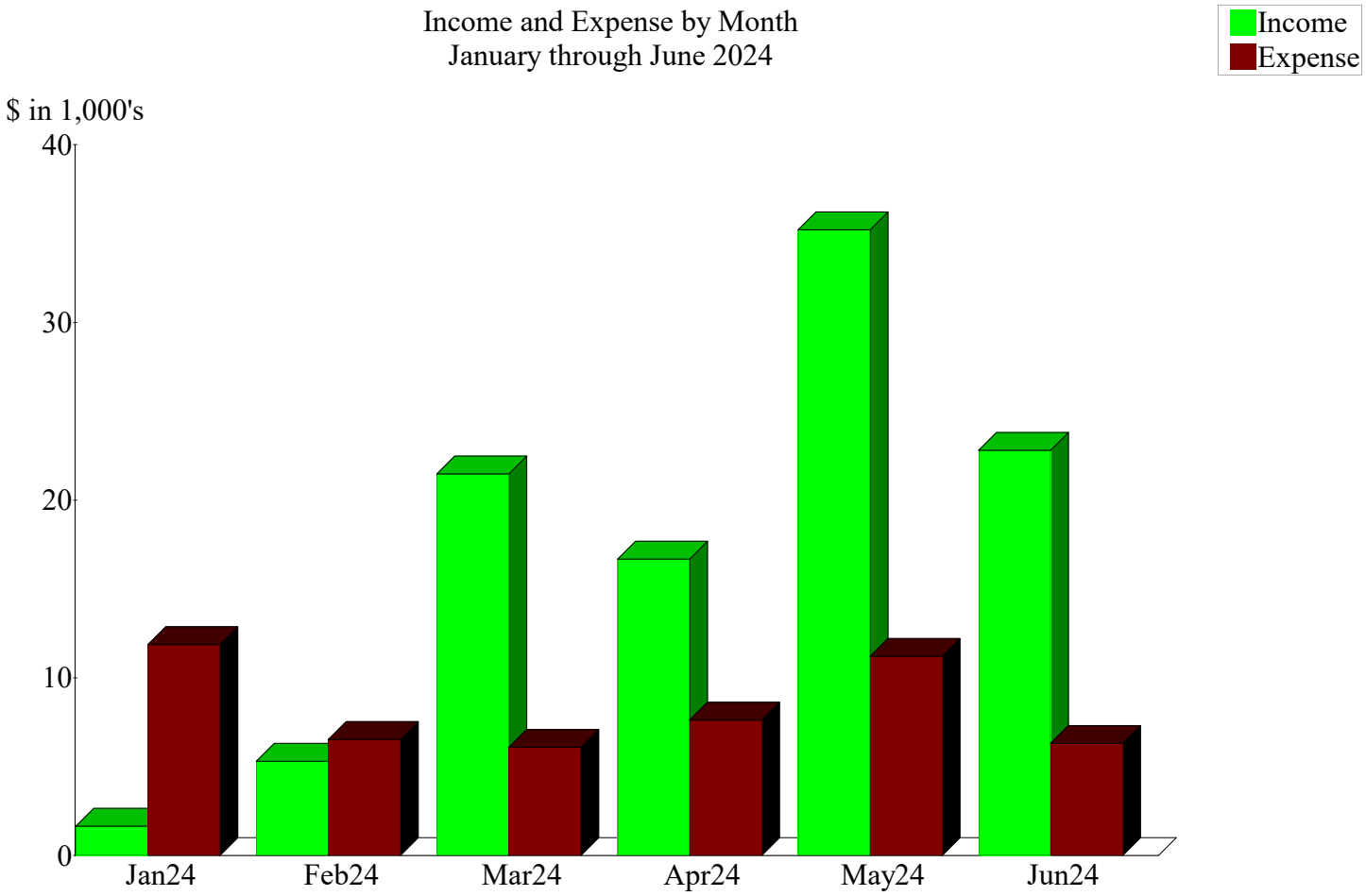
Income Summary
January through June 2024



CY Property Tax - Debt	33.99%
Developer Advance - O&M	24.24
Unit Charges	19.73
CY Property Tax - O&M	13.60
Specifice Ownership Tax - Debt	3.66
Transfer & Status Letter Fee	2.33
Specific Ownership Tax - O&M	1.46
Interest Income - Debt	0.98
Delinquent Interest - Debt	0.01
Delinquent Interest - O&M	0.01
Interest Income	0.01
Total	$103,148.30

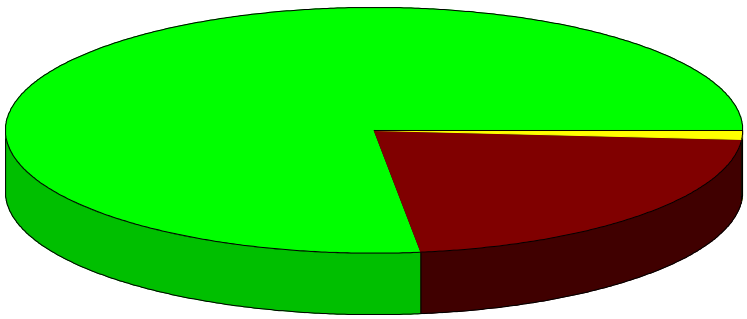
By Account

Income and Expense by Month
January through June 2024



Expense Summary
January through June 2024

General & Administrative	77.08%
Operations	21.87
Bond Expense	1.06
Total	$49,659.33



