

WESTOWN METROPOLITAN DISTRICT

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
Tel: 303-987-0835 • 800-741-3254
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NOTICE OF A REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expires:</u>
Cindy Baldwin	President	2020/May 2020
Chris Keddie	Secretary/Treasurer	2022/May 2020
Debra McCartan	Assistant Secretary	2020/May 2020
Hunter Owen	Assistant Secretary	2022/May 2020
<i>VACANT</i>		2020/May 2020

DATE: February 26, 2020
TIME: 6:00 P.M.
PLACE: West Woods Community Police Station
6644 Kendrick Drive
Arvada, Colorado 80007

I. ADMINISTRATIVE MATTERS

- A. Present Disclosures of Potential Conflicts of Interest and confirm quorum.

- B. Approve Agenda confirm location of the meeting and posting of meeting notices and designating 24-Hour posting location.

- C. Review and consider approval of Minutes from the October 23, 2019 Regular Meeting (enclosure).

- D. Discuss District Management and Community Management Services.

II. PUBLIC COMMENTS

- A. _____

III. FINANCIAL MATTERS

- A. Review and ratify approval of the payment of claims represented by check nos. _____ - _____, in the amount of \$ _____ (to be distributed).

B. Review and consider approval of the payment of claims through the period ending _____, in the amount of \$ _____ (to be distributed).

C. Review and accept unaudited financial statements and schedule of cash position for the period ending _____ (to be distributed).

D. Discuss status of 2020 Bond Issuance.

E. _____

IV. LEGAL MATTERS

A. Discuss status of anticipated acquisition of public infrastructure.

B. _____

V. CONSTRUCTION MATTERS

A. Discuss status of Landscape Warranty Replacements.

B. Discuss status of park improvements.

C. _____

VI. OPERATION AND MAINTENANCE MATTERS

A. Discuss preparation of Operations and Maintenance Map.

B. Discuss status of proposals for Pool Maintenance.

C. Discuss proposals for Xeriscape and consider approval of Service Agreement for said services.

- D. Discuss status of Proposals for Trash Service (to be distributed).
-

- E. _____

VII. COVENANT ENFORCEMENT MATTERS

- A. Discuss Community Manager's Report.
-

- B. Discuss Pet Waste Contract (to be distributed).
-

VII. OTHER MATTERS

- A. _____

- VIII. ADJOURNMENT: **THE NEXT REGULAR MEETING IS SCHEDULED FOR MAY 27, 2020.**

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WESTOWN METROPOLITAN DISTRICT (THE "DISTRICT") HELD OCTOBER 23, 2019

A regular meeting of the Board of Directors of the Westown Metropolitan District (referred to hereafter as the "Board") was convened on Wednesday, October 23, 2019, at 6:00 p.m., at the West Woods Community Police Station, 6644 Kendrick Drive, Arvada, Colorado 80007. The meeting was open to the public.

Directors in Attendance Were:

Cindy Baldwin
Debra McCartan
Hunter Owen

Following discussion, upon motion duly made by Director Baldwin seconded by Director McCartan and, upon vote, unanimously carried, the absence of Chris Keddie was excused.

Also, In Attendance Were:

Lisa A. Johnson and Peggy Ripko; Special District Management Services, Inc. ("SDMS")

Elisabeth A. Cortese, Esq.; McGeady Becher P.C.

Diane Wheeler; Simmons & Wheeler, P.C.

Brenda Owings, Century Communities

See attached list for other attendees

**DISCLOSURE OF
POTENTIAL
CONFLICTS OF
INTEREST**

Attorney Cortese noted a quorum was present and discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board of Directors to the Secretary of State. The members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this

RECORD OF PROCEEDINGS

meeting in accordance with statute. It was noted by Attorney Cortese that disclosures of potential conflicts of interest were filed with the Secretary of State for all Directors.

Attorney Cortese further explained the process for conflicts with the residents in attendance.

ADMINISTRATIVE MATTERS

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

Following discussion, upon motion duly made by Director Baldwin seconded by Director McCartan and, upon vote, unanimously carried, the Agenda was approved, as presented.

Approval of Meeting Location: The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. Following discussion, upon motion duly made by Director Baldwin seconded by Director McCartan and, upon vote, unanimously carried, the Board determined that because there was not a suitable or convenient location within the District's boundaries to conduct this meeting, it was determined to conduct the meeting at the above-stated location. The Board further noted that notice of this location was duly posted and that it had not received any objections to the location or any requests that the meeting place be changed by taxpaying electors within the District's boundaries.

