

# LORETTO HEIGHTS METROPOLITAN DISTRICT NOS. 1-5 LORETTO HEIGHTS PROGRAMMING METROPOLITAN DISTRICT

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
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<https://lorettoheightsdistricts.com>

## NOTICE OF REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Mark J. Witkiewicz	President	2025/May 2025
Andrew R. Klein	Assistant Secretary	2025/May 2025
Paige C. Langley	Assistant Secretary	2027/May 2027
Megan Waldschmidt	Assistant Secretary	2025/May 2025
Blake Amen	Assistant Secretary	2027/May 2027
Peggy Ripko	Secretary	

DATE: January 22, 2024

TIME: 2:00 p.m.

PLACE: **Zoom Meeting: This meeting will be held via Zoom without any individuals (neither District representatives nor the general public) attending in person. The meeting can be joined through the directions below:**

Zoom information:

<https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRtWkRyUIZZc1VMWWTJFZjFHdz09.>

**Meeting ID: 862 6755 0643**

**Passcode: 987572**

**Dial In: 1-719-359-4580**

### I. ADMINISTRATIVE MATTERS

A. Present disclosures of potential conflicts of interest.

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B. Confirm quorum; confirm location of meeting, posting of meeting notices; approve agenda and designate 24-hour posting location; approve agenda.

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II. CONSENT AGENDA – These items are considered to be routine and will be approved and/or ratified by one motion. There will be no separate discussion of these items unless a Board Member so requests, in which event, the item will be removed from the Consent Agenda and considered on the Regular Agenda.

- Review and approve minutes of the November 27, 2023 Annual Meeting and the November 27, 2023 Regular Meeting (enclosures – **LHMD 1-5, LHPD**).
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III. PUBLIC COMMENTS

A. 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.

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IV. FINANCIAL MATTERS

A. Review and ratify approval of the payment of claims for the periods beginning \_\_\_\_\_, 2023 through \_\_\_\_\_, 2023, in the amount of \$\_\_\_\_\_ (to be distributed – **LHMD 1**).

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B. Review and accept the Unaudited Financial Statements for the period ending \_\_\_\_\_, 2023 and the Schedule of Cash Position for the period ending \_\_\_\_\_, 2023, updated as of \_\_\_\_\_, 2023 (to be distributed– **LHMD 1**).

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C. Review and approve Change Order No. 1 from Harris Kocher Smith for 2024 Boundary Map in the amount of \$1,200.00 (enclosure – **LHPD**).

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V. CAPITAL/CONSTRUCTION MATTERS

A. Review and consider approval of Engineer’s Report and Verification of Costs Associated with Public Improvements Report No. 20, dated \_\_\_\_\_, 2024, prepared by Schedio Group LLC, for the amount of \$\_\_\_\_\_ (“Report No.20”) (to be distributed).

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- B. Consider acceptance of verified public improvement costs pursuant to Report No. 20 (**LHMD 1-4**).
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- C. Discuss status of the Loretto Heights Infrastructure Project (the “Project”) (**LHMD 1**).
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VI. LEGAL MATTERS

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

VII. OTHER BUSINESS

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

- VII. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR FEBRUARY 26, 2024.**

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE LORETTO HEIGHTS METROPOLITAN DISTRICT NO. 1 HELD NOVEMBER 27, 2023

A Regular Meeting of the Board of Directors of the Loretto Heights Metropolitan District No. 1 (referred to hereafter as the “Board”) was convened on Monday, November 27, 2023, at 2:00 p.m. The District Board meeting was held via Zoom. The meeting was open to the public.

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#### **ATTENDANCE**

#### **Directors In Attendance Were:**

Mark J. Witkiewicz  
Paige C. Langley  
Megan Waldschmidt

#### **Also In Attendance Were:**

Peggy Ripko; Special District Management Services, Inc.

Megan Becher, Esq. and Jon Hoistad, Esq.; McGeady Becher P.C.

Jason Carroll; CliftonLarsonAllen LLP (“CLA”)

Blake Amen; Board Candidate

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#### **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

**Disclosure of Potential Conflicts of Interest:** The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. It was noted that a quorum was present, and Attorney Hoistad requested members of the Board disclose any potential conflicts of interest regarding any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. Attorney Becher noted that Directors’ Disclosure Statements were filed for all Directors by the statutory deadline. No additional conflicts were disclosed at the meeting.

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#### **ADMINISTRATIVE MATTERS**

**Agenda:** Ms. Ripko distributed for the Board's review and approval a proposed Agenda for the District’s Regular Meeting.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Agenda was approved, as presented and excused the absence of Director Klein.

**Meeting Location/Manner and Posting of Meeting Notice:** 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. The Board determined that the meeting would be held via video/telephonic means and encouraged public participation via video or telephone. The Board further noted that notice of the time, date and location/manner of the meeting was duly posted on the District website, and that the Board had not received any objections to the video/telephonic manner of the meeting, or any requests that the video/telephonic manner of the meeting be changed by taxpaying electors within the District's boundaries.

**Insurance Matters:** The Board discussed Insurance matters.

*Cyber Security and Increased Crime Coverage:* The Board discussed cyber security and determined that the District will carry increased Cyber Security and Crime Coverage with a policy limit of \$250,000.

*Insurance Committee:* The Board discussed the establishment of the insurance committee and determined it was not necessary.

*Renewal of the District's insurance and Special District Association (SDA) membership for 2024:* The Board discussed the renewal of the District's insurance and Special District Association (SDA) membership for 2024 and authorized same.

**Board Appointment:** The Board discussed the vacancy on the Board. It was noted that pursuant to Section 32-1-808(2)(a)(I), C.R.S., publication of a Notice of Vacancy on the Board was published in a newspaper having general circulation in the District and that no Letters of Interest from qualified eligible electors were received within ten (10) days of the date of such publication.

As such, eligible elector, Blake Amen, was nominated to serve on the Board. Following discussion, upon motion duly made, seconded, and upon vote unanimously carried, the Board appointed Blake Amen to fill the vacancy on the Board. The Oath of Office was administered.

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## RECORD OF PROCEEDINGS

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### CONSENT AGENDA

The Board considered the following actions:

- Review and approve Minutes of the September 25, 2023 Regular Meeting.
- Adoption of Resolution No. 2023-11-01, Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices.
- Discuss requirements of §32-1-809, C.R.S., and direct staff regarding compliance for 2024 (Transparency Notice).

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board approved the above Consent Agenda items/actions.

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### PUBLIC COMMENT

There were no public comments.

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### FINANCIAL MATTERS

**Claims:** Mr. Carroll reviewed with the Board the payment of claims for the District.

Following review, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board ratified approval of the payment of claims, as presented.

**Unaudited Financial Statements and Cash Position Statements:** Mr. Carroll reviewed with the Board the unaudited financial statements and the schedule of cash position statements for the District.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board accepted the unaudited financial statements and the schedule of cash position statements.

**2023 Audit Preparation:** The Board discussed the 2023 Audit preparation.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare and file the 2023 Application for Exemption from Audit or engage an auditor to perform the 2023 Audit, as appropriate.

**Public Hearing on Amendment to 2023 Budget:** The President opened the public hearing to consider a Resolution to Amend the 2023 Budget.

## RECORD OF PROCEEDINGS

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It was noted that publication of Notice stating that the Board would consider amendment of the 2023 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 the public hearing.

No public comments were received, and the public hearing was closed.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board adopted Resolution No. 2023-11-02, Resolution to Amend the 2023 Budget, amending the General Fund to \$280,000.