By Account


WSDM
DISTRICT MANAGERS

VISTAS AT WEST MESA METROPOLITAN DISTRICT
JOINT AMENDED AND RESTATED PUBLIC RECORDS REQUEST POLICY
Adopted November 8, 2024

I. Purposes of the District's Public Records Request Policy

This Public Records Request Policy of the Vistas at West Mesa Metropolitan District (the "**District**") shall be applied and interpreted with the following purposes in mind:

A. To adopt a Public Records Request Policy pursuant to § 24-72-203(1), C.R.S.;

B. To provide access to and the protection and integrity of Public Records in the custody of the District;

C. To prevent unnecessary interference with the regular discharge of the duties of the District and its manager in compliance with the Colorado Open Records Act, §§ 24-72-200.1 to 24-72-206, C.R.S. ("**CORA**");

D. To establish reasonable and standardized fees for producing copies of and information from records maintained by the District as authorized by CORA; and

E. To set forth a general procedure for providing consistent, prompt and equitable service to those requesting access to Public Records.

II. Public Records Requests

A. Applicability.

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

B. Definitions.

1. "**Custodian**": Except as otherwise provided in this policy, the term "**Custodian**" shall mean District Manager, or any successor that has been designated by the Board of Directors of the District to oversee the collection, retention, and retrieval of Public Records of the District.

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

C. Submission of Requests

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

2. Requests may be submitted by mail, fax, e-mail, or hand-delivery.

3. A request shall be considered made when the request is actually received by the Custodian:

a. A letter is received when it is opened in the usual course of business by the recipient or a person authorized to open the recipient's mail;

b. A fax is received when it is printed during regular business hours, or, if received after hours, at 8:30 a.m. on the following business day; and

c. An e-mail is received when it is received and opened during regular business hours, or, if received after hours, at 8:30 a.m. on the following business day.

4. If a deposit is required, the request is not considered received until the deposit is paid.

D. Inspection.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

E. Fees for All Record Requests.

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

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

3. Fees for Search, Retrieval and Legal Review:

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

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

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

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

ADOPTED NOVEMBER 8, 2024.

DISTRICTS:

VISTAS AT WEST MESA METROPOLITAN DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado

By:_____
Officer of the District

ATTEST:

By:_____

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys at Law

_____
General Counsel to the District

Signature Page to Public Records Request Policy

EXHIBIT A

OFFICIAL REQUEST FORM

VISTAS AT WEST MESA METROPOLITAN DISTRICT

Request for Inspection/Copy of Public Records

For Internal Use Only
Date of Request: _____
Time of Request: _____ AM/PM

Applicant Name: _____

Applicant Address: _____
City/State: _____ **Zip:** _____

Daytime Phone #:( )_____ **Alt./Cell:** ( )_____

Email: _____

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

_____

_____

_____

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

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

Signature: _____ **Date:** _____

Submit Request Form To:
Walker Schooler District Managers
614 N. Tejon Street
Colorado Springs, CO 80903

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

For Internal Use Only

Estimated Charges

Number of Pages _____ at $.025/page _____
Postage/Delivery Costs: $_____

Research & Retrieval ____ Hours at $41.37/hr
See § 24-72-205(6), C.R.S. for hourly fee
Research & Retrieval Total: $_____

Deposit Required: $_____
Total Estimated Costs: $_____

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

Administrative Matters

Date Request Completed:
Approved: _____ Denied: _____

Amount Prepaid: $_____
Balance Due Before Release: $_____
Total Amount Paid: $_____

If Denied, Provide Reason(s)

_____
_____
_____
_____
_____
_____


WSDM
DISTRICT MANAGERS

Vistas at West Mesa Metropolitan District, City of Colorado Springs, El Paso County, Colorado
Disclosure Notice Pursuant to §32-1-809, C.R.S.

Address and telephone number of the principal business officer:
c/o WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys at Law
2154 E. Commons Ave., Suite 2000
Centennial, CO 80122
303-858-1800

Name and business telephone number of the manager or other principal contact person for the District/board member contact information:
George M. Rowley, Esq.
WHITE BEAR ANKELE TANAKA & WALDRON
2154 E. Commons Ave., Suite 2000
Centennial, CO 80122
Phone: 303-858-1800 Email: growley@wbapc.com

Board members and re-election status of those members whose office will be on the ballot at the next regular election on May 6, 2025. Board members with an * will be on the ballot at the next regular election:
Jeff Powles, President – Term expires 2027
Patrick Anderson, Vice President – Term expires 2025*
Thomas Pucciano, Secretary/Treasurer – Term expires 2025*
Hannah Buzzell, Director – Term expires 2027*
Vacant – Term expires 2027*

Regular meeting schedule and the place where notice of board meetings is posted pursuant to §24-6-402(2)(c), C.R.S.:
Regular meetings are scheduled for the second Friday of the month starting in February, 2025 at 11:00 a.m., via teleconference.
Notices of board meetings are posted at http://wsdistricts.co/projects/vistas-at-west-mesa-metropolitan-district/ or when online posting in unavailable, at the northwest corner of the District along Centennial Boulevard.

