

# CREEKSIDE SOUTH ESTATES METROPOLITAN DISTRICT

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
Tel: 303-987-0835 • 800-741-3254  
Fax: 303-987-2032

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

*Due to Executive Orders issued by Governor Polis and Public Health Orders implementing the Executive Orders issued by the Colorado Department of Health and Environment, and the threat posed by the COVID-19 coronavirus, this meeting will be held via teleconferencing and can be joined through the directions below:*

Zoom Meeting:

<https://us02web.zoom.us/j/81086059277?pwd=OVR0TTRvS0MxQUY5TWFEcjVudDBpUT09>

**Meeting ID:** 810 8605 9277

**Password:** 565141

### **Board of Directors:**

Stan Martin  
Della Thompson  
Matthew Moeller  
Gilbert Scott  
**VACANT**

### **Office:**

President  
Secretary  
Assistant Secretary  
Assistant Secretary

### **Term/Expiration:**

2022/May 2022  
2023/May 2023  
2022/May 2022  
2022/May 2022  
2023/May 2023

Peggy Ripko

Recording Secretary

**DATE:** July 9, 2020

**TIME:** 6:00 P.M.

**LOCATION:** DUE TO CONCERNS REGARDING THE SPREAD OF THE CORONAVIRUS (COVID-19) AND THE BENEFITS TO THE CONTROL OF THE SPREAD OF THE VIRUS BY LIMITING IN-PERSON CONTACT, THIS DISTRICT BOARD MEETING WILL BE HELD BY TELECONFERENCE WITHOUT ANY INDIVIDUALS (NEITHER DISTRICT REPRESENTATIVES NOR THE GENERAL PUBLIC) ATTENDING IN PERSON. IF YOU WOULD LIKE TO ATTEND THIS MEETING, PLEASE SEE THE FOLLOWING ZOOM INFORMATION ABOVE.

## **I. ADMINISTRATIVE MATTERS**

A. Adopt Resolution No. 2020-07-01; Declaring Emergency Procedures and Authorizing Teleconferencing for Regular and Special Meetings (enclosure-002).

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B. Present Disclosures of Potential Conflicts of Interest and confirm quorum.

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- C. Approve Agenda and confirm location of meeting and posting of notices.  
\_\_\_\_\_
- D. Consider appointment of Dave Deines to the Board of Directors and administration of oath of office.  
\_\_\_\_\_
- E. Discuss results of cancelled May 5, 2020 Regular Election (enclosure- 003).  
\_\_\_\_\_
- F. Consider appointment of Officers:  
  
President \_\_\_\_\_  
Treasurer \_\_\_\_\_  
Secretary \_\_\_\_\_  
Asst. Secretary \_\_\_\_\_  
Asst. Secretary \_\_\_\_\_  
\_\_\_\_\_

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

- A. Approval of Minutes from the November 7, 2019 Special Meeting (enclosure – 004).
- B. Ratify / approve the payment of claims for the period ending March 31, 2020 in the amount of \$85,199.17 (enclosure – 005).
- C. Review and accept the unaudited financial statements and cash position statement through the period ending March 30, 2020 (enclosure - 006).
- D. Discuss status of Independent Contractor Agreement with Boulder GNC Water Well (to be distributed).
- E. Discuss status of Independent Contractor Agreement with CanAmerica Pump & Drill (to be distributed).
- F. Discuss status of establishing a Colotrust Account.
- G. Discuss private expense vs. District expense in regard to retaining EPS & Associates, CPA for HOA 2019 Income Tax Preparation.  
\_\_\_\_\_

III. PUBLIC COMMENT

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

IV. FINANCIAL MATTERS

A. Ratify approval of the execution and filing of the Application for Exemption from 2019 Audit (enclosure- 007).

\_\_\_\_\_

B. Discuss Credit application for the District and consider approval of processes needed for the same (to be distributed).

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V. LEGAL MATTERS

A. Review and consider adoption of Resolution No. 2020-07-02 Establishing an Electronic Signature Policy (enclosure – 008).

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VI. WATER SYSTEM AND OPERATIONS MATTERS

A. Discuss wells.

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1. Discuss year-to-date expenses.

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2. Review and discuss summary of well repairs report.

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3. Discuss the process for well issue notification.

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4. Discuss time spent and possible payment for Non-Board member well committee members.

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5. Follow-up and notification/action of illegal burn and buried dump in the District.

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- B. Discuss access to homes off Havana with regards to locked gate.
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VII. COVENANT ENFORCEMENT MATTERS

- A. Discuss and consider a flat fee arrangement with Special District Management Services, Inc. for Community Management Services.
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VIII. OTHER MATTERS

- A. 

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- IX. ADJOURNMENT: **THE NEXT REGULAR MEETING IS SCHEDULED FOR NOVEMBER 5, 2020 (BUDGET HEARING).**

**RESOLUTION NO. 2020-07-01**

**RESOLUTION  
OF THE BOARD OF DIRECTORS OF THE  
CREEKSIDE SOUTH ESTATES METROPOLITAN DISTRICT**

**DECLARING EMERGENCY PROCEDURES AND  
AUTHORIZING TELECONFERENCING FOR REGULAR AND SPECIAL MEETINGS**

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WHEREAS, Creekside South Estates Metropolitan District (the “**District**”) is a quasi-municipal corporation and political subdivision of the State of Colorado (the “**State**”) organized to serve a public use and promote the health, safety, prosperity, security and general welfare of the residents of the District and the State of Colorado; and

WHEREAS, pursuant to § 32-1-903, C.R.S., all official business of the Board of Directors of the District (the “**Board**”) shall be conducted only during regular and special meetings at which a quorum is present, and all said meetings shall be open to the public; and

WHEREAS, § 32-1-1001(1)(h) C.R.S., provides the Board with the management, control and supervision of all the business and affairs of the District; and

WHEREAS, the Governor of the State (the “**Governor**”) declared a state of emergency on March 10, 2020, and extended the declaration on April 8, 2020 (the “**Emergency**”) due to the threat that COVID-19 coronavirus (“**COVID-19**”) poses to the health, safety and welfare of the citizens of the State; and

WHEREAS, on April 26, 2020, as directed by the Governor, the Colorado Department of Public Health and Environment issued Public Health Order 20-28 (the “**Order**”) implementing “Safer at Home” guidelines, effective 12:01 A.M. on April 27, 2020. The Order limits public gatherings outside a residence to no more than ten (10) individuals, except for the purposes expressly permitted in the Order, and to the extent possible encourages compliance with Social Distancing Requirements (as defined in the Order); and

WHEREAS, counties, municipalities, and other local governments have issued, or may issue, COVID-19 related public health orders limiting public gatherings and establishing social distancing requirements (collectively the “**Local Orders**”, and together with the Order, the “**Orders**”); and

WHEREAS, the Colorado Department of Public Health and Environment and Centers for Disease Control and Prevention recommend certain precautions in order to attempt to slow the spread of COVID-19, including minimizing close contact with large numbers of people; and

WHEREAS, in order to attempt to protect the health and safety of the residents of the District from COVID-19 and in order to comply with the Orders, and any subsequent orders, while at the same time continuing with the required business of the District, the Board wishes to have the ability

to hold regular and special meetings *via* teleconferencing until such time that the Emergency is lifted by the State, the Orders, or any subsequent orders, are repealed, or as otherwise determined by the Board; and

WHEREAS, the Board wishes to establish certain procedures and requirements for when the District determines to hold regular and special meetings *via* teleconferencing during the Emergency and the time when the Orders, or any subsequent orders, are in effect.