Resignation of Rob Simpson: The Board acknowledged the resignation of Rob Simpson, effective August 1, 2019 and consider appointment of eligible elector to fill vacancy on the Board. There were no interested parties at this time.

Appointment of Officers: The Board determined that this discussion was not necessary.

Minutes: The Board reviewed the Minutes of the July 25, 2019 Special Meeting.

Following discussion, upon motion duly made by Director Baldwin, seconded by Director Owen and, upon vote, unanimously carried, the Minutes of the July 25, 2019 Special Meeting were approved.

Termination of Management Agreement between the District and Centennial Consulting Group, LLC ("CCG"): The Board reviewed a Termination of Management Agreement between the District and CCG, effective October 13, 2019.

RECORD OF PROCEEDINGS

Following review, upon motion duly made by Director Owen, seconded by Director McCartan and, upon vote, unanimously carried, the Board ratified approval of the Termination of Management Agreement between the District and CCG, effective October 13, 2019.

Management Agreement between the District and SDMS: The Board reviewed a Management Agreement between the District and SDMS.

Following review, upon motion duly made by Director Baldwin, seconded by Director Owen and, upon vote, unanimously carried, the Board ratified approval of the Management Agreement between the District and SDMS.

Eligible Governmental Entity Agreement (“EGE”) between the District and The Statewide Internet Portal Authority (“SIPA”) of the State of Colorado and Westown Metropolitan District for the Establishment of a District Website: The Board discussed an EGE between the District and SIPA and Westown Metropolitan District for the establishment of a District website.

Following discussion, upon motion duly made by Director Baldwin, seconded by Director Owen and, upon vote, unanimously carried, the Board approved the EGE between the District and SIPA and Westown Metropolitan District for the establishment of a District Website.

Resolution No. 2019-10-01; Establishing 2020 Regular Meeting Dates, Time and Location, and Designating Primary Location, Alternate Location, and Posting of 24-Hour Notices and Establishing District Website: The Board discussed Resolution No. 2019-10-01; Establishing 2020 Regular Meeting Dates, Time and Location, and Designating Primary Location, Alternate Location, and Posting of 24-Hour Notices and Establishing District Website.

Following discussion, upon motion duly made by Director Owen, seconded by Director McCartan and, upon vote, unanimously carried, the Board adopted Resolution No. 2019-10-01; Establishing 2020 Regular Meeting Dates, Time and Location, and Designating Primary Location, Alternate Location, and Posting of 24-Hour Notices and Establishing District Website.

§32-1-809, C.R.S. (Transparency Notice) reporting requirements and mode of eligible elector notification for 2020: The Board discussed §32-1-809, C.R.S. (Transparency Notice) reporting requirements and mode of eligible elector notification for 2020. The Board directed SDMS to prepare and post on the Special District Association Website and the District Website.

RECORD OF PROCEEDINGS

PUBLIC COMMENTS

- The public enquired about the difference between the Metropolitan District and the Homeowners Association (“HOA”).
- Director Baldwin and Attorney Cortese answered questions from the public regarding the difference between the HOA and the District.

FINANCIAL MATTERS

Claims: Ms. Wheeler reviewed with the Board the payment of claims represented by check nos. 1260 - 1269, in the amount of \$14,905.59.

Following discussion, upon motion duly made by Director McCartan, seconded by Director Baldwin and, upon vote, unanimously carried, the Board ratified approval of the payment of claims represented by check nos. 1260 - 1269, in the amount of \$14,905.59.

Claims: Ms. Wheeler discussed with the Board the payment of through the period ending October 23, 2019, represented by check nos. 1270 – 1284 and one (1) online payment, in the amount of \$49,628.91.

Following discussion, upon motion duly made by Director Owen, seconded by Director Baldwin and, upon vote, unanimously carried, the Board approved the payment of claims represented by check nos. 1270 - 1284, in the amount of \$49,628.91.

Unaudited Financial Statements and Schedule of Cash Position: Ms. Wheeler presented to the Board the Schedule of Cash Position only (Unaudited Financial Statements were not presented) for the period ending September 30, 2019.

Following discussion, upon motion duly made by Director Baldwin, seconded by Director Owen and, upon vote, unanimously carried, the Board accepted the Schedule of Cash Position for the period ending September 30, 2019.

Snow Removal Invoices with Metco Landscape, Inc.: The Board discussed Snow Removal Invoices with Metco Landscape, Inc. It was noted that \$12,000.00 was reduced from overall invoices.

