

**NOTICE OF REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HIGHLANDS-MEAD METROPOLITAN DISTRICT**

DATE: May 20, 2024

TIME: 4:00 P.M.

PLACE: Via Teleconference

NOTICE IS HEREBY GIVEN that a regular meeting of the Board of Directors of the Highlands-Mead Metropolitan District will be held via teleconference and can be joined through the directions below. The meeting is open to the public.

Join Zoom Meeting

<https://us06web.zoom.us/j/82618858820?pwd=jAwTrcOG4rUkFJ0gKu5NjoNVYzbMVb.1>

Meeting ID: 826 1885 8820 Passcode: 595793

Lisa Wiebelhaus	President/Chairman	2027
Serge Goldberg	Treasurer	2025
William Edgington	Secretary	2025
Shannon Engler	Assistant Secretary	2025
Janice Bachmann	Assistant Treasurer	2027
Angela Elliott	Secretary to the Board	

**AGENDA**

1. Call to Order/Declaration of Quorum
2. Conflict of Interest Disclosures
3. Approval of Agenda
4. Public Comment - Members of the public may express their views to the Board on matters that affect the district. Comments will be limited to three (3) minutes.
5. Consent Agenda - The items listed below are a group of items to be acted on with a single motion and vote by the Board. An item may be removed from the consent agenda to the regular agenda, if desired. Items on the consent agenda are then voted on by a single motion, second, and vote by the Board.
  - a. Approve First Amendment to Indemnification Agreement, First Filing (**enclosure**)
  - b. Approve First Amendment to Warranty Agreement, First Filing (**enclosure**)
  - c. Ratify Approval of Letter of Credit Agreement with Highlands Mead, LLC and the Town of Mead, effective February 27, 2023 (**enclosure**)
  - d. Approve First Amendment to Special Warranty Deed, First Filing Landscape Improvements (**enclosure**)
  - e. Approve First Amendment to Bill of Sale (Landscape Improvements) (**enclosure**)
  - f. Ratify Resolution Regarding Acquisition of Public Improvements (Landscape Improvements) (**enclosure**)

6. Approval of September 25, 2023, Special Meeting and Budget Hearing Minutes (**enclosure**) and Approval of September 25, 2023, Annual Town Hall Meeting Minutes (**enclosure**)
7. Director Matters
8. Legal Matters
  - a. Adopt Resolution Designating Meeting Notice Posting Location (enclosure)
  - b. Consider Approval of Resolution Adopting a Digital Accessibility Policy and Designating a Compliance Officer
  - c. Vote to Approve Covenant Enforcement Resolution-Fine/Fee Schedule for Covenant Violations (**enclosure**)
9. Financial Matters
  - d. Ratification and Approval of Claims (**enclosures**)
  - e. Financials as of April 2024 (**enclosure**)
  - f. Discussion and possible acceptance of 2023 Audit Statement
  - g. Cessation of Developer advances December 31, 2024
10. Management Matters
  - h. Management Report (**enclosure**)
  - i. Appointment of Shannon Engler to replace Will Edgington on the DRC Committee
  - j. Annual Meeting Date
  - k. Homeowner concerns about mailbox on Chilton
11. Other Business
  - l. Accept the resignations of Serge Goldberg and Will Edgington
12. Adjourn

Remaining Regular Meetings:

October 21, 2024, at 4:00 pm

## **FIRST AMENDMENT TO INDEMNIFICATION AGREEMENT**

This FIRST AMENDMENT TO INDEMNIFICATION AGREEMENT (this “**First Amendment**”) is entered into this 20<sup>th</sup> day of May, 2024, with an effective date of February 27<sup>th</sup>, 2023, by and between HIGHLANDS-MEAD METROPOLITAN DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado (the “**District**”), and HIGHLANDS-MEAD LLC, a Colorado limited liability company (the “**Company**”). The District and the Company are collectively referred to as the “**Parties**.”

### **RECITALS**

WHEREAS, the Parties entered into that certain Indemnification Agreement dated February 27, 2023 (the “**Agreement**”); and

WHEREAS, due to a scrivener’s error, the Agreement does not include the landscape improvements constructed by the Company on the Roadway Median and Tract R, The Highlands, Filing No. 1, County of Weld, State of Colorado (the “**Omitted Tracts**”); and

WHEREAS, the Parties wish to amend the Agreement to correct such scrivener’s error and reference the Omitted Tracts; and

WHEREAS, the Parties desire to delete Exhibit A to the Agreement in its entirety, and replace it with Exhibit A-1, attached hereto and incorporated herein by this reference, identifying the Omitted Tracts.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties covenant and agree as follows:

### **COVENANTS AND AGREEMENTS**

1. References to Public Improvements. All occurrences of the phrase “Tracts A, B, C, D, N, O, P, and Q The Highlands Filing No. 1, County of Weld, State of Colorado” in the Agreement shall be deleted and replaced with the following language: “the Roadway Median and Tracts A, B, C, D, N, O, P, Q, and R, The Highlands Filing No. 1, County of Weld, State of Colorado.”

2. Amendment of Exhibit A. Exhibit A to the Agreement shall be deleted and replaced in its entirety by Exhibit A-1, attached hereto and incorporated herein by this reference.

3. Prior Provisions Effective. Except as specifically amended hereby, all the terms and provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this First Amendment on the date first above written. By the signature of its representative below, each Party affirms that it has taken all necessary action to authorize said representative to execute this First Amendment.

**DISTRICT:**  
**HIGHLANDS-MEAD 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

\_\_\_\_\_  
General Counsel to the District

**HIGHLANDS MEAD LLC**, a Colorado limited liability company

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

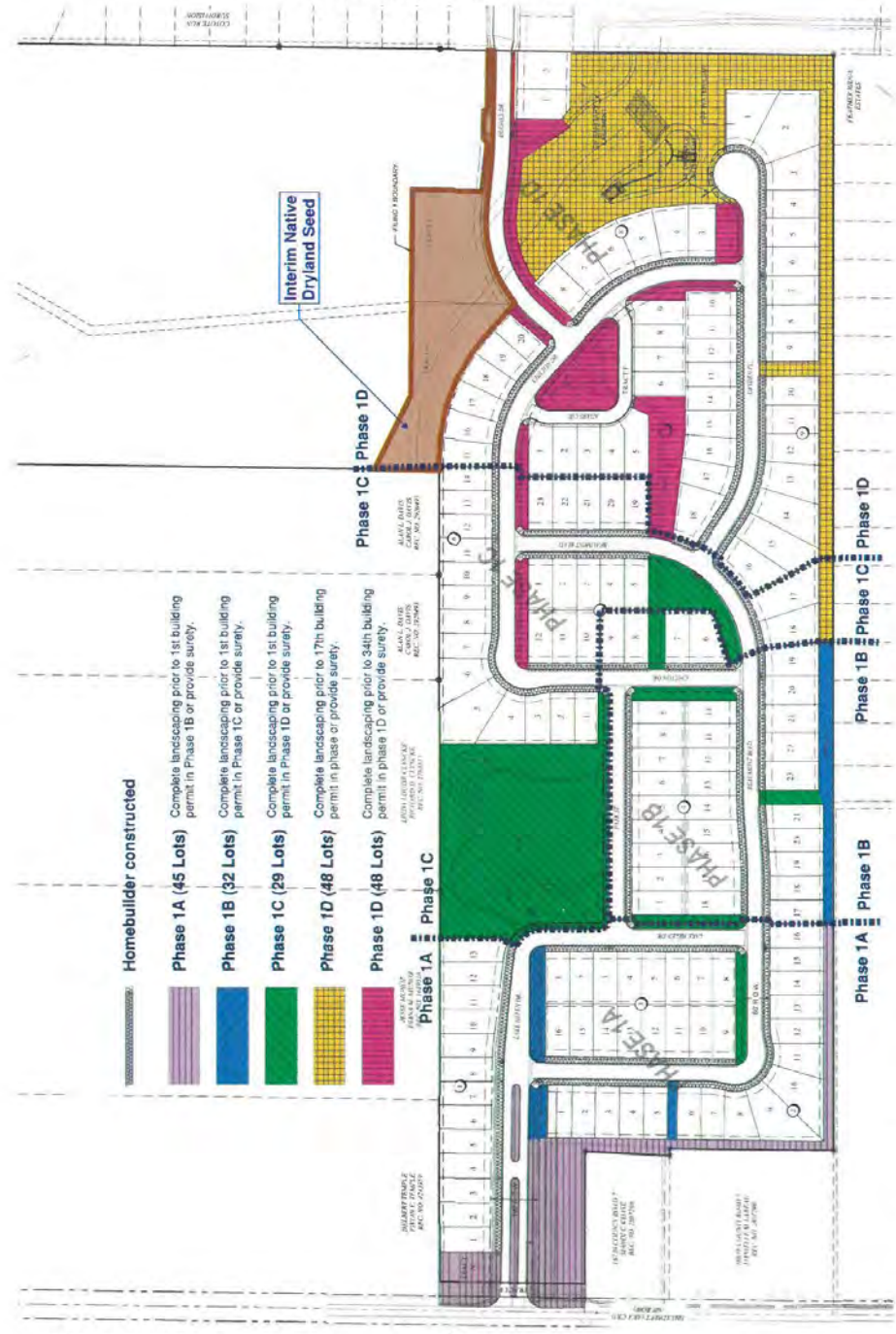
\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**EXHIBIT A-1**  
(Public Improvements)

Landscape Improvements located on the Roadway Median and Tracts A, B, C, D, N, O, P, Q, R, The Highlands, Filing No. 1, County of Weld, State of Colorado, as more particularly described on the attached map.

EXHIBIT B-1  
LANDSCAPING IMPROVEMENTS



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4539552 Pages: 24 of 24  
 11/09/2019 09:05 AM R Fee: \$128.00  
 Carly Kopas, Clerk and Recorder, Weld County, CO

## **FIRST AMENDMENT TO WARRANTY AGREEMENT**

This FIRST AMENDMENT TO WARRANTY AGREEMENT (this “**First Amednment**”) is entered into this 20<sup>th</sup> day of May, 2024, with an effective date of February 27<sup>th</sup>, 2023, by and between HIGHLANDS-MEAD METROPOLITAN DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado (the “**District**”), and HIGHLANDS-MEAD LLC, a Colorado limited liability company (“**HM**”). The District and HM are collectively referred to as the “**Parties.**”

### **RECITALS**

WHEREAS, the Parties entered into that certain Warranty Agreement dated February 27, 2023 (the “**Agreement**”); and

WHEREAS, due to a scrivener’s error, the Agreement does not include the landscape improvements located on the Roadway Median and Tract R, The Highlands, Filing No. 1, County of Weld, State of Colorado (the “**Omitted Tracts**”); and

WHEREAS, the Parties wish to amend the Agreement to correct such scrivener’s error and reference the Omitted Tracts; and

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties covenant and agree as follows:

### **COVENANTS AND AGREEMENTS**

1. References to Public Improvements. All occurrences of the phrase “Tracts A, B, C, D, N, O, P, and Q The Highlands Filing No. 1, County of Weld, State of Colorado” in the Agreement shall be deleted and replaced with the following language: “the Roadway Median and Tracts A, B, C, D, N, O, P, Q, and R, The Highlands Filing No. 1, County of Weld, State of Colorado.”
2. Amendment of Exhibit A. Exhibit A to the Agreement shall be deleted and replaced in its entirety by Exhibit A-1, attached hereto and incorporated herein by this reference.
3. Prior Provisions Effective. Except as specifically amended hereby, all the terms and provisions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties have executed this First Amendment on the date first above written. By the signature of its representative below, each Party affirms that it has taken all necessary action to authorize said representative to execute this First Amendment.

**DISTRICT:**  
**HIGHLANDS-MEAD 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

\_\_\_\_\_  
General Counsel to the District

**HIGHLANDS MEAD LLC**, a Colorado limited liability company

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

\_\_\_\_\_  
Printed Name

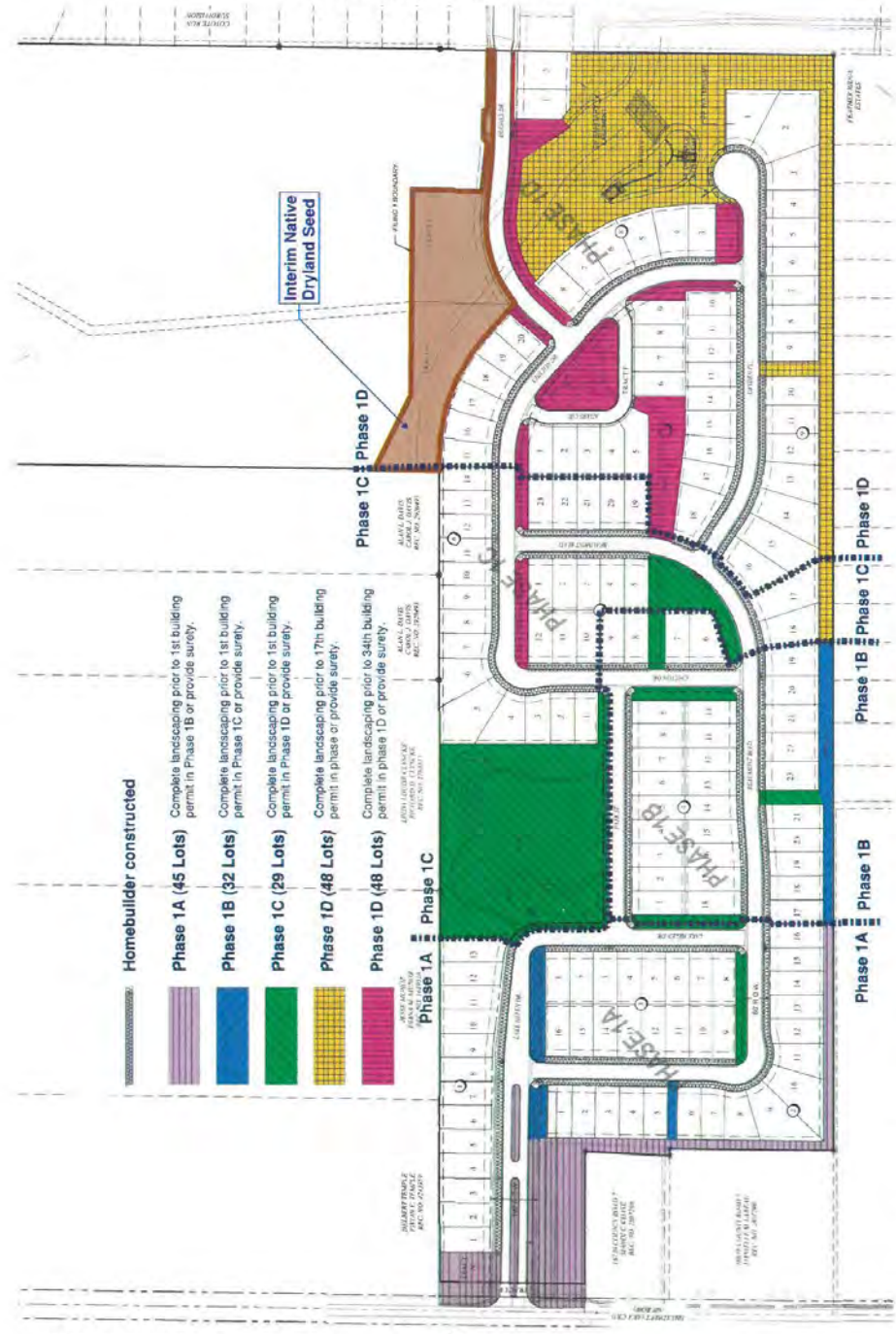
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Title



**EXHIBIT A-1**  
(District Improvements)

Landscape Improvements located on the Roadway Median and Tracts A, B, C, D, N, O, P, Q, R, The Highlands, Filing No. 1, County of Weld, State of Colorado, as more particularly described on the attached map.

EXHIBIT B-1  
LANDSCAPING IMPROVEMENTS



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 Carly Kopas, Clerk and Recorder, Weld County, CO

## LETTER OF CREDIT AGREEMENT

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This **LETTER OF CREDIT AGREEMENT** (the “**Agreement**”) is entered into as of the 20<sup>th</sup> day of May, 2024, with an effective date of February 27, 2023 (the “**Effective Date**”), by and between the HIGHLANDS-MEAD METROPOLITAN DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado (the “**District**”), HIGHLANDS MEAD, LLC, a Colorado limited liability company (the “**Company**”), and the TOWN OF MEAD, a Colorado municipal corporation (the “**Town**”). The District, the Company, and the Town shall collectively be referred to herein as the “**Parties**.”