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

1. Teleconferencing for Regular and Special Meetings. The Board hereby authorizes the holding of regular and special meetings for the District by teleconferencing methods until such time that the Emergency and Orders, or any subsequent orders, are lifted, or as otherwise determined by the Board.

2. Quorum of the Board for Teleconferenced Regular and Special Meetings. A quorum of the Board for attendance and voting purposes at regular and special meetings shall be established by the attendance of a majority of the members of the Board on the teleconferencing platform. Each Board member must be able to clearly hear and participate in any teleconferenced meetings.

3. Posting of Regular and Special Meeting Notices. The District shall continue to post notice of all regular and special meetings pursuant to the District's previously adopted policies and State law.

4. Public Attendance at Teleconferenced Regular and Special Meetings. The District shall arrange for a dial-in-number for members of the public and the Board to utilize in order to attend the teleconferenced regular and special meetings of the District. Members of the public may be excluded from executive sessions that are held by the Board in accordance with State law. The dial-in number shall be included on the agenda for the meeting.

5. Ratification of Actions. Any actions, including, but not limited to the adoption of this Resolution, taken at a regular or special meeting held by teleconference platform shall be ratified at the first regular or special in-person Board meeting that takes place after adoption of this Resolution.

6. Term. This Resolution shall remain in full force and effect until such time as the Board determines that the conditions necessitating its adoption no longer exist, including lifting of the Emergency, the repeal of the Orders, or any subsequent orders, or as otherwise determined by the Board.

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ADOPTED THIS 9<sup>TH</sup> DAY OF JULY, 2020.

CREEKSIDE SOUTH ESTATES  
METROPOLITAN DISTRICT, a quasi-municipal  
corporation and political subdivision of the State of  
Colorado

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Officer of the District

ATTEST:

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APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law

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General Counsel to the District

*Signature Page to Resolution Declaring Emergency Procedures Authorizing Teleconferencing for Regular  
and Special Meetings dated July 9, 2020*

**NOTICE OF CANCELLATION OF ELECTION  
and  
CERTIFIED STATEMENT OF RESULTS**

**CREEKSIDE SOUTH ESTATES METROPOLITAN DISTRICT**

NOTICE IS HEREBY GIVEN pursuant to § 1-13.5-513(6), C.R.S., that, at the close of business on March 2, 2020 there were not more candidates than offices to be filled, including candidates filing affidavits of intent to be write-in candidates, for the Creekside South Estates Metropolitan District. Therefore, the election to be held on May 5, 2020 is hereby cancelled.

The following candidates are declared elected by acclamation:

<u>Della Thompson</u>	<u>Until May 2023</u>
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The following office remain vacant:

<u>VACANT</u>	<u>Until May 2023</u>
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/s/ Ashley B. Frisbie  
Designated Election Official

Contact Person for District:

Jennifer Gruber Tanaka, Esq.  
WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law  
2154 E. Commons Avenue, Suite 2000  
Centennial, Colorado 80122  
(303) 858-1800

PUBLISHED IN: *Adams County Your Hub*  
PUBLISHED ON: April 16, 2020



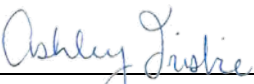
**RESOLUTION OF DESIGNATED ELECTION OFFICIAL OF  
CANCELLATION OF ELECTION  
AND DECLARATION OF CANDIDATES ELECTED**

**CREEKSIDE SOUTH ESTATES METROPOLITAN DISTRICT**

WHEREAS, the Board of Directors of Creekside South Estates Metropolitan District (the "District") has duly authorized the Designated Election Official to cancel the election to be conducted on May 5, 2020, and to declare the candidates elected because the Designated Election Official has duly determined, at the close of business on the sixty-third (63<sup>rd</sup>) day before said election or at any time thereafter, that there were not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates.

NOW, THEREFORE, pursuant to § 1-13.5-513(1), C.R.S., the Designated Election Official hereby cancels the May 5, 2020, election and declares the following candidates to be elected by acclamation for the following terms of office for the District:

<u>Della Thompson</u>	<u>10561 E. 1587<sup>th</sup> Ct., Brighton, CO 80602</u>	<u>May 2023</u>
(Name)	(Address)	
<u>VACANT</u>	<u></u>	<u>May 2023</u>
(Name)	(Address)	

  
\_\_\_\_\_  
Designated Election Official

Contact Person for District:

Jennifer Gruber Tanaka, Esq.  
WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law  
2154 E. Commons Avenue, Suite 2000  
Centennial, CO 80122  
(303) 858-1800

## RECORD OF PROCEEDINGS

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### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE CREEKSIDE SOUTH ESTATES METROPOLITAN DISTRICT (THE “DISTRICT”) HELD NOVEMBER 7, 2019

A special meeting of the Board of Directors of the Creekside South Estates Metropolitan District (referred to hereafter as the “Board”) was convened on Thursday, November 7, 2019, at 6:00 p.m., at the Anythink Library, 327 East Bridge Street, Brighton, CO 80601. The meeting was open to the public.

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**Directors In Attendance Were:**

David M. Deines  
Della Thompson  
Stan Martin  
Matthew Moeller

Following discussion, upon motion duly made by Director Martin, seconded by Director Thompson and, upon vote, unanimously carried, the absence of Gilbert Scott was excused.

**Also, In Attendance Were:**

Lisa A. Johnson; Special District Management Services, Inc.

Diane Wheeler; Simmons & Wheeler, P.C.

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**DISCLOSURE OF  
POTENTIAL  
CONFLICTS OF  
INTEREST**

**Disclosures of Potential Conflicts of Interest:** Ms. Johnson advised the Board that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Attorney Tanaka reported that disclosures for those directors with 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 into whether members of the Board had any additional disclosures of potential or existing conflicts of interest with regard to any matters scheduled for discussion at the meeting. No disclosures were noted.

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## RECORD OF PROCEEDINGS

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### **ADMINISTRATIVE MATTERS**

**Agenda:** Ms. Johnson distributed for the Board's review and approval a proposed Agenda for the District's special meeting.

Following discussion, upon motion duly made by Director Martin, seconded by Director Thompson and, upon vote unanimously carried, the Agenda was approved, as amended.

**Resolution No. 2019-11-01: 2020 Annual Administrative Resolution:** Ms. Johnson presented Resolution No. 2019-11-01: 2020 Annual Administrative Resolution.

Following discussion, upon motion duly made by Director Deines, seconded by Director Martin and, upon vote unanimously carried, the Board adopted Resolution No. 2019-11-01: 2020 Annual Administrative Resolution.

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### **CONSENT AGENDA**

**Consent Agenda:** The Board considered the following actions:

- Approval of Minutes from the October 1, 2019 Special Meeting
- Approve the payment of claims for the period ending November 1, 2019 in the amount of \$ 26,226.50
- Accept the cash position statement through the period ending November 7, 2019
- Approval of an Independent Contractor Agreement with Diversified Underground for utility locating services.
- Approval of an Engagement Letter with Altitude Community Law for Legal Collection Services
- Approval of an Independent Contractor Agreement with ACCU, Inc. for Collection Services
- Approval of the First Addendum to Independent Contractor Agreement with Special District Management Services Inc. for rate adjustment
- Approval of the First Addendum to Independent Contractor Agreement with MMI Water Engineers, LLC for rate adjustment
- Adoption of Resolution No. 2019-11-02: Calling May 5, 2020 Election
- Adoption of Resolution No. 2019-11-03: Regarding Liabilities of Property Owners for Water Service Lines

Following review, upon motion duly made by Director Martin, seconded by Director Thompson and, upon vote, unanimously carried, the Board approved the Consent Agenda.