2019 Audit: The Board reviewed the engagement letter from Crady, Puca & Associates to prepare the 2019 Audit.

Following discussion, upon motion duly made by Director Baldwin, seconded by Director Owen and, upon vote, unanimously carried, the Board approved the engagement of Crady, Puca & Associates to prepare the 2019 Audit, for an amount not to exceed \$4,350.00.

RECORD OF PROCEEDINGS

2019 Budget Amendment Hearing: The President opened the public hearing to consider the Resolution to Amend the 2019 Budget and discuss related issues. It was noted that a publication of Notice stating that the Board would consider adoption of a Resolution to Amend the 2019 Budget and the date, time and place 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. There were no comments from the public in attendance and the public hearing was closed.

After review, it was determined that a 2019 Budget Amendment was not necessary.

2020 Budget Hearing: The Board opened the public hearing to consider the proposed 2020 Budget and discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2020 Budget and the date, time and place of the public hearing was published in a newspaper having general circulation within the District, in accordance with statutory requirements. No written objections were received prior to the public hearing. No public comments were received, and the public hearing was closed.

Ms. Wheeler reviewed the estimated 2019 expenditures and the proposed 2020 expenditures with the Board.

Following discussion, the Board considered the adoption of Resolution No. 2019-10-02; Resolution to Adopt the 2020 Budget and Appropriate Sums of Money and Resolution No. 2019-10-03; Resolution to Set Mill Levies (for the General Fund at 44.428 mills, the Debt Service Fund at 55.535 mills, and the Other Fund(s) at 0.000 mills, for a total mill levy of 99.963 mills). Upon motion duly made by Director Baldwin, seconded by Director McCartan and, upon vote, unanimously carried, the Resolutions were 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 Levy to the Board of County Commissioners of Jefferson County, 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 Resolutions are attached hereto and incorporated herein by this reference.

RECORD OF PROCEEDINGS

DLG-70 Mill Levy Certification Form: The Board considered authorizing the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.

Following discussion, upon motion duly made by Director Owen, seconded by Director Baldwin and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG-70 Mill Levy Certification form for certification to the Board of County Commissioners and other interested parties.

Preparation of 2021 Budget: The Board discussed appointment of the District Accountant to prepare 2021 Budget.

Following discussion, upon motion duly made by Director McCartan, seconded by Director Baldwin and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare 2021 budget, and directed that the 2021 Draft Budget be the same as the 2020 Adopted Budget unless a Board Member provides input to otherwise adjust those assumptions.

LEGAL MATTERS

Resolution to Call the May 5, 2020 Regular Election: The Board discussed the upcoming election and Resolution No. 2019-10-04 to Call the May 5, 2020 Election.

Following discussion, upon motion duly made by Director Baldwin, seconded by Director McCartan and, upon vote, unanimously carried, the Board adopted Resolution No. 2019-10-04 to Call the May 5, 2020 Election and appointed Lisa A. Johnson as the Designated Election Official and authorized her to perform all tasks required for the May 5, 2020 Regular Election of the Board of Directors for the conduct of a polling place/mail ballot election. A copy of the adopted Resolution is attached hereto and incorporated herein by this reference.

Infrastructure Acquisition Report from IDES and the District's Acquisition of Certain Public Improvements: The Board deferred action at this time.

Assignment and Assumption Agreement of Revocable Encroachment License from Park 5th Avenue Development Co., LLC to the District: The Board deferred discussion at this time.

RECORD OF PROCEEDINGS

COVENANT ENFORCEMENT/ DESIGN REVIEW

Conveyance of Monument Sign and Bill of Sale: The Board deferred discussion and consideration of approval of conveyance of the monument sign and Bill of Sale pending the Infrastructure Report.

Landscape Warranty Replacements: Ms. Owings with Century Communities provided the Board with an update. The Board directed Legal Counsel to prepare the necessary documents to accept the Park Improvements.

Park Improvements: It was noted that work is in progress. Ms. Ripko will schedule punch list walk on concrete and streets.

OPERATION AND MAINTENANCE MATTERS

Operations and Maintenance Map: The Board deferred discussion at this time.

Pool Maintenance Matters for 2020 Season: The Board discussed pool and maintenance matters for 2020 season.

Proposal from Peak One Pool & Spa for Pool Maintenance: The Board discussed a proposal from Peak One Pool & Spa for pool maintenance. Ms. Ripko will draft a Request for Proposal and solicit proposals for review.