### RECITALS

WHEREAS, the District and the Company entered into a Public Improvements Acquisition and Reimbursement Agreement, dated December 9, 2019 (the “**PIARA**”), for the purposes of establishing the terms and conditions for the acquisition of certain improvements financed and constructed by the Company that are to be owned by the District, and for the reimbursement of costs related to such improvements; and

WHEREAS, the Company has requested that ownership of certain landscaping improvements constructed in accordance with The Highlands, Filing No. 1, Weld County, State of Colorado (the “**Improvements**”), as more particularly described in **Exhibit A**, attached hereto and incorporated by this reference, be transferred to the District pursuant to the PIARA; and

WHEREAS, Section 2(j) of the PIARA requires that the Company enter into a warranty agreement to commit to repair, replace, or fund the repair or replacement of any defective portion of improvements that the District acquires for a two-year period and provide a warranty bond to secure such obligation (the “**Warranty Requirement**”); and

WHEREAS, the Company provided a Letter of Credit drawn on the \_\_\_\_\_ Bank, No. \_\_\_\_\_, in the amount of \$ \_\_\_\_\_, as attached hereto and incorporated by reference as **Exhibit B** (the “**Letter of Credit**”), to the Town as surety for the Improvements in accordance with The Highlands, Filing No. 1, Subdivision Improvement Agreement; and

WHEREAS, pursuant to the terms of this Agreement, the Company desires, and the District has agreed, that the Letter of Credit may satisfy the Warranty Requirement.

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties hereby agree as follows.

### TERMS AND CONDITIONS

1. **ENFORCEMENT OF LETTER OF CREDIT.** The Parties hereby agree that in order to protect the District and satisfy the Warranty Requirement, the District may rely on this Agreement. Pursuant to the terms of this Agreement, the District may take any and all action

available to it in law or equity to compel the Town to enforce the Letter of Credit and take all reasonable actions necessary to have the Company address any warranty issues that arise during the LOC Term (as defined below).

2. TERM. The Letter of Credit shall remain in full force and effect for the entirety of the two-year warranty period for which it was initially provided to the Town (the “**LOC Term**”).

3. NOTIFICATION OF WARRANTY ISSUES. Should issues arise during the LOC Term with respect to the Improvements, the District will notify the Company and the Town as soon as possible following discovery.

4. GOOD-FAITH EFFORT. Upon receiving notification, as required in Paragraph 3, the Company will make a good-faith effort to correct the deficiency and do so within fourteen (14) days of receiving notice. If the corrective effort takes longer than fourteen (14) days, the Company must commence its actions within the fourteen (14) day period and provide the Town and District with a detailed description of its plans to resolve the issue.

5. FAILURE TO CORRECT. If the Company fails to take corrective action regarding a warranty issue within the timeframe set forth herein, the Town shall call on the Letter of Credit and coordinate with the District on a resolution to the issue. Failure by the Town to take such action shall be a breach of this Agreement, enforceable by the District.

6. PRIOR PROVISIONS EFFECTIVE. Except as specifically provided herein and amended hereby, all the terms and provisions of the Letter of Credit shall remain in full force and effect.

7. COUNTERPART EXECUTION. This Agreement may be executed in several counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

*[Remainder of Page Intentionally Left Blank]*

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the day and year first above written.

**DISTRICT:**

HIGHLANDS-MEAD METROPOLITAN DISTRICT, a quasi-municipal corporation and political subdivision of the State of Colorado

\_\_\_\_\_  
Officer of the District

ATTEST:

\_\_\_\_\_

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law

\_\_\_\_\_  
General Counsel to the District

**TOWN:**

TOWN OF MEAD, COLORADO, a Colorado municipal corporation

\_\_\_\_\_

Printed Name: \_\_\_\_\_

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

ATTEST:

\_\_\_\_\_

**COMPANY:**

HIGHLANDS MEAD, LLC, a Colorado limited liability company

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Printed Name: \_\_\_\_\_

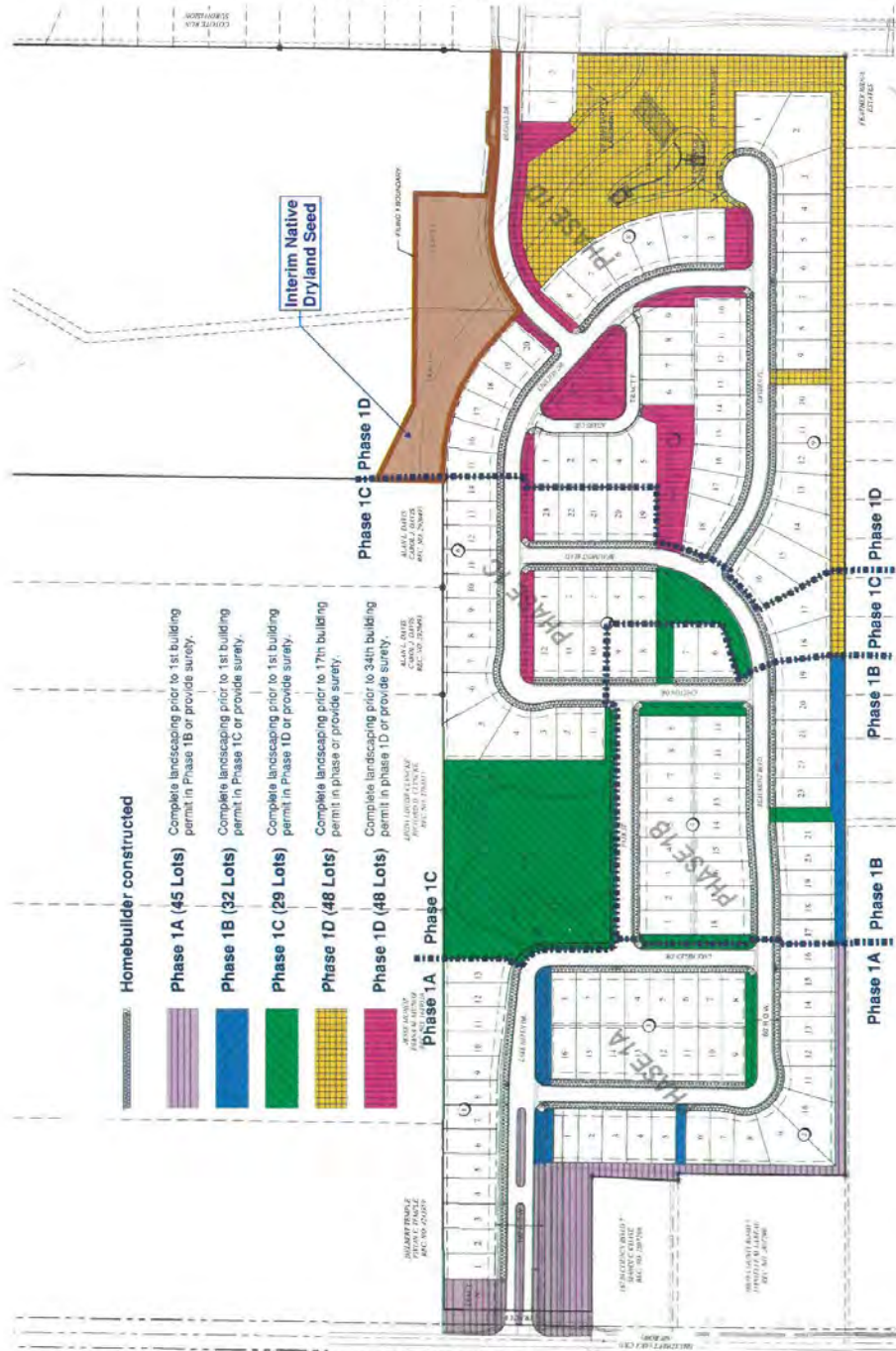
Title: \_\_\_\_\_

## **EXHIBIT A**

### **(Improvements)**

Landscape Improvements located on the Roadway Median and Tracts A, B, C, D, N, O, P, Q, R, The Highlands, Filing No. 1, County of Weld, State of Colorado, as more particularly described on the attached map.

EXHIBIT B-1  
LANDSCAPING IMPROVEMENTS



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 Carly Koppes Clerk and Recorder, Weld County, CO



**EXHIBIT B**  
**(Letter of Credit)**

**FIRST AMENDMENT TO  
SPECIAL WARRANTY DEED**

This FIRST AMENDMENT SPECIAL WARRANTY DEED (this “**First Amendment**”) is executed into this 20<sup>th</sup> day of May, 2024, with an effective date of January 7, 2022, by HIGHLANDS-MEAD LLC, a Colorado limited liability company (the “**Grantor**”).

**RECITALS**

WHEREAS, the Grantor executed that certain Special Warranty Deed dated January 7, 2022 (the “**Warranty Deed**”); and

WHEREAS, the Warranty Deed purported to convey certain real property to Highlands-Mead Metropolitan District (the “**Grantee**”); and

WHEREAS, due to a scrivener’s error, the Warranty Deed does not include the Roadway Median and Tract R, The Highlands, Filing No. 1, County of Weld, State of Colorado (the “**Omitted Tracts**”); and

WHEREAS, the Grantor wishes to amend the Warranty Deed to correct such scrivener’s error and convey the Omitted Tracts to the Grantee; and

NOW, THEREFORE, the Seller covenants and agrees as follows:

**COVENANTS**

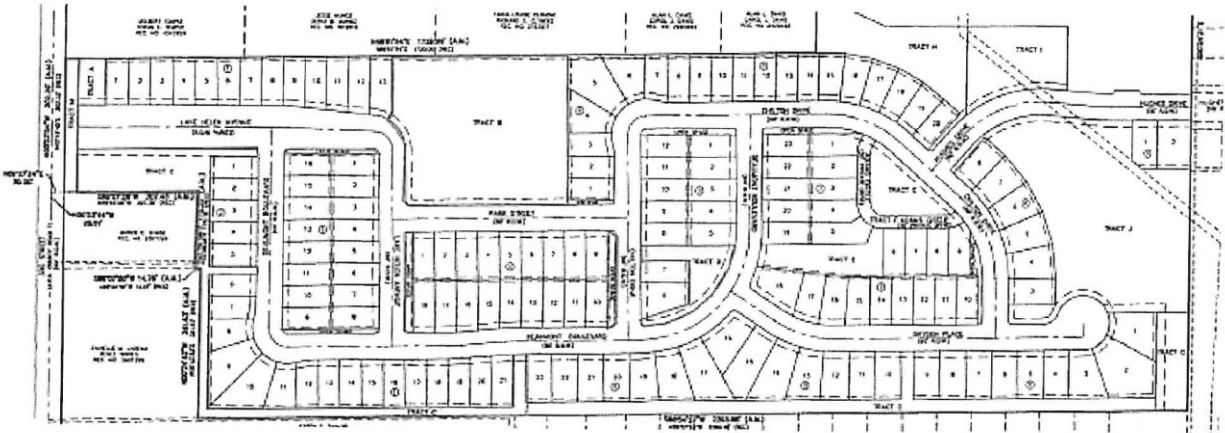
1. Amendment to Warranty Deed. Exhibit A to the Warranty Deed shall be deleted and replaced in its entirety by Exhibit A-1, attached hereto and incorporated herein by this reference.

2. Prior Provisions Effective. Except as specifically amended hereby, all the terms and provisions of the Warranty Deed shall remain in full force and effect.



**EXHIBIT A-1**  
(Property)

Landscape Improvements located on the Roadway Median and Tracts A, B, C, D, N, O, P, Q, R, The Highlands, Filing No. 1, County of Weld, State of Colorado, as more particularly described on the attached map.



**FIRST AMENDMENT TO  
BILL OF SALE  
(Landscape Improvements)**

This FIRST AMENDMENT TO BILL OF SALE (Landscape Improvements) (this “**First Amendment**”) is executed into this 20<sup>th</sup> day of May, 2024, with an effective date of January 7, 2022, by HIGHLANDS-MEAD LLC, a Colorado limited liability company (the “**Seller**”).

**RECITALS**

WHEREAS, the Seller executed that certain Bill of Sale (Landscape Improvements) dated January 7, 2022 (the “**Bill of Sale**”); and

WHEREAS, the Bill of Sale purported to convey certain improvements to Highlands-Mead Metropolitan District (the “**District**”); and

WHEREAS, due to a scrivener’s error, the Bill of Sale does not include the landscape improvements constructed by the Seller on the Roadway Median and Tract R, The Highlands, Filing No. 1, County of Weld, State of Colorado (the “**Omitted Tracts**”); and

WHEREAS, the Seller wishes to amend the Bill of Sale to correct such scrivener’s error and convey the Omitted Tracts to the District; and

NOW, THEREFORE, the Seller covenants and agrees as follows:

**COVENANTS**

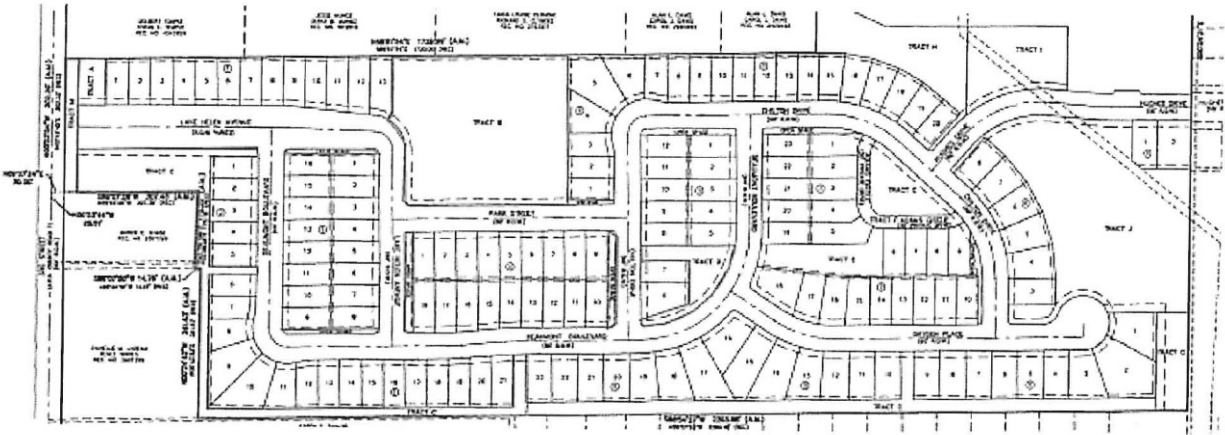
1. Amendment to Bill of Sale. Exhibit A to the Bill of Sale shall be deleted and replaced in its entirety by Exhibit A-1, attached hereto and incorporated herein by this reference.

2. Prior Provisions Effective. Except as specifically amended hereby, all the terms and provisions of the Bill of Sale shall remain in full force and effect.



**EXHIBIT A-1**  
(Public Improvements)

Landscape Improvements located on the Roadway Median and Tracts A, B, C, D, N, O, P, Q, R, The Highlands, Filing No. 1, County of Weld, State of Colorado, as more particularly described on the attached map.



**RESOLUTION  
OF THE BOARD OF DIRECTORS OF  
HIGHLANDS-MEAD METROPOLITAN DISTRICT**

**REGARDING ACQUISITION OF PUBLIC IMPROVEMENTS**

WHEREAS, Highlands-Mead Metropolitan District, Town of Mead, Weld County, State of Colorado (the “**District**”), is a quasi-municipal corporation and political subdivision of the State of Colorado; and

WHEREAS, the District was formed, *inter alia*, for the purpose of designing, acquiring, constructing, installing, operating, maintaining, and financing street improvements, parks, and recreational facilities, storm sewer improvements, water improvements, traffic and safety controls, transportation improvements, mosquito control, television relay and translator facilities, fire protection improvements, and sanitary sewer improvements (collectively, the “**Public Improvements**”) within and without the boundaries of the District, subject to any limitations contained in the Service Plan for the District; and

WHEREAS, in accordance with § 32-1-1001(1)(f), C.R.S., the District has the power to acquire real and personal property, including rights and interests in property and easements necessary to its functions or operations; and

WHEREAS, the District entered into a Public Improvements Acquisition and Reimbursement Agreement, dated December 9, 2019 (the “**Acquisition Agreement**”), by and between the District and Highlands Mead LLC (“**HM**”), which sets forth the procedures for documenting, certifying, and reimbursing HM for certain costs related to Public Improvements that may be lawfully funded by the District, and for the acquisition of Public Improvements by the District, subject to the satisfaction of certain terms and conditions set forth therein; and

WHEREAS, HM constructed Public Improvements for the benefit of the District and now requests that the District acquire certain landscaping and related improvements, as more particularly set forth on **Exhibit A**, attached hereto and incorporated herein by this reference (the “**Landscape Improvements**”); and

WHEREAS, HM has furnished copies of as-built drawings, an Indemnification Agreement, a Warranty Agreement, a Bill of Sale conveying the Landscape Improvements to the District, and, if applicable, any assignments of warranties associated with the Landscape Improvements from HM to the District (collectively, “**Required Documents**”); and

WHEREAS, the District has verified that the Landscape Improvements have been



substantially completed in accordance with standards established by the District or other applicable jurisdictions; and

WHEREAS, the Board has reviewed the Required Documentation and other information as may be appropriate and has determined that the best interests of the District and its residents and property owners would be served by the District's acquisition of the Landscape Improvements from HM.