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## RECORD OF PROCEEDINGS

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### **PUBIC COMMENT**

**Public Comment:** There was no public comment.

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### **FINANCIAL MATTERS**

**2020 Budget Hearing:** The Board opened the Public Hearing to consider the proposed 2020 Budget and to discuss related issues. It was noted that publication of Notice stating that the Board would consider adoption of the 2020 Budget and the date, time and location of the Public Hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this Public Hearing.

The Board reviewed the draft budget and asked several questions regarding the estimated amounts and associated services. The Board then discussed in detail the options of certifying 85.000 mills versus 80.000 mills versus 75.000 mills. Following discussion, the public hearing was closed.

Following discussion, the Board considered the adoption of the Resolution No. 2019-11-04 to Adopt the 2020 Budget and Appropriate Sums of Money and Set Mill Levies (for the General Fund at 75.000 mills). Upon motion duly made by Director Martin, seconded by Director Thompson and, upon vote, unanimously carried, the Resolution was adopted, as discussed, and execution of the Certification of Budget and Certification of Mill Levies was authorized, subject to receipt of final Certification of Assessed Valuation from the County on or before December 10, 2019. Ms. Johnson was authorized to transmit the Certification of Mill Levies to the Board of County Commissioners of Adams County and the Division of Local Government, not later than December 15, 2019 Ms. Johnson was also authorized to transmit the Certification of Budget to the Division of Local Government not later than January 30, 2020. Copies of the adopted Resolution is attached to these Minutes and incorporated herein by this reference.

**ColoTrust Account:** Ms. Wheeler discussed with the Board opening an account with ColoTrust.

Following review, upon motion duly made by Director Moeller, seconded by Director Deines and, upon vote, unanimously carried, the Board approved the opening of a ColoTrust account.

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### **LEGAL MATTERS**

**Resolution No. 2019-11-05; Concerning Online Notice of Regular and Special Meetings:** Ms. Johnson presented Resolution No. 2019-11-05; Concerning Online Notice of Regular and Special Meetings.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Martin, seconded by Director Deines and, upon vote, unanimously carried, the Board adopted Resolution No. 2019-11-05: Concerning Online Notice of Regular and Special Meetings.

**Independent Contractor Agreement with Boulder GNC Water Well:** The Board directed Ms. Johnson to work with Attorney Tanaka to draft an Independent Contractor Agreement with Boulder GNC Water Well once a scope of work and rate schedule are requested and received.

Following discussion, upon motion duly made by Director Deines, seconded by Director Moeller and, upon vote, unanimously carried, the Board approved an Independent Contractor Agreement with Boulder GNC Water Well once a scope of work and rate schedule are requested and received.

**Independent Contractor Agreement with CanAmerica Pump and Drill:** The Board directed Ms. Johnson to work with Attorney Tanaka to draft an Independent Contractor Agreement with CanAmerica Pump and Drill once a scope of work and rate schedule are requested and received. Director Moeller will provide contact information for CanAmerica Pump and Drill to Ms. Johnson in order to solicit scope of work and rate structure.

Following discussion, upon motion duly made by Director Deines, seconded by Director Moeller and, upon vote, unanimously carried, the Board approved an Independent Contractor Agreement with CanAmerica Pump and Drill once a scope of work and rate schedule are requested and received.

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### **WATER SYSTEM AND OPERATIONS MATTERS**

**Grant Funding Research:** The Board discussed the research on grant funding opportunities provided by Mr. Simons.

The Board determined to not pursue any grant opportunities at this time.

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### **COVENANT ENFORCEMENT MATTERS**

**Status of Appointment of Members to Architectural Control Committee (“ARC”):** Ms. Johnson reported that Shelly Sandoval, Samantha Odell and Melissa Barella have accepted the appointment to the ARC.

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### **OTHER BUSINESS**

**2019 HOA Income Tax Preparation:** The Board reviewed the engagement letter from EPS & Associates for the preparation of 2019 Income Tax Returns in the amount of \$350.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Thompson, seconded by Director Martin and, upon vote, unanimously carried, the Board approved the engagement letter from EPS & Associates for the preparation of 2019 Income Tax Returns for an amount not to exceed of \$350.

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### **ADJOURNMENT**

There being no further business to come before the Board at this time, the meeting was adjourned.

Respectfully submitted,

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

Account	PO/Cont	Check #	Invoice	Date	Date Paid	Description	Amount
01-000-09200	0	1041		12/17/2019	01/23/2020	2020 Insurance	3,250.00
01-000-09200	0	1041		11/01/2019	01/23/2020	2020 Workers' Comp	400.00
	**** TOTAL ****					Colorado Special Districts Property	3,650.00
01-000-09200	0	1042	8214	12/24/2019	01/23/2020	2020 Agency Fee	495.00
	**** TOTAL ****					T. Charles Willson	495.00
01-000-09450	0	1043				VOID Check 1043	( 75.00)
01-000-09450	0	1043	FGD201912	01/22/2020	01/27/2020	Drinking Water	75.00
	**** TOTAL ****					CDPHE	0.00
01-000-09100	0	1045		01/31/2020	02/15/2020	January Management	1,462.00
	**** TOTAL ****					Special District Management	1,462.00
01-000-09300	0	1047		01/23/2020	02/15/2020	January Legal	100.00
	**** TOTAL ****					Altitude Community Law P.C	100.00
01-000-09450	0	1048		11/01/2019	02/15/2020	Denver Online Post	129.68
	**** TOTAL ****					DP Media Network LLC	129.68
01-000-09300	0	1050	8828	01/31/2020	02/15/2020	January Legal	2,159.70
	**** TOTAL ****					White Bear Ankele Tanaka and Waldro	2,159.70
01-000-09450	0	1051	022020-02	02/12/2020	02/17/2020	Feburary Water	2,948.50
	**** TOTAL ****					Alberts Water & Wastewaster Special	2,948.50
01-000-09100	0	1052	Feb 20	02/29/2020	03/06/2020	February Management	737.85
	**** TOTAL ****					Special District Management	737.85
01-000-09300	0	1053	9057	02/29/2020	03/06/2020	February Legal	831.29
	**** TOTAL ****					White Bear Ankele Tanaka and Waldro	831.29
01-000-09050	0	1054	25836	01/31/2020	03/06/2020	January Accounting	834.60
	**** TOTAL ****					Slmmons & Wheeler P.C.	834.60
01-000-09100	0	1055		03/31/2020	04/06/2020	March Management	486.40
	**** TOTAL ****					Special District Management	486.40
01-000-09510	0	1056	21579	02/29/2020	04/06/2020	Feb RTL Transmissions	1.49
01-000-09510	0	1056	21579	01/31/2020	04/06/2020	Jan RTL Transmissions	2.98
	**** TOTAL ****					Utility Notification Center Colo	4.47
01-000-09300	0	1057	802044	01/23/2020	04/06/2020	Jan Legal	100.00
	**** TOTAL ****					Altitude Community Law P.C	100.00
01-000-09450	0	1058	012020-12	01/20/2020	04/06/2020	January Water	4,027.43
01-000-09450	0	1058	032020-16	03/15/2020	04/06/2020	March Water	3,169.57
	**** TOTAL ****					Alberts Water & Wastewaster Special	7,197.00
01-000-09100	0	1059	Apr 2020	04/30/2020	05/21/2020	April District Management	945.70
	**** TOTAL ****					Special District Management	945.70