Current mill levy (2024), for collection in 2025:
__.000 mills (total)

Total ad valorem tax revenue received during 2024:
$**[**_____**]** (unaudited)

Date of the next regular Special District election of Board members: May 6, 2025

Procedure and timing to submit a self-nomination form for election to the Boards pursuant to §1-13.5-303, C.R.S. :
Pursuant to §1-13.5-303, C.R.S. any person interested in being a candidate for the Board must submit a self-nomination and acceptance form signed by the candidate and by a registered elector of the state as a witness to the candidate. On the date of signing the self-nomination form, the person desiring to serve on the Board must be an eligible elector of the District. The form or letter must be filed no earlier than January 1 and no later than the sixty-seventh (67^{th}) day before the date of the next regular special district election. The form is filed with the Designated Election Official, or if none has been designated, the presiding officer or the secretary of the District at the address above. This form may be obtained by contacting the District's general counsel at (303) 858-1800. In place of the form, the candidate may submit a letter signed by the candidate and a registered elector of the state as witness to the signature of the candidate. Both the form and letter must state the following information: (1) name of the special district; (2) director office sought; (3) term of office sought; (4) date of the election; (5) full name of the candidate as it is to appear on the ballot; and (6) whether the candidate is a member of an executive board of a unit owners' association, as defined in §38-33.3-103, C.R.S., located within the boundaries of the District. A self-nomination form meeting the statutory requirements must be filed prior to 5:00 p.m. on the sixty-seventh (67th) day before the election.

Address of any website on which the Special District's election results will be posted:
https://cdola.colorado.gov/local-government and http://wsdistricts.co/projects/vistas-at-west-mesa-metropolitan-district/

Information on the procedure to apply for permanent absentee voter status as described in §1-13.5-1003, C.R.S.: A permanent absentee voter status request form may be obtained by contacting the District's general counsel at (303) 858-1800.


WSDM
DISTRICT MANAGERS

VISTAS AT WEST MESA METROPOLITAN DISTRICT
PROCUREMENT POLICY
(Adopted November 8, 2024)

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1. GENERAL

a. Purpose. Purchasing and contracting is to be accomplished in the best interests of the District, and is to be performed so as to secure for the District the greatest value considering cost, quality, delivery, service, and other considerations which reflect overall value comparisons. Stewardship of public funds is a fundamental responsibility of local government. The public must have confidence that public funds are spent prudently and transparently on its behalf, with proper planning and evaluation, in a manner that is open and fair to all.

b. Applicability. This Policy applies to publicly funded expenditures entered into by and on behalf of the District for the purchase of goods or services. The provisions of this Policy related to Contract approval do not apply to professional service contracts (legal, accounting, auditing, etc.), intergovernmental agreements, memorandum of understanding, the purchase, sale, or lease of real property, or grants awarded.

c. Authority. The authority to procure and pay for goods or services for the District rests with the Board and may be carried out as set forth in this Policy, in accordance with applicable laws, rules, regulations, and procedures relating to the expenditures of public funds. No individual may contract or make purchases on behalf of the District unless duly authorized by the Board.

d. Fiduciary Obligation. Each Director has a general, common-law fiduciary obligation to the District. As a fiduciary, the Director has the duty to exercise the utmost good faith, business sense, and astuteness when approving Contracts or Invoices pursuant to this Policy.

e. Subdivision prohibited. No Contract or purchase may be subdivided to avoid the requirements of this Policy.

f. Payments. Payments to vendors or contractors are to be expedited whenever possible in order to realize discounts and enhance the District's reputation as a responsible customer.

g. Emergency Exception. In an Emergency, the primary concern of the person in charge of the Emergency should be the health and safety of persons and property. The existence of such condition may create an immediate and serious need for supplies, services, or construction that cannot be met through normal procurement methods. Secondary consideration should be given to the amount of District funds necessary to adequately resolve the Emergency condition. Therefore, bidding requirements and the limits on the delegated authority are suspended in Emergency conditions. Emergency procurement shall be limited to only those supplies, services, or construction items necessary to meet the immediate Emergency.

h. Deviation. The Board may deviate from the procedures set forth in this Policy, in its sole and absolute discretion.

2. INTRODUCTION TO PUBLIC PROCUREMENT

Procurement in the public sector is the process through which a local government acquires goods and services. The terms "Procurement" and "Purchasing" are often used interchangeably. However, strictly speaking, "Purchasing" is only one of three stages of the public procurement cycle.