**Public Hearing on 2024 Budget:** The President opened the Public Hearing to consider the proposed 2024 Budget and to discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2024 budget and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

Mr. Carroll reviewed the estimated 2023 expenditures and the proposed 2024 expenditures.

Upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote unanimously carried, the Board approved the 2024 Budget, as discussed, and considered adoption of Resolution No. 2023-11-03 to Adopt the 2024 Budget and Appropriate Sums of Money and Resolution No. 2023-11-04 to Set Mill Levies (15.591 mills in the General Fund for a total mill levy of 15.591 mills.) Following discussion, upon vote unanimously carried, the Board adopted the Resolutions and authorized execution of the Certification of Budget. The District Accountant was directed to transmit the Certification of Tax Levies to the Board of County Commissioners of City and County of Denver not later than January 10, 2024. District Counsel was directed to transmit the Certification of Budget to the Division of Local Government no later than January 30, 2024.

**DLG-70 Certification of Tax Levies Form:** The Board considered authorizing the District Accountant to prepare the DLG-70 Certification of Tax Levies form for certification to the City and County of Denver and other interested parties.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare the DLG-70 Mill Levy Certification form for certification to the City and County of Denver and other interested parties. The Board directed the District Manager to file the Certification with the City and County of Denver and other interested parties.

**Preparation of 2025 Budget:** The Board considered the appointment of CLA to prepare the 2025 Budget.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board appointed CLA to prepare the 2025 Budget.

**Statement of Work (“SOW”) between the District and CLA for 2024:** The Board reviewed the SOW between the District and CLA for 2024.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board approved the SOW between the District and CLA for 2024, subject to final Board and Legal review.

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### **CAPITAL/ CONSTRUCTION MATTERS**

**Engineer’s Report and Verification of Costs Associated with Public Improvements Report No. 18 (“Report No. 18”):** The Board discussed Report No. 18, dated October 19, 2023, prepared by Schedio Group LLC, for the amount of \$596,078.15.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote, unanimously carried, the Board approved Report No. 18.

**Engineer’s Report and Verification of Costs Associated with Public Improvements Report No. 19 (“Report No. 19”):** The Board discussed Report No. 19, dated November 16, 2023, prepared by Schedio Group LLC, for the amount of \$888,933.13.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote, unanimously carried, the Board approved Report No. 19.



## RECORD OF PROCEEDINGS

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**Verified Public Improvement Costs Pursuant to Report No. 18 and Report No. 19:** The Board discussed the verified public improvement costs pursuant to Report No. 18 and Report No. 19.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote, unanimously carried, the Board accepted the verified public improvement costs pursuant to Report No. 18 and Report No. 19.

**Reimbursement by Loretto Heights Metropolitan District No. 1 to ACM Loretto VI LLC under the Facilities Funding and Acquisition Agreement between Loretto Heights Metropolitan District No. 1 and ACM Loretto VI LLC, pursuant to Report No. 18 and Report No. 19:** The Board discussed the reimbursement by Loretto Heights Metropolitan District No. 1 to ACM Loretto VI LLC under the Facilities Funding and Acquisition Agreement between Loretto Heights Metropolitan District No. 1 and ACM Loretto VI LLC, pursuant to Report No. 18 and Report No. 19.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and upon vote, unanimously carried, the Board acknowledged the reimbursement by Loretto Heights Metropolitan District No. 1 to ACM Loretto VI LLC under the Facilities Funding and Acquisition Agreement between Loretto Heights Metropolitan District No. 1 and ACM Loretto VI LLC, pursuant to Report No. 18 and Report No. 19.

**Status of Loretto Heights Infrastructure Project:** There was no significant discussion of ongoing project development.

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### **LEGAL MATTERS**

**Resolution Amending Policy on Colorado Open Records Act Requests:** The Board discussed adoption of the Resolution Amending Policy on Colorado Open Records Act Requests.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board adopted Resolution No. 2023-11-05, Amending Policy on Colorado Open Records Act Requests.

**Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC (Grantor) and Loretto Heights Metropolitan District No. 1 (Grantee):** The Board reviewed the Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC (Grantor) and Loretto Heights Metropolitan District No. 1 (Grantee).

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board approved Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC and Loretto Heights Metropolitan District No. 1, subject to final Legal review.

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**OTHER BUSINESS** **December 25, 2023 Regular Meeting:** The Board discussed cancelling the December 25, 2023 Regular meeting.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Waldschmidt and upon vote, unanimously carried, the Board cancelled the December 25, 2023 Regular meeting.

**New Rate Structure:** The Board acknowledged the New Rate Structure from Special District Management Services, Inc.

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

Respectfully submitted,

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

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE LORETTO HEIGHTS METROPOLITAN DISTRICT NO. 2 HELD NOVEMBER 27, 2023

A Regular Meeting of the Board of Directors of the Loretto Heights Metropolitan District No. 2 (referred to hereafter as the “Board”) was convened on Monday, November 27, 2023, at 2:00 p.m. The District Board meeting was held via Zoom. The meeting was open to the public.

#### ATTENDANCE

#### Directors In Attendance Were:

Mark J. Witkiewicz  
Paige C. Langley  
Megan Waldschmidt

#### Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc.

Megan Becher, Esq. and Jon Hoistad, Esq.; McGeady Becher P.C.

Jason Carroll; CliftonLarsonAllen LLP (“CLA”)

Blake Amen; Board Candidate

#### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. It was noted that a quorum was present, and Attorney Hoistad requested members of the Board disclose any potential conflicts of interest regarding any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. Attorney Becher noted that Directors’ Disclosure Statements were filed for all Directors by the statutory deadline. No additional conflicts were disclosed at the meeting.

#### ADMINISTRATIVE MATTERS

Agenda: Ms. Ripko distributed for the Board's review and approval a proposed Agenda for the District’s Regular Meeting.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Agenda was approved, as presented and excused the absence of Director Klein.

**Meeting Location/Manner and Posting of Meeting Notice:** 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. The Board determined that the meeting would be held via video/telephonic means and encouraged public participation via video or telephone. The Board further noted that notice of the time, date and location/manner of the meeting was duly posted on the District website, and that the Board had not received any objections to the video/telephonic manner of the meeting, or any requests that the video/telephonic manner of the meeting be changed by taxpaying electors within the District's boundaries.

**Insurance Matters:** The Board discussed Insurance matters.

*Cyber Security and Increased Crime Coverage:* The Board discussed cyber security and determined that the District will maintain the baseline coverage through the Pool.

*Insurance Committee:* The Board discussed the establishment of the insurance committee and determined it was not necessary.

*Renewal of the District's insurance and Special District Association (SDA) membership for 2024:* The Board discussed the renewal of the District's insurance and Special District Association (SDA) membership for 2024 and authorized same.

**Board Appointment:** The Board discussed the vacancy on the Board. It was noted that pursuant to Section 32-1-808(2)(a)(I), C.R.S., publication of a Notice of Vacancy on the Board was published in a newspaper having general circulation in the District and that no Letters of Interest from qualified eligible electors were received within ten (10) days of the date of such publication.

As such, eligible elector, Blake Amen, was nominated to serve on the Board. Following discussion, upon motion duly made, seconded, and upon vote unanimously carried, the Board appointed Blake Amen to fill the vacancy on the Board. The Oath of Office was administered.

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## RECORD OF PROCEEDINGS

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### CONSENT AGENDA

The Board considered the following actions:

- Review and approve Minutes of the September 25, 2023 Regular Meeting.
- Adoption of Resolution No. 2023-11-01, Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices.
- Discuss requirements of §32-1-809, C.R.S., and direct staff regarding compliance for 2024 (Transparency Notice).