NOW, THEREFORE, be it resolved by the Board of the District as follows:

1. Dedicated Improvements. The Board acknowledges that certain of the Landscape Improvements may be dedicated to other governmental entities. For such Landscape Improvements, HM has provided the information as required by the Acquisition Agreement, as applicable, in form and substance satisfactory to the District, or has provided assurance acceptable to the District, that HM will provide such information.

2. Engineer's Certification. HM has provided the information as required by the Acquisition Agreement for the District's acquisition of the Landscape Improvements, as applicable and with the exception of the Warranty Bond requirement waived in Section 3 herein, in form and substance satisfactory to the District, or has provided assurance acceptable to the District, that HM will provide such information, and the District is in receipt of an "**Engineer's Certification,**" attached hereto as **Exhibit B.**

3. Waiver of Warranty Bond. The District acknowledges that HM provided a letter of credit (the "**Letter of Credit**") to the Town of Mead in connection with the Landscaping Improvements in accordance with The Highlands, Filing No. 1, Subdivision Improvement Agreement. The District hereby agrees to rely on the Letter of Credit to ensure corrective actions are taken related to any warranty issue occurring within the required two-year period required by the Warranty Agreement between the District and HM, dated February 27, 2023, and waives the Warranty Bond requirement as outlined in Section 3 therein.

4. Definitions. Capitalized terms not defined herein shall have the meanings set forth in the Acquisition Agreement.

*Signature page follows.*

ADOPTED THIS 27<sup>th</sup> DAY OF FEBRUARY 2023.

**HIGHLANDS-MEAD METROPOLITAN  
DISTRICT**

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Officer of the District

ATTEST:

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APPROVED AS TO FORM:  
WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law

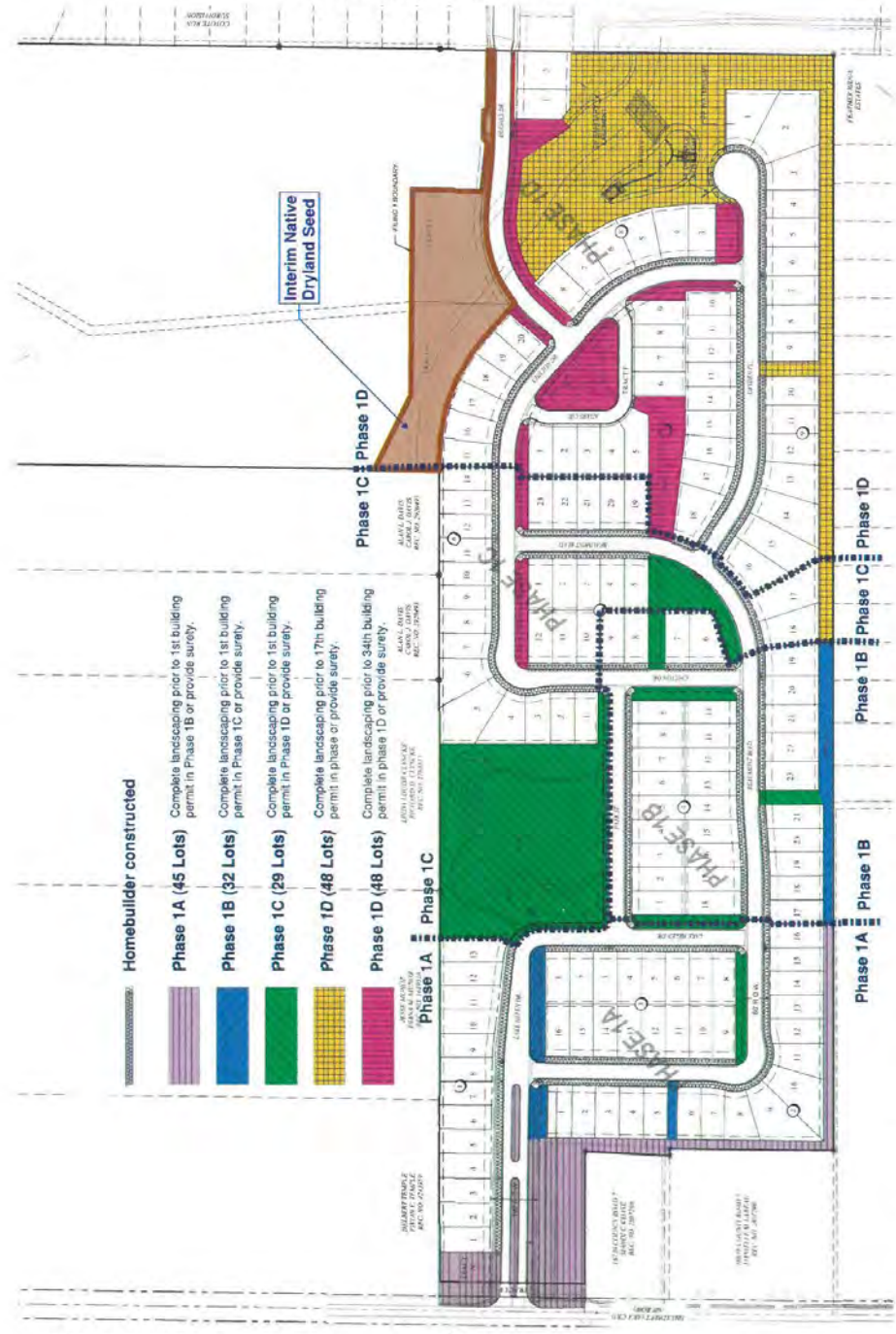
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General Counsel to the District

**EXHIBIT A**  
(Improvements)

Landscape Improvements located on the Roadway Median and Tracts A, B, C, D, N, O, P, Q, R, The Highlands, Filing No. 1, County of Weld, State of Colorado, as more particularly described on the attached map.

EXHIBIT B-1  
LANDSCAPING IMPROVEMENTS



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 Carly Kopas, Clerk and Recorder, Weld County, CO

**EXHIBIT B**

**Engineer's Certification**

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF DIRECTORS  
OF HIGHLANDS-MEAD METROPOLITAN DISTRICT

Held: Monday, September 25, 2023, at 4:00 p.m.  
Via Teleconference

**Attendance**

The special meeting of the Board of Directors of the Highlands-Mead Metropolitan District was called and held as shown above and in accordance with the applicable statutes of the State of Colorado. The following directors, having confirmed their qualification to serve on the Board, were in attendance:

Serge Goldberg  
Will Edgington  
Shannon Engler  
Lisa Wiebelhaus  
Janice Bachmann

Also present: Blair Dickhoner, White Bear Ankele Tanaka & Waldron, Attorneys at Law, District General Counsel; Eric Weaver and Avery Weaver, Marchetti & Weaver LLP, District Accountants; Angela Elliott and Evan Redmond, District Managers, Marlene Pappas, Teleos Management host, and members of the public/owner.

**Call to Order**

It was noted that a quorum of the Board was present, and the meeting was called to order at 4:30 p.m. by Angela Elliott.

**Conflict of Interest  
Disclosures**

Mr. Dickhoner advised the Board that, 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 regarding 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.

**Approval of Agenda**

Manager discussed the officers for each of the board members were incorrect and should read as follows:

Will Edgington, President  
Shannon Engler, Secretary  
Janice Bachmann, Treasurer  
Lisa Wiebelhaus, Member  
Serge Goldberg, Member

A request was made to add the August 2023 Financials to the agenda.

Following discussion, upon motion duly made by Director Edgington, seconded by Director Wiebelhaus, upon vote and unanimously carried, the Board amended the agenda to reflect the correct listing of Officers and the addition of the August 2023 financial statements.

**Public Comment**

None

**Director Matters**

None

**Consent Agenda**

The items listed below are a group of items to be acted on with a single motion and vote by the Board. An item may be removed from the consent agenda to the regular agenda, if desired. No items were requested to be removed from the consent agenda. Upon a motion duly made and seconded, the following items on the consent agenda were unanimously approved, ratified and adopted:

- A. June 26, 2023, Special Meeting Minutes, as revised.
- B. 2022 Annual Report
- C. Ratification of Design Guidelines and Homeowners Handbook, revised of July 13, 2023, with the addition of the language regarding artificial turf and jellyfish lighting.

**Insurance Matters**

Discuss and Review Proposal for Renewal of General Liability Schedule and Limits and Property Schedule and Consider Approval and Authorization to Bind Coverage

Manager informed the Board that the 2024 renewal package had not yet been received. Discussion followed on the property schedule that was renewed last Spring.

Following discussion, upon motion duly made by Director Goldberg and seconded by Director Edgington, the Board unanimously approved the property schedule, subject to final review and confirmation by Manager.

Review Property Schedule

The Property Schedule was reviewed, as indicated above, and accepted by the Board.

## **Legal Matters**

Consider Adoption of 2024 Annual Administrative Resolution:

Mr. Dickhoner discussed the 2024 Annual Administrative Resolution for Manager, Accountant and Legal Counsel to perform certain tasks on a recurring basis for operation of the District.

The 2024 Annual Administrative Resolution indicates meetings for 2024 at 4:00 pm on June 17, 2024, and October 21, 2024.

Following discussion, upon motion duly made by Director Edgington and seconded by Director Engler, the Board unanimously adopted the 2024 Annual Administrative Resolution, as revised to reflect regular meeting dates of May 20 and October 21, 2024.

Discuss Requirements of SB23-303 Relating to Limitations on Property Tax

Mr. Dickhoner discussed the requirements of SB23-303 relating to limitations on property tax.

Discuss and Consider Adoption of Resolution Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges

Mr. Dickhoner discussed the Guidelines for processing and collection of delinquent fees that Management reviewed.

Following discussion, upon motion duly made by Director Edgington, seconded by Director Goldberg, upon vote and unanimously carried, the Board adopted the Resolution Establishing Guidelines for the Processing and Collection of Delinquent Fees and Charges.

Review and Consider Approval of Special Counsel for collection of Assessments

Mr. Dickhoner discussed the fee agreements and information regarding special counsel firms for the collection of assessments.

Following discussion, upon motion duly made by Director Bachmann, seconded by Director Engler, upon vote and unanimously carried, the Board approved Orten Cavanagh Holmes & Hunt LLC as Special Counsel to process collections.

## **Financial Matters**

Ratification of Claims and Approval of Claims

Mr. Weaver presented the claims to the Board for consideration.

Following discussion, upon motion duly made by Director Goldberg and seconded by Director Edgington, the Board unanimously ratified the claims in the amount of \$33,104.56 and approved the current claims of \$42,294.51.



Financials as of August 2023

Mr. Weaver presented the August 2023 Financials.

Following discussion, upon motion duly made by Director Edgington, seconded by Director Goldberg, upon vote and unanimously carried, the Board accepted the August 2023 financials.

Conduct Public Hearing on 2024 Budget and Consider Adoption of Resolution Approving 2024 Budget

Mr. Weaver opened the public hearing on the proposed 2024 Budget. Mr. Dickhoner noted that the notice of public hearing was provided in accordance with Colorado law. No written objections were received prior to the meeting. There being no public comment, the hearing was closed.

Mr. Weaver reviewed the 2024 Budget Resolution with the Board. Following discussion, upon a motion duly made by Director Engler and seconded by Director Edgington, the Board unanimously adopted the Resolution Adopting the 2024 Budget subject to revisions discussed, appropriating funds therefor and certifying 10.000 mills in the General Fund, 59.287 mills in the Debt Service Fund, and 3.000 mills for the contractual obligations, as shown in the 2024 Budget, subject to receipt of final assessed valuation.

Ratify approval of engagement of Frederick Zink & Associates for 2023 Audit

Following discussion, upon a motion duly made by Director Goldberg and seconded by Director Engler, the Board unanimously ratified the engagement of Frederick Zink & Associates for the 2023 Audit. No fee noted at time of approval.

## **Management Matters**

Management Report

Mr. Redmond reviewed the Manager's Report with the Board. No further action was taken.

Discuss extension of current Independent Contractor Agreement with Mill Bros., Inc. for Grounds Maintenance through 2024

Management discussed the new terms and also provided explanation of the high irrigation invoices.

Following discussion, upon a motion duly made by Director Goldberg and seconded by Director Edgington, the Board unanimously approved extension of the Mill Bros. Inc. Grounds Maintenance Agreement for 2024.

Consider Approval of Independent Contractor Agreement with CC Landscaping LLC for Snow Removal

Following discussion, upon a motion duly made by Director Bachmann and seconded by Director Edgington, the Board unanimously approved the snow removal contract with CC Landscaping for 2023-2024 season.

**Adjournment**

There being no further business to come before the Board and following discussion and upon motion duly made by Director Goldberg and seconded by Director Edgington, the Board unanimously determined to adjourn the meeting at 5:52 p.m.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

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Secretary for the Meeting

The foregoing minutes were approved by the Board of Directors on the 20<sup>th</sup> day of May, 2024.

DRAFT

MINUTES OF THE ANNUAL MEETING  
PURSUANT TO §32-1-903(6), C.R.S.  
OF THE BOARD OF DIRECTORS OF  
HIGHLANDS-MEAD METROPOLITAN DISTRICT

Pursuant to §32-1-903(6), C.R.S.  
via teleconference  
Monday, September 25, 2023, at 4:00 p.m.  
[highlandsmeadmetrodistrict.com](https://highlandsmeadmetrodistrict.com)

The meeting was held via Zoom:  
Link: <https://us06web.zoom.us/j/82326871931?pwd=ET1bLyccgZtCqUyJW4Rixvs8hZQmHH.1>  
Meeting ID: 823 2687 1931  
Password: 927334  
Call-in Number: 720-707-2699

**Attendance**

The meeting was held in accordance with the laws of the State of Colorado. The following directors were in attendance:

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Lisa Wiebelhaus, President	Term to May 2027
Serge Goldberg, Treasurer	Term to May 2025
Will Edgington, Secretary	Term to May 2025
Shannon Engler, Asst. Sec.	Term to May 2025
Janice Bachman, Asst. Sec.	Term to May 2027

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Also present: Angela Elliott, Evan Redmond, Teleos Management, District Managers and Marlene Pappas, meeting host, Teleos Management; Blair Dickhoner, White Bear Ankele Tanaka & Waldron, Districts Counsel; Eric Weaver and Avery Weaver, Marchetti & Weaver, LLC, District Accountants

**Call to Order:**

The meeting was called to order at 4:00 p.m.

**Presentation Regarding  
the Status of Public  
Infrastructure Projects  
within the District**

District Accountant Eric Weaver presented the status of Public Infrastructure Projects within the District.

No action was taken by the Board.

**Presentation Regarding  
Outstanding Bonds (if  
necessary)**

District Accountant Eric Weaver presented the Outstanding Bonds.

No action was taken by the Board.

**Review of Unaudited  
Financial Statements**

District Accountant Eric Weaver presented the Unaudited Financial Statements.

No action was taken by the Board.

**Open Floor for Questions**

The Board addressed questions from the audience.

**Adjournment**

Upon a motion duly made, seconded, and upon vote, unanimously carried, the meeting was adjourned at 4:23 pm.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting.

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Secretary for the Meeting

DRAFT

**RESOLUTION  
OF THE BOARD OF DIRECTORS OF THE  
HIGHLANDS-MEAD METROPOLITAN DISTRICT**

**DESIGNATING MEETING NOTICE POSTING LOCATION**

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WHEREAS, the Highlands-Mead Metropolitan District (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado; and

WHEREAS, pursuant to § 24-6-402(1)(a), C.R.S., the District is a local public body and subject to the provisions of §§ 24-6-401, *et seq.*, C.R.S.; and

WHEREAS, pursuant to § 32-1-903(2) and § 24-6-402(2)(c), C.R.S., the District shall be considered to have given full and timely notice to the public if notice of the meeting is posted, with specific agenda information if available, on a public website of the District no less than twenty-four (24) hours prior to the meeting; and

WHEREAS, pursuant to § 24-6-402(2)(c), C.R.S., the District shall make the notice posted on the public website accessible at no charge to the public, consider linking the notice to any appropriate social media accounts of the District, and, to the extent feasible, make the notices searchable by type of meeting, date of meeting, time of meeting, agenda contents, and any other category deemed appropriate by the District; and

WHEREAS, pursuant to § 24-6-402(2)(c), C.R.S., the District shall designate a place within the boundaries of the local public body at which it may post a notice no less than twenty-four (24) hours in advance of the meeting in the event that the District is unable to post the notice online due to exigent or emergency circumstances.