The three stages of public procurement are:

a. Planning and Scheduling. This stage includes defining the need, developing the means and methods to meet the need, including the method of source selection, assessing risks, and ensuring proper allocation of resources.

b. Purchasing and Source Selection. This stage represents the process through which qualified providers of goods and services are identified, solicited, evaluated, and ultimately selected. The method of source selection, dictated by the amount of the expenditure, is determined in the Planning and Scheduling stage.

c. Contract Formation and Administration. This stage includes confirmation of expected performance measures, finalization of terms and conditions and signature of authorized parties. This stage also includes post-award enforcement of the terms of the resulting contract, including payment of invoices and adherence to insurance, amendment and renewal requirements through contract completion.

The appropriate procurement process to be followed in any given circumstance is dependent upon a variety of factors. A conceptual framework for determining the appropriate process is summarized as follows:

a. The nature of the purchase dictates: (i) whether public competition is required; and (ii) whether additional approvals are required; and

b. The amount to be spent dictates: (i) who has the authority to make the purchase; (ii) what kind of competitive solicitation is required, if any; and (iii) who has the authority to sign the contract; and

c. Every purchase and sale, regardless of type or amount, must be memorialized in a written document that identifies the rights and obligations of both the buyer and the seller.

3. DEFINED TERMS

"*Authorized Directors*" means the president of the District and one additional Director of the District.

"*Authorized Party*" means either the Authorized Directors or the District Manager, as the context requires, or any Director authorized by the vote of the Board to take action or expend funds.

"*Board*" means the Board of Directors of the District.

"*Contract*" means (a) a written agreement between two or more competent parties to perform a specific act or acts; (b) any type of agreement or arrangement regardless of what it is called for the procurement of goods or services or that obligates the District to pay a sum of money; and (c) a purchase order.

"*Director(s)*" means any current member(s) of the Board.

"*District*" means Vistas at West Mesa Metropolitan District.

"*District Accountant*" means the accountant retained and engaged by the Board to provide accounting services to the District.

"*District Manager*" means the manager retained and engaged by the Board to provide management services to the District.

"*Emergency*" means any situation that constitutes an immediate threat to the health, welfare, or safety of persons or property, which would not allow sufficient time to consult with the Board or allow an Authorized Party or the Board to take action using the normal procurement methods set forth in this Policy.

"*Invoice*" means a bill for goods sold or services provided, containing individual prices, and the total charge.

"*Policy*" means the Vistas at West Mesa Metropolitan District Procurement Policy.

4. REQUIREMENTS FOR BIDDING AND OBTAINING PRICE QUOTATIONS

a. Purchases should be comparison shopped in order to achieve the lowest possible purchase price. Prudent management; however, indicates that at certain cost levels, the potential savings by bidding an individual purchase are offset by the increased costs and delays required to obtain multiple bids. This Policy attempts to balance the cost savings potential from receiving bids with the increased costs and delay associated with obtaining those bids. This Policy does not apply to construction contracts for work or materials, or both, involving an expense of $120,000.00 or more of public moneys, which must be publicly noticed and bid.

b. An Authorized Party may choose to incorporate more rigid bidding requirements to the extent that the more rigid bidding requirements are economically feasible.

c. Some purchases are available only from single or limited sources due to: their nature (i.e., utilities); existing relationships (i.e. bank service charges); long-term contracts (i.e. fire protection); or unique physical requirements of District operations. If an Authorized Party is unable to obtain bids required under this Policy because of the need to use sole source providers, market conditions, etc., these circumstances should be documented unless pre-approved by the Board at a meeting.

d. Occasionally the Authorized Party may receive a low bid that for various reasons the Authorized Party may not want to accept. The Authorized Party is authorized to accept the lowest responsive and responsible bid, in its discretion.

e. The requirements for obtaining bids for the purchase of goods and services are shown in Table 1, below.

TABLE 1

Estimated Cost of Item (Goods or Services)	Purchasing Method to Use	Position with Approval Authority
$.0.01-$ 4,999	Written price quotes from **at least one vendor**. Price quotes must be written proposals from a representative of an established, viable vendor who is properly licensed to complete the work. The purchaser may select the best source without seeking competitive quotes.	**District Manager or Authorized Directors**
*$5,000 - $9,999	Written price quotes from **at least two vendors**. Price quotes must be written proposals from a representative of an established, viable vendor who is properly licensed to complete the work. *May be waived for landscape proposals from the District's existing landscape contractor.*	**Authorized Directors** (District Manager notifies Board of expenditure approval)
*$10,000 and above	Written price quotes from **at least three vendors**. Price quotes must be written proposals from a representative of an established, viable vendor who is properly licensed to complete the work. *May be waived for landscape proposals from the District's existing landscape contractor.*	**Board of Directors Approved at a Board meeting**

*NOTE: Colorado State Statutes require specific formal bid advertisements for "construction contracts for work or materials, or both" for $120,000 or more.