Account	PO/Cont	Check #	Invoice	Date	Date Paid	Description	Amount
01-000-09300	0	1060	10056	04/30/2020	05/21/2020	April Legal	925.76
01-000-09300	0	1060	9609	03/31/2020	05/21/2020	March Legal	944.00
**** TOTAL **** White Bear Ankele Tanaka and Waldro							1,869.76
01-000-09050	0	1061	26026	02/29/2020	05/21/2020	February Accounting	679.29
01-000-09050	0	1061	26203	03/31/2020	05/21/2020	March Accounting	717.60
**** TOTAL **** Slmmons & Wheeler P.C.							1,396.89
01-000-09200	0	1062	Dues	02/07/2020	05/21/2020	2020 SDA Dues	544.46
**** TOTAL **** Special District Association							544.46
01-000-09510	0	1063	220030301	03/31/2020	05/21/2020	Mar RTL Transmissions	2.98
**** TOTAL **** Utility Notification Center Colo							2.98
01-000-09450	0	1064	Reimburse	05/07/2020	05/21/2020	Reimburse -Potable Water	474.00
**** TOTAL **** David Deines							474.00
01-000-09450	0	1065	WO-10030	04/13/2020	05/21/2020	Pump Maintenance	2,330.81
01-000-09450	0	1065	WO-10060	04/15/2020	05/21/2020	Pump Maintenance	348.21
**** TOTAL **** Boulder Water Well Serv & Supply, I							2,679.02
01-000-09100	0	1066	5312020	05/31/2020	06/15/2020	May management	1,873.32
**** TOTAL **** Special District Management							1,873.32
01-000-09300	0	1067	10687	05/31/2020	06/15/2020	May legal	1,058.64
**** TOTAL **** White Bear Ankele Tanaka and Waldro							1,058.64
01-000-09050	0	1068	26519	04/30/2020	06/15/2020	April accounting	500.00
**** TOTAL **** Slmmons & Wheeler P.C.							500.00
01-000-09300	0	1069	8693	05/21/2020	06/15/2020	Legal	557.00
**** TOTAL **** Altitude Community Law P.C							557.00
01-000-09450	0	1070	052020120	05/20/2020	06/15/2020	Water	5,547.93
**** TOTAL **** Alberts Water & Wastewaster Special							5,547.93
01-000-09450	0	1071	1002	05/21/2020	06/15/2020	McDonald Farms	414.00
01-000-09450	0	1071	1003	05/29/2020	06/15/2020	McDonald Farms	553.50
01-000-09450	0	1071	1004	06/02/2020	06/15/2020	MCDonald Farms	354.00
01-000-09450	0	1071	Homedepot	06/07/2020	06/15/2020	Faucet	7.90
**** TOTAL **** David Deines							1,329.40
01-000-09600	0	1072	10234	05/26/2020	06/15/2020	Repairs	3,099.08
01-000-09600	0	1072	10327	06/01/2020	06/15/2020	Repairs	26,469.62
01-000-09600	0	1072	10363	06/04/2020	06/15/2020	Repari	15,714.88
**** TOTAL **** Boulder Water Well Serv & Supply, I							45,283.58
*** GRAND TOTAL ***							85,199.17



Creeside South EstatesMetropolitan District

Financial Statements

March 30,2020

ACCOUNTANT'S COMPILATION REPORT

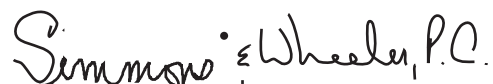
Board of Directors

Creekside South Estates Metropolitan District

Management is responsible for the accompanying financial statements of each major fund of Metropolitan District, as of and for the period ended March 30, 2020, which are comprised of the Balance Sheet and the related Statement of Revenues, Expenditures and Changes in Fund Balance – Budget and Actual – Governmental Funds and account groups for the three months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with the Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit the Statement of Net Position, Statement of Activities, Management Discussion and Analysis and all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the District's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Metropolitan District because we performed certain accounting services that impaired our independence.

A handwritten signature in black ink that reads "Simmons & Wheeler, P.C." in a cursive, flowing script.

July 6, 2020  
Englewood, Colorado

Creekside South Estates Metropolitan District  
Balance Sheet - Governmental Funds  
March 31, 2020

See Accountant's Compilation Report

	<u>General Fund</u>	<u>Total All Funds</u>
<b>Assets</b>		
Current assets		
Cash in checking	\$ 12,781	\$ 12,781
Cash in Colotrust	63,646	63,646
Taxes Receivable	78,468	78,468
Prepaid Expenses	-	-
Accounts receivable - developer	-	-
	<u>154,895</u>	<u>154,895</u>
Other assets		
Improvements	-	-
Amount available in debt service fund	-	-
Amount to be provided for retirement of debt	-	-
	<u>-</u>	<u>-</u>
	<u>\$ 154,895</u>	<u>\$ 154,895</u>
<b>Liabilities and Equity</b>		
Current liabilities		
Accounts payable	\$ 17,032	\$ 17,032
Deferred taxes	-	-
	<u>17,032</u>	<u>17,032</u>
Note Payable - Developer	-	-
Note Payable - Developer interest	-	-
	<u>17,032</u>	<u>17,032</u>
Fund Equity		
Investment in improvements	-	-
Fund balance (deficit)	137,863	137,863
	<u>137,863</u>	<u>137,863</u>
	<u>\$ 154,895</u>	<u>\$ 154,895</u>

Creekside South Estates Metropolitan District  
Statement of Revenues, Expenditures and Changes in Fund Balance  
Governmental Funds  
Budget and Actual  
For the 3 Months Ended March 31, 2020  
General Fund

See Accountant's Compilation Report

	Annual <u>Budget</u>	<u>Actual</u>	Variance Favorable (Unfavorable)
Revenues			
Property taxes	\$ 164,009	\$ 80,494	\$ (83,515)
Specific ownership taxes	11,153	2,829	(8,324)
Misc Income	-	531	531
Transfer from HOA	-	3,182	3,182
Interest income	4,500	-	(4,500)
	<u>179,662</u>	<u>87,036</u>	<u>(92,626)</u>
Expenditures			
Accounting	6,500	2,231	4,269
Election	5,000	-	5,000
Engineering	6,500	-	6,500
Insurance/SDA Dues	7,000	4,145	2,855
Legal-General	25,000	4,135	20,865
Legal-Capital Projects	6,375	-	6,375
Covenanat Control and Enforcement	12,000	-	12,000
Trash Removal	10,212	3,573	6,639
Utilites	13,000	2,073	10,927
Water Operator Contract	27,000	6,939	20,061
Water Testing Treatment	25,000	3,206	21,794
Well Maintenance	25,000	-	25,000
Miscellaneous	1,000	164	836
Management	21,000	2,686	18,314
Treasurer's Fees	2,462	1,207	1,255
Contingency	4,763	-	4,763
Well Maintenance Reserve	115,000		115,000
Emergency Reserve	5,791	-	5,791
	<u>318,603</u>	<u>30,359</u>	<u>288,244</u>
Excess (deficiency) of revenues over expenditures	(138,941)	56,677	195,618
Fund balance - beginning	<u>138,941</u>	<u>81,186</u>	<u>(57,755)</u>
Fund balance - ending	\$ <u>-</u>	\$ <u>137,863</u>	\$ <u>137,863</u>

# APPLICATION FOR EXEMPTION FROM AUDIT LONG FORM

NAME OF GOVERNMENT  
ADDRESS

Creekside South Estates Metropolitan District  
c/o White Bear Ankele Tanaka & Waldron  
2154 E. Commons Avenue, Suite 2000  
Centennial, CO 80122

CONTACT PERSON  
PHONE  
EMAIL  
FAX

Jennifer Gruber Tanaka  
303/858-1800  
jtanaka@wbapc.com

For the Year Ended  
12/31/2019  
or fiscal year ended:

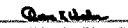
## CERTIFICATION OF PREPARER

I certify that I am an independent accountant with knowledge of governmental accounting and that the information in the Application is complete and accurate to the best of my knowledge. I am aware that the Audit Law requires that a person independent of the entity complete the application if revenues or expenditure are at least \$100,000 but not more than \$750,000, and that independent means someone who is separate from the entity.