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board approved the above Consent Agenda items/actions.

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### PUBLIC COMMENT

There were no public comments.

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### FINANCIAL MATTERS

**2023 Audit Preparation:** The Board discussed the 2023 Audit preparation.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare and file the 2023 Application for Exemption from Audit or engage an auditor to perform the 2023 Audit, as appropriate.

**Public Hearing on Amendment to 2023 Budget:** The President opened the public hearing to consider a Resolution to Amend the 2023 Budget.

It was noted that publication of Notice stating that the Board would consider amendment of the 2023 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 the public hearing.

No public comments were received, and the public hearing was closed.

Following discussion, the Board determined that a Budget Amendment was not needed.

**Public Hearing on 2024 Budget:** The President opened the Public Hearing to consider the proposed 2024 Budget and to discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2024 budget and the date, time and place of the public hearing was published

## RECORD OF PROCEEDINGS

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pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

Mr. Carroll reviewed the estimated 2023 expenditures and the proposed 2024 expenditures.

Upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote unanimously carried, the Board approved the 2024 Budget, as discussed, and considered adoption of Resolution No. 2023-11-02 to Adopt the 2024 Budget and Appropriate Sums of Money and Resolution No. 2023-11-03 to Set Mill Levies (15.591 mills in the General Fund and 51.971 in the Debt Service Fund for a total mill levy of 67.562 mills.) Following discussion, upon vote unanimously carried, the Board adopted the Resolutions and authorized execution of the Certification of Budget. The District Accountant was directed to transmit the Certification of Tax Levies to the Board of County Commissioners of City and County of Denver not later than January 10, 2024. District Counsel was directed to transmit the Certification of Budget to the Division of Local Government no later than January 30, 2024.

**DLG-70 Certification of Tax Levies Form:** The Board considered authorizing the District Accountant to prepare the DLG-70 Certification of Tax Levies form for certification to the City and County of Denver and other interested parties.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare the DLG-70 Mill Levy Certification form for certification to the City and County of Denver and other interested parties. The Board directed the District Manager to file the Certification with the City and County of Denver and other interested parties.

**Preparation of 2025 Budget:** The Board considered the appointment of CLA to prepare the 2025 Budget.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board appointed CLA to prepare the 2025 Budget.

**Statement of Work (“SOW”) between the District and CLA for 2024:** The Board reviewed the SOW between the District and CLA for 2024.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board approved the SOW between the District and CLA for 2024, subject to final Board and Legal review.

### CAPITAL/ CONSTRUCTION MATTERS

**Engineer's Report and Verification of Costs Associated with Public Improvements Report No. 18 ("Report No. 18")**: The Board discussed Report No. 18, dated October 19, 2023, prepared by Schedio Group LLC, for the amount of \$596,078.15.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote, unanimously carried, the Board approved Report No. 18.

**Engineer's Report and Verification of Costs Associated with Public Improvements Report No. 19 ("Report No. 19")**: The Board discussed Report No. 19, dated November 16, 2023, prepared by Schedio Group LLC, for the amount of \$888,933.13.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote, unanimously carried, the Board approved Report No. 19.

**Verified Public Improvement Costs Pursuant to Report No. 18 and Report No. 19**: The Board discussed the verified public improvement costs pursuant to Report No. 18 and Report No. 19.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote, unanimously carried, the Board accepted the verified public improvement costs pursuant to Report No. 18 and Report No. 19.

### LEGAL MATTERS

**Resolution Amending Policy on Colorado Open Records Act Requests**: The Board discussed adoption of the Resolution Amending Policy on Colorado Open Records Act Requests.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board adopted Resolution No. 2023-11-04, Amending Policy on Colorado Open Records Act Requests.

## RECORD OF PROCEEDINGS

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**Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC (Grantor) and Loretto Heights Metropolitan District No. 1 (Grantee):** The Board reviewed the Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC (Grantor) and Loretto Heights Metropolitan District No. 1 (Grantee).

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board approved Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC and Loretto Heights Metropolitan District No. 1, subject to final Board and Legal review.

**OTHER BUSINESS** **December 25, 2023 Regular Meeting:** The Board discussed cancelling the December 25, 2023 Regular meeting.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Waldschmidt and upon vote, unanimously carried, the Board cancelled the December 25, 2023 Regular meeting.

**New Rate Structure:** The Board acknowledged the New Rate Structure from Special District Management Services, Inc.

### **ADJOURNMENT**

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

Respectfully submitted,

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



## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE LORETTO HEIGHTS METROPOLITAN DISTRICT NO. 3 HELD NOVEMBER 27, 2023

A Regular Meeting of the Board of Directors of the Loretto Heights Metropolitan District No. 3 (referred to hereafter as the “Board”) was convened on Monday, November 27, 2023, at 2:00 p.m. The District Board meeting was held via Zoom. The meeting was open to the public.

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#### **ATTENDANCE**

#### **Directors In Attendance Were:**

Mark J. Witkiewicz  
Paige C. Langley  
Megan Waldschmidt

#### **Also In Attendance Were:**

Peggy Ripko; Special District Management Services, Inc.

Megan Becher, Esq. and Jon Hoistad, Esq.; McGeady Becher P.C.

Jason Carroll; CliftonLarsonAllen LLP (“CLA”)

Blake Amen; Board Candidate

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#### **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

**Disclosure of Potential Conflicts of Interest:** The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. It was noted that a quorum was present, and Attorney Hoistad requested members of the Board disclose any potential conflicts of interest regarding any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. Attorney Becher noted that Directors’ Disclosure Statements were filed for all Directors by the statutory deadline. No additional conflicts were disclosed at the meeting.

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#### **ADMINISTRATIVE MATTERS**

**Agenda:** Ms. Ripko distributed for the Board's review and approval a proposed Agenda for the District’s Regular Meeting.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Agenda was approved, as presented and excused the absence of Director Klein.

**Meeting Location/Manner and Posting of Meeting Notice:** 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. The Board determined that the meeting would be held via video/telephonic means and encouraged public participation via video or telephone. The Board further noted that notice of the time, date and location/manner of the meeting was duly posted on the District website, and that the Board had not received any objections to the video/telephonic manner of the meeting, or any requests that the video/telephonic manner of the meeting be changed by taxpaying electors within the District's boundaries.

**Insurance Matters:** The Board discussed Insurance matters.

*Cyber Security and Increased Crime Coverage:* The Board discussed cyber security and determined that the District will maintain the baseline coverage through the Pool.

*Insurance Committee:* The Board discussed the establishment of the insurance committee and determined it was not necessary.

*Renewal of the District's insurance and Special District Association (SDA) membership for 2024:* The Board discussed the renewal of the District's insurance and Special District Association (SDA) membership for 2024 and authorized same.

**Board Appointment:** The Board discussed the vacancy on the Board. It was noted that pursuant to Section 32-1-808(2)(a)(I), C.R.S., publication of a Notice of Vacancy on the Board was published in a newspaper having general circulation in the District and that no Letters of Interest from qualified eligible electors were received within ten (10) days of the date of such publication.

As such, eligible elector, Blake Amen, was nominated to serve on the Board. Following discussion, upon motion duly made, seconded, and upon vote unanimously carried, the Board appointed Blake Amen to fill the vacancy on the Board. The Oath of Office was administered.

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## RECORD OF PROCEEDINGS

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**CONSENT AGENDA** The Board considered the following actions:

- Review and approve Minutes of the September 25, 2023 Regular Meeting.
- Adoption of Resolution No. 2023-11-01, Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices.
- Discuss requirements of §32-1-809, C.R.S., and direct staff regarding compliance for 2024 (Transparency Notice).