5. AUTHORITY FOR CONTRACT APPROVAL

a. Authority. The Board is authorized to make all contracts necessary to exercise the District's corporate and administrative powers and to establish policies and procedures regarding entering into such contracts. Through its policies and procedures, the Board may, as it does here, set forth standards by which to delegate its power to bind the District. Specifically, the Board authorizes the following:

i. The Board retains sole authority to enter into contracts on behalf of the District when the contract requirement is $10,000 or more.

ii. The Authorized Directors are authorized to procure (that is, solicit, review, approve, execute and enter contracts for) goods or services with a contract requirement of less than $10,000 when the expenditure is authorized in an approved budget.

iii. The District Manager is authorized to procure (that is, solicit, review, approve, execute and enter contracts for) goods or services with a contract requirement of less than $5,000 when the expenditure is authorized in an approved budget.

b. Prior to awarding or entering into a Contract pursuant to this Policy, the person authorized to award and approve such Contract shall confirm and verify:

i. The Contract has been reviewed and approved by general counsel to the District, the District Accountant, District Manager and/or engineer, as appropriate;

ii. Any payment required to be made under such Contract does not exceed the amounts appropriated under the line item for the category of expense set forth in the District's approved budgets (e.g., landscaping), to which the Contract reasonably relates. If the line item in the District's budget would be exceeded, the Contract must be approved by the Board at a meeting. *Every purchase order or contract is subject to the appropriation of necessary funds by the District Board on an annual basis, notwithstanding automatic renewal clauses or any other provisions extending the purchase or contract beyond the calendar year in which it is executed*; and

iii. The amount of the Contract does not exceed the amounts authorized to be approved as set forth in Table 1 and Section 5.a.

c. If the Authorized Directors disagree on whether a Contract should be approved, the Contract shall be presented to the full Board for discussion and action.

6. AUTHORITY FOR INVOICE APPROVAL

a. The Board authorizes payment of Invoices so long as: (i) the Contract or expenditure has been approved in accordance with this Policy, or by the Board at a meeting; (ii) such payment does not result in exceeding the Contract amount, inclusive of any validly approved changes to the Contract; and (iii) any payment made does not exceed the amounts appropriated under the line item for the category of expense set forth in the District's approved budgets.

b. The Board hereby delegates and authorizes any two (2) Directors to approve the payment of Invoices.

c. The District's Accountant is authorized and directed, without further approval by the Board, to pay Invoices for the following categories of expenditures:

i. Utilities (e.g. water, gas, and electricity);

ii. Payments required pursuant to intergovernmental agreements and bonds; and

iii. SDA membership, insurance policies, and director bonds.

7. APPROPRIATION

a. Prior to executing any Contract or making payment of any Invoice, the person authorized to award and approve such Contract or Invoice shall verify with the District's accountant that sufficient funds are available within the District's accounts and are budgeted appropriately to pay such sums. All Contracts approved pursuant to this Policy are subject to appropriation and budget requirements in accordance with Colorado law.

8. PROHIBITIONS

Notwithstanding any authorization in this Policy to the contrary, Directors of the District shall not:

a. Engage in a substantial financial transaction for their private business purposes with a person or company whom they oversee or supervise in the course of their official duties;

b. Perform an official act that is directly and substantially to the economic benefit of a business or other undertaking in which they either have a substantial financial interest or are engaged as counsel, consultant, representative, or agent;

c. Accept goods or services for their own personal benefit from a person who is at the same time receiving compensation for providing goods or services to the District, unless the totality of the circumstances related to the acceptance of the goods or services indicates that the transaction is legitimate, the terms are fair to both parties, the transaction is supported by full and adequate consideration, and the Director or employee does not receive any substantial benefit resulting from their official or governmental status that is unavailable to members of the public generally; or

d. Have a financial interest in any contract made by them in their official capacity, as set forth in Section 24-18-201, C.R.S, as may be amended from time to time.


WSDM
DISTRICT MANAGERS

VISTAS AT WEST MESA METROPOLITAN DISTRICT
ANNUAL ADMINISTRATIVE RESOLUTION
(2025)

WHEREAS, Vistas at West Mesa Metropolitan District (the "District"), was organized as a special district pursuant to an Order and Decree of the District Court in and for the County of El Paso, Colorado (the "**County**"), and is located entirely within the City of Colorado Springs, Colorado; and

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

16. The Board determines to hold regular meetings on the second Friday of the month, starting in February of 2025, at 11:00 a.m. by telephone, electronic, or other means not requiring physical presence. All notices of meetings shall designate whether such meeting will be held by electronic means, at a physical location, or both, and shall designate how members of the public may attend such meeting, including the conference number or link by which members of the public can attend the meeting electronically, if applicable.

17. The Board determines to hold an annual meeting, pursuant to § 32-1-903(6), on the second Friday of November, 2025, at 11:00 a.m., and by telephone, electronic, or other means not requiring physical presence., subject to change by action of the Board. Notice of the annual meeting shall designate whether such meeting will be held by electronic means, at a physical location, or both, and shall designate how members of the public may attend such meeting, including the conference number or link by which members of the public can attend the meeting electronically, if applicable. The District's Manager shall be responsible for coordinating the required presentations for the annual meeting.

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

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

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

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

22. In accordance with § 1-11-103(3), C.R.S., the Board hereby directs the DEO to certify to the Division the results of any elections held by the District and, pursuant to § 32-1-1101.5(1), C.R.S., to certify results of any ballot issue election to incur general obligation indebtedness to the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the District and file a copy of such certification with the Division of Securities.