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

1. Pursuant to § 24-6-402(2)(c), C.R.S., the Board hereby designates [www.https://www.highlandsmeadmetrodistrict.com/](https://www.highlandsmeadmetrodistrict.com/) as the website at which notices of District meetings will be posted twenty-four (24) hours in advance.
2. Pursuant to § 24-6-402(2)(c), C.R.S., the Board hereby designates the following location for the posting of its meeting notices twenty-four (24) hours in advance in the event that the District is unable to post notice on the District’s website:

3027 Lake Helen Blvd., Mead, Colorado

ADOPTED MAY 20, 2024.

**DISTRICT:**

**HIGHLANDS-MEAD 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 Resolution Designating the Meeting Notice Posting Location]*

**RESOLUTION  
OF THE BOARD OF DIRECTORS OF  
HIGHLANDS-MEAD METROPOLITAN DISTRICT**

**ADOPTING A DIGITAL ACCESSIBILITY POLICY AND DESIGNATING A  
COMPLIANCE OFFICER**

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

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

WHEREAS, pursuant to § 24-85-103(2.5), C.R.S., the Chief Information Officer in the Office of Information Technology has adopted accessibility standards as specified in 8 CCR 1501-11 Rules Establishing Technology Accessibility Standards (the “**Rules**”); and

WHEREAS, pursuant to § 24-85-103(3), C.R.S., on or before July 1, 2024, the District is required to take action to comply with the Rules; and

WHEREAS, the Board desires to adopt this Resolution to implement a digital accessibility policy and designate a compliance officer.

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

1. Adoption of Digital Accessibility Policy. The District hereby adopts the Digital Accessibility Policy (the “**Digital Accessibility Policy**”) set forth in **Exhibit A**, attached hereto and incorporated herein.

2. Appointment of Compliance Officer. The District hereby designates legal counsel/the district manager as the District’s Compliance Officer (the “**Compliance Officer**”).

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

4. Effective Date. This Resolution shall become effective as of May 20, 2024 and shall be enforced immediately thereafter and shall supersede any previous policy related to website accessibility.

5. Ratification of Past Action. The Board hereby ratifies any actions taken in the furtherance of the District’s business related to website accessibility by legal counsel from the January 1, 2024, through the date of this resolution.

ADOPTED MAY 20, 2024.

**DISTRICT:**

**HIGHLANDS-MEAD METROPOLITAN DISTRICT**, a quasi-municipal corporation and political subdivision of the State of Colorado

By: \_\_\_\_\_  
Officer of the District

ATTEST:

\_\_\_\_\_

APPROVED AS TO FORM:

WHITE BEAR ANKELE TANAKA & WALDRON  
Attorneys at Law

\_\_\_\_\_  
General Counsel to the District

*Signature Page to Resolution Adopting a Digital Accessibility Policy and Designating a Compliance Officer*



## EXHIBIT A

### DIGITAL ACCESSIBILITY POLICY

#### 1. GENERAL

a. *Purpose.* The District is fully committed to providing accessible digital information to all members of the public. As part of this commitment, the District has adopted this Digital Accessibility Policy (the “**Policy**”) to ensure the District’s online services and digital communications comply with the Rules.

b. *Scope.* The District is committed to providing persons with disabilities equal access to digital information, including information made available through the District’s website and other digital content. This Policy has been developed to promote equal access to such digital information to persons with disabilities. This Policy applies to digital content produced by or under the control of the District, including the District’s official website. Accessibility requests may be submitted to the District in accordance with this Policy.

c. *Third Party Content.* The provisions of this Policy do not apply to third-party websites linked through the District’s website, such as state or federal agencies, or digital content not under control of the District. While the District is not responsible for ensuring the accessibility of third party-controlled content, the District is dedicated to assisting individuals experiencing accessibility issues when possible.

#### 2. COMPLIANCE INFORMATION

a. *Compliance Officer.* The Compliance Officer will be the point of contact for accessibility-related accommodations for digital content. The Compliance Officer or its designee is responsible for responding to reports of inaccessible digital content and accessibility requests.

b. *Testing Tools and Techniques.* The District utilizes a variety of tools, techniques, methods, and procedures to identify accessibility barriers and meet existing and new assistive technology needs. The District has engaged [Insert Website Accessibility Vendor] (the “**Accessibility Vendor**”) to complete testing and remediation, ensuring the website and digital content contained therein are accessible and inclusive for users with disabilities in accordance with the Rules.

c. *Accessibility Reports.* The Accessibility Vendor will review the District’s website, user interfaces, and other digital content and summarize the same in a report provided to the District no less than annually (the “**Accessibility Report**”). The Accessibility Report will identify digital content that does not comply with the Rules. The Accessibility Vendor or the District, as appropriate, will take such steps as necessary to make such content compliant under the Rules. The District will maintain a record of the Accessibility Reports.

d. *District-Controlled Content.* The District will ensure that digital content under the control of the District produced, developed, maintained, modified, or used by the District on or after July 1, 2024, is compliant with the Rules.

e. *Digital Accessibility Plan.* The District will implement a digital accessibility plan (the “**Plan**”) to provide a long-term strategic approach for digital accessibility. The Compliance Officer will coordinate and implement the Plan. The Plan will be updated quarterly starting July 1, 2024 through June 30, 2025 and annually thereafter to ensure ongoing compliance. The current Plan will be posted to the District’s website for the period July 1, 2024 through June 30, 2025. The Plan will be in a form substantially similar to **Exhibit A-1** attached hereto.

f. *Digital Accessibility Statement.* The District will post the following digital accessibility statement on its website prior to July 1, 2024:

Highlands-Mead Metropolitan District  
Technology Accessibility Statement

Highlands-Mead Metropolitan District (the “**District**”) is committed to providing equitable access to our services to all Coloradans.

Our ongoing accessibility effort works towards being in line with the Web Content Accessibility Guidelines (WCAG) version 2.1, level AA criteria. These guidelines not only help make technology accessible to users with sensory, cognitive and mobility disabilities, but ultimately to all users, regardless of ability.

Our efforts are just part of a meaningful change in making the District’s services inclusive and accessible. We welcome comments on how to improve our technology’s accessibility for users with disabilities and for requests for accommodations to any District services.

**Feedback and support**

We welcome your feedback about the accessibility of the District’s online services. Please let us know if you encounter accessibility barriers. The District is committed to responding within three (3) business days.

Phone: (303) 858-1800

E-mail: [accessibility@wbapc.com](mailto:accessibility@wbapc.com)

Address: Highlands-Mead Metropolitan District  
2154 East Commons Avenue, Suite 2000

Centennial, Colorado 80122

### **3. REPORTING ACCESSIBILITY ISSUES**

a. *Reporting an Accessibility Issue.* Individuals may report inaccessible content or requests for accommodations to the Compliance Officer using the contact information below. Such requests should identify the specific content that is being reported, the issue the individual is experiencing, and the name and contact information of the individual submitting the request. The Compliance Officer or their designee will confirm receipt of such requests within three (3) business days. The District is committed to resolving reports of inaccessible content and requests for accommodations within a reasonable period of time.

Highlands-Mead Metropolitan District  
Attn: Compliance Officer  
2154 East Commons Avenue, Suite 2000  
Centennial, Colorado 80122  
Email: [accessibility@wbapc.com](mailto:accessibility@wbapc.com)  
Phone: (303) 858-1800

**EXHIBIT A-1**

**[DISTRICT NAME] METROPOLITAN DISTRICT NOS. \_\_\_\_**

**Digital Accessibility Plan**

*Approved on \_\_\_\_\_, 20\_\_\_\_*

**I. Accessibility Standards**

In accordance with Colorado law, Highlands-Mead Metropolitan District (the “**District**”) is committed to applying standard configurations for technologies and services, in accordance with the technical standards provided by:

- World Wide Web Consortium (W3C) Web Content Accessibility Guidelines (WCAG) 2.1 Level AA or higher;
- Section 508 of the U.S. Rehabilitation Act of 1973 Chapters 3,4,6; and
- Following C.R.S. 24-85-101 to 24-85-104, ARTICLE 85.

**II. The District’s Efforts**

The District is fully committed to providing accessible digital information to all members of the public. Our ongoing accessibility effort works towards the day when the District’s online services and digital communications are accessible to the public, including equal access for persons with disabilities. The District has a plan to prioritize, evaluate, remediate, and continuously improve its online services and digital communications. Below, you’ll find some of the measures that the District is undertaking.

**III. Accessibility Maturity**

The District is at the following maturity level for 2024:

<b>Check One</b>	<b>Stage</b>	<b>Criteria</b>
	Inactive	No awareness and recognition of need. At this stage organizations are inventorying their technology, have begun to make investments, etc.
	Launch	Recognized need organization-wide. Planning initiated, but activities not well organized.
	Integrate	Roadmap including timeline is in place, overall organizational approach defined and well organized.
	Optimize	Incorporated into the whole organization, consistently evaluated, and actions taken on assessment outcomes.

#### IV. Maturity Level Discussion

[In this section, the district should provide a justification for any roadblocks to progress (e.g., financial, technical, or administrative difficulty or expense) or resources that may have helped you progress along the way.]

The District has encountered the following challenges:

The District has enjoyed the following successes:

#### V. Organizational Measures

[This section allows for further opportunities to describe the efforts your organization takes to remove technology accessibility barriers.]

The District has taken the following measures: [Below list is not exhaustive and should be revised according to each district's goals]

- Define an accessibility roadmap including timeline, goals, roles, responsibilities, and policies as needed for our organization.
- Incorporate accessibility into our procurement processes.
- Conduct an inventory of all technology, prioritize remediation, validate through testing, and address issues.
- Create and implement a plan for providing reasonable accommodation and modification until the technology can be made accessible.
- Engage a website accessibility vendor to make the District's front-facing web pages accessible.
- Validate through testing all front-facing web pages are compliant with WCAG 2.1 Level AA.
- Provide the current Plan for the period July 1, 2024, through June 30, 2025, contact information, and support for receiving accessibility feedback and requests for accommodation.
- Other measures.

The District has designated its Compliance Officer to coordinate and implement the plan. The District's Compliance Officer's contact information is as follows:

Attn: [Compliance Officer]

[Address Line 1]

[Address Line 2]

Email: [\_\_\_\_\_]

Phone: [\_\_\_\_\_]

As the Compliance Officer for the District, I approve the District's Digital Accessibility Plan for 20\_\_.

\_\_\_\_\_  
Name, Compliance Officer of the District



## MEMORANDUM

**TO:** Highlands-Mead Metropolitan District (the “**District**”)  
**FROM:** White Bear Ankele Tanaka & Waldron  
**DATE:** May 20, 2024  
**RE:** Public Entity Digital Accessibility Standards

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### INTRODUCTION

The Colorado legislature passed House Bill 21-1110, Colorado Laws for Persons with Disabilities, on June 30, 2021. Under this statute, public entities (which, as defined, include Title 32 special districts)<sup>1</sup> must develop and implement a plan to make digital content accessible to everyone,<sup>2</sup> using the standards set by the Office of Information Technology (“**OIT**”) by July 1, 2024.<sup>3</sup> On February 23, 2024, OIT adopted a final version of 8 CCR 1501-11, Rules Establishing Technology Accessibility Standards (the “**Rules**”).<sup>4</sup>

The scope of the Rules is broad, applying to information technology and other equipment, systems, technologies, or processes, for which the principal function is the creation, manipulation, storage, display, receipt, or transmission of electronic data and information, as well as any associated content (collectively, “**information and communication technology**” or “**ICT**”), including both internal and public facing, procured, developed, maintained, or used by the public entity. Examples of ICT include websites, applications, kiosks, digital signage, digital documents, video, audio, and third-party tools that are owned or controlled by the public entity.

This memorandum reviews the accessibility requirements under the Rules, identifies vendors who provide accessibility services (“**Accessibility Vendor**”), and reviews state and municipal requirements specifying information and documents that must be posted on a district’s website, all of which must be accessible.

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<sup>1</sup>§ 24-34-301(18), C.R.S.

<sup>2</sup>§ 24-34-802(b)-(c), C.R.S.

<sup>3</sup>§ 24-85-103(2.5), C.R.S.

<sup>4</sup>[8 CCR 1501-11, Rules Establishing Technology Accessibility Standards](#)

## ACCESSIBILITY REQUIREMENTS

The Rules apply to the following categories of ICT (collectively, “**Active ICT**”), all of which must be remediated in order to make the same accessible:

- All ICT that is newly created, acquired, developed, or purchased on or after July 1, 2024, and
- Any ICT that is in “active use” on or after July 1, 2024, including any ICT used by employees of the public entity (which does not include district consultants or contractors) to perform their job duties.

Remediation is the process by which documents and websites are reviewed for compliance and modified, as needed, by an Accessibility Vendor to comply with the Rules.

The Rules define “active use” as ICT that is “regularly used by members of the public to apply for, gain access to, or participate in a public entity’s services, programs, or activities,” as well as ICT that is “currently used by employees to perform their job duties.” Drafts, previous versions, archives, and working products are not considered Active ICT; however, any ICT becomes Active ICT at the time an authorized, official version of the ICT is “altered or updated, or when an accessible version is requested by an individual with a disability.” Active ICT includes, but is not limited to, any documents posted to the public entity’s website, community emails, newsletters, and any other digital content regularly accessed by the public.

The technical standards and required disclosures under the Rules require the following:

- All Active ICT shall comply with W3C WCAG 2.1 conformance levels A and AA (the “**WCAG 2.1 Standards**”); and
- The public entity shall adopt and conspicuously post a technology accessibility statement, which must include: (1) a commitment to a timely response to reports of inaccessible ICT or requests for reasonable accommodation or modification; (2) a prominent notice providing at least two contact methods for individuals with disabilities to submit requests for reasonable accommodation or modification to personnel knowledgeable about the accessibility of the ICT (collectively the “**Accessibility Statement**”).

In situations where a public entity’s Active ICT does not fully conform with the WCAG 2.1 Standards,<sup>5</sup> it can remain in compliance under the Rules if the public entity: (1) adopts a sufficient Accessibility Statement; (2) provides reasonable accommodations or modifications for nonconforming Active ICT; and (3) can provide evidence of making “good faith progress” on its plan to remove accessibility barriers across its inventory of Active ICT.

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<sup>5</sup> [WCAG 2.1 Standards](#)



## PENALTIES FOR NON-COMPLIANCE

Under the Rules, public entities are subject to certain penalties for non-compliance if websites and Active ICT are not accessible beginning July 1, 2024. Individuals with disabilities who experience discrimination due to noncompliance with the Rules may bring a civil suit against the public entity, which may result in a court order requiring that the public entity bring all Active ICT into compliance with the Rules and either remit monetary damages or pay a statutory fine of \$3,500 to the plaintiff for each violation.<sup>6</sup>

## STEPS FOR COMPLIANCE

As discussed above, the scope of the Rules is broad, and the requirements are technical. To comply, the District will need to:

- Identify documents to remain on the District website and begin remediation.
- Engage a Website Accessibility Vendor.
- Adopt an Accessibility Statement and post it to the District’s website, including two contact methods to report inaccessible Active ICT and make accessibility requests for any other ICT.
- Identify a compliance officer who will be responsible for responding to reports of inaccessible Active ICT and accessibility requests (the “**Compliance Officer**”).
- Ensure that Active ICT created, posted, altered, or updated after July 1, 2024 is in compliance with the Rules.
- Be prepared to remediate District documents into an accessible format upon request.
- Regularly generate an accessibility report for the District's website. Checkmydistrict.org is a robust evaluation and reporting tool developed in collaboration with the Special District Association available at no charge.<sup>7</sup> Many other free reporting tools are available as well.<sup>8</sup>

## ACCESSIBILITY VENDORS

WBA recommends that all contractors and Accessibility Vendors are reviewed to confirm that the services provided meet the standards set in the Rules. We have found that accessibility widgets, third-party software that temporarily changes the website to provide accessible features for users with assistive technologies, are not sufficient to establish compliance and have been identified as a potential source of liability under the Rules. If the District is considering an Accessibility Vendor not listed below, we strongly recommend that our office be involved in the vetting process to provide guidance. The following is a list of some Accessibility Vendors WBA has researched that provide various services to assist public entities in complying with the Rules.