NAME:  
TITLE  
FIRM NAME (if applicable)  
ADDRESS  
PHONE  
DATE PREPARED  
RELATIONSHIP TO ENTITY

Diane K Wheeler  
District Accountant  
Simmons & Wheeler, P.C.  
304 Inverness Way South, Suite 490, Englewood, CO 80112  
303-689-0833  
3/15/2020  
CPA engaged to prepare financial statements for the District

**PREPARER (SIGNATURE REQUIRED)**

  
Diane Wheeler (May 17, 2020)

Has the entity filed for, or has the district filed, a Title 32, Article 1 Special District Notice of Inactive Status during the year? [Applicable to Title 32 special districts only, pursuant to Sections 32-1-103 (9,3) and 32-1-104 (3), C.R.S.]

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

If Yes, date filed:

# PART 1 - FINANCIAL STATEMENTS - BALANCE SHEET

\* Indicate Name of Fund

NOTE: Attach additional sheets as necessary

		Governmental Funds		Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
Line #	Description	General Fund	Fund*	Fund*	Fund*	
<b>Assets</b>						
1-1	Cash & Cash Equivalents	\$ 21,274	\$ -	Cash & Cash Equivalents	\$ - \$ -	
1-2	Investments	\$ 75,000	\$ -	Investments	\$ - \$ -	
1-3	Receivables	\$ 164,009	\$ -	Receivables	\$ - \$ -	
1-4	Due from Other Entities or Funds	\$ 952	\$ -	Due from Other Entities or Funds	\$ - \$ -	
	All Other Assets [specify...]			Other Current Assets	\$ - \$ -	
1-5		\$ -	\$ -	Total Current Assets	\$ - \$ -	
1-6		\$ -	\$ -	Capital Assets, net (from Part 6-4)	\$ - \$ -	
1-7		\$ -	\$ -	Other Long Term Assets [specify...]	\$ - \$ -	
1-8		\$ -	\$ -		\$ - \$ -	
1-9		\$ -	\$ -		\$ - \$ -	
1-10		\$ -	\$ -		\$ - \$ -	
1-11	(add lines 1-1 through 1-10) <b>TOTAL ASSETS</b>	\$ 261,235	\$ -	(add lines 1-1 through 1-10) <b>TOTAL ASSETS</b>	\$ - \$ -	
1-12	<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	\$ -	\$ -	<b>TOTAL DEFERRED OUTFLOWS OF RESOURCES</b>	\$ - \$ -	
1-13	<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	\$ 261,235	\$ -	<b>TOTAL ASSETS AND DEFERRED OUTFLOWS</b>	\$ - \$ -	
<b>Liabilities</b>						
1-14	Accounts Payable	\$ 16,038	\$ -	Accounts Payable	\$ - \$ -	
1-15	Accrued Payroll and Related Liabilities	\$ -	\$ -	Accrued Payroll and Related Liabilities	\$ - \$ -	
1-16	Accrued Interest Payable	\$ -	\$ -	Accrued Interest Payable	\$ - \$ -	
1-17	Due to Other Entities or Funds	\$ -	\$ -	Due to Other Entities or Funds	\$ - \$ -	
1-18	All Other Current Liabilities	\$ -	\$ -	All Other Current Liabilities	\$ - \$ -	
1-19	<b>TOTAL CURRENT LIABILITIES</b>	\$ 16,038	\$ -	<b>TOTAL CURRENT LIABILITIES</b>	\$ - \$ -	
1-20	All Other Liabilities [specify...]	\$ -	\$ -	Proprietary Debt Outstanding (from Part 4-4)	\$ - \$ -	
1-21		\$ -	\$ -	Other Liabilities [specify...]	\$ - \$ -	
1-22		\$ -	\$ -		\$ - \$ -	
1-23		\$ -	\$ -		\$ - \$ -	
1-24		\$ -	\$ -		\$ - \$ -	
1-25		\$ -	\$ -		\$ - \$ -	
1-26		\$ -	\$ -		\$ - \$ -	
1-27		\$ -	\$ -		\$ - \$ -	
1-28	(add lines 1-19 through 1-27) <b>TOTAL LIABILITIES</b>	\$ 16,038	\$ -	(add lines 1-19 through 1-27) <b>TOTAL LIABILITIES</b>	\$ - \$ -	
1-29	<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	\$ 164,009	\$ -	<b>TOTAL DEFERRED INFLOWS OF RESOURCES</b>	\$ - \$ -	
<b>Fund Balance</b>						
1-30	Nonspendable Prepaid	\$ -	\$ -	Net Position	\$ - \$ -	
1-31	Nonspendable Inventory	\$ -	\$ -	Net Investment in Capital Assets	\$ - \$ -	
1-32	Restricted [emergency]	\$ 5,791	\$ -	Emergency Reserves	\$ - \$ -	
1-33	Committed [specify...]	\$ -	\$ -	Other Designations/Reserves	\$ - \$ -	
1-34	Assigned [specify...]	\$ -	\$ -	Restricted	\$ - \$ -	
1-35	Unassigned:	\$ 75,397	\$ -	Undesignated/Unreserved/Unrestricted	\$ - \$ -	
1-36	Add lines 1-30 through 1-35 This total should be the same as line 3-33 <b>TOTAL FUND BALANCE</b>	\$ 81,188	\$ -	Add lines 1-30 through 1-35 This total should be the same as line 3-33 <b>TOTAL NET POSITION</b>	\$ - \$ -	
1-37	Add lines 1-28, 1-29 and 1-36 This total should be the same as line 1-13 <b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND FUND BALANCE</b>	\$ 261,235	\$ -	Add lines 1-28, 1-29 and 1-36 This total should be the same as line 1-13 <b>TOTAL LIABILITIES, DEFERRED INFLOWS, AND NET POSITION</b>	\$ - \$ -	