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

24. Pursuant to the authority set forth in § 24-12-103, C.R.S., the Board hereby designates, in addition to any officer of the District, Kristine N. Stone of the law firm of White Bear Ankele Tanaka & Waldron, Attorneys at Law, as a person with the power to administer all oaths or affirmations of office and other oaths or affirmations required to be taken by any person upon any lawful occasion.

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

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

27. The Board directs the District's Manager to obtain proposals and/or renewals for insurance, as applicable, to insure the District against all or any part of the District's liability, in accordance with §§ 24-10-115, *et seq.*, C.R.S. The Board directs the District's Manager to review and update the District's property schedule as needed, and no less than annually. The Board directs the District's accountant to pay the annual SDA membership dues, agency fees, and insurance premiums, as applicable, in a timely manner. The Board appoints legal counsel to designate the proxy for the SDA Annual meeting for voting and quorum purposes.

28. The Board hereby opts to include elected or appointed officials as employees within the meaning of § 8-40-202(1)(a)(I)(A), C.R.S., and hereby directs the District's Manager to obtain workers' compensation coverage for the District.

29. The Board hereby directs the District's Manager to prepare the disclosure notice required by § 32-1-809, C.R.S., and to disseminate the information to the electors of the District

accordingly. Further, the Board hereby designates the following website as the District's official website for the purposes thereof: http://wsdistricts.co/projects/vistas-at-west-mesa-metropolitan-district/.

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

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

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

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

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

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

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

ADOPTED NOVEMBER 8, 2024

(SEAL)

DISTRICTS:

VISTAS AT WEST MESA METROPOLITAN DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado

By: _____
Officer of the District

Attest:

By: _____

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys at Law

_____
General Counsel to the District


WSDM
DISTRICT MANAGERS


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Vistas at West Component Listing

Tract	Parcel #	Size (acres)	Contents
A	7336201139	0.097612	Walkway, retaining wall, hand rail, landscape
B	7336201140	0.336708	mailboxes, walkway, landscape
C	7336201141	0.111295	concrete drive
D	7336201142	0.098898	asphalt parking area
E	7336201143	0.127158	concrete drive
F	7336201144	0.101125	concrete drive
G	7336201145	0.127158	concrete drive
H	7336201146	0.101125	concrete drive
I	7336201147	0.127158	concrete drive
J	7336201148	0.101125	concrete drive
K	7336201149	0.247268	concrete drive
L	7336201150	1.59	retaining wall, walkways, wrought iron fence, split rail fence, landscape, 8' trail
M	7336201151	0.006956	landscape & driveways
N	7336201152	1.08	asphalt driveway, landscape

Property	Unit Measurements	Estimated Replacement Value
Mailbox Clusters	2	24000
3' - 4' Retaining Walls	1400 LF	84000
Split Rail Fences	250 LF	7500
4' Wrought Iron Fence	1050 LF	89250
Handrail	280 LF	5000
Irrigation System	26 zones currently	26000
Trees	75	45000
Shrubs	855	85500
Flowers & Grasses	414	31050

excluded at TCW's recommendation

Asphalt Street	2,330 MS	
Curbs & Gutters	1800 LF	
Concrete Driveways	2,540 MS	
Concrete Parking Area	300 MS	
Concrete Walkways	1,500 LF	
8' Wide Trails	not installed yet	
Boulders, Decorative Rock, & Gravel	63,829 SF	
Sod	7,354 SF	


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VISTA AT WEST MESA METROPOLITAN DISTRICT

