



TUSCAN FOOTHILLS VILLAGE METROPOLITAN DISTRICT

Regular Board Meeting

Wednesday, October 18, 2023, at 10:00 a.m.

17 S. Wahsatch Ave. Colorado Springs, Colorado 80903

&

Via tele/videoconference:

<https://video.cloudoffice.avaya.com/join/448838926>

United States: (213) 463-4500

Access Code: 448838926

Board of Director	Title	Term
David Hewett	President	May 2027
Raymond O’Sullivan	Treasurer	May 2027
Roger Lemmon	Secretary	May 2025
Jack Wallace Mason	Assistant Secretary	May 2025
Jennifer Mullins	Assistant Secretary	May 2027

AGENDA

1. Call to Order
2. Declaration of Quorum/Director Qualifications/Disclosure Matters
3. Approval of Agenda
4. Public Comment - Members of the public may express their views to the Board on matters that affect the Districts. Comments will be limited to three (3) minutes.
5. Consent Agenda - The items listed below are a group of items to be acted on with a single motion and vote by the Boards. Any item may be removed from the Consent Agenda upon request of any Board member.
 - a. Approval of September 20, 2023 Board Meeting Minutes (enclosure)
 - b. Ratification of Approval for Payables for October 18, 2023 (enclosure)
 - c. Acceptance of Unaudited Financial Statements as of September 30, 2023 and the schedule of cash position updated as of September 30, 2023 (enclosure)
6. Legal Matters
 - a. Consider Adoption of Annual Administrative Resolution (2024) (enclosure)
 - b. Consider Adoption of Amended and Restated Public Records Request Policy (enclosure)
 - c. Discuss Requirements of SB23-303 Relating to Limitations on Property Tax Revenue
7. Insurance Matters
 - a. Discuss and Review Proposal for Renewal of General Liability Schedule and Limits and Property Schedule and Consider Approval and Authorization to Bind Coverage
 - i. Review Property Schedule
8. Financial Matters
 - a. Conduct a Public Hearing on 2023 Budget Amendment and Consider Adoption of Resolution Amending the 2023 Budget (enclosure)
 - b. Conduct a Public Hearing on the 2024 Budget and Consider Adoption of Resolution Adopting the Budget, Appropriating Funds, and Certifying Mill Levies (enclosure)
9. District Manager Report

10. Development Matters
11. General Business
 - a. Review and Consider Approval of Revisions to Irrigation Agreement between TFVMD & TFVPHOA
 - b. Review and Consider Approval of Resolution Accepting Public Improvements Filing 1 (enclosure)
12. Adjournment – Next Board Meeting is scheduled for October 26, 2023 @ 6:00 p.m.





**MINUTES OF A SPECIAL MEETING
OF THE BOARD OF DIRECTORS OF THE
TUSCAN FOOTHILLS VILLAGE METROPOLITAN DISTRICT
HELD SEPTEMBER 20, 2023, AT 10:00 A.M.**

Pursuant to posted notice, the special meeting of the Board of Directors of the Tuscan Foothills Village Metropolitan District was held on Wednesday, September 20, 2023, at 10:00 AM, at 17 S. Wahsatch Ave, Colorado Springs, CO and via video teleconference.

Attendance

In attendance were Directors:

David Hewett, President
Raymond O’Sullivan, Treasurer
Roger Lemmon, Secretary (Excused)
Jack Wallace Mason, Assistant Secretary
Jennifer Mullins, Assistant Secretary

Also in attendance were:

Heather Smith, WSDM District Managers
Rebecca Harris, WSDM District Managers
Sue Gonzales, WSDM District Managers
Rylee DeLong, WSDM District Managers
Blair M. Dickhoner, Esq., White Bear Ankele Tanaka & Waldron

1. Call to Order: President Hewett called the meeting to order at 10:03 a.m.

2. Declaration of Quorum/Director Qualifications/ Disclosure Matter: President Hewett confirmed a quorum was present. Mr. Dickhoner advised the Board, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Mr. Dickhoner reported that disclosures for those directors that provided White Bear Ankele Tanaka & Waldron with notice of potential or existing conflicts of interest were filed with the Secretary of State’s Office and the Board at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. Mr. Dickhoner 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 additional disclosures were noted. The participation of the members present was necessary to obtain a quorum or to otherwise enable the Board to act.

3. Approval of the Agenda: Director O’Sullivan moved to approve the Agenda as presented; seconded by Director Mullins. Motion passed unanimously.

4. Public Comment: No members of the public were present.

5. Consent Agenda: Ms. Smith noted a correction to the Minutes to reflect President Hewett as present at the July 19, 2023 meeting. After review, Director Mason moved to approve the Consent Agenda; seconded by Director O’Sullivan. Motion passed unanimously.

- a. Approval of July 19, 2023 Meeting Minutes, as amended
- b. Ratification of 2022 Annual Report
- c. Ratification of Approval for Payables for July 19, 2023 – September 20, 2023
- d. Acceptance of Unaudited Financial Statements as of August 31, 2023 and the schedule of cash position updated as of August 31, 2023

6. Financial Matters:

- a. Review and Consider Approval of the 2022 Audit and Presentation: Ms. Gonzales presented the 2022 Audit. She noted the Auditors issued an unqualified clean opinion which is the highest level of assurance they can provide. After review, Director Mullins moved to approve the 2022 Audit as presented; seconded by Director O’Sullivan. Motion passed unanimously.
- b. Discuss Preliminary Assessed Valuation Analysis: Ms. Smith discussed the preliminary assessed valuations and increase in tax revenue. She explained Proposition HH which is on the ballot for November would reduce the assessed valuations if it passed. The Board discussed the mill levy. This issue will be discussed further during the Budget process.
- c. Review and Discuss Potential 2024 Maintenance & Improvement Projects: The Board reviewed potential 2024 maintenance and improvement projects.