# **PART 2 - FINANCIAL STATEMENTS - OPERATING STATEMENT - REVENUES**

Line #	Description	Governmental Funds		Description	Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
		General Fund	Fund*		Fund*	Fund*	
<b>Tax Revenue</b>				<b>Tax Revenue</b>			
2-1	Property [include mills levied in Question 10-6]	\$ 152,816	\$ -	Property [include mills levied in Question 10-6]	\$ -	\$ -	
2-2	Specific Ownership	\$ 11,300	\$ -	Specific Ownership	\$ -	\$ -	
2-3	Sales and Use Tax	\$ -	\$ -	Sales and Use Tax	\$ -	\$ -	
2-4	Other Tax Revenue [specify...]	\$ -	\$ -	Other Tax Revenue [specify...]	\$ -	\$ -	
2-5		\$ -	\$ -		\$ -	\$ -	
2-6		\$ -	\$ -		\$ -	\$ -	
2-7		\$ -	\$ -		\$ -	\$ -	
2-8	<b>Add lines 2-1 through 2-7 TOTAL TAX REVENUE</b>	\$ 164,116	\$ -	<b>Add lines 2-1 through 2-7 TOTAL TAX REVENUE</b>	\$ -	\$ -	
2-9	Licenses and Permits	\$ -	\$ -	Licenses and Permits	\$ -	\$ -	
2-10	Highway Users Tax Funds (HUTF)	\$ -	\$ -	Highway Users Tax Funds (HUTF)	\$ -	\$ -	
2-11	Conservation Trust Funds (Lottery)	\$ -	\$ -	Conservation Trust Funds (Lottery)	\$ -	\$ -	
2-12	Community Development Block Grant	\$ -	\$ -	Community Development Block Grant	\$ -	\$ -	
2-13	Fire & Police Pension	\$ -	\$ -	Fire & Police Pension	\$ -	\$ -	
2-14	Grants	\$ -	\$ -	Grants	\$ -	\$ -	
2-15	Donations	\$ -	\$ -	Donations	\$ -	\$ -	
2-16	Charges for Sales and Services	\$ -	\$ -	Charges for Sales and Services	\$ -	\$ -	
2-17	Rental Income	\$ -	\$ -	Rental Income	\$ -	\$ -	
2-18	Fines and Forfeits	\$ -	\$ -	Fines and Forfeits	\$ -	\$ -	
2-19	Interest/Investment Income	\$ 58	\$ -	Interest/Investment Income	\$ -	\$ -	
2-20	Tap Fees	\$ -	\$ -	Tap Fees	\$ -	\$ -	
2-21	Proceeds from Sale of Capital Assets	\$ -	\$ -	Proceeds from Sale of Capital Assets	\$ -	\$ -	
2-22	All Other [specify...]: Misc	\$ 736	\$ -	All Other [specify...]:	\$ -	\$ -	
2-23	Transfer from HOA	\$ 16,000	\$ -		\$ -	\$ -	
2-24	<b>Add lines 2-8 through 2-23 TOTAL REVENUES</b>	\$ 180,910	\$ -	<b>Add lines 2-8 through 2-23 TOTAL REVENUES</b>	\$ -	\$ -	
<b>Other Financing Sources</b>				<b>Other Financing Sources</b>			
2-25	Debt Proceeds	\$ -	\$ -	Debt Proceeds	\$ -	\$ -	
2-26	Developer Advances	\$ -	\$ -	Developer Advances	\$ -	\$ -	
2-27	Other [specify...]	\$ -	\$ -	Other [specify...]	\$ -	\$ -	
2-28	<b>Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES</b>	\$ -	\$ -	<b>Add lines 2-25 through 2-27 TOTAL OTHER FINANCING SOURCES</b>	\$ -	\$ -	
2-29	<b>Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	\$ 180,910	\$ -	<b>Add lines 2-24 and 2-28 TOTAL REVENUES AND OTHER FINANCING SOURCES</b>	\$ -	\$ -	<b>GRAND TOTALS</b>
							\$ 180,910

**IF GRAND TOTAL REVENUES AND OTHER FINANCING SOURCES for all funds (Line 2-29) are GREATER than \$750,000 -STOP- You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.**

# PART 3 - FINANCIAL STATEMENTS - OPERATING STATEMENT - EXPENDITURES/EXPENSES

		Governmental Funds		Proprietary/Fiduciary Funds		Please use this space to provide explanation of any items on this page
Line #	Description	General Fund	Fund*	Description	Fund*	
<b>Expenditures</b>				<b>Expenses</b>		
3-1	General Government	\$ 99,722	\$ -	General Operating & Administrative	\$ -	\$ -
3-2	Judicial	\$ -	\$ -	Salaries	\$ -	\$ -
3-3	Law Enforcement	\$ -	\$ -	Payroll Taxes	\$ -	\$ -
3-4	Fire	\$ -	\$ -	Contract Services	\$ -	\$ -
3-5	Highways & Streets	\$ -	\$ -	Employee Benefits	\$ -	\$ -
3-6	Solid Waste	\$ -	\$ -	Insurance	\$ -	\$ -
3-7	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -	Accounting and Legal Fees	\$ -	\$ -
3-8	Health	\$ -	\$ -	Repair and Maintenance	\$ -	\$ -
3-9	Culture and Recreation	\$ -	\$ -	Supplies	\$ -	\$ -
3-10	Transfers to other districts	\$ -	\$ -	Utilities	\$ -	\$ -
3-11	Other [specify...]:	\$ -	\$ -	Contributions to Fire & Police Pension Assoc.	\$ -	\$ -
3-12		\$ -	\$ -	Other [specify...]	\$ -	\$ -
3-13		\$ -	\$ -		\$ -	\$ -
3-14	Capital Outlay	\$ -	\$ -	Capital Outlay	\$ -	\$ -
	Debt Service			Debt Service		
3-15	Principal	\$ -	\$ -	Principal	\$ -	\$ -
3-16	Interest	\$ -	\$ -	Interest	\$ -	\$ -
3-17	Bond Issuance Costs	\$ -	\$ -	Bond Issuance Costs	\$ -	\$ -
3-18	Developer Principal Repayments	\$ -	\$ -	Developer Principal Repayments	\$ -	\$ -
3-19	Developer Interest Repayments	\$ -	\$ -	Developer Interest Repayments	\$ -	\$ -
3-20	All Other [specify...]:	\$ -	\$ -	All Other [specify...]:	\$ -	\$ -
3-21		\$ -	\$ -		\$ -	\$ -
3-22	<b>Add lines 3-1 through 3-21</b>	\$ 99,722	\$ -	<b>Add lines 3-1 through 3-21</b>	\$ -	\$ -
	<b>TOTAL EXPENDITURES</b>			<b>TOTAL EXPENSES</b>		
3-23	Interfund Transfers (In)	\$ -	\$ -	Net Interfund Transfers (In) Out	\$ -	\$ -
3-24	Interfund Transfers Out	\$ -	\$ -	Other [specify...][enter negative for expense]	\$ -	\$ -
3-25	Other Expenditures (Revenues):	\$ -	\$ -	Depreciation	\$ -	\$ -
3-26		\$ -	\$ -	Other Financing Sources (Uses) (from line 2-28)	\$ -	\$ -
3-27		\$ -	\$ -	Capital Outlay (from line 3-14)	\$ -	\$ -
3-28		\$ -	\$ -	Debt Principal (from line 3-15, 3-18)	\$ -	\$ -
3-29	<b>(Add lines 3-23 through 3-28)</b>			<b>(Line 3-26, plus line 3-27, less line 3-24, less line 3-25)</b>		
	<b>TOTAL TRANSFERS AND OTHER EXPENDITURES</b>	\$ -	\$ -	<b>TOTAL GAAP RECONCILING ITEMS</b>	\$ -	\$ -
3-30	Excess (Deficiency) of Revenues and Other Financing Sources Over (Under) Expenditures			Net Increase (Decrease) in Net Position		
	Line 2-29, less line 3-22, plus line 3-29	\$ 81,188	\$ -	Line 2-29, less line 3-22, plus line 3-29, less line 3-24	\$ -	\$ -
3-31	Fund Balance, January 1 from December 31 prior year report	\$ -	\$ -	Net Position, January 1 from December 31 prior year report	\$ -	\$ -
3-32	Prior Period Adjustment (MUST explain)	\$ -	\$ -	Prior Period Adjustment (MUST explain)	\$ -	\$ -
3-33	Fund Balance, December 31			Net Position, December 31		
	Sum of Line 3-30, 3-31, and 3-32			Line 3-30 plus line 3-31		
	This total should be the same as line 1-36.	\$ 81,188	\$ -	This total should be the same as line 1-36.	\$ -	\$ -

IF GRAND TOTAL EXPENDITURES for all funds (Line 3-22) are GREATER than \$750,000 - STOP. You may not use this form. An audit may be required. See Section 29-1-604, C.R.S., or contact the OSA Local Government Division at (303) 869-3000 for assistance.