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board approved the above Consent Agenda items/actions.

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**PUBLIC  
COMMENT**

There were no public comments.

\_\_\_\_\_

**FINANCIAL  
MATTERS**

**2023 Audit Preparation:** The Board discussed the 2023 Audit preparation.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare and file the 2023 Application for Exemption from Audit or engage an auditor to perform the 2023 Audit, as appropriate.

**Public Hearing on Amendment to 2023 Budget:** The President opened the public hearing to consider a Resolution to Amend the 2023 Budget.

It was noted that publication of Notice stating that the Board would consider amendment of the 2023 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 the public hearing.

No public comments were received, and the public hearing was closed.

Following discussion, the Board determined that a Budget Amendment was not needed.

**Public Hearing on 2024 Budget:** The President opened the Public Hearing to consider the proposed 2024 Budget and to discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2024 budget and the date, time and place of the public hearing was published

## RECORD OF PROCEEDINGS

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pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

Mr. Carroll reviewed the estimated 2023 expenditures and the proposed 2024 expenditures.

Upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote unanimously carried, the Board approved the 2024 Budget, as discussed, and considered adoption of Resolution No. 2023-11-02 to Adopt the 2024 Budget and Appropriate Sums of Money and Resolution No. 2023-11-03 to Set Mill Levies (15.912 mills in the General Fund and 53.040 in the Debt Service Fund for a total mill levy of 68.952 mills.) Following discussion, upon vote unanimously carried, the Board adopted the Resolutions and authorized execution of the Certification of Budget. The District Accountant was directed to transmit the Certification of Tax Levies to the Board of County Commissioners of City and County of Denver not later than January 10, 2024. District Counsel was directed to transmit the Certification of Budget to the Division of Local Government no later than January 30, 2024.

**DLG-70 Certification of Tax Levies Form:** The Board considered authorizing the District Accountant to prepare the DLG-70 Certification of Tax Levies form for certification to the City and County of Denver and other interested parties.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare the DLG-70 Mill Levy Certification form for certification to the City and County of Denver and other interested parties. The Board directed the District Manager to file the Certification with the City and County of Denver and other interested parties.

**Preparation of 2025 Budget:** The Board considered the appointment of CLA to prepare the 2025 Budget.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board appointed CLA to prepare the 2025 Budget.

**Statement of Work (“SOW”) between the District and CLA for 2024:** The Board reviewed the SOW between the District and CLA for 2024.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board approved the SOW between the District and CLA for 2024, subject to final Board and Legal review.

### CAPITAL/ CONSTRUCTION MATTERS

**Engineer's Report and Verification of Costs Associated with Public Improvements Report No. 18:** The Board discussed Report No. 18, dated October 19, 2023, prepared by Schedio Group LLC, for the amount of \$596,078.15.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote, unanimously carried, the Board approved Report No. 18.

**Engineer's Report and Verification of Costs Associated with Public Improvements Report No. 19 ("Report No. 19"):** The Board discussed Report No. 19, dated November 16, 2023, prepared by Schedio Group LLC, for the amount of \$888,933.13.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote, unanimously carried, the Board approved Report No. 19.

**Verified Public Improvement Costs Pursuant to Report No. 18 and Report No. 19:** The Board discussed the verified public improvement costs pursuant to Report No. 18 and Report No. 19.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote, unanimously carried, the Board accepted the verified public improvement costs pursuant to Report No. 18 and Report No. 19.

### LEGAL MATTERS

**Resolution Amending Policy on Colorado Open Records Act Requests:** The Board discussed adoption of the Resolution Amending Policy on Colorado Open Records Act Requests.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board adopted Resolution No. 2023-11-04, Amending Policy on Colorado Open Records Act Requests.

## RECORD OF PROCEEDINGS

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**Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC (Grantor) and Loretto Heights Metropolitan District No. 1 (Grantee):** The Board reviewed the Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC (Grantor) and Loretto Heights Metropolitan District No. 1 (Grantee).

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board approved Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC and Loretto Heights Metropolitan District No. 1, subject to final Board and Legal review.

**OTHER BUSINESS** **December 25, 2023 Regular Meeting:** The Board discussed cancelling the December 25, 2023 Regular meeting.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Waldschmidt and upon vote, unanimously carried, the Board cancelled the December 25, 2023 Regular meeting.

**New Rate Structure:** The Board acknowledged the New Rate Structure from Special District Management Services, Inc.

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

Respectfully submitted,

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

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE LORETTO HEIGHTS METROPOLITAN DISTRICT NO. 4 HELD NOVEMBER 27, 2023

A Regular Meeting of the Board of Directors of the Loretto Heights Metropolitan District No. 4 (referred to hereafter as the “Board”) was convened on Monday, November 27, 2023, at 2:00 p.m. The District Board meeting was held via Zoom. The meeting was open to the public.

#### ATTENDANCE

#### Directors In Attendance Were:

Mark J. Witkiewicz  
Paige C. Langley  
Megan Waldschmidt

#### Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc.

Megan Becher, Esq. and Jon Hoistad, Esq.; McGeady Becher P.C.

Jason Carroll; CliftonLarsonAllen LLP (“CLA”)

Blake Amen; Board Candidate

#### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. It was noted that a quorum was present, and Attorney Hoistad requested members of the Board disclose any potential conflicts of interest regarding any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. Attorney Becher noted that Directors’ Disclosure Statements were filed for all Directors by the statutory deadline. No additional conflicts were disclosed at the meeting.

#### ADMINISTRATIVE MATTERS

Agenda: Ms. Ripko distributed for the Board's review and approval a proposed Agenda for the Authority’s Regular Meeting.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Agenda was approved, as presented and excused the absence of Director Klein.

**Meeting Location/Manner and Posting of Meeting Notice:** 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. The Board determined that the meeting would be held via video/telephonic means and encouraged public participation via video or telephone. The Board further noted that notice of the time, date and location/manner of the meeting was duly posted on the District website, and that the Board had not received any objections to the video/telephonic manner of the meeting, or any requests that the video/telephonic manner of the meeting be changed by taxpaying electors within the District's boundaries.

**Insurance Matters:** The Board discussed Insurance matters.

*Cyber Security and Increased Crime Coverage:* The Board discussed cyber security and determined that the District will maintain the baseline coverage through the Pool.

*Insurance Committee:* The Board discussed the establishment of the insurance committee and determined it was not necessary.

*Renewal of the District's insurance and Special District Association (SDA) membership for 2024:* The Board discussed the renewal of the District's insurance and Special District Association (SDA) membership for 2024 and authorized same.

**Board Appointment:** The Board discussed the vacancy on the Board. It was noted that pursuant to Section 32-1-808(2)(a)(I), C.R.S., publication of a Notice of Vacancy on the Board was published in a newspaper having general circulation in the District and that no Letters of Interest from qualified eligible electors were received within ten (10) days of the date of such publication.

As such, eligible elector, Blake Amen, was nominated to serve on the Board. Following discussion, upon motion duly made, seconded, and upon vote unanimously carried, the Board appointed Blake Amen to fill the vacancy on the Board. The Oath of Office was administered.

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## RECORD OF PROCEEDINGS

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### CONSENT AGENDA

The Board considered the following actions:

- Review and approve Minutes of the September 25, 2023 Regular Meeting.
- Adoption of Resolution No. 2023-11-01, Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices.
- Discuss requirements of §32-1-809, C.R.S., and direct staff regarding compliance for 2024 (Transparency Notice).