7. District Manager Report: Ms. Smith presented the District Manager Report.

8. Development Matters: Director O’Sullivan provided an update on development matters.

9. Legal Matters

- a. Ratification of Irrigation Services Reimbursement Agreement between the District and Tuscan Foothills Village Paired Homes Owners Association, Inc.: Mr. Dickhoner noted the draft is still being finalized with the Association and is not ready for approval today.
- b. Discussion Regarding Accepting Public Improvements Filing 1: Mr. Dickhoner explained the documents will be prepared and the Resolution will be presented for Board consideration and approval at the next meeting.
- c. Discuss Requirement for Annual Town Hall Meeting: Mr. Dickhoner discussed the new requirement for districts that have residents to host an annual Town Hall meeting. The Town Hall meeting is scheduled for October 26, 2023 at 6:00 p.m.

10. Adjournment: Director O’Sullivan moved to adjourn at 11:04 a.m.; seconded by Director Mullins. Motion passed unanimously. Next Regular Board Meeting and 2024 Budget Hearing is scheduled for October 18, 2023, at 10:00 a.m. The new statutory Annual Townhall Meeting is scheduled for October 26, 2023 at 6:00 p.m.

Respectfully Submitted,

Secretary



Tuscan Foothills Village Metropolitan District
PAYMENT REQUEST
10/12/2023
GENERAL FUND ACCOUNT

Company	Invoice	Date		Comments
City of Colorado Springs	48030796	10/1/2023	31.95	
Finsterwald Irrigation	6387	9/30/2023	676.00	
Finsterwald Irrigation	6306	8/15/2023	308.75	
Tuscan Foothills Village OA	10423	10/4/2023	2,160.62	
WSDM District Managers	7699	9/30/2023	2,006.18	
White Bear Ankele Tanaka	30311	9/30/2023	2,316.51	
TOTAL			\$ 7,500.01	

Eastern Colorado	\$ 1,046.96
9/13 Draw	\$ (4,972.28)
10/12 Draw	\$ (7,500.01)
Alliance bank After Draw	\$ (11,425.33)



Tuscan Foothills Village Metro District

Balance Sheet

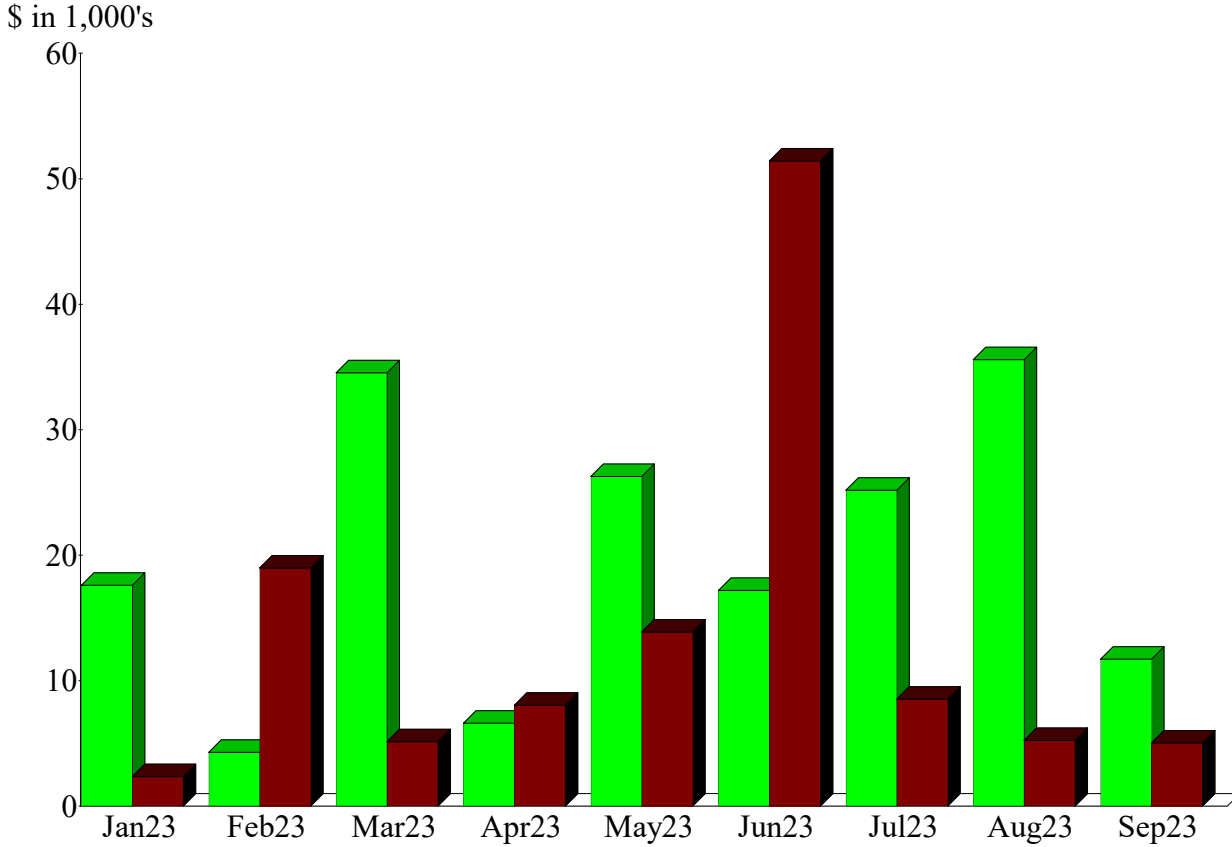
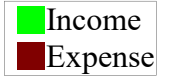
As of September 30, 2023