District Parking Rules and Regulations and Consider Adoption of Resolution No. 2019-10-05 Regarding Parking Rules and Regulations: Attorney Cortese presented to the Board the District Parking Rules and Regulations and consider adoption of Resolution No. 2019-10-05 Regarding Parking Rules and Regulations.

Following discussion, upon motion duly made by Director Owen, seconded by Director McCartan and, upon vote, unanimously carried, the Board adopted Resolution No. 2019-10-05 Regarding District Parking Rules and Regulations, subject to final review by Altitude Community Law.

Proposals for Snow Removal Services from Metco Landscape, Inc., Keesen Enterprises, Inc., Emerald Isle Landscaping, Inc., and Arrowhead Landscaping Services, Inc.: The Board reviewed and discussed proposals for Snow Removal Services from Metco Landscape, Inc., Keesen Enterprises, Inc., Emerald Isle Landscaping, Inc., and Arrowhead Landscaping Services, Inc.

Following discussion, upon motion duly made by Director Baldwin, seconded by Director Owen and, upon vote, unanimously carried, the Board approved the Service Agreement with Keesen Enterprises, Inc. for Snow Removal Services.

Proposals for Xeriscape: The Board deferred discussion at this time. Ms. Ripko will do more research.

RECORD OF PROCEEDINGS

Bulletin Board Installation at the Pool Facility: The Board reviewed and selected a bulletin board for installation at the pool facility.

Trash Services: The Board discussed trash services. Ms. Ripko will solicit proposals from other providers.

Exterior Water Use: The Board discussed water conservation tips for exterior water use.

**COVENANT
ENFORCEMENT
MATTERS**

Community Manager's Report: Ms. Ripko reviewed with the Board the Community Manager's Report. Ms. Ripko explained what will be included in future Community Management Reports.

Covenant Enforcement: Ms. Ripko provided the Board with an update on the transition from CCG.

OTHER BUSINESS

There was no other business for discussion by the Board.

ADJOURNMENT

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

Respectfully submitted,

By _____
Secretary for the Meeting

WESTOWN METROPOLITAN DISTRICT
OCTOBER 23, 2019 BOARD MEETING

Please **print** your name, address and phone number, and the issue(s) you are interested in addressing at this meeting.

NAME	ADDRESS (Postal and Email)	TELEPHONE	ISSUES TO BE ADDRESSED
Shirley Smith	15385 W 64th Ave	214 676 7674	Condo HOA would like set on micro board
CARL MEALY	15274 W 64th Ln, UNIT 308	720 339 8547	
RANDY-Lucette Shupe	15385 W. 64th Ln #202	303-423-1375	
BECKY McLEAN	"	303-423-8335	
DAVE Weiss	15354 W 64th Lane 201	303 941 934	

RESOLUTION NO. 2019-10-01

RESOLUTION OF THE BOARD OF DIRECTORS OF
WESTOWN METROPOLITAN DISTRICT
ESTABLISHING REGULAR 2020 MEETING DATES, TIME, AND LOCATION,
ESTABLISHING DISTRICT WEBSITE AND
DESIGNATING LOCATION FOR POSTING OF 24-HOUR NOTICES

A. Pursuant to Section 32-1-903, C.R.S., special districts are required to designate a schedule for regular meetings, indicating the dates, time and location of said meetings.

B. Pursuant to Section 24-6-402(2)(c)(I), C.R.S., special districts are required to designate annually at the board of directors of the district's first regular meeting of each calendar year, the public place at which notice of the date, time and location of regular and special meetings ("**Notice of Meeting**") will be physically posted at least 24 hours prior to each meeting ("**Designated Public Place**"). A special district is deemed to have given full and timely notice of a regular or special meeting if it posts its Notice of Meeting at the Designated Public Place at least 24 hours prior to the meeting.

C. Pursuant to Section 24-6-402(2)(c)(III), C.R.S., special districts are relieved of the requirement to post the Notice of Meeting at the Designated Public Place, and are deemed to have given full and timely notice of a public meeting, if a special district posts the Notice of Meeting online at a public website of the special district ("**District Website**") at least 24 hours prior to each regular and special meeting

D. Pursuant to Section 24-6-402(2)(c)(III), C.R.S., if a special district is unable to post a Notice of Meeting on the District Website at least 24 hours prior to the meeting due to exigent or emergency circumstances, then it must physically post the Notice of Meeting at the Designated Public Place at least 24 hours prior to the meeting.