## PART 6 - CAPITAL ASSETS

Please answer the following question by marking in the appropriate box		YES	NO	Please use this space to provide any explanations or comments:
6-1	Does the entity have capitalized assets?	<input type="checkbox"/>	<input type="checkbox"/>	
6-2	Has the entity performed an annual inventory of capital assets in accordance with Section 29-1-506, C.R.S.? If no, MUST explain:	<input type="checkbox"/>	<input type="checkbox"/>	

6-3 Complete the following Capital Assets table for GOVERNMENTAL FUNDS:		Balance - beginning of the year*	Additions	Deletions	Year-End Balance
Land		\$ -	\$ -	\$ -	\$ -
Buildings		\$ -	\$ -	\$ -	\$ -
Machinery and equipment		\$ -	\$ -	\$ -	\$ -
Furniture and fixtures		\$ -	\$ -	\$ -	\$ -
Infrastructure		\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)		\$ -	\$ -	\$ -	\$ -
Other (explain):		\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation (Enter a negative, or credit, balance)		\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		\$ -	\$ -	\$ -	\$ -
6-4 Complete the following Capital Assets table for PROPRIETARY FUNDS:		Balance - beginning of the year*	Additions	Deletions	Year-End Balance
Land		\$ -	\$ -	\$ -	\$ -
Buildings		\$ -	\$ -	\$ -	\$ -
Machinery and equipment		\$ -	\$ -	\$ -	\$ -
Furniture and fixtures		\$ -	\$ -	\$ -	\$ -
Infrastructure		\$ -	\$ -	\$ -	\$ -
Construction In Progress (CIP)		\$ -	\$ -	\$ -	\$ -
Other (explain):		\$ -	\$ -	\$ -	\$ -
Accumulated Depreciation (Enter a negative, or credit, balance)		\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		\$ -	\$ -	\$ -	\$ -

\*must agree to prior year ending balance

## PART 7 - PENSION INFORMATION

Please answer the following question by marking in the appropriate box		YES	NO	Please use this space to provide any explanations or comments:
7-1	Does the entity have an "old hire" firemen's pension plan?	<input type="checkbox"/>	<input type="checkbox"/>	
7-2	Does the entity have a volunteer firemen's pension plan?	<input type="checkbox"/>	<input type="checkbox"/>	

If yes: Who administers the plan?

Indicate the contributions from:

Tax (property, SO, sales, etc.):

\$ -

State contribution amount:

\$ -

Other (gifts, donations, etc.):

\$ -

**TOTAL** \$ -

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

\$ -

## PART 8 - BUDGET INFORMATION

Please answer the following question by marking in the appropriate box

YES

NO

N/A

Please use this space to provide any explanations or comments:

- 8-1 Did the entity file a current year budget with the Department of Local Affairs, in accordance with Section 29-1-113 C.R.S.? If no, MUST explain:
- 8-2 Did the entity pass an appropriations resolution in accordance with Section 29-1-108 C.R.S.? If no, MUST explain:

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

Fund Name	Budgeted Expenditures/Expenses
General Fund	\$ 330,707
	\$ -
	\$ -
	\$ -

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

Please answer the following question by marking in the appropriate box

YES

NO

Please use this space to provide any explanations or comments:

- 9-1 Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]? government from the 3 percent emergency reserve requirement. All governments should determine if they meet this

## PART 10 - GENERAL INFORMATION

Please answer the following question by marking in the appropriate box

YES

NO

Please use this space to provide any explanations or comments:

- 10-1 Is this application for a newly formed governmental entity?

If yes:

Date of formation:

- 10-2 Has the entity changed its name in the past or current year?

If Yes:

NEW name

PRIOR name

- 10-3 Is the entity a metropolitan district?

- 10-4 Please indicate what services the entity provides:

Water and sanitation

- 10-5 Does the entity have an agreement with another government to provide services?

If yes: List the name of the other governmental entity and the services provided:

- 10-6 Does the entity have a certified mill levy?

If yes: Please provide the number of mills levied for the year reported (do not enter \$ amounts):

Bond Redemption mills	0.000
General/Other mills	75.000
<b>Total mills</b>	<b>75.000</b>

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

OSA USE ONLY

Entity Wide:		General Fund		Governmental Funds		Notes		
Unrestricted Cash & Investments	\$	-	Unrestricted Fund Balan	\$	75,397	Total Tax Revenue	\$	164,116
Current Liabilities	\$	16,038	Total Fund Balance	\$	81,188	Revenue Paying Debt Service	\$	-
Deferred Inflow	\$	164,009	PY Fund Balance	\$	-	Total Revenue	\$	180,910
			Total Revenue	\$	180,910	Total Debt Service Principal	\$	-
			Total Expenditures	\$	99,722	Total Debt Service Interest	\$	-
			Interfund In	\$	-			
<b>Governmental</b>			Interfund Out	\$	-	<b>Enterprise Funds</b>		
Total Cash & Investments	\$	98,274				Net Position	\$	-
Transfers In	\$	-	<b>Proprietary</b>			PY Net Position	\$	-
Transfers Out	\$	-	Current Assets	\$	-	<b>Government-Wide</b>		
Property Tax	\$	152,816	Deferred Outflow	\$	-	Total Outstanding Debt	\$	-
Debt Service Principal	\$	-	Current Liabilities	\$	-	Authorized but Unissued	\$	7,500,000
Total Expenditures	\$	99,722	Deferred Inflow	\$	-	Year Authorized		11/6/2018
Total Developer Advances	\$	-	Cash & Investments	\$	-			
Total Developer Repayments	\$	-	Principal Expense	\$	-			

## PART 12 - GOVERNING BODY APPROVAL

Please answer the following question by marking in the appropriate box

YES

NO

12-1 If you plan to submit this form electronically, have you read the new Electronic Signature Policy?

☐

☐

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

#### Policy - Requirements

The Office of the State Auditor Local Government Audit Division may accept an electronic submission of an application for exemption from audit that includes governing board signatures obtained through a program such as DocuSign or Echosign. Required elements and safeguards are as follows:

- The preparer of the application is responsible for obtaining board signatures that comply with the requirement in Section 29-1-604 (3), C.R.S., that states the application shall be personally reviewed, approved, and signed by a majority of the members of the governing body.
- The application must be accompanied by the signature history document created by the electronic signature software. The signature history document must show when the document was created and when the document was emailed to the various parties, and include the dates the individual board members signed the document. The signature history must also show the individuals' email addresses and IP address.
- Office of the State Auditor staff will not coordinate obtaining signatures.