	<u>Sep 30, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
Alliance Association Bank	1,452.69
ECB Checking	1,046.96
Colo Trust	131,291.09
UMB Bond Account	527.60
UMB - Surplus Fund	4.58
Total Checking/Savings	<u>134,322.92</u>
Other Current Assets	
Property Tax Receivable	662.48
Total Other Current Assets	<u>662.48</u>
Total Current Assets	<u>134,985.40</u>
TOTAL ASSETS	<u>134,985.40</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	10,279.72
Total Accounts Payable	<u>10,279.72</u>
Other Current Liabilities	
Deferred Property Tax Revenue	662.48
Total Other Current Liabilities	<u>662.48</u>
Total Current Liabilities	<u>10,942.20</u>
Total Liabilities	10,942.20
Equity	
Retained Earnings	63,678.99
Net Income	60,364.21
Total Equity	<u>124,043.20</u>
TOTAL LIABILITIES & EQUITY	<u>134,985.40</u>

Tuscan Foothills Village Metro District Profit & Loss Budget vs. Actual January through September 2023

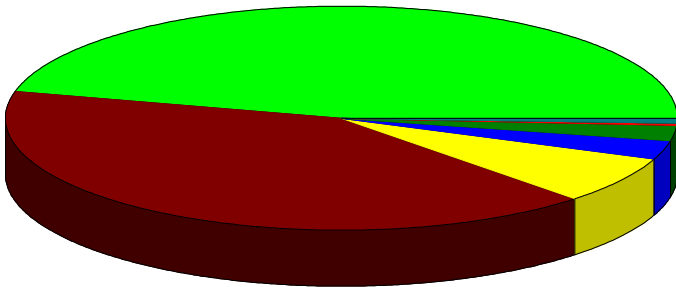
	TOTAL				
	Sep 23	Jan - Sep 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
Developer Advance	10,231.21	82,814.78	55,000.00	27,814.78	150.57%
Property Tax - O&M	2.23	12,292.84	12,388.00	-95.16	99.23%
Specific Ownership Tax - O&M	125.57	854.67	867.00	-12.33	98.58%
Delinquent Interest - O&M	0.07	1.96			
Property Tax - Debt	13.39	73,765.68	74,333.00	-567.32	99.24%
Specifice Ownership Tax - Debt	753.50	5,128.56	5,203.00	-74.44	98.57%
Delinquent Interest - Debt	0.40	11.76			
Total Income	<u>11,126.37</u>	<u>174,870.25</u>	<u>147,791.00</u>	<u>27,079.25</u>	<u>118.32%</u>
Expense					
General & Administration					
Audit	0.00	8,500.00	9,325.00	-825.00	91.15%
Copies & Postage	0.00	756.18			
District Management	2,006.18	16,929.75	24,000.00	-7,070.25	70.54%
Dues	0.00	366.14	400.00	-33.86	91.54%
Election Expense	0.00	2,246.80	10,000.00	-7,753.20	22.47%
Insurance	0.00	819.00	3,000.00	-2,181.00	27.3%
Legal Fees	2,316.51	20,293.24	15,000.00	5,293.24	135.29%
Miscellaneous	0.00	67.40			
Total General & Administration	<u>4,322.69</u>	<u>49,978.51</u>	<u>61,725.00</u>	<u>-11,746.49</u>	<u>80.97%</u>
Bond Expense					
Bank Fees	0.06	63.13			
Bond Interest Series 2020A	0.00	38,750.00	77,500.00	-38,750.00	50.0%
Paying Agent Fee	0.00	0.00	4,000.00	-4,000.00	0.0%
Total Bond Expense	<u>0.06</u>	<u>38,813.13</u>	<u>81,500.00</u>	<u>-42,686.87</u>	<u>47.62%</u>
Operations & Maintenance					
Landscaping	676.00	16,623.61	8,200.00	8,423.61	202.73%
Stormwater	31.95	154.07	2,000.00	-1,845.93	7.7%
Utilites	0.00	0.00	6,000.00	-6,000.00	0.0%
Utilities - Paid to HOA	0.00	11,800.00			
Total Operations & Maintenance	<u>707.95</u>	<u>28,577.68</u>	<u>16,200.00</u>	<u>12,377.68</u>	<u>176.41%</u>
Treasurer Collection Fee - O&M	0.03	184.42	186.00	-1.58	99.15%
Treasurer Collection Fee - Debt	0.21	1,106.67	1,115.00	-8.33	99.25%
Total Expense	<u>5,030.94</u>	<u>118,660.41</u>	<u>160,726.00</u>	<u>-42,065.59</u>	<u>73.83%</u>
Net Ordinary Income	<u>6,095.43</u>	<u>56,209.84</u>	<u>-12,935.00</u>	<u>69,144.84</u>	<u>-434.56%</u>
Other Income/Expense					
Other Income					
Interest Income	0.04	0.35			
Interest Income - Debt	593.85	4,154.02			
Total Other Income	<u>593.89</u>	<u>4,154.37</u>			
Net Other Income	<u>593.89</u>	<u>4,154.37</u>			
Net Income	<u><u>6,689.32</u></u>	<u><u>60,364.21</u></u>	<u><u>-12,935.00</u></u>	<u><u>73,299.21</u></u>	<u><u>-466.67%</u></u>