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board approved the above Consent Agenda items/actions.

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### PUBLIC COMMENT

There were no public comments.

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### FINANCIAL MATTERS

**2023 Audit Preparation:** The Board discussed the 2023 Audit preparation.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare and file the 2023 Application for Exemption from Audit or engage an auditor to perform the 2023 Audit, as appropriate.

**Public Hearing on Amendment to 2023 Budget:** The President opened the public hearing to consider a Resolution to Amend the 2023 Budget.

It was noted that publication of Notice stating that the Board would consider amendment of the 2023 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 the public hearing.

No public comments were received, and the public hearing was closed.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board adopted Resolution No. 2023-11-02, Resolution to Amend the 2023 Budget, amending the Debt Service Fund to \$82,000.

**Public Hearing on 2024 Budget:** The President opened the Public Hearing to consider the proposed 2024 Budget and to discuss related issues.

## RECORD OF PROCEEDINGS

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It was noted that Notice stating that the Board would consider adoption of the 2024 budget and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

Mr. Carroll reviewed the estimated 2023 expenditures and the proposed 2024 expenditures.

Upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote unanimously carried, the Board approved the 2024 Budget, as discussed, and considered adoption of Resolution No. 2023-11-03 to Adopt the 2024 Budget and Appropriate Sums of Money and Resolution No. 2023-11-04 to Set Mill Levies (15.931 mills in the General Fund and 53.103 in the Debt Service Fund, for a total mill levy of 69.034 mills.) Following discussion, upon vote unanimously carried, the Board adopted the Resolutions and authorized execution of the Certification of Budget. The District Accountant was directed to transmit the Certification of Tax Levies to the Board of County Commissioners of City and County of Denver not later than January 10, 2024. District Counsel was directed to transmit the Certification of Budget to the Division of Local Government no later than January 30, 2024.

**DLG-70 Certification of Tax Levies Form:** The Board considered authorizing the District Accountant to prepare the DLG-70 Certification of Tax Levies form for certification to the City and County of Denver and other interested parties.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare the DLG-70 Mill Levy Certification form for certification to the City and County of Denver and other interested parties. The Board directed the District Manager to file the Certification with the City and County of Denver and other interested parties.

**Preparation of 2025 Budget:** The Board considered the appointment of CLA to prepare the 2025 Budget.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board appointed CLA to prepare the 2025 Budget.

**Statement of Work (“SOW”) between the District and CLA for 2024:** The Board reviewed the SOW between the District and CLA for 2024.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board approved the SOW between the District and CLA for 2024, subject to final Board and Legal review.

### CAPITAL/ CONSTRUCTION MATTERS

**Engineer's Report and Verification of Costs Associated with Public Improvements Report No. 18 ("Report No. 18")**: The Board discussed Report No. 18, dated October 19, 2023, prepared by Schedio Group LLC, for the amount of \$596,078.15.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote, unanimously carried, the Board approved Report No. 18.

**Engineer's Report and Verification of Costs Associated with Public Improvements Report No. 19 ("Report No. 19")**: The Board discussed Report No. 19, dated November 16, 2023, prepared by Schedio Group LLC, for the amount of \$888,933.13.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote, unanimously carried, the Board approved Report No. 19.

**Verified Public Improvement Costs Pursuant to Report No. 18 and Report No. 19**: The Board discussed the verified public improvement costs pursuant to Report No. 18 and Report No. 19.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote, unanimously carried, the Board accepted the verified public improvement costs pursuant to Report No. 18 and Report No. 19.

### LEGAL MATTERS

**Resolution Amending Policy on Colorado Open Records Act Requests**: The Board discussed adoption of the Resolution Amending Policy on Colorado Open Records Act Requests.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board adopted Resolution No. 2023-11-05, Amending Policy on Colorado Open Records Act Requests.

## RECORD OF PROCEEDINGS

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**Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC (Grantor) and Loretto Heights Metropolitan District No. 1 (Grantee):** The Board reviewed the Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC (Grantor) and Loretto Heights Metropolitan District No. 1 (Grantee).

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board approved Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC and Loretto Heights Metropolitan District No. 1, subject to final Board and Legal review.

**OTHER BUSINESS** **December 25, 2023 Regular Meeting:** The Board discussed cancelling the December 25, 2023 Regular meeting.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Waldschmidt and upon vote, unanimously carried, the Board cancelled the December 25, 2023 Regular meeting.

**New Rate Structure:** The Board acknowledged the New Rate Structure from Special District Management Services, Inc.

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

Respectfully submitted,

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

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE LORETTO HEIGHTS METROPOLITAN DISTRICT NO. 5 HELD NOVEMBER 27, 2023

A Regular Meeting of the Board of Directors of the Loretto Heights Metropolitan District No. 5 (referred to hereafter as the “Board”) was convened on Monday, November 27, 2023, at 2:00 p.m. The District Board meeting was held via Zoom. The meeting was open to the public.

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#### **ATTENDANCE**

#### **Directors In Attendance Were:**

Mark J. Witkiewicz  
Paige C. Langley  
Megan Waldschmidt

#### **Also In Attendance Were:**

Peggy Ripko; Special District Management Services, Inc.

Megan Becher, Esq. and Jon Hoistad, Esq.; McGeady Becher P.C.

Jason Carroll; CliftonLarsonAllen LLP (“CLA”)

Blake Amen; Board Candidate

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#### **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

**Disclosure of Potential Conflicts of Interest:** The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. It was noted that a quorum was present, and Attorney Hoistad requested members of the Board disclose any potential conflicts of interest regarding any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. Attorney Becher noted that Directors’ Disclosure Statements were filed for all Directors by the statutory deadline. No additional conflicts were disclosed at the meeting.

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#### **ADMINISTRATIVE MATTERS**

**Agenda:** Ms. Ripko distributed for the Board's review and approval a proposed Agenda for the District’s Regular Meeting.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Agenda was approved, as presented and excused the absence of Director Klein.

**Meeting Location/Manner and Posting of Meeting Notice:** 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. The Board determined that the meeting would be held via video/telephonic means and encouraged public participation via video or telephone. The Board further noted that notice of the time, date and location/manner of the meeting was duly posted on the District website, and that the Board had not received any objections to the video/telephonic manner of the meeting, or any requests that the video/telephonic manner of the meeting be changed by taxpaying electors within the District's boundaries.

**Insurance Matters:** The Board discussed Insurance matters.

The Board discussed cyber security and determined that the District will maintain the baseline coverage through the Pool.

*Insurance Committee:* The Board discussed the establishment of the insurance committee and determined it was not necessary.

*Renewal of the District's insurance and Special District Association (SDA) membership for 2024:* The Board discussed the renewal of the District's insurance and Special District Association (SDA) membership for 2024 and authorized same.

**Board Appointment:** The Board discussed the vacancy on the Board. It was noted that pursuant to Section 32-1-808(2)(a)(I), C.R.S., publication of a Notice of Vacancy on the Board was published in a newspaper having general circulation in the District and that no Letters of Interest from qualified eligible electors were received within ten (10) days of the date of such publication.

As such, eligible elector, Blake Amen, was nominated to serve on the Board. Following discussion, upon motion duly made, seconded, and upon vote unanimously carried, the Board appointed Blake Amen to fill the vacancy on the Board. The Oath of Office was administered.

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## RECORD OF PROCEEDINGS

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### CONSENT AGENDA

The Board considered the following actions:

- Review and approve Minutes of the September 25, 2023 Regular Meeting.
- Adoption of Resolution No. 2023-11-01, Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices.
- Discuss requirements of §32-1-809, C.R.S., and direct staff regarding compliance for 2024 (Transparency Notice).