### Document Accessibility Vendor

WBA has obtained a membership with 247 Accessible Documents for document remediation services.<sup>9</sup> WBA can submit District documents to 247 Accessible Documents on behalf of the District through this membership. Membership pricing is on a per-page basis below

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<sup>6</sup> § 24-34-802(2)(a), C.R.S.

<sup>7</sup> [www.checkmydistrict.org](http://www.checkmydistrict.org)

<sup>8</sup> [W3C Accessibility Tools Index](#)

<sup>9</sup> [247 Accessible Documents](#)

based on document type, complexity, Alternative Text and Table Summary requirements, and delivery timeline:

<b>Document &amp; Delivery Type</b>	<b>Premium (Per Page)</b>
Static PDF – Normal Delivery	\$6.50
Static PDF – Expedited Delivery	\$7.00
Static PDF – Rush Delivery	\$7.50
Static Word & PPT – Normal Delivery	\$4.00
Static Word & PPT – Expedited Delivery	\$4.50
Static Word & PPT – Rush Delivery	\$5.00
Dynamic PDF/Word	\$27.00
Extended Alt Text (Per Image)	\$0.25
Table Summary (Per Table)	\$0.25

Table Summaries are a feature where a description is given to an Excel or similar table for use by a screen reader. Extended Alternative Text is the same process for an image. Both of these are required to remediate Active ICT with financial tables or images, such as a budget or map, and have an additional cost for the service.

Delivery timelines are dependent on the page count, document type and delivery type selected. Expected timelines are as follows: normal delivery within 5-10 business days, expedited delivery within 2-3 days, and rush delivery within 1-2 days.

Website Accessibility Vendors

WBA has reviewed and identified several Accessibility Vendors to assist with website accessibility and ongoing compliance with the Rules.

## STATE REQUIREMENTS FOR TRANSPARENCY\*

Due to the costs associated with remediating documents and the timeline to demonstrate compliance with the Rules, WBA is recommending that districts prioritize the remediation of the information required under statute and governing documents, as well as the public records request policy and any rules and regulations and fee schedules, as applicable.<sup>10</sup>

The specific requirements and recommendations for the District are below:

Applies to District?	Item	Statutory References / Comments
<input checked="" type="checkbox"/>	Map of District boundaries	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input checked="" type="checkbox"/>	Current Fiscal Year Budget	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input type="checkbox"/>	Budget Amendments to current fiscal year budget ( <i>if applicable</i> )	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input checked="" type="checkbox"/>	Date, Time, and Location of Regularly Scheduled Board Meetings	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input checked="" type="checkbox"/>	Date, Time, and Location of Annual Meeting ( <i>if applicable</i> )	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input checked="" type="checkbox"/>	Names, Terms, and Contact Information for Directors	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input checked="" type="checkbox"/>	Name and Contact Information for District Manager ( <i>if applicable</i> )	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input checked="" type="checkbox"/>	Financial Information <ul style="list-style-type: none"> <li>• Prior Year's Audit <b>OR</b> Application for Exemption from Audit</li> </ul>	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input checked="" type="checkbox"/>	Annual Report ( <i>most current</i> )	§ 32-1-207(3)(c), C.R.S.
<input type="checkbox"/>	Call for Nominations ( <i>Board may elect to post to Official Website</i> )	§§ 1-13.5-501(1.5)(c); 1-13.5-501(1.7)(b)(III), C.R.S.
<input type="checkbox"/>	*Certified Election Results - Resolution/Notice of Cancellation <b>OR</b> Canvass Board Statement of Certified Election Results	§ 32-1-104.5(3)(a), C.R.S., Requirements
<input checked="" type="checkbox"/>	809 Transparency Notice ( <i>most current</i> )	§ 32-1-809, C.R.S.
<input type="checkbox"/>	Notice of Intent to Fix/Hearing Water or Sewer Rates ( <i>as applicable</i> )	§ 32-1-1001(2), C.R.S.
<input checked="" type="checkbox"/>	Technology Accessibility Statement	8 CCR 1501-11
<input type="checkbox"/>	**Governing Document Requirements ( <i>as applicable</i> )	See below for further guidance regarding applicability of these requirements

<sup>10</sup> § 32-1-104.5, C.R.S.

<input type="checkbox"/>	Accounting of Land Development Charges ( <i>if applicable</i> ) <sup>11</sup> :	§ 29-1-506(1), C.R.S.; See FN 1 for further guidance regarding applicability of this requirement
<input checked="" type="checkbox"/>	Public Records Request Policy	§ 24-72-205(6)(a)(b), C.R.S.; Posting allows the District to collect research and retrieval fees
<input type="checkbox"/>	Rules & Regulations ( <i>if applicable</i> )	
<input type="checkbox"/>	Fee Resolutions and Schedules ( <i>if applicable</i> )	
<input checked="" type="checkbox"/>	Covenant Enforcement Documents ( <i>if applicable</i> )	Including, but not limited to: <ul style="list-style-type: none"> <li>• Declaration of Covenants</li> <li>• Collection and Enforcement Policies</li> <li>• Rules &amp; Regulations</li> <li>• Design Guidelines</li> <li>• Submission Forms</li> </ul>

\*Required if election is held in the current fiscal year.

\*\*Certain districts have additional requirements under the jurisdiction's specific governing documents (Service Plan, IGA, Municipal Code, County Code/Rules).

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<sup>11</sup> Required only if a district imposes land development charges, including tap fees, system development fees, capital improvement fees, plant investment fees, or similar charges, related to a capital expenditure imposed as a prerequisite for obtaining service for an improvement, facility, or equipment necessitated by construction, reconstruction, or redevelopment resulting in an increase in the number of service units required.

## **CONCLUSION**

On an immediate basis, WBA recommends that the District (i) adopt an accessibility policy, (ii) identify the Compliance Officer, (iii) engage an Accessibility Vendor, and (iv) post an accessibility statement to the District's website prior to July 1, 2024. To comply with the Rules, the District must make a good faith effort to ensure that the website, all content posted thereto, and all digital communication under the control of the District meet the accessibility standards established in the Rules in accordance with a Technology Accessibility Plan approved and implemented by the Compliance Officer.

**RESOLUTION**  
**OF THE BOARD OF DIRECTORS OF THE**  
**HIGHLANDS-MEAD METROPOLITAN DISTRICT**  
**Regarding Policies, Procedures and Penalties for the Enforcement of the Governing Documents**

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

WHEREAS, pursuant to the terms and conditions of the Declaration of Covenants, Conditions and Restrictions of the Highlands Community recorded in the real property records of the Clerk and Recorder of Weld County, Colorado at Reception No. 4580422 on April 3, 2020, (the “**Covenants**”), the District is permitted to send demand letters and notices, levy and collect fines and interest, impose liens, and negotiate, settle and take any other actions with respect to any violations or alleged violations of the Governing Documents (as defined below); and

WHEREAS, the Board of Directors (the “**Board**”) of the District is authorized to promulgate adopt, enact, modify, amend, repeal, and re-enact rules and regulations concerning and governing the Property (as that term is defined in the Covenants) (the “**Rules and Regulations**”); and

WHEREAS, pursuant to § 32-1-1001(1)(j)(I), C.R.S., the Board is authorized to fix and from time to time increase or decrease, fees, rates, tolls, penalties, or charges for services, programs, or facilities furnished by the District; and

WHEREAS, such fees, rates, tolls, penalties, or charges, until paid, shall constitute a perpetual lien on and against the property served; and

WHEREAS, the Board desires to set establishing policies, procedures and penalties for violations of the Covenants, any guidelines, rules and regulations, and other policies and procedures of the District, as the same may be adopted, amended and supplemented from time to time (collectively, the “**Governing Documents**”).

NOW THEREFORE, the Board hereby adopts this Resolution and the following policies and procedures:

1. Intent of District. This Resolution is adopted to ensure the protection of the health, safety and welfare of the residents and property owners of the District, to preserve property values, enhance the quality of life for all District residents, and provide a fair and consistent enforcement process of the Governing Documents.

2. Enforcement Policy. The District may enforce the Governing Documents through administrative proceedings or judicial action, and any non-compliance with the Governing Documents by any owner, renter or guest will be the responsibility of the owner of the respective property subject to this Resolution (“the “**Owner**”). This Resolution is intended to serve as guidance to the Board and the District’s authorized representative(s) (the “**District Representative**”) and does not limit or restrict the authority of the Board. The Board may

intervene at any time with respect to any authority granted to or action undertaken by the District Representative. In addition, this Resolution shall not supersede the procedures for approval, disapproval, or notice of noncompliance related to improvements as set forth in the Governing Documents.

3. Investigative Procedure. Upon receipt of a written complaint alleging a violation of the Governing Documents, the District Representative will conduct an investigation to determine whether a violation of the Governing Documents has occurred. The submitter of the complaint shall have observed the alleged violation and shall identify themselves, the alleged violator, if known, the date on which the violation exists or occurred, and a statement describing the alleged violation, referencing the specific provisions which are alleged to have been violated, if known, when the violation was observed and any other pertinent information. Non-written complaints or written complaints failing to include any information required by this provision may not be investigated or prosecuted at the discretion of the District.

4. Enforcement Process for Continuous Violations. Upon determining that a “**Continuous Violation**” (defined as a violation that is ongoing, uninterrupted by time and may take time to cure) has occurred, the District Representative and the Board shall take the following steps:

a. Warning Letter. If the District Representative determines that a Continuous Violation of the Governing Documents exists, either through the investigative process as set forth above, or through independent inspections or observations of the District Representative, the District Representative will send an “Warning Letter” via first-class United States mail to the last known owner of the Property according to the Manager’s records. In the event the above mailing is returned as undeliverable, the Manager may send a second copy of the Warning Letter to: (1) the Property; and (2) the address of the last known owner of the Property as found in the real property records of the County Assessor’s Office (the “**Assessor**”) for the County in which the District is located (collectively, the “**Property Address**”), notifying the Owner of: (i) the restriction violated and the nature of the violation, (ii) that the Owner must have the Continuous Violation corrected within 15 calendar days of the date of the Warning Letter, and (iii) that failure to timely cure the Continuous Violation may result in potential fines or other sanctions. If, in the discretion of the District Representative, the Continuous Violation requires more than 15 days to cure, the District Representative may extend the cure period or require the Owner to commence such cure within 15 days of the date of the Warning Letter and diligently prosecute the same to completion.

b. Notice of Complaint and Opportunity to Be Heard. If an Owner fails to cure (or provide adequate proof that he or she is diligently seeking to cure, if applicable) a Continuous Violation within 15 days of the date of the Warning Letter this shall be considered a second violation for which a fine may be imposed. The District Representative shall send a notice of complaint and opportunity to be heard (“**Hearing Notice**”) to the Owner at the Owner’s address notifying the owner of the Continuous Violation and of the potential fines that may be imposed if the Continuous Violation is not cured. The Hearing Notice shall further state that the Owner is entitled to a hearing on the

merits of the matter provided that such hearing is requested in writing by the Owner within 15 days of the date of the Hearing Notice. The District may impose additional fines with each additional notice sent after the Hearing Notice without the necessity of providing the Owner with the opportunity for a hearing thereafter.

c. Notices of Ongoing Violation. If the Owner has not requested a hearing, cured the Continuous Violation or made arrangements to cure the Continuous Violation and communicated such arrangements to the District Representative in writing within 15 days of the Hearing Notice, this shall be considered a third violation for which a fine may be imposed. The District Representative shall send a notice of ongoing violation (“**Ongoing Violation Notice**”) to the Owner’s Address demanding that the Owner cure the ongoing Continuous Violation and that an additional fine has been imposed on the Owner’s account pursuant to the fine schedule set forth in Paragraph 9 below. If the Continuous Violation remains uncured 15 days after the date of the first Ongoing Notice Violation or the Owner has not made arrangements to cure the Continuous Violation and communicated such arrangements to the District Representative in writing within 15 days of the first Ongoing Violation Notice, this shall be considered a fourth violation for which an additional fine may be imposed. A second Ongoing Violation Notice shall be sent to the Owner and shall advise the Owner of the imposition of an additional fine, pursuant to the fine schedule set forth in Paragraph 9 of this Resolution.

d. Continuing Violation. In the event that a Continuing Violation continues to exist uninterrupted 15 days after the date of the second Ongoing Violation Notice, the District may in its discretion, in addition to any other remedy, send the Owner a notice of daily fines (“**Daily Fine Notice**”) and thereafter impose a fine of up to \$100 for each day that a Continuous Violation so continues.

5. Enforcement Process for Repetitious Violations. Upon determining that a “**Repetitious Violation**” (defined as a violation that occurs at a set point in time and does not require time to cure, such as the parking of a restricted vehicle in the community or leaving trash cans out beyond the time allowed) has occurred, the District Representative and Board shall take the following steps:

a. Warning Letter. If the District Representative determines that a Repetitious Violation of the Governing Documents has occurred, either through the investigative process as set forth above, or through independent inspections or observations of the District Representative, the District Representative will send an “Warning Letter” via first-class United States mail to the last known owner of the Property according to the Manager’s records. In the event the above mailing is returned as undeliverable, the Manager may send a second copy of the Warning Letter to: (1) the Property; and (2) the address of the last known owner of the Property as found in the real property records of the Assessor for the County in which the District is located, notifying the Owner of: (i) the restriction violated and the nature of the Repetitious Violation, and (iii) that any subsequent violations of the same restriction within 180 days of the date of the Warning Letter may result in the imposition of fines.



b. Notices of Repetitious Violations. If an Owner subsequently violates the same covenant or rule within 180 days of date of the Warning Letter, each such instance shall constitute a separate Repetitious Violation for which fines may be imposed pursuant to the fine schedule set forth in Paragraph 9. Upon the occurrence of each subsequent Repetitious Violation, the District Representative shall send the Owner a notice advising the Owner of the Repetitious Violation and of the fine to be imposed (“**Repetitious Violation Notice**”). The first such Repetitious Violation Notice shall further state that the Owner is entitled to a hearing on the merits of the matter provided that such hearing is requested in writing by the Owner within 15 days of such first Repetitious Violation Notice. The District may impose additional fines with each Repetitious Violation Notice sent after the first Repetitious Violation Notice without the necessity of providing the Owner with the opportunity for a hearing thereafter.

6. Hearing on Violation. If a hearing is requested by the Owner pursuant to Paragraph 4.b or 5.b above, the District Representative shall notify the Owner of the date, time and place of the hearing at least 10 days prior to the hearing. Hearings regarding violations of the Governing Documents shall be conducted by the Board, or a tribunal consisting of District residents or other persons as selected by the Board.

7. Failure to Attend or Request Hearing. In the event any Owner fails to request a hearing within 15 days of the date of the Hearing Notice or the first Notice of Repetitious Violation, no hearing shall be required. If an Owner fails to appear at a requested hearing, the Board or the tribunal or person designated by the Board to conduct the hearing may make a decision with respect to the violation based on the complaint, results of the investigation and any other available information without the necessity of holding a formal hearing. Failure to request a hearing or to appear at a requested hearing will result in the Owner being deemed to have admitted and acknowledged the violation and the Owner will thereafter be subject to all fines and penalties assessed in connection with the violation. After offering an Owner the opportunity for a hearing in the Hearing Notice or the first Notice of Repetitious Violation, as applicable, regardless of whether the Owner then requests a hearing or not, the District need not offer the opportunity for a hearing for any additional fines to be imposed for failure to cure a Continuous Violation or for subsequent instances of a Repetitious Violation

8. Decision. After the District has taken the hearing steps as outlined in Paragraph 6 above, and upon a finding that an Owner is in violation of the Governing Documents, the District Representative shall send notice of violation (“**Notice of Violation**”) to the Owner’s Address. The District may revoke or suspend the Owner’s privileges, impose fines in accordance with the fine schedule set forth below and take such other actions as it may deem necessary or appropriate to assure compliance with the Governing Documents.

9. Fine Schedule. The following fine schedule is adopted for any and all violations of the Governing Documents.

*Continuous Violations*

First Violation (Warning Letter): \$0.00

Second Violation (Hearing Notice):	\$25.00
Third Violation (First Ongoing Violation Notice):	\$50.00
Fourth Violation (Second Ongoing Violation Notice):	\$100.00
Daily Fine Notice:	Up to \$100.00 per day

*Repetitious Violations:*

First Violation (Warning Letter):	\$0.00
Second Violation (First Repetitious Violation Notice):	\$25.00
Subsequent Violations (Repetitious Violation Notice):	\$50.00 per offense

10. Violations or Offenses that Constitute a Present Danger. If a violation concerns a serious or immediate risk to the health, safety, or welfare of person or property, the District Representative shall seek to obtain prompt action by the Owner to correct the violation and avoid any reoccurrence, and the procedural requirements under this Resolution may be waived by the Board and a hearing scheduled as soon as possible. The Board may impose sanctions as necessary to abate any threat to health, safety or welfare of any person or property.