Income and Expense by Month
January through September 2023



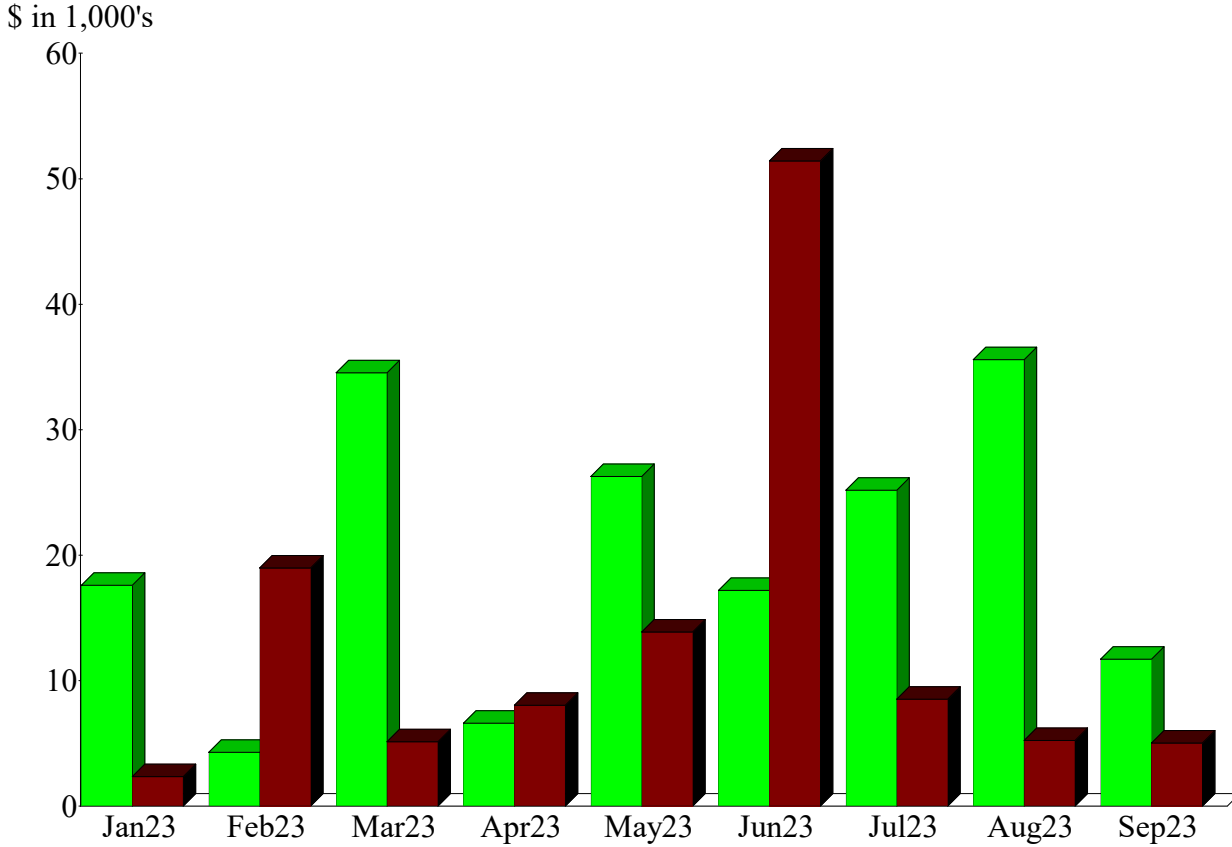
Income Summary
January through September 2023

Developer Advance	46.26%
Property Tax - Debt	41.20
Property Tax - O&M	6.87
Specifice Ownership Tax - Debt	2.86
Interest Income - Debt	2.32
Specific Ownership Tax - O&M	0.48
Delinquent Interest - Debt	0.01
Delinquent Interest - O&M	0.01
Interest Income	0.01
Total	\$179,024.62



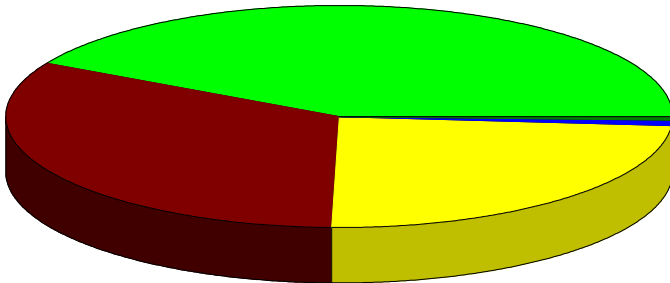
By Account

Income and Expense by Month
January through September 2023



Expense Summary
January through September 2023

General & Administration	42.12%
Bond Expense	32.71
Operations & Maintenance	24.08
Treasurer Collection Fee - Debt	0.93
Treasurer Collection Fee - O&M	0.16
Total	\$118,660.41



By Account



**TUSCAN FOOTHILLS VILLAGE METROPOLITAN DISTRICT
ANNUAL ADMINISTRATIVE RESOLUTION
(2024)**

WHEREAS, Tuscan Foothills Village Metropolitan District (the “**District**”), was organized as a special district pursuant to an Order and Decree of the District Court in and for the County of El Paso Colorado (the “**County**”), and is located entirely within the City of Colorado Springs, Colorado; and

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

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

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

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

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

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

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

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

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

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

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

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

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

12. The Board determines that its directors shall receive compensation for their services as directors subject to the limitations set forth in § 32-1-902(3)(a)(I), (II), C.R.S.