E. Pursuant to Section 32-1-903, C.R.S., all special and regular meetings of the board shall be held at locations which are within the boundaries of the district or which are within the boundaries of any county in which the district is located, in whole or in part, or in any county so long as the meeting location does not exceed twenty (20) miles from the district boundaries unless such provision is waived.

F. The provisions of Section 32-1-903, C.R.S., may be waived if: (1) the proposed change of location of a meeting of the board appears on the agenda of a regular or special meeting; and (2) a resolution is adopted by the board stating the reason for which a meeting is to be held in a location other than under Section 32-1-903(1), C.R.S., and further stating the date, time and place of such meeting.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of Westown Metropolitan District (the "**District**"), Jefferson County, Colorado:

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

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

3. That regular meetings of the District Board for the year 2020 shall be held on February 26, May 27, August 18, and November 18, 2020 at 6:00 P.M., at the offices of West Woods Community Police Station, 6644 Kendrick Drive, Arvada, in Jefferson County, Colorado.

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

5. That, until circumstances change, and a future resolution of the District Board so designates, the location of all special and regular meetings of the District Board shall appear on the agenda(s) of said special and regular meetings.

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

7. That the District Board authorizes establishment of a District Website, if such District Website does not already exist, in order to provide full and timely notice of regular and special meetings of the District Board online pursuant to the provisions of Section 24-6-402(2)(c)(III), C.R.S.

REMOVE IF DISTRICT DECIDES NOT TO ESTABLISH WEBSITE AT THIS TIME

8. That, if the District has established a District Website, the Notice of Meeting of the District Board shall be posted on the District Website at least 24 hours prior to each regular and special meeting pursuant to Section 24-6-402(2)(c)(III), C.R.S. and Section 32-1-903(2), C.R.S. REMOVE IF DISTRICT DECIDES NOT TO ESTABLISH WEBSITE AT THIS TIME

9. That, if the District has not yet established a District Website or is unable to post the Notice of Meeting on the District Website at least 24 hours prior to each meeting due to exigent or emergency circumstances, the Notice of Meeting shall be posted within the boundaries of the District at least 24 hours prior to each meeting, pursuant to Section 24-6-402(2)(c)(I) and (III), C.R.S., at the following Designated Public Place:

(a) Westown Pool- 15430 West 64th, Arvada, CO 80007

10. A Board Member, or his/her designee, is hereby appointed to post the above-referenced notices.

[SIGNATURE PAGE FOLLOWS]

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

RESOLUTION APPROVED AND ADOPTED on October 23, 2019.

**WESTOWN METROPOLITAN
DISTRICT**

By: 
President

Attest:


Secretary

RESOLUTION NO. 2019 - 10 - 02
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE WESTOWN METROPOLITAN DISTRICT
TO ADOPT THE 2020 BUDGET AND APPROPRIATE SUMS OF MONEY

WHEREAS, the Board of Directors of the Westown Metropolitan District ("District") has appointed the District Accountant to prepare and submit a proposed 2020 budget to the Board at the proper time; and

WHEREAS, the District Accountant has submitted a proposed budget to this Board on or before October 15, 2019, for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on October 23, 2019, and interested electors were given the opportunity to file or register any objections to said proposed budget; and

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

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

WHEREAS, the Board of Directors of the District has made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, as more fully set forth in the budget, including any interfund transfers listed therein, so as not to impair the operations of the District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Westown Metropolitan District:

1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Westown Metropolitan District for the 2020 fiscal year.

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

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

ADOPTED this 23rd day of October, 2019.



Assistant Secretary

EXHIBIT A
(Budget)

**WESTOWN METROPOLITAN DISTRICT
FKA HOMETOWN METROPOLITAN DISTRICT NO. 1
2020
BUDGET MESSAGE**

Attached please find a copy of the adopted 2020 budget for Westown Metropolitan District.

The Westown Metropolitan District has adopted three separate funds, a General Fund to provide for general operating and maintenance expenditures and expenses relating to the pool and spa; a Capital Project Fund to provide for capital improvements to be built for the benefit of the district; and a Debt Service Fund to provide for payments on the outstanding general obligation bonds.

The District's accountants have utilized the modified accrual basis of accounting and the budget has been adopted after proper postings, publications and public hearing.

The primary sources of revenue for the District in 2020 will be property and specific ownership taxes and assessments. The District intends to impose 99.963 mill levy on the property within the District in 2020, of which 44.428 mills will be dedicated to the General Fund and the balance of 55.535 mills will be allocated to the Debt Service Fund.