11. Waiver of Fines and Other Amounts. The District may determine enforcement actions on a case by case basis, and take other actions as it may deem necessary or appropriate to assure compliance with the Governing Documents. The District Representative and/or the Board may, either in its sole discretion, waive all or any portion of any fines and other amounts levied under this Resolution. Additionally, the District Representative and/or the Board may condition waiver of any fine or other amount(s), upon the Owner coming into and staying in compliance with the Governing Documents.

12. Other Enforcement Means. The provisions of this Resolution shall be in addition to all other enforcement means which are available to the District through the Governing Documents, or by law. Application of this Resolution does not preclude the District from using any other enforcement means, including, but not limited to the recording of liens, foreclosure, and any other legal or equitable remedies available to the District.

13. Legal Action. Any violation of the Governing Documents may, in the discretion of the Board, be turned over to legal counsel engaged for covenant enforcement matters to take appropriate legal action either in lieu of, or in addition to, the imposition of any fines or other penalties under this Resolution, and Owners shall be responsible for all attorneys' fees and costs incurred in enforcing this Resolution and in collecting amounts due and owing the District.

14. Foreclosure of Lien. All amounts imposed pursuant to this Resolution shall, until paid, constitute a statutory, perpetual lien on and against the property served, and any such lien may be foreclosed in the manner provided by the laws of the State of Colorado for the foreclosure of mechanic's liens, pursuant to § 32-1-1001(1)(j), C.R.S., such lien being a charge imposed for the provision of services and facilities to the property. Said lien may be foreclosed at such time as the District in its sole discretion may determine. The District shall not proceed with a foreclosure action unless such action is authorized by the Board. The lien shall be perpetual in nature (as defined by the laws of the State of Colorado) on the property and shall run with the land.

15. Deviations. The District may deviate from the procedures set forth herein if, in its sole discretion, such deviation is reasonable under the circumstances.

16. Amendment. The policies, procedures and fine schedule set forth in this Resolution may be supplemented and/or amended from time to time by the District, in its sole and absolute discretion.

17. Payment. Payment for all fines shall be by check or equivalent form acceptable to the District, made payable to [REDACTED]. The District may change the payment address from time and time and such change shall not require an amendment to this Resolution.

18. Severability. If any portion of this Resolution is declared by any court of competent jurisdiction to be void or unenforceable, such decision shall not affect the validity of any remaining portion of this resolution, which shall remain in full force and effect. In addition, in lieu of such void or unenforceable provision, there shall automatically be added as part of this Resolution a provision similar in terms to such illegal, invalid or unenforceable provision so that the resulting reformed provision is legal, valid and enforceable.

19. Effective Date. This Resolution shall become effective immediately, and shall supersede in its entirety any prior resolution.

*[Remainder of page intentionally left blank, signature page follows.]*

APPROVED AND ADOPTED this \_\_\_\_\_, 2023.

**HIGHLANDS-MEAD 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

**Highlands Mead Metropolitan District**  
**Payment of Claims**  
**May 20, 2024**

Payee	Description	General Fund	Operations Fund	Debt Service Fund	Total Amount
<b>GENERAL FUND PAYMENTS TO BE APPROVED:</b>					
Marchetti & Weaver LLC	April Accounting	1,369.54	1,329.25		2,698.79
White Bear Ankele Tanaka & Waldron	April Legal	524.80	485.59		1,010.39
<b>TOTAL GENERAL FUND PAYMENTS TO BE APPROVED</b>		<b>1,894.34</b>	<b>1,814.84</b>	-	<b>3,709.18</b>
<b>GENERAL FUND PAYMENTS TO BE RATIFIED:</b>					
*Little Thompson Water District	TRACT D		34.49		34.49
	TRACT B		43.83		43.83
	TRACT A		43.83		43.83
	TRACT A		47.34		47.34
	TRACT D		34.38		34.38
	TRACT B		47.34		47.34
	TRACT A		61.29		61.29
	TRACT B		61.29		61.29
	TRACT D		50.34		50.34
	TRACT A		61.29		61.29
	TRACT D		50.34		50.34
	TRACT B		61.29		61.29
*United Power	16725 Beaumont Blvd		23.31		23.31
	3191 Park Ave Sprinkler Clock		22.96		22.96
	3046 Lake Helen Blvd		22.96		22.96
	3191 Park Ave		22.95		22.95
	16725 Beaumont Blvd		23.43		23.43
	3046 Lake Helen Blvd		23.20		23.20
	3191 Park Ave Sprinkler Clock		22.58		22.58
	16725 Beaumont Blvd		23.32		23.32
	3046 Lake Helen Blvd		23.20		23.20
	16725 Beaumont Blvd		23.43		23.43
	3191 Park Ave Sprinkler Clock		22.33		22.33
	3046 Lake Helen Blvd Irrigation		23.06		23.06
	3191 Park Ave Sprinkler Clock		22.11		22.11
	16725 Beaumont Blvd		23.32		23.32
*Waste Management	January Trash Service		2,298.25		2,298.25
	February Trash Service		2,289.66		2,289.66
	March Trash Service		2,308.84		2,308.84
	April Trash Service		2,345.67		2,345.67
	May Trash Service		2,355.75		2,355.75
American Backflow Consulting Services	Annual Backflow Test (2023)		280.00		280.00
C&C Landscaping LLC	1/13/24 Snow Removal		2,600.00		2,600.00
	1/15/24 Snow Removal		2,600.00		2,600.00
	2/10/24 Snow Removal		2,700.00		2,700.00
	2/17/24 Snow Removal		2,600.00		2,600.00
	3/14/24 Snow Removal		2,600.00		2,600.00
Fredrick Zink and Associates	2023 Audit Fees	3,150.00			3,150.00
Marchetti & Weaver LLC	December Accounting	1,840.52	1,780.87		3,621.39
	January Accounting	2,589.34	2,368.50		4,957.84
	February Accounting	2,731.92	2,681.12		5,413.04
	March Accounting	671.89	582.25		1,254.14
Mill Brothers Landscape Group	January Contract Services		3,755.28		3,755.28
	January Snow Removal		220.00		220.00
	February Base Contract Fees		3,755.28		3,755.28
	March Base Contract Fees		3,755.28		3,755.28
	April Base Contract Fees		3,755.28		3,755.28
Pueblo Web Design	Website Maintenance	150.00			150.00
	Website Maintenance	150.00			150.00
Special District Association	2024 SDA dues	590.22			590.22
Teleos, LLC	December 2023 Management	1,373.06	1,507.10		2,880.16
	January 2024 Management	1,300.00	1,599.27		2,899.27
	February 2024 Management	1,300.00	1,566.00		2,866.00
	March 2024 Management	1,300.00	2,481.90		3,781.90
White Bear Ankele Tanaka & Waldron	December 2023 Legal	125.57	125.56		251.13
	January 2024 Legal	681.12	681.12		1,362.24
	February 2024 Legal	729.55	729.55		1,459.10
	March 2024 Legal	107.37	60.22		167.59
<b>TOTAL GENERAL FUND PAYMENTS TO BE RATIFIED</b>		<b>18,790.56</b>	<b>57,301.96</b>	-	<b>76,092.52</b>
<b>TOTAL TO BE RATIFIED &amp; APPROVED</b>		<b>20,684.90</b>	<b>59,116.80</b>	-	<b>79,801.70</b>

Highlands-Mead Metropolitan District  
Statement of Net Position  
March 31, 2024

	General Fund	Operations Fund	Debt Service Fund	Capital Fund	Fixed Assets & LTD	Total
<b>ASSETS</b>						
<b>CASH</b>						
First Interstate Bank Checking	20,516					20,516
FirstBank Checking		40,361				40,361
ColoTrust	170,932					170,932
UMB Bank - Bond/Capital Int Acct 2020A			44,936			44,936
UMB Bank - Surplus Fund 2020A			387,202			387,202
UMB Bank - Bond Payment Fund 2020B			-			-
UMB Bank - Project Fund 2020A				-		-
UMB Bank - Project Fund 2020B				-		-
UMB Bank - Restricted Project 2020A				-		-
UMB Bank - Restricted Project 2020B				-		-
Pooled Cash	(121,340)	(29,360)	150,700	-		-
<b>TOTAL CASH</b>	<b>70,107</b>	<b>11,001</b>	<b>582,838</b>	<b>-</b>	<b>-</b>	<b>663,947</b>
<b>OTHER CURRENT ASSETS</b>						
Due From County Treasurer	-		-			-
Property Tax Receivable	30,418		138,721			169,138
Accounts Receivable	-	19,080	-			19,080
Prepaid Expense	-		-			-
<b>TOTAL OTHER CURRENT ASSETS</b>	<b>30,418</b>	<b>19,080</b>	<b>138,721</b>	<b>-</b>	<b>-</b>	<b>188,218</b>
<b>FIXED ASSETS</b>						
Parks & Recreation Improvements					2,231,622	2,231,622
Parks & Rec- Accumulated Depreciation					(44,632)	(44,632)
<b>TOTAL FIXED ASSETS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,186,990</b>	<b>2,186,990</b>
<b>TOTAL ASSETS</b>	<b>100,525</b>	<b>30,081</b>	<b>721,559</b>	<b>-</b>	<b>2,186,990</b>	<b>3,039,155</b>
<b>LIABILITIES &amp; DEFERED INFLOWS</b>						
<b>CURRENT LIABILITIES</b>						
Accounts Payable	24,739		-	-		24,739
Due To Town of Mead	5,244					5,244
Prepaid Resident Fees		10,081				10,081
<b>TOTAL CURRENT LIABILITIES</b>	<b>29,983</b>	<b>10,081</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40,064</b>
<b>DEFERRED INFLOWS</b>						
Deferred Property Taxes	30,418		138,721			169,138
<b>TOTAL DEFERRED INFLOWS</b>	<b>30,418</b>	<b>-</b>	<b>138,721</b>	<b>-</b>	<b>-</b>	<b>169,138</b>
<b>LONG-TERM LIABILITIES</b>						
Bonds Payable - Series 2020A					4,185,000	4,185,000
Bonds Payable - Series 2020B					515,000	515,000
Developer Payable- Operations					334,550	334,550
Developer Payable- Capital					456,428	456,428
Accrued Interest- Developer Advances					364,964	364,964
Accrued Interest- Bonds					166,029	166,029
<b>TOTAL LONG-TERM LIABILITIES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,021,971</b>	<b>6,021,971</b>
<b>TOTAL LIAB &amp; DEF INFLOWS</b>	<b>60,401</b>	<b>10,081</b>	<b>138,721</b>	<b>-</b>	<b>6,021,971</b>	<b>6,231,174</b>
<b>NET POSITION</b>						
Inv in Capital Assets					2,186,990	2,186,990
Amount to be Provided for Debt					(6,021,971)	(6,021,971)
Fund Balance- Non-Spendable	-	-				-
Fund Balance- Restricted	10,882	-	582,838	-		593,721
Fund Balance- Unassigned	29,242	20,000				49,242
<b>TOTAL NET POSITION</b>	<b>40,125</b>	<b>20,000</b>	<b>582,838</b>	<b>-</b>	<b>(3,834,981)</b>	<b>(3,192,019)</b>
	=	=	=	=	=	=

Highlands-Mead Metropolitan District  
 Statement of Revenues, Expenditures, & Changes In Fund Balance  
 Modified Accrual Basis For the Period Indicated

Print Date: 5/17/2024

	2023 Prelim Actual	2024 Adopted Budget	Variance Positive (Negative)	2024 Forecast	YTD Thru 03/31/24 Actual	YTD Thru 03/31/24 Budget	Variance Positive (Negative)
<b>PROPERTY TAXES</b>							
<b>Total Assessed Valuation</b>	<b>2,252,400</b>	<b>4,114,340</b>	-	<b>4,114,340</b>			
Mill Levy - Operations	10.214	10.000	-	10.000			
Mill Levy - Contractual	3.064	3.000	-	3.000			
Mill Levy - Debt Service Fund	51.068	59.287	-	59.287			
<b>Total Mill Levy</b>	<b>64.346</b>	<b>72.287</b>	-	<b>72.287</b>			
Property Tax Revenue - Operations	23,006	41,143	-	41,143			
Property Tax Revenue - Contractual	6,901	12,343	-	12,343			
Property Tax Revenue - Debt Service Fund	115,026	243,927	-	243,927			
<b>Total Property Taxes</b>	<b>297,413</b>	<b>297,413</b>	-	<b>297,413</b>			

Highlands-Mead Metropolitan District  
 Statement of Revenues, Expenditures, & Changes in Fund Balance  
 Modified Accrual Basis For the Period Indicated

Print Date: 5/17/2024

	2023 Prelim Actual	2024 Adopted Budget	Variance Positive (Negative)	2024 Forecast	YTD Thru 03/31/24 Actual	YTD Thru 03/31/24 Budget	Variance Positive (Negative)
<b>COMBINED FUNDS</b>							
<b>REVENUE</b>							
Property Taxes	145,432	297,413	-	297,413	128,275	121,939	6,335
State Property Tax Backfill	-	1,775	-	1,775	-	-	-
Specific Ownership Taxes	6,164	13,801	-	13,801	1,772	2,300	(528)
Interest & Other Income	40,011	31,000	4,000	35,000	7,297	6,650	647
Operations Fees	104,473	171,840	7,040	178,880	35,879	34,368	1,511
<b>TOTAL REVENUE</b>	<b>296,079</b>	<b>515,829</b>	<b>11,040</b>	<b>526,869</b>	<b>173,223</b>	<b>165,258</b>	<b>7,966</b>
<b>EXPENDITURES</b>							
<b>Administration</b>							
Accounting, Legal, Management, & Audit	103,946	112,500	-	112,500	26,950	32,360	5,410
Insurance, SDA Dues, Misc Other	11,966	13,900	(1,193)	15,093	12,910	11,875	(1,035)
Treasurer's Fees	2,174	4,461	-	4,461	1,924	1,829	(95)
<b>Operations</b>							
Snow Removal	21,264	16,250	(4,750)	21,000	13,320	9,750	(3,570)
Landscape Maintenance & Replacements	41,163	92,563	-	92,563	11,546	11,266	(280)
Trash Removal	23,425	44,000	(1,700)	45,700	6,897	8,800	1,903
Utilities - Water, Gas & Electric	9,116	27,000	-	27,000	682	463	(220)
Contingency	-	20,000	-	20,000	-	5,000	5,000
<b>Debt Service</b>							
Bond Interest	214,481	214,481	-	214,481	-	-	-
Bond Principal	-	-	-	-	-	-	-
Trustee Administrative Fee	7,456	8,100	-	8,100	3,028	3,230	202
Debt Issuance Expense & Trustee Fees	-	-	-	-	-	-	-
Contingency	-	5,000	5,000	-	-	-	-
<b>Capital Outlay</b>							
	2,195	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>437,187</b>	<b>558,255</b>	<b>(2,643)</b>	<b>560,898</b>	<b>77,257</b>	<b>84,573</b>	<b>7,316</b>
<b>REVENUE OVER / (UNDER) EXPENDITURES</b>	<b>(141,107)</b>	<b>(42,426)</b>	<b>8,397</b>	<b>(34,029)</b>	<b>95,966</b>	<b>80,685</b>	<b>15,281</b>
<b>OTHER SOURCES / (USES)</b>							
Transfers to Town	(6,822)	(12,158)	-	(12,158)	(5,244)	(4,985)	(259)
Developer Advances	128,000	119,000	-	119,000	57,000	27,100	29,900
Developer Advance Repayments	(466,961)	-	-	-	-	-	-
Bond Proceeds	-	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES / (USES)</b>	<b>(345,782)</b>	<b>106,842</b>	<b>-</b>	<b>106,842</b>	<b>51,756</b>	<b>22,115</b>	<b>29,641</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(486,890)</b>	<b>64,416</b>	<b>8,397</b>	<b>72,813</b>	<b>147,723</b>	<b>102,800</b>	<b>44,922</b>
<b>BEGINNING FUND BALANCE</b>	<b>982,130</b>	<b>475,140</b>	<b>20,100</b>	<b>495,240</b>	<b>495,240</b>	<b>475,140</b>	<b>20,100</b>
<b>ENDING FUND BALANCE</b>	<b>495,240</b>	<b>539,556</b>	<b>28,497</b>	<b>568,053</b>	<b>642,963</b>	<b>577,940</b>	<b>65,023</b>
	=	=	=	=	=	=	=
<b>COMPONENTS OF FUND BALANCE</b>							
Non-Spendable	11,803	4,200	(582)	3,618	-	-	-
TABOR Emergency Reserve	7,953	10,581	301	10,882	10,882	-	-
Restricted For Operations	5,000	-	20,000	20,000	20,000	-	-
Restricted For Debt Service	474,966	523,176	8,673	531,849	582,838	-	-
Restricted For Capital Projects	-	-	-	-	-	-	-
Unassigned	(4,482)	1,599	105	1,704	29,242	-	-
<b>TOTAL ENDING FUND BALANCE</b>	<b>495,240</b>	<b>539,556</b>	<b>28,497</b>	<b>568,053</b>	<b>642,963</b>	<b>577,940</b>	<b>65,023</b>
	=	=	=	=	=	=	=

No assurance is provided on these financial statements;  
 substantially all disclosures required by GAAP omitted.