13. The District hereby acknowledges, in accordance with § 32-1-902, C.R.S., the following officers for the District:

Chairman/President:	David Hewett
Treasurer:	Raymond O'Sullivan
Secretary:	Roger Lemmon
Assistant Secretary:	Jack Wallace Mason
Director:	Jennifer Mullins
Recording Secretary:	District Manager

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

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

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

17. The Board directs the District's Manager to post notice of all regular and special meetings in accordance with § 32-1-903(2) and § 24-6-402(2)(c), C.R.S. The Board hereby designates <https://tuscanfoothillsvillagemd.colorado.gov/> as the District's website for the posting of its regular and special meeting notices. The Board also hereby designates, unless otherwise designated by the Board, the southwest corner of the intersection of Centennial Blvd. and Mule Deer Drive, Colorado Springs, as the location the District will post notices of meetings in the event of exigent or emergency circumstances which prevent the District from posting notice of the meeting on the District's website. The Board directs the District's Manager to provide the website address set forth above to the Department of Local Affairs for inclusion in the inventory maintained pursuant to § 24-32-116, C.R.S.

18. The Board determines to hold regular meetings on [date], at [time] by telephone, electronic, or other means not requiring physical presence. All notices of meetings shall designate whether such meeting will be held by electronic means, at a physical location, or both, and shall designate how members of the public may attend such meeting, including the conference number or link by which members of the public can attend the meeting electronically, if applicable.

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

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

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

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

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

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

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

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

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

28. The Board directs the District's Manager to cause the preparation of and the filing with the Board of County Commissioners or the governing body of any municipality in which the District is located, the Division, the State Auditor, the County Clerk and Recorder, and any

interested parties entitled to notice pursuant to § 32-1-204(1), C.R.S., an annual report in accordance with § 32-1-207(3)(c), C.R.S.

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

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

31. The Board hereby directs the District's Manager to prepare the disclosure notice required by § 32-1-809, C.R.S., and to disseminate the information to the electors of the District accordingly. Further, the Board hereby designates the following website as the District's official website for the purposes thereof: www.sdaco.org.

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

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

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

35. The Board directs the District's Accountant to prepare and submit the documentation required by any continuing disclosure obligation signed in conjunction with the issuance of debt by the District.

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

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ADOPTED OCTOBER 18, 2023.

(SEAL)

DISTRICT:

**TUSCAN FOOTHILLS VILLAGE
METROPOLITAN DISTRICT**, a quasi-
municipal corporation and political subdivision of
the State of Colorado

By: _____
Officer of the District

Attest:

By: _____

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys at Law

General Counsel to the District



**TUSCAN FOOTHILLS VILLAGE METROPOLITAN DISTRICT
AMENDED AND RESTATED PUBLIC RECORDS REQUEST POLICY
Adopted October 18, 2023**

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

This Public Records Request Policy of the Tuscan Foothills Village Metropolitan District (the “**District**”) shall be applied and interpreted with the following purposes in mind:

- a. To adopt a Public Records Request Policy pursuant to § 24-72-203(1), C.R.S.;
- b. To provide access to and the protection and integrity of Public Records in the custody of the District;
- c. To prevent unnecessary interference with the regular discharge of the duties of the District and its manager in compliance with the Colorado Open Records Act, §§ 24-72-200.1 to 24-72-206, C.R.S. (“**CORA**”);
- d. To establish reasonable and standardized fees for producing copies of and information from records maintained by the District as authorized by CORA; and
- e. To set forth a general procedure for providing consistent, prompt and equitable service to those requesting access to Public Records.

II. Public Records Requests

A. Applicability

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

B. Definitions

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

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

C. Submission of Requests

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

2. Requests may be submitted by mail, fax, e-mail or hand-delivery.
3. A request shall be considered made when the request is actually received by the Custodian:
 - a. A letter is received when it is opened in the usual course of business by the recipient or a person authorized to open the recipient's mail;
 - b. A fax is received when it is printed during regular business hours, or, if received after hours, at 8:30 a.m. on the following business day; and
 - c. An e-mail is received when it is received and opened during regular business hours, or, if received after hours, at 8:30 a.m. on the following business day.
4. If a deposit is required, the request is not considered received until the deposit is paid.

D. Inspection

1. The Custodian or the Custodian's designee shall make the requested Public Records available for inspection during regular business hours, deemed to be from 8:30 a.m. to 4:30 p.m., Monday through Friday, except for times the Custodian's office is closed. During the inspection of Public Records, the Custodian may ask that the requestor follow certain procedures to protect the integrity of the Public Records.
2. If a Public Record is not immediately or readily available for inspection, the Custodian or the Custodian's designee shall make an appointment or other arrangements with the applicant concerning the time at which the requested record will be available. The Public Records shall be made available for inspection within a reasonable time, which is presumed to be three (3) working days or less from the date of receipt of the request. Such three (3) day period may be extended by an additional seven (7) working days if extenuating circumstances, as described in § 24-72-203(3)(b), C.R.S., exist. Responding to applications for inspection of Public Records need not take priority over the previously scheduled work activities of the Custodian or the Custodian's designee.
3. All Public Records to which the request applies shall be preserved from the date of the request until such time as set forth in the District's records maintenance, retention, or deletion policy or practices utilized by the Custodian.
4. No one shall remove a Public Record from the Custodian's offices without the permission of the Custodian. Public Records may be removed from file folders or places of storage for photocopying by the Custodian or the Custodian's designee. The Custodian may allow a person to use his or her own portable electronic equipment to make copies of Public Records.
5. As a general practice, in response to a Public Records request:
 - a. Public Records will be made available for inspection in the format in which they are stored. If the Custodian is unable to produce the Public Record in its

stored format for any reason set forth in § 24-72-203(3.5)(b) C.R.S., an alternate format may be produced or a denial issued under § 24-72-204, C.R.S.