Westown Metropolitan District FKA Hometown Metropolitan District No. 1

Adopted Budget

General Fund

For the Year ended December 31, 2020

	Actual 2018	Adopted Budget 2019	Actual 6/30/2019	Estimated 2019	Adopted Budget 2020
Beginning fund balance	\$ 91,210	\$ 37,650	\$ 49,785	\$ 49,785	\$ 58,463
Revenues:					
Property taxes	108,519	219,302	214,202	219,300	359,056
Ownership taxes	10,050	14,635	8,896	17,000	24,418
Assessments	88,805	90,720	59,575	118,000	128,952
Developer advances	-	-	-	-	-
Interest income	2,021	500	760	1,500	1,500
Total revenues	<u>209,395</u>	<u>325,157</u>	<u>283,433</u>	<u>355,800</u>	<u>513,926</u>
Total funds available	<u>300,605</u>	<u>362,807</u>	<u>333,218</u>	<u>405,585</u>	<u>572,389</u>
Expenditures:					
Legal	33,677	30,000	32,934	45,000	30,000
Accounting	11,944	10,000	5,498	12,000	10,000
Audit	4,200	5,000	-	5,000	5,000
Election	1,568	-	-	-	10,000
Engineer	-	-	4,155	4,155	-
Insurance	7,850	8,800	8,877	8,877	9,500
Miscellaneous	6,739	200	634	1,000	1,000
District management	28,977	21,550	28,424	54,000	20,000
Community management	-	-	-	-	20,000
Billing	-	-	-	-	15,000
Treasurer's fees	1,628	3,290	3,214	3,290	5,386
Landscape Contract	58,772	45,000	28,820	45,000	27,000
Grounds Contract Extras	-	5,000	990	1,500	5,000
Sprinkler Repairs	-	8,500	1,220	2,500	8,500
Snow Removal	20,728	20,000	96,707	100,000	65,000
Parking Space Striping	-	4,000	-	-	4,000
Pool and Spa and Pool Bathrooms/Building	19,543	34,500	1,187	1,300	15,000
Street Sweeping	-	2,500	-	-	2,500
Monuments	-	750	-	-	750
Signage	-	2,700	-	-	2,700
Street Lights	2,183	-	-	-	1,000
Pet Waste Pickup	2,358	4,000	2,073	4,000	4,000
Gas & Electric	-	11,500	797	5,500	11,500
Water & Sewer	34,653	17,000	49	10,000	15,000
Townhome water	-	30,000	13,794	26,000	26,000
Townhome trash	16,000	23,242	9,216	18,000	36,000
Contingency	-	22,246	-	-	129,918
Reserve study	-	4,000	-	-	-
Reserve	-	42,000	-	-	84,000
Emergency reserve	-	7,029	-	-	8,635
Total expenditures	<u>250,820</u>	<u>362,807</u>	<u>238,589</u>	<u>347,122</u>	<u>572,389</u>
Ending fund balance	\$ 49,785	\$ -	\$ 94,629	\$ 58,463	\$ -
Assessed value		\$ 5,042,010			\$ 8,081,761
Mill levy		<u>43.495</u>			<u>44.428</u>

Westown Metropolitan District FKA Hometown Metropolitan District No. 1

Adopted Budget

Capital Project Fund

For the Year ended December 31, 2020

	Actual <u>2018</u>	Adopted Budget <u>2019</u>	Actual <u>6/30/2019</u>	Estimated <u>2019</u>	Adopted Budget <u>2020</u>
Beginning fund balance	\$ 5,422	\$ 5,522	\$ 6,112	\$ 6,112	\$ 590
Revenues:					
Developer advance	-	-	-	-	-
Bond proceeds	-	-	-	-	-
Interest income	<u>690</u>	<u>100</u>	<u>330</u>	<u>100</u>	<u>100</u>
Total revenues	<u>690</u>	<u>100</u>	<u>330</u>	<u>100</u>	<u>100</u>
 Total funds available	 <u>6,112</u>	 <u>5,622</u>	 <u>6,442</u>	 <u>6,212</u>	 <u>690</u>
Expenditures:					
Capital outlay	-	5,622	-	5,622	690
Cost of issuance	-	-	-	-	-
Transfer to debt service	-	-	-	-	-
Repay developer advances	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total expenditures	<u>-</u>	<u>5,622</u>	<u>-</u>	<u>5,622</u>	<u>690</u>
 Ending fund balance	 <u>\$ 6,112</u>	 <u>\$ -</u>	 <u>\$ 6,442</u>	 <u>\$ 590</u>	 <u>\$ -</u>