2025 BUDGET

GENERAL FUND

	2023 ACTUAL	2024 ACTUAL	2024 PROJECTED	2024 BUDGET	2025 BUDGET
		10/14/2024			
GENERAL FUND BEGINNING BALANCE	**$ (23,130)**	**$ 27,010**	**$ 27,010**	**$ 22,619**	**$ 21,651**
REVENUES					
PROPERTY TAXES	$ 635	$ 40,044	$ 40,044	$ 39,966	$ 44,183
SPECIFIC OWNERSHIP TAXES	$ 67	$ 2,458	$ 2,798	$ 2,798	$ 3,093
DEVELOPER ADVANCE	$ 140,000	$ 25,000	$ 35,000	$ 90,000	$ 29,327
OPERATIONS & MAINTENANCE FEES	$ 82	$ 30,680	$ 45,000	$ 24,000	$ 93,750
NSF FEES	$ -	$ 20	$ 20	$ -	$ -
TRANSFER & STATUS LETTER FEES	$ -	$ 3,100	$ 3,500	$ -	$ -
DELINQUENT INTEREST	$ 10	$ 855	$ 855	$ -	$ -
DEVELOPMENT FEE	$ 100	$ -	$ -	$ -	$ -
TOTAL REVENUES	$ 140,894	$ 102,157	$ 127,217	$ 156,763	$ 170,353
TOTAL OF BALANCE AND REVENUES	$ 117,764	$ 129,167	$ 154,227	$ 179,382	$ 192,004
EXPENDITURES					
GENERAL ADMINISTRATIVE					
AUDIT	$ 8,500	$ 9,600	$ 9,600	$ 8,755	$ 10,550
BANK FEES	$ -	$ 10	$ 10	$ -	$ -
COUNTY TREASURERS FEE	$ 10	$ 613	$ 613	$ 599	$ 663
DISTRICT MANAGEMENT	$ 28,997	$ 27,609	$ 41,609	$ 42,000	$ 42,000
DUES & LICENSES	$ 1,238	$ 1,245	$ 1,245	$ 1,500	$ 1,500
ELECTION	$ 1,069	$ -	$ -	$ -	$ 3,000
INSURANCE	$ 2,076	$ 5,583	$ 6,500	$ 4,500	$ 6,000
LEGAL SERVICES	$ 44,450	$ 25,285	$ 30,000	$ 30,000	$ 30,000
MISCELLANEOUS	$ -	$ 92	$ 92	$ -	$ -
OPERATIONS					
WATER	$ -	$ -	$ -	$ 2,600	$ 4,000
ELECTRICITY	$ -	$ -	$ -	$ 750	$ 750
ENGINEERING	$ -	$ 3,643	$ 3,643	$ -	$ -
GROUNDS MAINTENANCE	$ 1,395	$ -	$ -	$ -	$ -
LANDSCAPE MAINTENANCE	$ -	$ 8,225	$ 15,000	$ 15,000	$ 16,500
IRRIGATION MAINTENANCE	$ -	$ 3,160	$ 5,500	$ -	$ 6,000
STORMWATER	$ -	$ -	$ -	$ 400	$ 1,141
SNOW REMOVAL	$ 1,176	$ 2,909	$ 6,250	$ 6,250	$ 6,250
STREET SWEEPING	$ -	$ -	$ -	$ 300	$ -
ROAD REPAIRS & MAINTENANCE	$ -	$ -	$ -	$ 1,750	$ 2,000
BANK FEES	$ 20	$ -	$ -	$ 20	$ 20
TRASH	$ 1,740	$ 5,434	$ 7,513	$ 4,752	$ 15,876
GENERAL REPAIRS & MAINTENANCE	$ -	$ -		$ 1,000	$ 1,000

MISCELLANEOUS	$ 85	$ -		$ -	$ -
RESERVE FUNDING	$ -	$ 5,000	$ 5,000	$ 5,000	$ 5,000
CONTINGENCY	$ -	$ -	$ -	$ 5,000	$ 18,103
TOTAL EXPENDITURES	$ 90,754	$ 98,408	$ 132,575	$ 130,176	$ 170,353
CAPITAL RESERVE TRANSFER	$ -				
ENDING FUND BALANCE	**$ 27,010**	**$ 30,759**	**$ 21,651**	**$ 49,206**	**$ 21,651**
EMERGENCY RESERVE 3%	2,723	2,952	3,977	3,905	5,111
ASSESSED VALUATION	$ 126,900	$ 1,998,290	$ 1,998,290	$ 1,998,290	$ 2,209,140
MILL LEVY	5.000	20.000	20.000	20.000	20.000

VISTA AT WEST MESA METROPOLITAN DISTRICT

2025 BUDGET

DEBT SERVICE FUND

	2023 ACTUAL	2024 ACTUAL	2024 PROJECTED	2024 BUDGET	2025 BUDGET
DEBT SERVICE FUND BEGINNING BALANCE	$ 3	$ (5,443)	$ (5,443)	$ (468)	$ 0
REVENUES					
SERIES 2022 BOND ISSUE	$ -	$ -	$ -	$ -	$ -
SERIES 2023 BOND ISSUE	$ 1,985,831			$ -	
PROPERTY TAX	$ 3,807	$ 100,110	$ 100,110	$ 99,915	$ 110,457
SPECIFIC OWNERSHIP TAX	$ 402	$ 6,144	$ 6,800	$ 7,993	$ 8,837
DELINQUENT INTEREST	$ 60	$ 2,137	$ 2,137	$ -	
TRANSFERS IN	$ -			$ -	
INTEREST INCOME	$ 70	$ 1,564		$ -	
TOTAL REVENUES	$ 1,990,170	$ 109,955	$ 109,047	$ 107,908	$ 119,294
EXPENDITURES					
TRANSFER TO CAPITALIZED INTEREST FUND	$ -			$ -	
TRANSFER TO DEBT SERVICE RESERVE FUND	$ -			$ -	
OTHER COST OF ISSUANCES	$ 204,700			$ -	
UNDERWRITERS DISCOUNT	$ 285,845			$ -	
BOND PRINCIPAL PAYMENT	$ 1,381,000			$ -	
BOND INTEREST PAYMENT	$ 116,513	$ 99,478	$ 98,570	$ 56,435	$ 114,137
TREASURERS FEE	$ 58	$ 1,534	$ 1,534	$ 1,499	$ 1,657
TRUSTEES FEE	$ 7,500	$ 3,500	$ 3,500	$ 7,500	$ 3,500
BANK CHARGE	$ -			$ -	
COST CERTIFICATION				$ -	
CONTINGENCY	-			-	
TOTAL EXPENSES	$ 1,995,616	$ 104,512	$ 103,604	$ 65,434	$ 119,294
ENDING FUND BALANCE	**$ (5,443)**	**$ 0**	**$ 0**	**$ 42,006**	**$ 0**
ASSESSED VALUATION	$ 126,900	$ 1,998,290	$ 1,998,290	$ 1,998,290	$ 2,209,140
DEBT SERVICE MILL LEVY	30.000	50.000	50.000	50.000	50.000
TOTAL MILL LEVY	35.000	70.000	70.000	70.000	70.000