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board approved the above Consent Agenda items/actions.

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### PUBLIC COMMENT

There were no public comments.

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### FINANCIAL MATTERS

**2023 Audit Preparation:** The Board discussed the 2023 Audit preparation.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare and file the 2023 Application for Exemption from Audit or engage an auditor to perform the 2023 Audit, as appropriate.

**Public Hearing on Amendment to 2023 Budget:** The President opened the public hearing to consider a Resolution to Amend the 2023 Budget.

It was noted that publication of Notice stating that the Board would consider amendment of the 2023 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 the public hearing.

No public comments were received, and the public hearing was closed.

Following discussion, the Board determined that a Budget Amendment was not needed.

**Public Hearing on 2024 Budget:** The President opened the Public Hearing to consider the proposed 2024 Budget and to discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2024 budget and the date, time and place of the public hearing was published

## RECORD OF PROCEEDINGS

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pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

Mr. Carroll reviewed the estimated 2023 expenditures and the proposed 2024 expenditures.

Upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote unanimously carried, the Board approved the 2024 Budget, as discussed, and considered adoption of Resolution No. 2023-11-02 to Adopt the 2024 Budget and Appropriate Sums of Money and Resolution No. 2023-11-03 to Set Mill Levies (0.000 mills in the General Fund for a total mill levy of 0.000 mills.) Following discussion, upon vote unanimously carried, the Board adopted the Resolutions and authorized execution of the Certification of Budget. The District Accountant was directed to transmit the Certification of Tax Levies to the Board of County Commissioners of City and County of Denver not later than January 10, 2024. District Counsel was directed to transmit the Certification of Budget to the Division of Local Government no later than January 30, 2024.

**DLG-70 Certification of Tax Levies Form:** The Board considered authorizing the District Accountant to prepare the DLG-70 Certification of Tax Levies form for certification to the City and County of Denver and other interested parties.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare the DLG-70 Mill Levy Certification form for certification to the City and County of Denver and other interested parties. The Board directed the District Manager to file the Certification with the City and County of Denver and other interested parties.

**Preparation of 2025 Budget:** The Board considered the appointment of CLA to prepare the 2025 Budget.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board appointed CLA to prepare the 2025 Budget.

**Statement of Work (“SOW”) between the District and CLA for 2024:** The Board reviewed the SOW between the District and CLA for 2024.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board



## RECORD OF PROCEEDINGS

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approved the SOW between the District and CLA for 2024, subject to final Board and Legal review.

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### CAPITAL/ CONSTRUCTION MATTERS

**Engineer's Report and Verification of Costs Associated with Public Improvements Report No. 18:** The Board discussed Report No. 18, dated October 19, 2023, prepared by Schedio Group LLC, for the amount of \$596,078.15.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote, unanimously carried, the Board approved Report No. 18.

**Engineer's Report and Verification of Costs Associated with Public Improvements Report No. 19 ("Report No. 19"):** The Board discussed Report No. 19, dated November 16, 2023, prepared by Schedio Group LLC, for the amount of \$888,933.13.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote, unanimously carried, the Board approved Report No. 19.

**Verified Public Improvement Costs Pursuant to Report No. 18 and Report No. 19:** The Board discussed the verified public improvement costs pursuant to Report No. 18 and Report No. 19.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote, unanimously carried, the Board accepted the verified public improvement costs pursuant to Report No. 18 and Report No. 19.

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### LEGAL MATTERS

**Resolution Amending Policy on Colorado Open Records Act Requests:** The Board discussed adoption of the Resolution Amending Policy on Colorado Open Records Act Requests.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board adopted Resolution No. 2023-11-04, Amending Policy on Colorado Open Records Act Requests.

## RECORD OF PROCEEDINGS

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**Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC (Grantor) and Loretto Heights Metropolitan District No. 1 (Grantee):** The Board reviewed the Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC (Grantor) and Loretto Heights Metropolitan District No. 1 (Grantee).

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board approved Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC and Loretto Heights Metropolitan District No. 1, subject to final Board and Legal review.

**OTHER BUSINESS** **December 25, 2023 Regular Meeting:** The Board discussed cancelling the December 25, 2023 Regular meeting.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Waldschmidt and upon vote, unanimously carried, the Board cancelled the December 25, 2023 Regular meeting.

**New Rate Structure:** The Board acknowledged the New Rate Structure from Special District Management Services, Inc.

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

Respectfully submitted,

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

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE LORETTO HEIGHTS PROGRAMMING METROPOLITAN DISTRICT HELD NOVEMBER 27, 2023

A Regular Meeting of the Board of Directors of the Loretto Heights Programming Metropolitan District (referred to hereafter as the “Board”) was convened on Monday, November 27, 2023, at 2:00 p.m. The District Board meeting was held via Zoom. The meeting was open to the public.

#### ATTENDANCE

#### Directors In Attendance Were:

Mark J. Witkiewicz  
Paige C. Langley  
Megan Waldschmidt

#### Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc.

Megan Becher, Esq. and Jon Hoistad, Esq.; McGeady Becher P.C.

Jason Carroll; CliftonLarsonAllen LLP (“CLA”)

Blake Amen; Board Candidate

#### DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. It was noted that a quorum was present, and Attorney Hoistad requested members of the Board disclose any potential conflicts of interest regarding any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with the statute. Attorney Hoistad noted that Directors’ Disclosure Statements were filed for all Directors by the statutory deadline. No additional conflicts were disclosed at the meeting.

#### ADMINISTRATIVE MATTERS

Agenda: Ms. Ripko distributed for the Board's review and approval a proposed Agenda for the District’s Regular Meeting.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Agenda was approved, as presented and excused the absence of Director Klein.

**Meeting Location/Manner and Posting of Meeting Notice:** 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. The Board determined that the meeting would be held via video/telephonic means and encouraged public participation via video or telephone. The Board further noted that notice of the time, date and location/manner of the meeting was duly posted on the District website, and that the Board had not received any objections to the video/telephonic manner of the meeting, or any requests that the video/telephonic manner of the meeting be changed by taxpaying electors within the District's boundaries.

**Insurance Matters:** The Board discussed Insurance matters.

*Cyber Security and Increased Crime Coverage:* The Board discussed cyber security and determined that the District will carry increased Cyber Security and Crime Coverage with a policy limit of \$250,000.

*Insurance Committee:* The Board discussed the establishment of the insurance committee and determined it was not necessary.

*Renewal of the District's insurance and Special District Association (SDA) membership for 2024:* The Board discussed the renewal of the District's insurance and Special District Association (SDA) membership for 2024 and authorized same.

**Board Appointment:** The Board discussed the vacancy on the Board. It was noted that pursuant to Section 32-1-808(2)(a)(I), C.R.S., publication of a Notice of Vacancy on the Board was published in a newspaper having general circulation in the District and that no Letters of Interest from qualified eligible electors were received within ten (10) days of the date of such publication.

As such, eligible elector, Blake Amen, was nominated to serve on the Board. Following discussion, upon motion duly made, seconded, and upon vote unanimously carried, the Board appointed Blake Amen to fill the vacancy on the Board. The Oath of Office was administered.

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## RECORD OF PROCEEDINGS

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### CONSENT AGENDA

The Board considered the following actions:

- Review and approve Minutes of the September 25, 2023 Regular Meeting.
- Adoption of Resolution No. 2023-11-01, Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices.
- Discuss requirements of §32-1-809, C.R.S., and direct staff regarding compliance for 2024 (Transparency Notice).

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board approved the above Consent Agenda items/actions.