Westown Metropolitan District FKA Hometown Metropolitan District No. 1
Adopted Budget
Debt Service Fund
For the Year ended December 31, 2020

	Actual 2018	Adopted Budget 2019	Actual 6/30/2019	Estimated 2019	Adopted Budget 2020
Beginning fund balance	\$ 698,699	\$ 564,530	\$ 573,064	\$ 573,064	\$ 586,065
Revenues:					
Property taxes	135,848	274,129	267,754	274,100	448,821
Ownership taxes	12,580	18,295	11,120	22,000	30,523
Transfer from Capital Project	-	-	-	-	-
Interest income	6,452	2,500	5,426	10,000	2,500
Total revenues	<u>154,880</u>	<u>294,924</u>	<u>284,300</u>	<u>306,100</u>	<u>481,844</u>
Total funds available	<u>853,579</u>	<u>859,454</u>	<u>857,364</u>	<u>879,164</u>	<u>1,067,909</u>
Expenditures:					
Bond interest	278,478	284,000	142,000	284,000	284,000
Bond principal	-	-	-	-	25,000
Paying agent fees	-	5,000	-	5,000	5,000
Treasurer's fees	2,037	4,099	4,018	4,099	6,719
Total expenditures	<u>280,515</u>	<u>293,099</u>	<u>146,018</u>	<u>293,099</u>	<u>320,719</u>
Ending fund balance	<u>\$ 573,064</u>	<u>\$ 566,355</u>	<u>\$ 711,346</u>	<u>\$ 586,065</u>	<u>\$ 747,190</u>
Assessed value		<u>\$ 5,042,010</u>			<u>\$ 8,081,761</u>
Mill levy		<u>54.369</u>			<u>55.535</u>
Total Mill Levy		<u>97.864</u>			<u>99.963</u>
Required reserve fund		441,000			441,000
Required surplus fund		<u>568,000</u>			<u>568,000</u>
Total fund balance required prior to lowering mill levy		<u>\$ 1,009,000</u>			<u>\$ 1,009,000</u>

I, ~~Chris Keddle~~ ^{Hunter Owen}, hereby certify that I am the duly appointed ~~Secretary~~ ^{Assistant Secretary} of the Westown Metropolitan District, and that the foregoing is a true and correct copy of the budget for the budget year 2020, duly adopted at a meeting of the Board of Directors of the Westown Metropolitan District held on October 23, 2019.

By: 
ASSISTANT Secretary

RESOLUTION NO. 2019 - 10 - 03
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE WESTOWN METROPOLITAN DISTRICT
TO SET MILL LEVIES

WHEREAS, the Board of Directors of the Westown Metropolitan District ("District") has adopted the 2020 annual budget in accordance with the Local Government Budget Law on October 23, 2019; and

WHEREAS, the adopted budget is attached to the Resolution of the Board of Directors to Adopt the 2020 Budget and Appropriate Sums of Money, and such budget is incorporated herein by this reference; and

WHEREAS, the amount of money necessary to balance the budget for general fund expenses from property tax revenue is identified in the budget; and

WHEREAS, the amount of money necessary to balance the budget for debt service fund expenses from property tax revenue is identified in the budget; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Westown Metropolitan District:

1. That for the purposes of meeting all general fund expenses of the District during the 2020 budget year, the District determined to levy mills upon each dollar of the total valuation for assessment of all taxable property within the District, as set forth in the budget, to raise the required revenue.

2. That for the purposes of meeting all debt service fund expenses of the District during the 2020 budget year, the District determined to levy mills upon each dollar of the total valuation for assessment of all taxable property within the District, as set forth in the budget, to raise the required revenue.

3. That the District Accountant of the District is hereby authorized and directed to immediately certify to the County Commissioners of Jefferson County, Colorado, the mill levies for the District as set forth in the District's Certification of Tax Levies (attached hereto as **EXHIBIT A** and incorporated herein by reference), recalculated as needed upon receipt of the final certification of valuation from the County Assessor in order to comply with any applicable revenue and other budgetary limits.

ADOPTED this 23rd day of October, 2019.



Assistant Secretary

EXHIBIT A
(Certification of Tax Levies)

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners¹ of Jefferson County, Colorado.