VISTA AT WEST MESA METROPOLITAN DISTRICT

2025 BUDGET

CAPITAL PROJECTS FUND

	2023 ACTUAL YTD	2024 ACTUAL	2024 PROJECTED	2024 BUDGET	2025 BUDGET
CAPITAL PROJECT FUND BEGINNING BALANCE	$ 123,261	$ 20,479	$ 20,479	$ 24,430	$ 20,479
REVENUES					
PROCEEDS FROM BOND ISSUANCE	$ 649,169				
INTEREST INCOME	$ 6,012	$ 1,252		$ -	
TOTAL REVENUES	$ 655,181	$ 1,252	$ -	$ -	$ -
TOTAL REVENUES AND FUND BALANCE	$ 778,442	$ 21,731	$ 20,479	$ 24,430	$ 20,479
EXPENDITURES					
CAPITAL CONSTRUCTION	$ 749,592	$ -	$ -	$ -	$ -
ENGINEERING/PLANNING	$ 8,371	$ -	$ -	$ -	$ -
PROJECT MANAGEMENT	$ -	$ -	$ -	$ -	$ -
DEVELOPER REIMBURSEMENTS	$ -	$ -	$ -	$ -	$ -
CONSTRUCTION MISC	$ -	$ -	$ -	$ -	$ -
TOTAL EXPENDITURES	$ 757,963	$ -	$ -	$ -	$ -
ENDING FUND BALANCE	**$ 20,479**	**$ 21,731**	**$ 20,479**	**$ 24,430**	**$ 20,479**

VISTAS AT WEST MESA METROPOLITAN DISTRICT
SECOND AMENDMENT TO 2024 BUDGET

WHEREAS, the Board of Directors of Vistas at West Mesa Metropolitan District (the "**District**") certifies that at a regular meeting of the Board of Directors of the District held November 8, 2024, a public hearing was held regarding the 2024 amended budget, and, subsequent thereto, the following Second Amendment was adopted by affirmative vote of a majority of the Board of Directors:

WHEREAS, the Board of Directors of the District adopted a budget and appropriated funds for fiscal year 2024 as follows:

[_____] Fund	$_____
[_____] Fund	$_____
[_____] Fund	$_____
[_____] Fund	$_____

and;

WHEREAS, the necessity has arisen for additional expenditures by the District due to additional costs which could not have been reasonably anticipated at the time of adoption of the budget, requiring the expenditure of funds in excess of those appropriated for fiscal year 2024; and

WHEREAS, funds are available for such expenditure.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District does hereby amend the adopted budget for fiscal year 2024 as follows:

[_____] Fund	$_____
[_____] Fund	$_____
[_____] Fund	$_____
[_____] Fund	$_____

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

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ADOPTED NOVEMBER 8, 2024.

DISTRICT:

VISTAS AT WEST MESA METROPOLITAN DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado

By:_____
Officer of the District

ATTEST:

By:_____

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys at Law

_____
General Counsel to the District

STATE OF COLORADO
COUNTY OF EL PASO
VISTAS AT WEST MESA METROPOLITAN DISTRICT

I hereby certify that the foregoing resolution constitutes a true and correct copy of the record of proceedings of the Board adopted at a meeting held via teleconference on Friday, November 8, 2024, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 8th day of November, 2024.

_____
Signature


WSDM
DISTRICT MANAGERS

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

The Board of Directors of Vistas at West Mesa Metropolitan District (the "**Board**"), City of Colorado Springs, El Paso County, Colorado (the "**District**"), held a regular meeting, via teleconference on November 8, 2024, at the hour of 11:00 a.m.

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

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NOTICE AS TO PROPOSED 2025 BUDGET

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

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

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

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

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

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

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

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

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

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

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

[Remainder of Page Intentionally Left Blank]

ADOPTED NOVEMBER 8, 2024.

DISTRICT:

VISTAS AT WEST MESA METROPOLITAN DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado

By:_____
Officer of the District

ATTEST:

By:_____

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys at Law

_____
General Counsel to the District

STATE OF COLORADO
COUNTY OF EL PASO
VISTAS AT WEST MESA METROPOLITAN DISTRICT

I hereby certify that the foregoing resolution constitutes a true and correct copy of the record of proceedings of the Board adopted by a majority of the Board at a District meeting held via teleconference on Friday, November 8, 2024, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this 8th day of November, 2024.

_____
Signature

EXHIBIT A

BUDGET DOCUMENT

BUDGET MESSAGE