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### FINANCIAL MATTERS

**2023 Audit Preparation:** The Board discussed the 2023 Audit preparation.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare and file the 2023 Application for Exemption from Audit or engage an auditor to perform the 2023 Audit, as appropriate.

**Public Hearing on Amendment to 2023 Budget:** The President opened the public hearing to consider a Resolution to Amend the 2023 Budget.

It was noted that publication of Notice stating that the Board would consider amendment of the 2023 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 the public hearing.

No public comments were received, and the public hearing was closed.

Following discussion, it was determined that a Budget Amendment was not needed.

**Public Hearing on 2024 Budget:** The President opened the Public Hearing to consider the proposed 2024 Budget and to discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2024 budget and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed.

## RECORD OF PROCEEDINGS

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Mr. Carroll reviewed the estimated 2023 expenditures and the proposed 2024 expenditures.

Upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote unanimously carried, the Board approved the 2024 Budget, as discussed, and considered adoption of Resolution No. 2023-11-03 to Adopt the 2024 Budget and Appropriate Sums of Money and Resolution No. 2023-11-04 to Set Mill Levies (0.000 mills in the General Fund for a total mill levy of 0.000 mills.) Following discussion, upon vote unanimously carried, the Board adopted the Resolutions and authorized execution of the Certification of Budget. The District Accountant was directed to transmit the Certification of Tax Levies to the Board of County Commissioners of City and County of Denver not later than January 10, 2024. District Counsel was directed to transmit the Certification of Budget to the Division of Local Government no later than January 30, 2024.

**DLG-70 Certification of Tax Levies Form:** The Board considered authorizing the District Accountant to prepare the DLG-70 Certification of Tax Levies form for certification to the City and County of Denver and other interested parties.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare the DLG-70 Mill Levy Certification form for certification to the City and County of Denver and other interested parties. The Board directed the District Manager to file the Certification with the City and County of Denver and other interested parties.

**Preparation of 2025 Budget:** The Board considered the appointment of CLA to prepare the 2025 Budget.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board appointed CLA to prepare the 2025 Budget.

**Statement of Work (“SOW”) between the District and CLA for 2024:** The Board reviewed the SOW between the District and CLA for 2024.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board approved the SOW between the District and CLA for 2024, subject to final Board and Legal review.

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## RECORD OF PROCEEDINGS

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**PUBLIC COMMENT** There were no public comments.

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**CAPITAL/  
CONSTRUCTION  
MATTERS**

**Engineer's Report and Verification of Costs Associated with Public Improvements Report No. 18 ("Report No. 18")**: The Board discussed Report No. 18, dated October 19, 2023, prepared by Schedio Group LLC, for the amount of \$596,078.15.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote, unanimously carried, the Board approved Report No. 18.

**Engineer's Report and Verification of Costs Associated with Public Improvements Report No. 19 ("Report No. 19")**: The Board discussed Report No. 19, dated November 16, 2023, prepared by Schedio Group LLC, for the amount of \$888,933.13.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley, and upon vote, unanimously carried, the Board approved Report No. 19.

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**LEGAL MATTERS**

**Resolution Amending Policy on Colorado Open Records Act Requests**: The Board discussed adoption of the Resolution Amending Policy on Colorado Open Records Act Requests.

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board adopted Resolution No. 2023-11-05, Amending Policy on Colorado Open Records Act Requests.

**Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC (Grantor) and Loretto Heights Metropolitan District No. 1 (Grantee)**: The Board reviewed the Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC (Grantor) and Loretto Heights Metropolitan District No. 1 (Grantee).

Following discussion, upon motion duly made by Director Witkiewicz, seconded by Director Langley and, upon vote, unanimously carried, the Board approved Non-Exclusive Access and Maintenance Easement by and between TRG Loretto Owner LLC and Loretto Heights Metropolitan District No. 1, subject to final Legal review.

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## RECORD OF PROCEEDINGS

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**OTHER BUSINESS**    **December 25, 2023 Regular Meeting:** The Board discussed cancelling the December 25, 2023 Regular meeting.

Following review and discussion, upon motion duly made by Director Witkiewicz, seconded by Director Waldschmidt and upon vote, unanimously carried, the Board cancelled the December 25, 2023 Regular meeting.

**New Rate Structure:** The Board acknowledged the New Rate Structure from Special District Management Services, Inc.

\_\_\_\_\_

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

Respectfully submitted,

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



# RECORD OF PROCEEDINGS

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## MINUTES OF THE STATUTORY ANNUAL MEETING OF THE LORETTO HEIGHTS METROPOLITAN DISTRICT NO. 1 HELD NOVEMBER 27, 2023

Pursuant to Section 32-1-903(6), C.R.S., a statutory annual meeting of the Loretto Heights Metropolitan District No. 1 was convened on November 27, 2023, at 1:30 p.m., via video / telephone conference. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Mark J. Witkiewicz  
Paige C. Langley  
Megan Waldschmidt

#### Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc.  
Megan Becher, Esq. and Jon Hoistad, Esq.; McGeady Becher P.C.  
Jason Carroll; CliftonLarsonAllen LLP  
Blake Amen; Board Candidate

### ANNUAL MEETING ITEMS

**Confirmation of Posting of Annual Meeting Notice:** It was noted for the record that notice of the time, date and location of the annual meeting was duly posted on the Authority's website and that no objections to the means of hosting the meeting by taxpaying electors within the District's boundaries have been received.

**Presentation Regarding the Status of the Public Infrastructure Projects Within the District and Outstanding Bonds, as appropriate:** The District consultants presented information regarding the status of public infrastructure projects within the District.

**Unaudited Financial Statements, Including Year-to-Date Revenue and Expenditures of the District in Relation to its Adopted Budget, for the Calendar Year:** The District consultants presented the District's Unaudited Financial Statements, including year-to-date revenue and expenditures of the District in relation to the District's adopted budget, for the calendar year.

**Public Questions:** There was no public in attendance.

### CONCLUSION

There being no further business, the statutory annual meeting was concluded.

Respectfully submitted,

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

# RECORD OF PROCEEDINGS

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## MINUTES OF THE STATUTORY ANNUAL MEETING OF THE LORETTO HEIGHTS METROPOLITAN DISTRICT NO. 2 HELD NOVEMBER 27, 2023

Pursuant to Section 32-1-903(6), C.R.S., a statutory annual meeting of the Loretto Heights Metropolitan District No. 2 was convened on November 27, 2023, at 1:30 p.m., via video / telephone conference. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Mark J. Witkiewicz  
Paige C. Langley  
Megan Waldschmidt

#### Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc.  
Megan Becher, Esq. and Jon Hoistad, Esq.; McGeady Becher P.C.  
Jason Carroll; CliftonLarsonAllen LLP  
Blake Amen; Board Candidate

### ANNUAL MEETING ITEMS

**Confirmation of Posting of Annual Meeting Notice:** It was noted for the record that notice of the time, date and location of the annual meeting was duly posted on the Authority's website and that no objections to the means of hosting the meeting by taxpaying electors within the District's boundaries have been received.

**Presentation Regarding the Status of the Public Infrastructure Projects Within the District and Outstanding Bonds, as appropriate:** The District consultants presented information regarding the status of public infrastructure projects within the District.

**Unaudited Financial Statements, Including Year-to-Date Revenue and Expenditures of the District in Relation to its Adopted Budget, for the Calendar Year:** The District consultants presented the District's Unaudited Financial Statements, including year-to-date revenue and expenditures of the District in relation to the District's adopted budget, for the calendar year.