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

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

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

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

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

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

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

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

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

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

7. The Custodian or the Custodian's designee shall deny the inspection of the records if such inspection would be contrary to federal or state law or regulation or would violate a court order. In special circumstances, a Custodian shall deny inspection of the Public Records if such inspection would cause substantial injury to the public interest. Such a denial shall be made in writing by the Custodian to the person making the request and shall set forth with

specificity the grounds of the denial. It is not necessary to state a ground for denial of access for each document if a specific ground is applicable to a group of documents.

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

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

E. Fees for All Record Requests

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

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

3. **Fees for search, retrieval and legal review:**

a. In the case of any request requiring more than one hour of time for search, retrieval, supervision of inspection, copying, manipulation, redaction or legal counsel review to identify and withhold privileged records, the Custodian or the Custodian's designee may charge an hourly fee not to exceed \$33.58 per hour for such time, which may be increased, pursuant to § 24-72-205(6)(a), C.R.S. Prior to performing any services necessary to respond to a request, the Custodian or the Custodian's designee shall require the applicant to pay a deposit equal to the reasonably estimated fees that will be charged by the Custodian for such staff time. Before receiving any records, the applicant shall also pay the amount by which the cost of any open records services exceeds the deposit. The District shall promptly refund the amount by which the deposit exceeds the cost of any open records services.

b. To the extent possible, the Custodian shall utilize administrative or clerical staff for search and retrieval of Public Records who are ordinarily responsible for such duties to ensure that the fees charged for staff time in connection with the request represent costs incurred in the ordinary course of business and not extraordinary charges, but in any case, such charges shall be consistent with § 24-72-205(6), C.R.S.

Remainder of Page Intentionally Left Blank. Signature page follows.

ADOPTED OCTOBER 18, 2023

DISTRICT :

**TUSCAN FOOTHILLS VILLAGE
METROPOLITAN DISTRICT**, a quasi-
municipal corporation and political subdivision of
the State of Colorado

By: _____
Officer of the District

Attest:

By: _____

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys at Law

General Counsel to the District

Signature Page to Amended and Restated Public Records Request Policy

EXHIBIT A

OFFICIAL REQUEST FORM

**TUSCAN FOOTHILLS VILLAGE
2024 BUDGET
GENERAL FUND**

	2022 ACTUAL	2023 ACTUAL 9/28/2023	2023 AMEND/PROJ	2023 BUDGET	2024 BUDGET	2024 H.H
GENERAL FUND BEGINNING BALANCE	\$ 4,637	\$ 8,297	\$ 8,297	\$ 14,244	\$ 6,121	\$ 6,121
REVENUES						
PROPERTY TAXES - O&M	10,542	12,291	12,388	12,388	32,427	32,427
SPECIFIC OWNERSHIP TAXES - O&M	1,096	855	867	867	2,270	2,270
DELINQUENT INTEREST	547	2	2	-	-	-
INTEREST INCOME	-	0	-	-	-	-
OPERATIONS & MAINTENANCE FEES	-	-	-	-	73,080.00	73,080
DEVELOPER ADVANCE	69,533	82,815	82,815	55,000	-	-
TOTAL REVENUES	81,718	95,963	96,072	68,255	107,777	107,777
TOTAL REVENUES AND FUND BALANCE	86,355	104,259	104,369	82,499	113,897	113,897
EXPENDITURES						
AUDIT	6,355	8,500	8,500	9,325	9,000	9,000
COPIES & POSTAGE	-	756	800	-	800	800
COUNTY TREASURERS FEE	160	184	186	186	486	486
DUES - SDA	310	366	366	400	500	500
DISTRICT MANAGEMENT	32,752	16,930	24,000	24,000	30,000	30,000
INSURANCE	5,090	819	819	3,000	3,000	3,000
LEGAL	22,094	20,293	25,000	15,000	15,000	15,000
MISCELLANEOUS	57	67	2,830	-	-	-
ELECTION	1,830	2,247	2,247	10,000	-	-
STORMWATER	268	186	500	2,000	1,266	1,266
UTILITIES - PAID TO HOA	-	13,961	15,000	6,000	15,000	15,000
LANDSCAPE MAINT	-	15,639	18,000	8,200	18,000	18,000
CONTINGENCY	-	-	-	-	5,000	5,000
TOTAL EXPENDITURES	68,916	79,949	98,248	78,111	98,053	98,053
TRANSFER TO BOND FUND	9,143					
ENDING FUND BALANCE	\$ 8,297	\$ 24,311	\$ 6,121	\$ 4,388	\$ 15,844	\$ 15,844
EMERGENCY RESERVE: State Rquired 3%	2,067	2,398	2,947	2,343	2,942	2,942
ASSESSED VALUATION	\$ 1,894,040	\$ 2,165,260	\$ 2,165,260	\$ 2,165,260	\$ 3,242,680	\$ 3,242,680
MILL LEVY	5.566	5.721	5.881	5.721	10.000	10.000