On behalf of the Westown Metropolitan District,
(taxing entity)^A

the Board of Directors,
(governing body)^B

of the Westown Metropolitan District,
(local government)^C

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 8,081,761 assessed valuation of: (GROSS^D assessed valuation, Line 2 of the Certification of Valuation Form DLG 57^E)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area^F the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 8,081,761 (NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)
USE VALUE FROM FINAL CERTIFICATION OF VALUATION PROVIDED BY ASSESSOR NO LATER THAN DECEMBER 10

Submitted: 12/11/2019 for budget/fiscal year 2020
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY ²	REVENUE ²
1. General Operating Expenses ^H	44.428 mills	\$ 359,056
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	< > mills	\$ < >
SUBTOTAL FOR GENERAL OPERATING:	44.428 mills	\$ 359,056
3. General Obligation Bonds and Interest ^J	55.535 mills	\$ 448,821
4. Contractual Obligations ^K	mills	\$
5. Capital Expenditures ^L	mills	\$
6. Refunds/Abatements ^M	mills	\$
7. Other ^N (specify): _____	mills	\$
_____	mills	\$
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	99.963 mills	\$ 807,877

Contact person: (print) Diane K Wheeler Daytime phone: (303) 689-0833
Signed: *Diane K Wheeler* Title: District Accountant

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 866-2156.

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

CERTIFICATION OF TAX LEVIES, continued

THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.). Taxing entities that are Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

BONDS^J:

1.	Purpose of Issue:	\$5,680,000 General Obligation (Limited Tax Convertible to Unlimited Tax) Bonds
	Series:	2017A
	Date of Issue:	December 8, 2017
	Coupon Rate:	5%
	Maturity Date:	December 1, 2047
	Levy:	55.535
	Revenue:	\$448,821

2.	Purpose of Issue:	_____
	Series:	_____
	Date of Issue:	_____
	Coupon Rate:	_____
	Maturity Date:	_____
	Levy:	_____
	Revenue:	_____

CONTRACTS^K:

3.	Purpose of Contract:	_____
	Title:	_____
	Date:	_____
	Principal Amount:	_____
	Maturity Date:	_____
	Levy:	_____
	Revenue:	_____

4.	Purpose of Contract:	_____
	Title:	_____
	Date:	_____
	Principal Amount:	_____
	Maturity Date:	_____
	Levy:	_____
	Revenue:	_____

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

RESOLUTION NO. 2019-10-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF
WESTOWN METROPOLITAN DISTRICT
CALLING A REGULAR ELECTION FOR DIRECTORS
MAY 5, 2020

A. The terms of the offices to which Directors Baldwin, Keddie, Owen and McCartan have previously been appointed expire upon their re-election, or the election of their successor at the regular election, to be held on May 5, 2020 (“**Election**”), and upon such successors taking office.

B. A vacancy currently exists on the Board of Directors of the District.

C. In accordance with the provisions of the Special District Act (“**Act**”) and the Uniform Election Code (“**Code**”), the Election must be conducted to elect two (2) Directors to serve until the next regular election, to occur May 3, 2022, and three (3) Directors to serve until the second regular election, to occur May 2, 2023.

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

1. Date and Time of Election. The Election shall be held on May 5, 2020, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, and other applicable laws. At that time, two (2) Directors shall be elected to serve until the next regular election, to occur May 3, 2022, and three (3) Directors shall be elected to serve until the second regular election, to occur May 2, 2023.

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

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

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

5. Absentee Ballot Applications. NOTICE IS FURTHER GIVEN, pursuant to Section 1-13.5-1002, C.R.S., that applications for and return of absentee ballots may be filed with the Designated Election Official of the District, c/o Special District Management Services,

Inc., 141 Union Boulevard, Suite 150, Lakewood, Colorado 80228, between the hours of 8:00 a.m. and 5:00 p.m., until the close of business on the Tuesday immediately preceding the Election (April 28, 2020).

6. Self-Nomination and Acceptance Forms. Self-nomination and acceptance forms are available at the office of the Designated Election Official located at the above address. All candidates must file a self-nomination and acceptance form with the Designated Election Official no later than 3:00 P.M. on February 28, 2020.

7. Cancellation of Election. If the only matter before the electors is the election of Directors of the District and if, at 5:00 P.M. on March 3, 2020, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with law.

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

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

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

[SIGNATURE PAGE FOLLOWS]

[SIGNATURE PAGE TO RESOLUTION
CALLING A REGULAR ELECTION FOR DIRECTORS
MAY 5, 2020]

RESOLUTION APPROVED AND ADOPTED on October 23, 2019.

WESTOWN METROPOLITAN
DISTRICT

By: 
President

Attest:


Secretary