**Public Questions:** There was no public in attendance.

### CONCLUSION

There being no further business, the statutory annual meeting was concluded.

Respectfully submitted,

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

# RECORD OF PROCEEDINGS

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## MINUTES OF THE STATUTORY ANNUAL MEETING OF THE LORETTO HEIGHTS METROPOLITAN DISTRICT NO. 3 HELD NOVEMBER 27, 2023

Pursuant to Section 32-1-903(6), C.R.S., a statutory annual meeting of the Loretto Heights Metropolitan District No. 3 was convened on November 27, 2023, at 1:30 p.m., via video / telephone conference. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Mark J. Witkiewicz  
Paige C. Langley  
Megan Waldschmidt

#### Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc.  
Megan Becher, Esq. and Jon Hoistad, Esq.; McGeady Becher P.C.  
Jason Carroll; CliftonLarsonAllen LLP  
Blake Amen; Board Candidate

### ANNUAL MEETING ITEMS

**Confirmation of Posting of Annual Meeting Notice:** It was noted for the record that notice of the time, date and location of the annual meeting was duly posted on the Authority's website and that no objections to the means of hosting the meeting by taxpaying electors within the District's boundaries have been received.

**Presentation Regarding the Status of the Public Infrastructure Projects Within the District and Outstanding Bonds, as appropriate:** The District consultants presented information regarding the status of public infrastructure projects within the District.

**Unaudited Financial Statements, Including Year-to-Date Revenue and Expenditures of the District in Relation to its Adopted Budget, for the Calendar Year:** The District consultants presented the District's Unaudited Financial Statements, including year-to-date revenue and expenditures of the District in relation to the District's adopted budget, for the calendar year.

**Public Questions:** There was no public in attendance.

### CONCLUSION

There being no further business, the statutory annual meeting was concluded.

Respectfully submitted,

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

# RECORD OF PROCEEDINGS

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## MINUTES OF THE STATUTORY ANNUAL MEETING OF THE LORETTO HEIGHTS METROPOLITAN DISTRICT NO. 4 HELD NOVEMBER 27, 2023

Pursuant to Section 32-1-903(6), C.R.S., a statutory annual meeting of the Loretto Heights Metropolitan District No. 4 was convened on November 27, 2023, at 1:30 p.m., via video / telephone conference. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Mark J. Witkiewicz  
Paige C. Langley  
Megan Waldschmidt

#### Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc.  
Megan Becher, Esq. and Jon Hoistad, Esq.; McGeady Becher P.C.  
Jason Carroll; CliftonLarsonAllen LLP  
Blake Amen; Board Candidate

### ANNUAL MEETING ITEMS

**Confirmation of Posting of Annual Meeting Notice:** It was noted for the record that notice of the time, date and location of the annual meeting was duly posted on the Authority's website and that no objections to the means of hosting the meeting by taxpaying electors within the District's boundaries have been received.

**Presentation Regarding the Status of the Public Infrastructure Projects Within the District and Outstanding Bonds, as appropriate:** The District consultants presented information regarding the status of public infrastructure projects within the District.

**Unaudited Financial Statements, Including Year-to-Date Revenue and Expenditures of the District in Relation to its Adopted Budget, for the Calendar Year:** The District consultants presented the District's Unaudited Financial Statements, including year-to-date revenue and expenditures of the District in relation to the District's adopted budget, for the calendar year.

**Public Questions:** There was no public in attendance.

### CONCLUSION

There being no further business, the statutory annual meeting was concluded.

Respectfully submitted,

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

# RECORD OF PROCEEDINGS

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## MINUTES OF THE STATUTORY ANNUAL MEETING OF THE LORETTO HEIGHTS METROPOLITAN DISTRICT NO. 5 HELD NOVEMBER 27, 2023

Pursuant to Section 32-1-903(6), C.R.S., a statutory annual meeting of the Loretto Heights Metropolitan District No. 5 was convened on November 27, 2023, at 1:30 p.m., via video / telephone conference. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Mark J. Witkiewicz  
Paige C. Langley  
Megan Waldschmidt

#### Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc.  
Megan Becher, Esq. and Jon Hoistad, Esq.; McGeady Becher P.C.  
Jason Carroll; CliftonLarsonAllen LLP  
Blake Amen; Board Candidate

### ANNUAL MEETING ITEMS

**Confirmation of Posting of Annual Meeting Notice:** It was noted for the record that notice of the time, date and location of the annual meeting was duly posted on the Authority's website and that no objections to the means of hosting the meeting by taxpaying electors within the District's boundaries have been received.

**Presentation Regarding the Status of the Public Infrastructure Projects Within the District and Outstanding Bonds, as appropriate:** The District consultants presented information regarding the status of public infrastructure projects within the District.

**Unaudited Financial Statements, Including Year-to-Date Revenue and Expenditures of the District in Relation to its Adopted Budget, for the Calendar Year:** The District consultants presented the District's Unaudited Financial Statements, including year-to-date revenue and expenditures of the District in relation to the District's adopted budget, for the calendar year.

**Public Questions:** There was no public in attendance.

### CONCLUSION

There being no further business, the statutory annual meeting was concluded.

Respectfully submitted,

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

# RECORD OF PROCEEDINGS

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## MINUTES OF THE STATUTORY ANNUAL MEETING OF THE LORETTO HEIGHTS PROGRAMMING METROPOLITAN DISTRICT HELD NOVEMBER 27, 2023

Pursuant to Section 32-1-903(6), C.R.S., a statutory annual meeting of the Loretto Heights Programming Metropolitan District was convened on November 27, 2023, at 1:30 p.m., via video / telephone conference. The meeting was open to the public.

### ATTENDANCE

#### Directors In Attendance Were:

Mark J. Witkiewicz  
Paige C. Langley  
Megan Waldschmidt

#### Also In Attendance Were:

Peggy Ripko; Special District Management Services, Inc.  
Megan Becher, Esq. and Jon Hoistad, Esq.; McGeady Becher P.C.  
Jason Carroll; CliftonLarsonAllen LLP  
Blake Amen; Board Candidate

### ANNUAL MEETING ITEMS

**Confirmation of Posting of Annual Meeting Notice:** It was noted for the record that notice of the time, date and location of the annual meeting was duly posted on the Authority's website and that no objections to the means of hosting the meeting by taxpaying electors within the District's boundaries have been received.

**Presentation Regarding the Status of the Public Infrastructure Projects Within the District and Outstanding Bonds, as appropriate:** The District consultants presented information regarding the status of public infrastructure projects within the District.

**Unaudited Financial Statements, Including Year-to-Date Revenue and Expenditures of the District in Relation to its Adopted Budget, for the Calendar Year:** The District consultants presented the District's Unaudited Financial Statements, including year-to-date revenue and expenditures of the District in relation to the District's adopted budget, for the calendar year.

**Public Questions:** There was no public in attendance.

### CONCLUSION

There being no further business, the statutory annual meeting was concluded.

Respectfully submitted,

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



# Change Order

To: Special District Management Services, Inc.  
141 Union Blvd., Ste. 150  
Lakewood, CO 80228

Date of Change Order: 01/02/2023

Change Order No. 01

Attn: Shawna Stevens

Change Order Amount: \$1,200.00

Project: Loretto Heights - 180702

DESCRIPTION OF CHANGE
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**1) District Boundary Map**

The Consultant will provide a District Boundary Map that incorporates the inclusions and exclusions as provided by the Client. This scope specifically includes one boundary map.

**Fee: \$1,200.00**

The work covered by this change will be performed under the same Terms and Conditions as those in the original Agreement for Services.

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**CLIENT**

Approved By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_