The application for exemption from audit form created by our office includes a section for governing body approval. Local governing boards note their approval and submit the application through one of the following three methods:

- 1) Submit the application in hard copy via the US Mail including original signatures.
- 2) Submit the application electronically via email and either,
  - a. Include a copy of an adopted resolution that documents formal approval by the Board, or
  - b. Include electronic signatures obtained through a software program such as DocuSign or Echosign in accordance with the requirements noted above.

Below is the certification and approval of the governing body. By signing, each individual member is certifying they are a duly elected or appointed officer of the local government. Governing members may be verified. Also by signing, the individual member certifies that this Application for Exemption from Audit has been prepared consistent with Section 29-1-604, C.R.S., which states that a governmental agency with revenue and expenditures of \$750,000 or less must have an application prepared by an independent accountant with knowledge of governmental accounting, completed to the best of their knowledge and is accurate and true. Use additional pages if needed.

Print the names of ALL members of the governing body below.

A MAJORITY of the members of the governing body must complete and sign in the column below.

#	Full Name	Signature	Date
1	David Deines	I, <u>David Deines</u> , attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>David M. Deines</u> My term Expires: <u>May 2020</u>	<u>May 17, 2020</u>
2	Della Thompson	I, <u>Della Thompson</u> , attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>Della Thompson</u> My term Expires: <u>May 2020</u>	<u>May 22, 2020</u>
3	Gilbert Scott	I, <u>Gilbert Scott</u> , attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ My term Expires: <u>May 2022</u>	_____
4	Matthew Moeller	I, <u>Matthew Moeller</u> , attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ My term Expires: <u>May 2022</u>	_____
5	Stan Martin	I, <u>Stan Martin</u> , attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed <u>Stan Martin</u> My term Expires: <u>May 2022</u>	<u>May 18, 2020</u>
6		I, _____, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ My term Expires: _____	_____
7		I, _____, attest that I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit. Signed _____ My term Expires: _____	_____

**Resolution No. 2020-07-0\_**

**RESOLUTION  
OF THE BOARD OF DIRECTORS OF  
CREEKSIDE SOUTH ESTATES METROPOLITAN DISTRICT  
ESTABLISHING AN ELECTRONIC SIGNATURE POLICY**

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WHEREAS, Creekside South Estate Metropolitan District (the “**District**”) is a quasi-municipal corporation and political subdivision of the State of Colorado; and

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

WHEREAS, pursuant to § 32-1-1001(1)(m), C.R.S., the Board is authorized to adopt, amend, and enforce bylaws and rules and regulations not in conflict with the constitution and laws of Colorado for carrying on the business, objects, and affairs of the Board and the District; and

WHEREAS, in 2002, the Colorado legislature enacted the Uniform Electronic Transactions Act, §§ 24-71.3-101, *et seq.*, C.R.S. (the “**Act**”); and

WHEREAS, the purpose of the Act is to facilitate e-Government in Colorado by giving electronic signatures the same force and effect as signatures produced by non-electronic means; and

WHEREAS, pursuant to § 24-71.3-117, C.R.S., the District, as a political subdivision of the State of Colorado, has the general power, in relation to the administration of the affairs of the District to determine the extent to which it will create and retain electronic signatures; and

WHEREAS, pursuant to § 24-71.3-118 (1), C.R.S., the District, as a political subdivision of the State of Colorado, has the general power, in relation to the administration of its affairs, to determine the extent to which it will send and accept electronic signatures to and from other persons and otherwise create, generate, communicate, store, process, use, and rely upon electronic signatures; and

WHEREAS, the use of electronic signatures increases efficiency of various internal and external transactions that require signature or authorization; and

WHEREAS, the Board desires to adopt a policy that establishes and governs the process for using and accepting electronic signatures for internal and external District business and transactions.

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

1. Adoption of Electronic Signature Policy. The District hereby adopts the Electronic Signature Policy set forth in **Exhibit A**, attached hereto and incorporated herein.

2. Preambles Incorporated. The preambles to this Resolution are hereby incorporated into this Resolution as if set out fully herein.

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

4. Effective Date. This Resolution and Electronic Signature Policy shall take effect as of the date of this Resolution (the “**Effective Date**”) until amended, superseded or rescinded.

5. Ratification of Electronic Signatures. To the extent that the District has utilized or accepted Electronic Signatures (as defined in the Electronic Signature Policy) prior to the Effective Date, such Electronic Signatures are hereby ratified, approved and accepted by the Board.

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

ADOPTED this 9<sup>th</sup> day of July, 2020.

CREEKSIDE SOUTH ESTATES  
METROPOLITAN DISTRICT

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President

ATTEST:

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Secretary

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law

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General Counsel to the District

*Signature Page to Resolution Establishing an Electronic Signature Policy*



## **EXHIBIT A**

### **Electronic Signature Policy**

#### **1.0 Background and Purpose**

Use of electronic signatures increases the efficiency of various internal and external transactions that require signature or authorization. This policy establishes and governs the process for using and accepting electronic signatures used to conduct official District business.

#### **2.0 Policy**

The District permits the use of Electronic Signatures for both internal and external transactions to conduct the official business of the District in accordance with the procedures set forth below.

- 2.1 Where District policies, or applicable laws, regulations, or rules require a signature, that requirement is met if the document contains an Electronic Signature.
- 2.2 If a law or regulation prohibits a transaction from occurring electronically, the transaction must occur in the manner specified by that law or regulation.
- 2.3 This Policy shall be construed in a manner consistent with the Colorado Uniform Electronic Transactions Act (the “Act”). If there is a conflict between the Act and this policy, the Act shall control.
- 2.4 Nothing contained in this Policy shall be construed as requiring a person to use an Electronic Signature for any District business or transaction. Scanned, copied, or facsimiles of documents containing an original handwritten signature are not covered by this Resolution as such are not considered Electronic Signatures under the Act, and are legally acceptable without further action of the District.
- 2.5 If an applicable policy, law, regulation or rule prohibits particular District business or transactions from utilizing Electronic Signatures, such business or transaction shall be consummated in the manner permitted by applicable law. If an applicable policy, law, regulation or rule requires an Electronic Signature to contain specific elements, notwithstanding the acceptability of the Electronic Signatures as described in this Policy, the Electronic Signature must contain those specific elements to be valid and enforceable.

#### **3.0 Procedures**

##### **3.1 External Transactions**

- 3.1.1. Each party to an External Transaction must agree to conduct the transaction electronically. Agreement may be implied from the context and circumstances.

3.1.2. Only an Authorized Signatory may execute an External Transaction on behalf of the District.

3.1.3. The District may require a standard signature block or certification to be used for certain External Transactions.

### 3.2 Internal Transactions

3.2.1. Only an Authorized Signatory may execute an Internal Transaction on behalf of the District.

## **4.0 DEFINITIONS.**

4.1 “Authorized Signatory” means a director, employee, contractor, consultant or other person who has been authorized or delegated by the Board the authority to sign documents on behalf of the District

4.2 “Electronic Signature” means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record. Electronic Signatures include, but are not limited to, (i) a signature image (a computer file that is created from the scanned image of the handwritten signature); and (ii) a signature generated by a computer program such as Adobe, DocuSign or other similar software that may or may not be time and date stamped.

4.3 “External Transaction” means any legally binding agreement or contract between the District and an individual, entity, business, or government agency.

4.4 “Internal Transaction” means any internal work-flow or approval process that requires a signature or approval on a District form, document, memo, or other similar format.