**TUSCAN FOOTHILLS VILLAGE
2024 BUDGET
DEBT SERVICE FUND**

	2022 ACTUAL	2023 ACTUAL 9/28/2023	2023 AMEND/PROJ	2023 BUDGET	2024 BUDGET	2024 H.H
DEBT FUND BEGINNING BALANCE	\$ 78,176	\$ 72,345	\$ 72,345	\$ 62,646	\$ 76,774	\$ 76,774
REVENUES						
PROPERTY TAXES	\$ 63,257	\$ 73,752	\$ 74,333	\$ 74,333	\$ 111,321	\$ 100,189
SPECIFIC OWNERSHIP TAXES	\$ 6,577	\$ 4,375	\$ 5,203	\$ 5,203	\$ 7,792	\$ 7,013
DELINQUENT INTEREST	\$ 114	\$ 11	\$ 11	\$ -	\$ -	\$ -
INTEREST INCOME	\$ 1,590	\$ 3,560	\$ 3,560	\$ -	\$ -	\$ -
TOTAL REVENUES	\$ 71,538	\$ 81,699	\$ 83,107	\$ 79,536	\$ 119,114	\$ 107,202
TOTAL REVENUES AND FUND BALANCE	\$ 149,714	\$ 154,044	\$ 155,452	\$ 142,182	\$ 195,888	\$ 183,976
EXPENDITURES						
COUNTY TREASURER'S FEE	\$ 957	\$ 1,106	\$ 1,115	\$ 1,115	\$ 1,670	\$ 1,503
PAYING AGENT FEE	\$ 8,000	\$ -	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
BANK FEES	\$ 55	\$ 63	\$ 63	\$ -	\$ 65	\$ 65
CONTINGENCY	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
BOND INTEREST	\$ 77,500	\$ 38,750	\$ 77,500	\$ 77,500	\$ 77,500	\$ 77,500
TOTAL EXPENDITURES	\$ 86,512	\$ 39,920	\$ 78,678	\$ 82,615	\$ 83,235	\$ 83,068
TRANSFER FROM GENERAL FUND	\$ 9,143					
ENDING FUND BALANCE	\$ 72,345	\$ 114,124	\$ 76,774	\$ 59,567	\$ 112,653	\$ 100,909
ASSESSED VALUATION	\$ 1,894,040	\$ 2,165,260	\$ 2,165,260	\$ 2,165,260	\$ 3,242,680	\$ 2,918,412
MILL LEVY	33.398	34.330	35.288	34.330	34.330	34.330

TUSCAN FOOTHILLS VILLAGE METROPOLITAN DISTRICT

Request for Inspection/Copy of Public Records

For Internal Use Only

Date of Request: _____

Time of Request: _____ AM/PM

Applicant Name: _____

Applicant Address: _____

City/State: _____ **Zip:** _____

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

Email: _____

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

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

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

Signature: _____ **Date:** _____

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

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

For Internal Use Only	
Estimated Charges	
Number of Pages _____ at \$0.25/page _____	Research & Retrieval _____ Hours at \$ _____ /Hr
Postage/Delivery Costs: \$ _____	See § 24-72-205(6), C.R.S. for hourly fee
Deposit Required: \$ _____	Research & Retrieval Total: \$ _____
Total Estimate Cost: \$ _____	
Note: Non-standard and special requests will be billed at cost and charged in addition to any other fees	
Administrative Matters	
Date Request Completed: _____	Amount Prepaid: \$ _____
Approved: _____ Denied: _____	Balance Due Before Release: \$ _____
If Denied, Provide Reason(s): _____	Total Amount Paid: \$ _____



**TUSCAN FOOTHILLS VILLAGE METROPOLITAN DISTRICT
RESOLUTION TO AMEND 2023 BUDGET**

WHEREAS, the Board of Directors of Tuscan Foothills Village Metropolitan District (the “District”) certifies that at a regular meeting of the Board of Directors of the District held October 18, 2023, a public hearing was held regarding the 2023 amended budget, and, subsequent thereto, the following Resolution was adopted by affirmative vote of a majority of the Board of Directors:

WHEREAS, the Board of Directors of the District adopted a budget and appropriated funds for fiscal year 2023 as follows:

General Fund	\$78,111
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and;

WHEREAS, the necessity has arisen for additional expenditures by the District due to additional costs which could not have been reasonably anticipated at the time of adoption of the budget, requiring the expenditure of funds in excess of those appropriated for fiscal year 2023; and

WHEREAS, funds are available for such expenditure.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the District does hereby amend the adopted budget for fiscal year 2023 as follows:

General Fund	\$98,248
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rE

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

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ADOPTED OCTOBER 18, 2023.

DISTRICT:

**TUSCAN Foothills Village
Metropolitan District**, a quasi-
municipal corporation and political subdivision of
the State of Colorado

By: _____
Officer of the District

Attest:

By: _____

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys at Law

General Counsel to the District

STATE OF COLORADO
COUNTY OF EL PASO
TUSCAN FOOTHILLS VILLAGE METROPOLITAN DISTRICT

I hereby certify that the foregoing resolution constitutes a true and correct copy of the record of proceedings of the Board adopted at a meeting held at 17 S. Wahsatch Ave. Colorado Springs, Colorado 80903 and via teleconference on Wednesday, October 18, 2023, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this ____ day of October, 2023.



RESOLUTION
ADOPTING BUDGET, APPROPRIATING FUNDS AND CERTIFYING MILL LEVIES
FOR THE CALENDAR YEAR 2024

The Board of Directors of Tuscan Foothills Village Metropolitan District (the “**Board**”), City of Colorado Springs, El Paso County, Colorado (the “**District**”), held a regular meeting, via teleconference on October 18, 2023, at the hour of 10:00 a.m.

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

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NOTICE AS TO PROPOSED 2024 BUDGET

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

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

WHEREAS, upon due and proper notice, provided in accordance with Colorado law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held and interested electors were given the opportunity to register their protest to the proposed budget prior to the adoption of the budget by the Board.

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

Section 1. Adoption of Budget. The budget attached hereto and incorporated herein is approved and adopted as the budget of the District for fiscal year 2024. In the event of recertification of values by the County Assessor's Office after the date of adoption hereof, staff is hereby directed to modify and/or adjust the budget and certification to reflect the recertification without the need for additional Board authorization. Any such modification to the budget or certification as contemplated by this Section 1 shall be deemed ratified by the Board.

Section 2. Levy for General Operating Expenses. For the purpose of meeting all general operating expenses of the District during the 2024 budget year, there is hereby levied a tax of 10.000 mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 3. Levy for Debt Service Obligations. For the purposes of meeting all debt service obligations of the District during the 2024 budget year, there is hereby levied a tax of 34.330 mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 4. Levy for Contractual Obligation Expenses. For the purposes of meeting all contractual obligations of the District during the 2024 budget year, there is hereby levied a tax of 0.000 mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 5. Levy for Capital Project Expenses. For the purposes of meeting all capital project obligations of the District during the 2024 budget year, there is hereby levied a tax of 0.000 mills upon each dollar of the total valuation of assessment of all taxable property within the District.

Section 6. Mill Levy Adjustment. When developing the attached budget, consideration was given to any changes in the method of calculating assessed valuation, including any changes to the assessment ratios, or any constitutionally mandated tax credit, cut or abatement, as authorized in the District's service plan. The Board hereby determines in good faith (such determination to be binding and final), that to the extent possible, the adjustments to the mill levies made to account for changes in Colorado law described in the prior sentence, and the actual tax revenues generated by the mill levies, are neither diminished nor enhanced as a result of those changes.

Section 7. Certification to County Commissioners. The Board directs its legal counsel, manager, accountant or other designee to certify to the Board of County Commissioners of El Paso County, Colorado the mill levies for the District as set forth herein. Such certification shall be in compliance with the requirements of Colorado law.

Section 8. Appropriations. The amounts set forth as expenditures in the budget attached hereto are hereby appropriated.

Section 9. Filing of Budget and Budget Message. The Board hereby directs its legal counsel, manager or other designee to file a certified copy of the adopted budget resolution, the budget and budget message with the Division of Local Government by January 30 of the ensuing year.

Section 10. Budget Certification. The budget shall be certified by a member of the District, or a person appointed by the District, and made a part of the public records of the District.

[Remainder of Page Intentionally Left Blank]

ADOPTED OCTOBER 18, 2023.

DISTRICT:

**TUSCAN Foothills Village
Metropolitan District**, a quasi-
municipal corporation and political subdivision of
the State of Colorado

By: _____
Officer of the District

Attest:

By: _____

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON
Attorneys at Law

General Counsel to the District

STATE OF COLORADO
COUNTY OF EL PASO
TUSCAN FOOTHILLS VILLAGE METROPOLITAN DISTRICT

I hereby certify that the foregoing resolution constitutes a true and correct copy of the record of proceedings of the Board adopted by a majority of the Board at a District meeting held at via teleconference on October 18, 2023, as recorded in the official record of the proceedings of the District.

IN WITNESS WHEREOF, I have hereunto subscribed my name this ____ day of October, 2023.

Signature

EXHIBIT A
BUDGET DOCUMENT
BUDGET MESSAGE





MEMORANDUM

TO: TUSCAN FOOTHILLS VILLAGE METROPOLITAN DISTRICT
BOARD OF DIRECTORS
FROM: HEATHER SMITH
SUBJECT: MANAGERS REPORT FOR OCTOBER 18, 2023, BOARD MEETING
DATE: OCTOBER 14, 2023
CC: KEVIN WALKER
BOARD PACKET

Sales & Occupancy:

- Filing 1 – COMPLETED – 50 homes occupied
- Filing 3 & 3A – COMPLETED - 24 homes occupied
- Filing 4 – 2 homes occupied - 22 homes under construction
- Filing 5 – breaking ground

Financial Review:

- Payables processed 10/12/2023
- Current Contracted Services:
 - District Management
 - Landscape Maintenance – note the Paired Homes have switched to Brightview Landscape for the coming year and we have requested a proposal from them for Filing 1 as well.
 - Annual Pond Inspection
 - Legal Counsel
 - Insurance

Landscape Turnover:

- Filing 1 Detention Pond – accepted
- Filing 1 Trees & Shrubs – accepted
- Filing 1 Native Grasses – accepted

Management Task List:

- Irrigation System Audit – Completed & Operating
- Landscape Transition - City Acceptance Completed & Board Resolution Pending
- 2022 Audit – Completed & Filed with the State
- 2023 Assessed Valuation Analysis
- 2024 Draft Budget
- 2024 Contract Renewals – In process
- Insurance Renewal – In process
- 2023 Annual Town Hall Meeting – Coming up quickly
- Drainage concern behind 5562 Silverstone Terrace – to be addressed in early 2024