Highlands-Mead Metropolitan District  
 Statement of Revenues, Expenditures, & Changes in Fund Balance  
 Modified Accrual Basis For the Period Indicated

Print Date: 5/17/2024

	2023 Prelim Actual	2024 Adopted Budget	Variance Positive (Negative)	2024 Forecast	YTD Thru 03/31/24 Actual	YTD Thru 03/31/24 Budget	Variance Positive (Negative)
<b>GENERAL FUND</b>							
<b>REVENUE</b>							
Property taxes - Operations	23,085	41,143	-	41,143	17,745	16,869	876
Property taxes - Contractual	6,925	12,343	-	12,343	5,324	5,061	263
State Property Tax Backfill	-	1,775	-	1,775	-	-	-
Specific Ownership Taxes	1,272	1,605	-	1,605	319	267	51
Interest Income	24	-	3,000	3,000	819	-	819
<b>TOTAL REVENUE</b>	<b>31,306</b>	<b>56,866</b>	<b>3,000</b>	<b>59,866</b>	<b>24,206</b>	<b>22,197</b>	<b>2,009</b>
<b>EXPENDITURES - GENERAL</b>							
<b>Administration</b>							
Accounting	16,673	16,500	-	16,500	5,632	5,280	(352)
Audit	6,300	6,300	-	6,300	3,150	3,150	-
District Management	15,600	15,600	-	15,600	3,900	3,900	-
Elections	3,307	1,000	-	1,000	47	600	553
Legal	11,826	14,000	-	14,000	1,471	3,500	2,029
Insurance & SDA Dues	3,809	4,000	554	3,446	3,446	4,000	554
Office Supplies, Bank & Bill.com Fees, Other	1,295	2,000	-	2,000	367	500	133
Treasurer's fees - Operations	345	617	-	617	266	253	(13)
Treasurer's fees - Contractual	104	185	-	185	80	76	(4)
Website	630	700	-	700	150	175	25
Contingency	-	10,000	-	10,000	-	2,500	2,500
<b>Operations</b>							
Snow Removal	-	-	-	-	-	-	-
Park Landscape Maintenance	-	-	-	-	-	-	-
Trash Removal	-	-	-	-	-	-	-
Utilities - Water, Gas & Electric	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>59,888</b>	<b>70,902</b>	<b>554</b>	<b>70,348</b>	<b>18,509</b>	<b>23,934</b>	<b>5,424</b>
<b>REVENUE OVER / (UNDER) EXPENDITURES</b>	<b>(28,582)</b>	<b>(14,036)</b>	<b>3,554</b>	<b>(10,482)</b>	<b>5,697</b>	<b>(1,737)</b>	<b>7,434</b>
<b>OTHER SOURCES / (USES)</b>							
Transfers In/(Out)	(52,273)	(79,273)	(16,157)	(95,430)	(32,603)	(20,291)	(12,312)
Transfers to Town	(6,822)	(12,158)	-	(12,158)	(5,244)	(4,985)	(259)
Developer Advance Repayments	-	-	-	-	-	-	-
Developer Advances	128,000	119,000	-	119,000	57,000	27,100	29,900
<b>TOTAL OTHER SOURCES / (USES)</b>	<b>68,905</b>	<b>27,569</b>	<b>(16,157)</b>	<b>11,412</b>	<b>19,153</b>	<b>1,825</b>	<b>17,329</b>
<b>CHANGE IN FUND BALANCE</b>	<b>40,324</b>	<b>13,533</b>	<b>(12,603)</b>	<b>930</b>	<b>24,850</b>	<b>88</b>	<b>24,762</b>
<b>BEGINNING FUND BALANCE</b>	<b>(25,049)</b>	<b>2,847</b>	<b>12,427</b>	<b>15,275</b>	<b>15,275</b>	<b>2,847</b>	<b>12,427</b>
<b>ENDING FUND BALANCE</b>	<b>15,275</b>	<b>16,380</b>	<b>(176)</b>	<b>16,205</b>	<b>40,125</b>	<b>2,935</b>	<b>37,190</b>
	=	=	=	=	=	=	=

Highlands-Mead Metropolitan District  
 Statement of Revenues, Expenditures, & Changes in Fund Balance  
 Modified Accrual Basis For the Period Indicated

Print Date: 5/17/2024

	2023 Prelim Actual	2024 Adopted Budget	Variance Positive (Negative)	2024 Forecast	YTD Thru 03/31/24 Actual	YTD Thru 03/31/24 Budget	Variance Positive (Negative)
<b>OPERATIONS FUND</b>							
Beginning # of CO's	122	170		178			
CO's Issued During Year	56	27		25			
Ending # of CO's	<b>178</b>	<b>197</b>		<b>203</b>			
<b>Quarterly Fee Per Unit</b>	<b>\$ 200</b>	<b>\$ 240</b>		<b>\$ 240</b>			
<b>REVENUE</b>							
Operations Fees	104,473	171,840	7,040	178,880	35,879	34,368	1,511
Property Management Suspense	-	-	-	-	-	-	-
Late fees	1,335	1,000	-	1,000	660	250	410
Collection Fees	-	4,000	-	4,000	-	1,000	(1,000)
<b>TOTAL REVENUE</b>	<b>105,808</b>	<b>176,840</b>	<b>7,040</b>	<b>183,880</b>	<b>36,539</b>	<b>35,618</b>	<b>921</b>
<b>EXPENDITURES - OPERATIONS</b>							
<b>Administration</b>							
Accounting	16,673	16,500	-	16,500	5,632	5,280	(352)
District Management	15,600	15,600	-	15,600	3,900	3,900	-
Legal	11,826	14,000	-	14,000	1,471	3,500	2,029
Legal- Collections	-	4,000	-	4,000	-	1,000	1,000
Billing Fees	6,141	9,000	-	9,000	1,747	2,250	503
Insurance	6,233	7,200	(1,747)	8,947	8,947	7,200	(1,747)
Snow Removal	21,264	16,250	(4,750)	21,000	13,320	9,750	(3,570)
Landscaping- Base Contract	31,053	45,063	-	45,063	11,266	11,266	(0)
Landscaping- Additional Services	-	-	-	-	-	-	-
Irrigation Repair & Maintenance	8,960	8,000	-	8,000	280	-	(280)
Tree Spraying & Winter Watering	-	10,000	-	10,000	-	-	-
Tree & Shrub Replacements	-	28,000	-	28,000	-	-	-
Utilities - Water & Electric	9,116	27,000	-	27,000	682	463	(220)
Trash Removal	23,425	44,000	(1,700)	45,700	6,897	8,800	1,903
Playground Maintenance	1,150	1,500	-	1,500	-	-	-
Website	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-
Contingency	-	10,000	-	10,000	-	2,500	2,500
<b>TOTAL EXPENDITURES</b>	<b>151,441</b>	<b>256,113</b>	<b>(8,197)</b>	<b>264,310</b>	<b>54,142</b>	<b>55,909</b>	<b>1,767</b>
<b>REVENUE OVER / (UNDER) EXPENDITURES</b>	<b>(45,633)</b>	<b>(79,273)</b>	<b>(1,157)</b>	<b>(80,430)</b>	<b>(17,603)</b>	<b>(20,291)</b>	<b>2,688</b>
<b>OTHER SOURCES / (USES)</b>							
Transfer From General Fund	50,633	79,273	16,157	95,430	32,603	20,291	12,312
<b>TOTAL OTHER SOURCES / (USES)</b>	<b>50,633</b>	<b>79,273</b>	<b>16,157</b>	<b>95,430</b>	<b>32,603</b>	<b>20,291</b>	<b>12,312</b>
<b>CHANGE IN FUND BALANCE</b>	<b>5,000</b>	<b>-</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>-</b>	<b>15,000</b>
<b>BEGINNING FUND BALANCE</b>	<b>-</b>	<b>-</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>5,000</b>
<b>ENDING FUND BALANCE</b>	<b>5,000</b>	<b>-</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>-</b>	<b>20,000</b>
	=	=	=	=	=	=	=

Highlands-Mead Metropolitan District  
 Statement of Revenues, Expenditures, & Changes in Fund Balance  
 Modified Accrual Basis For the Period Indicated

Print Date: 5/17/2024

	2023 Prelim Actual	2024 Adopted Budget	Variance Positive (Negative)	2024 Forecast	YTD Thru 03/31/24 Actual	YTD Thru 03/31/24 Budget	Variance Positive (Negative)
<b>DEBT SERVICE FUND</b>							
<b>REVENUE</b>							
Property Taxes	115,421	243,927	-	243,927	105,206	100,010	5,196
Specific Ownership Taxes	4,892	12,196	-	12,196	1,454	2,033	(579)
Interest Income	27,593	26,000	1,000	27,000	5,819	5,400	419
<b>TOTAL REVENUE</b>	<b>147,906</b>	<b>282,123</b>	<b>1,000</b>	<b>283,123</b>	<b>112,478</b>	<b>107,443</b>	<b>5,036</b>
<b>EXPENDITURES</b>							
Treasurer's Fees	1,725	3,659	-	3,659	1,578	1,500	(78)
Bond Principal- Series 2020A	-	-	-	-	-	-	-
Bond Interest- Series 2020A	214,481	214,481	-	214,481	-	-	-
Bond Principal- Series 2020B	-	-	-	-	-	-	-
Bond Interest- Series 2020B	-	-	-	-	-	-	-
Paying Agent / Trustee Fees	7,456	8,100	-	8,100	3,028	3,230	202
Debt Issuance Expense	-	-	-	-	-	-	-
Contingency	-	5,000	5,000	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>223,663</b>	<b>231,240</b>	<b>5,000</b>	<b>226,240</b>	<b>4,606</b>	<b>4,730</b>	<b>124</b>
<b>REVENUE OVER / (UNDER) EXPENDITURES</b>	<b>(75,757)</b>	<b>50,883</b>	<b>6,000</b>	<b>56,883</b>	<b>107,873</b>	<b>102,713</b>	<b>5,160</b>
<b>OTHER SOURCES / (USES)</b>							
Transfers To Capital Fund	-	-	-	-	-	-	-
Bond Proceeds- Series 2020A	-	-	-	-	-	-	-
Bond Proceeds- Series 2020B	-	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES / (USES)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CHANGE IN FUND BALANCE</b>	<b>(75,757)</b>	<b>50,883</b>	<b>6,000</b>	<b>56,883</b>	<b>107,873</b>	<b>102,713</b>	<b>5,160</b>
<b>BEGINNING FUND BALANCE</b>	<b>550,722</b>	<b>472,293</b>	<b>2,673</b>	<b>474,966</b>	<b>474,966</b>	<b>472,293</b>	<b>2,673</b>
<b>ENDING FUND BALANCE</b>	<b>474,966</b>	<b>523,176</b>	<b>8,673</b>	<b>531,849</b>	<b>582,838</b>	<b>575,005</b>	<b>7,833</b>
	=	=	=	=	=	=	=
<b>COMPONENTS OF FUND BALANCE:</b>							
Cost of Issuance Fund	-	-	-	-	-	-	-
Surplus Fund	381,988	523,176	8,673	531,849	387,202		
Bond Payment / Capitalized Interest Fund	44,359	-	-	-	44,936		
Internal & Other Balances	48,619	-	-	-	150,700		
<b>TOTAL ENDING FUND BALANCE</b>	<b>474,966</b>	<b>523,176</b>	<b>8,673</b>	<b>531,849</b>	<b>582,838</b>		
	=	=	=	=	=		

Highlands-Mead Metropolitan District  
 Statement of Revenues, Expenditures, & Changes in Fund Balance  
 Modified Accrual Basis For the Period Indicated

Print Date: 5/17/2024

	2023 Prelim Actual	2024 Adopted Budget	Variance Positive (Negative)	2024 Forecast	YTD Thru 03/31/24 Actual	YTD Thru 03/31/24 Budget	Variance Positive (Negative)
<b>CAPITAL FUND</b>							
<b>REVENUE</b>							
Interest Income	11,059	-	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>11,059</b>	-	-	-	-	-	-
<b>EXPENDITURES</b>							
Organizational Costs	-	-	-	-	-	-	-
Engineer	1,640	-	-	-	-	-	-
Streets	-	-	-	-	-	-	-
Safety Protection	-	-	-	-	-	-	-
Water	-	-	-	-	-	-	-
Water Purchases	-	-	-	-	-	-	-
Sanitary Sewer	-	-	-	-	-	-	-
Utility Relocation	-	-	-	-	-	-	-
Parks & Recreation	-	-	-	-	-	-	-
Trustee Fees	555	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>2,195</b>	-	-	-	-	-	-
<b>REVENUE OVER / (UNDER) EXPENDITURES</b>	<b>8,864</b>	-	-	-	-	-	-
<b>OTHER SOURCES / (USES)</b>							
Transfers In (Out)	1,640	-	-	-	-	-	-
Developer Advance Repayment- Principal	(466,961)	-	-	-	-	-	-
Developer Advances	-	-	-	-	-	-	-
<b>TOTAL OTHER SOURCES / (USES)</b>	<b>(465,321)</b>	-	-	-	-	-	-
<b>CHANGE IN FUND BALANCE</b>	<b>(456,457)</b>	-	-	-	-	-	-
<b>BEGINNING FUND BALANCE</b>	<b>456,457</b>	-	-	-	-	-	-
<b>ENDING FUND BALANCE</b>	<b>-</b>	-	-	-	-	-	-
	=	=	=	=	=	=	=

HIGHLANDS-MEAD METROPOLITAN DISTRICT  
MEAD, COLORADO

FINANCIAL STATEMENTS AND  
INDEPENDENT AUDITOR'S REPORT

DECEMBER 31, 2023

DRAFT  
5.13.2024

# HIGHLANDS-MEAD METROPOLITAN DISTRICT

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## INDEPENDENT AUDITOR'S REPORT

Board of Directors  
Highlands-Mead Metropolitan District  
Mead, Colorado

### **Opinions**

We have audited the accompanying financial statements of the governmental activities and each major fund, of the Highlands-Mead Metropolitan District (the "District"), as of and for the year ended December 31, 2023, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Highlands-Mead Metropolitan District, as of December 31, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### ***Basis for Opinions***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District, and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Responsibilities of Management for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

### ***Auditor's Responsibility for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the required budgetary comparison schedules for the general fund and for the operations fund, as identified in the table of contents, be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted management's discussion and analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinions on the basic financial statements are not affected by this missing information.



**Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The budgetary comparisons for the capital improvement fund and for the debt service fund, as identified in the table of contents, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements.

The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supplementary information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

*FredrickZink & Associates, PC*

FredrickZink & Associates, PC  
Durango, Colorado  
May 13, 2024

DRAFT  
5.13.2024

BASIC FINANCIAL STATEMENTS

DRAFT  
5.13.2024

# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## STATEMENT OF NET POSITION

December 31, 2023

	Governmental Activities
<b>ASSETS</b>	
Current assets	
Cash and investments.....	\$ 510,336
Due from County Treasurer.....	442
Accounts receivable.....	14,640
Property taxes receivable.....	297,413
Prepaid expenses.....	14,803
Total current assets.....	<u>837,634</u>
Capital assets.....	<u>2,186,990</u>
<b>Total assets</b> .....	<u><u>\$ 3,024,624</u></u>
<b>LIABILITIES</b>	
Current liabilities	
Accounts payable.....	\$ 34,324
Revenue received in advance.....	10,656
Accrued interest payable.....	530,993
Current portion of bond payable.....	-
Total current liabilities.....	<u>575,973</u>
Noncurrent liabilities	
Bond payable, less current portion.....	4,700,000
Developer payable.....	733,978
Total noncurrent liabilities.....	<u>5,433,978</u>
<b>Total liabilities</b> .....	<u><u>\$ 6,009,951</u></u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	
Deferred property tax revenue.....	<u>\$ 297,413</u>
<b>NET POSITION</b>	
Net investment in capital assets.....	\$ (2,969,438)
Restricted	
Restricted for emergencies.....	6,340
Restricted for operations.....	5,000
Restricted for debt service.....	474,966
Unrestricted.....	(799,608)
<b>Total net position</b> .....	<u><u>\$ (3,282,740)</u></u>

The accompanying notes are an integral part of these financial statements.

# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## STATEMENT OF ACTIVITIES For the year ended December 31, 2023

Functions / Programs	Expenses	Charges for Services	Capital Contributions	Net (Expense) Revenue
<b>Governmental Activities</b>				
General government.....	\$ 220,348	\$ 105,808	\$ 2,186,990	\$ 2,072,450
Interest on long-term debt.....	320,297	-	-	(320,297)
Other costs of long-term debt.....	9,181	-	-	(9,181)
<b>Totals.....</b>	<b>\$ 549,826</b>	<b>\$ 105,808</b>	<b>\$ 2,186,990</b>	<b>\$ 1,742,972</b>
<b>General Revenues</b>				
Property taxes.....				145,431
Specific ownership taxes.....				6,164
Interest income.....				38,678
<b>Total general revenues.....</b>				<b>190,273</b>
<b>Change in net position.....</b>				<b>1,933,245</b>
<b>Net position, beginning of year.....</b>				<b>(5,215,985)</b>
<b>Net position, end of year.....</b>				<b>\$ (3,282,740)</b>

The accompanying notes are an integral part of these financial statements.

# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## BALANCE SHEET - GOVERNMENTAL FUNDS

December 31, 2023

	General	Operations	Capital Improvement	Debt Service	Total
<b>ASSETS</b>					
Equity in pooled cash and investments.....	\$ 37,705	\$ 1,016	\$ -	\$ 471,615	\$ 510,336
Due from County Treasurer.....	91	-	-	351	442
Accounts receivable.....	-	14,640	-	-	14,640
Property taxes receivable.....	53,486	-	-	243,927	297,413
Prepaid expenses.....	11,803	-	-	3,000	14,803
<b>Total assets.....</b>	<b>\$ 103,085</b>	<b>\$ 15,656</b>	<b>\$ -</b>	<b>\$ 718,893</b>	<b>\$ 837,634</b>
<b>LIABILITIES</b>					
Accounts payable.....	\$ 34,324	\$ -	\$ -	\$ -	\$ 34,324
Revenue received in advance.....	-	10,656	-	-	10,656
<b>Total liabilities.....</b>	<b>34,324</b>	<b>10,656</b>	<b>-</b>	<b>-</b>	<b>44,980</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>					
Deferred property tax revenue.....	53,486	-	-	243,927	297,413
<b>FUND BALANCE</b>					
Nonspendable					
Prepaid items.....	11,803	-	-	3,000	14,803
Restricted					
Emergencies.....	6,340	-	-	-	6,340
Operations.....	-	5,000	-	-	5,000
Debt service.....	-	-	-	471,966	471,966
Capital improvements.....	-	-	-	-	-
Unassigned.....	(2,868)	-	-	-	(2,868)
<b>Total fund balance.....</b>	<b>15,275</b>	<b>5,000</b>	<b>-</b>	<b>474,966</b>	<b>495,241</b>
<b>Total liabilities, deferred inflows of resources, and fund balance.....</b>	<b>\$ 103,085</b>	<b>\$ 15,656</b>	<b>\$ -</b>	<b>\$ 718,893</b>	<b>\$ 837,634</b>

The accompanying notes are an integral part of these financial statements.

# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES

### TO NET POSITION OF GOVERNMENTAL ACTIVITIES

December 31, 2023

Total Fund Balance..... \$ 495,241

Amounts reported for the governmental activities in the statement of net position are different because:

Capital assets are not financial resources and therefore are not reported in the governmental funds..... 2,186,990

Bonds payable and other long-term debt are not due and payable in the current period, and therefore are not reported in the governmental funds..... (5,433,978)

Accrued interest payable on outstanding bonds and other long-term debt do not require current financial resources, and therefore are not reported in the governmental funds..... (530,993)

Total Net Position..... \$ (3,282,740)

DRAFT  
5.13.2024

The accompanying notes are an integral part of these financial statements.

**HIGHLANDS-MEAD METROPOLITAN DISTRICT**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
For the year ended December 31, 2023

	General	Operations	Capital Improvement	Debt Service	Total
<b>REVENUES</b>					
Property taxes.....	\$ 30,010	\$ -	\$ -	\$ 115,421	\$ 145,431
Specific ownership taxes.....	1,272	-	-	4,892	6,164
Operations fee.....	-	105,808	-	-	105,808
Interest income.....	26	-	11,059	27,593	38,678
<b>Total Revenues.....</b>	<b>31,308</b>	<b>105,808</b>	<b>11,059</b>	<b>147,906</b>	<b>296,081</b>
<b>Expenditures</b>					
<b>Current operating</b>					
Accounting.....	16,673	16,673	-	-	33,346
Audit.....	6,300	-	-	-	6,300
Elections.....	3,307	-	-	-	3,307
Engineering.....	-	-	1,640	-	1,640
Insurance - other.....	3,809	6,233	-	-	10,042
Legal.....	11,826	11,826	-	-	23,652
Maintenance.....	-	62,403	-	-	62,403
Management and consulting.....	15,600	15,600	-	-	31,200
Miscellaneous.....	1,925	6,141	-	-	8,066
Trash removal.....	-	23,425	-	-	23,425
Treasurers fees.....	449	-	-	1,725	2,174
Utilities.....	-	9,140	-	-	9,140
<b>Debt Service</b>					
Principal.....	-	-	466,960	-	466,960
Interest.....	-	-	-	214,481	214,481
Other fees.....	-	-	556	7,456	8,012
<b>Total Expenditures.....</b>	<b>59,889</b>	<b>151,441</b>	<b>469,156</b>	<b>223,662</b>	<b>904,148</b>
<b>Excess of revenues over (under) expenditures.....</b>	<b>(28,581)</b>	<b>(45,633)</b>	<b>(458,097)</b>	<b>(75,756)</b>	<b>(608,067)</b>
<b>Other financing sources (uses)</b>					
Operating transfers in (out).....	(52,273)	50,633	1,640	-	-
Transfers to the Town of Mead.....	(6,822)	-	-	-	(6,822)
Developer advances.....	128,000	-	-	-	128,000
<b>Total other financing sources (uses).....</b>	<b>68,905</b>	<b>50,633</b>	<b>1,640</b>	<b>-</b>	<b>121,178</b>
<b>Net change in fund balances.....</b>	<b>40,324</b>	<b>5,000</b>	<b>(456,457)</b>	<b>(75,756)</b>	<b>(486,889)</b>
<b>Fund balances, beginning of year.....</b>	<b>(25,049)</b>	<b>-</b>	<b>456,457</b>	<b>550,722</b>	<b>982,130</b>
<b>Fund balances, end of year.....</b>	<b>\$ 15,275</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 474,966</b>	<b>\$ 495,241</b>

The accompanying notes are an integral part of these financial statements.

# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

For the year ended December 31, 2023

Net change in fund balances - total governmental funds..... \$ (486,889)

Amounts reported for governmental activities in the Statement of Activities  
are different because:

Governmental funds report capital outlays as expenditures. However, in the government-wide,  
financial statements the cost of assets is allocated over their estimated useful lives as depreciation  
expense. This is the net difference between depreciation and capital additions during the year.

Details of these differences are as follows:

Developer donation of infrastructure.....	2,231,622
Depreciation.....	(44,632)

Governmental funds report debt principal payments as other financing uses; however,  
the government-wide financial statements report debt principal payments as  
reductions of long-term debt..... 466,960

Governmental funds report debt proceeds as other financing sources; however,  
the government-wide financial statements report debt proceeds as  
increases in long-term debt.  
Developer advances..... (128,000)

Accrued interest expense on long-term debt is reported in the Statement of Activities,  
but does not require the use of current financial resources; therefore, the change in  
accrued interest expense is not reported as an expenditure in the governmental funds..... (105,816)

Change in net position - governmental funds..... \$ 1,933,245

The accompanying notes are an integral part of these financial statements.



# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## NOTES TO THE BASIC FINANCIAL STATEMENTS

December 31, 2023

### 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of Highlands-Mead Metropolitan District, herein referred to as the District, conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The District applies all relevant Governmental Accounting Standards Board (GASB) pronouncements. Significant accounting policies of the District are described below.

#### A. Financial Reporting Entity

The District was organized pursuant to provisions set forth in the Colorado Special District Act. The governing body of the District consists of a five-member Board of Directors which is elected by the registered voters within the District. The purpose of the District is to construct, operate, and maintain public improvements for the use and benefit of the inhabitants of the District.

The Governmental Accounting Standards Board (GASB) has specified the criteria to be used in defining a governmental entity for financial reporting purposes. The reporting entity consists of (a) the primary government; i.e., the District, and (b) organizations for which the District is financially accountable. The District is considered financially accountable for legally separate organizations if it is able to appoint a voting majority of an organization's governing body and is either able to impose its will on that organization or there is a potential for the organization to provide specific financial benefits to, or to impose specific financial burdens on, the District. Consideration is also given to other organizations that are fiscally dependent; i.e., unable to adopt a budget, levy taxes, or issue debt without approval by the District. Organizations for which the nature and significance of their relationship with the District are such that exclusion would cause the reporting entity's financial statements to be misleading or incomplete are also included in the reporting entity.

Based on the criteria discussed above, the District's financial statements do not include any component units, nor do they exclude any potential component units requiring inclusion in the District's reporting entity, nor is the District a component unit of any other government. The District's financial statements include the accounts of all District operations.

#### B. Basis of Presentation

##### Government-wide Statements

The statement of net position and the statement of activities display information about the primary government (the District). These statements include the financial activities of the overall government. The statement of net position presents the financial condition of the governmental activities of the District at year-end. The statement of changes in net position presents a comparison between direct expenses and program revenues for each program or function of the District's governmental activities.

In the statement of activities, direct expenses are those that are specifically associated with a service, program or department and, therefore, clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program and grants and contributions that are restricted to meeting the operational or capital requirements of a particular program. Revenues which are not classified as program revenues are presented as general revenues of the District, with certain limited exceptions.

The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the District.

##### Fund Financial Statements

The District segregates transactions related to certain functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance by segregating transactions related to certain governmental functions or activities. Fund financial statements are designed to present financial information of the District at this more detailed level. The focus of governmental fund financial statements is on major funds. Each major fund is presented in a separate column.

# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued

December 31, 2023

Governmental accounting systems are organized and operated on a fund basis. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. The District's funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations based upon the purposes for which they are to be spent and by the means by which spending activities are controlled. The various funds of the District are outlined in the following paragraphs:

### ***Governmental Funds***

Governmental fund operating statements present increases (revenues and other financing sources) and decreases (expenditures, other financing uses, and special items) in net current assets. Accordingly, they are said to present a summary of sources and uses of "available spendable resources" during a period.

*General Fund* - used to account for all financial resources, except those required to be accounted for in another fund. The General Fund balance is available to the District for any purpose provided it is expended or transferred according to general statutory laws.

*Operations Fund* - used to account for fees received from property owners in the District and the expenditure of those fees to fund operations costs as defined in the enabling legislation adopted by the District's board of directors.

*Capital Improvement Fund* - used to account for proceeds from General Obligation Bonds and developer advances that are used for major capital and equipment additions.

*Debt Service Fund* - used to account for accumulation of resources for, and payment of, long-term bond obligation principal, interest and related costs.

## **C. Measurement Focus and Basis of Accounting**

### **Government-Wide Financial Statements**

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Non-exchange transactions, in which the District receives value without directly giving equal value in return, consist of property taxes, other taxes and fines and penalties. All assets and all liabilities associated with the operation of the District are included on the statement of net position.

### ***Fund Financial Statements***

Governmental funds are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The District considers all revenues available if they are collected within 60 days after year-end. The following revenue sources are considered susceptible to accrual because they are both measurable and available to finance expenditures of the current period:

- Property Taxes
- Specific Ownership Taxes

Taxpayer-assessed local property and specific ownership taxes are considered "measurable" when in the hands of intermediary collecting governments and are recognized as revenue at that time. Expenditures are recorded when the related fund liability is incurred, except for un-matured principal and interest on general long-term debt, which is recognized when due. Proceeds of general long-term liabilities are reported as other financing sources.

# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued

December 31, 2023

### D. Budgets and Budgetary Accounting

The District uses the following procedures in establishing the budgetary data reflected in the financial statements:

- 1) Prior to October 15, the District staff submits to the Board a proposed operating budget for the fiscal year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them. A "Notice of Budget" is published when the budget is received.
- 2) Public hearings are held to obtain taxpayer comments.
- 3) Prior to December 15, the Board shall adopt, by resolution, the budget for the ensuing fiscal year and shall certify the tax levy to the Board of County Commissioners.
- 4) On or before December 31, the Board shall pass an annual appropriating resolution in which such sums of money shall be appropriated as the Board deems necessary to defray all expenses and liabilities of the District during the ensuing year.
- 5) The District's budgets are adopted on a basis consistent with generally accepted accounting principles for governmental entities. Annual appropriated budgets are adopted for all funds. The level of control in the budget at which expenditures exceed appropriations is at the fund level.
- 6) After adoption of the budget ordinance, the District may make by ordinance the following changes: a) supplemental appropriations to the extent of revenues in excess of the estimated budget; b) emergency appropriations; c) reduction of appropriations for which originally estimated revenues are insufficient.
- 7) Expenditures may not legally exceed appropriations at the fund level. Board approval is required for changes in the total budget of any fund. Budget amounts included in the financial statements are based on final legally amended budgets.
- 8) Budget appropriations lapse at the end of each year.

The District legally adopted annual budgets for all of the District's funds for 2023.

### E. Restricted Assets and Classification of Fund Balance

Assets are reported as restricted when limitations on their use change the nature or normal understanding of the availability of the asset. Such constraints are either imposed by creditors, contributors, grantors, laws of other governments, or imposed by enabling legislation. It is the District's policy to use restricted assets first when an expense is incurred for which both restricted and unrestricted assets are available.

In the governmental fund financial statements fund balance is reported in five classifications.

**Nonspendable:** Nonspendable is that portion of fund balance that are not in spendable form, for example prepaid expenses or inventories.

**Restricted:** The Colorado Constitution as amended by TABOR (see separate statutory compliance note) requires local governments to establish emergency reserves to be used for declared emergencies only. Emergencies, as defined by TABOR, exclude economic conditions, revenue shortfalls, or salary or fringe benefit increases.

The District has restricted fund balance for operations fees not yet spent to fund operations costs. Additionally, the District has restricted fund balance for debt service as required by its bond indenture. The District also has restricted fund balance for unspent bond proceeds held in the Capital Improvement Fund. It is the District's policy to use restricted fund balance first when an expense is incurred for which both restricted and unrestricted fund balance are available.

# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued

December 31, 2023

**Committed:** Committed is that portion of fund balance that has been committed by the highest level of formal action of the District's Board of Directors and does not lapse at year-end. The District does not have any committed fund balance at year end. It is the District's policy to use committed fund balance first when an expense is incurred for which both restricted and unrestricted fund balance are available.

**Assigned:** Assignments of fund balance are designated by District management.

**Unassigned:** Fund balance that has not been reported in any other classification is reported as unassigned.

### F. Property Taxes Receivable and Deferred Revenue

Property taxes are levied on December 15, and attach as an enforceable lien on property on January 1st of the following year, payable in either one installment (no later than April 30th) or two equal installments (not later than February 28th and June 15th) without interest or penalty. Taxes not paid within the prescribed time bear interest at the rate of one percent (1%) per month until paid. Unpaid amounts and the accrued interest thereon become delinquent on June 16th. Property taxes are levied and collected on behalf of the District by Weld County and are reported as revenue when received by the County Treasurers. Property taxes levied in the current year and payable in the following year are reported as a receivable at December 31; however, since the taxes are not available to pay current liabilities, the receivable is recorded as deferred revenue.

### G. Capital Assets

All capital assets purchased or acquired with an original cost in excess of the capitalization thresholds set by the District are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated assets are valued at their estimated fair value on the date of the donation. Repairs and maintenance are recorded as expenditures as incurred; while additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. All capital assets acquired have been dedicated to other local governments in accordance with the District's service plan.

### H. Use of Estimates

Management uses estimates and assumptions in preparing these financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities and the reported revenues and expenses. Actual results could vary from the estimates that were used.

## 2. CASH AND INVESTMENTS

The District's policy in determining which items are treated as cash equivalents include cash, demand deposits, treasury bills, and other short-term, highly liquid investments that are readily convertible to cash and have original maturities of three months or less.

Investments are reported at fair value which is determined using selected bases. Short term investments are reported at cost which approximates fair value. Securities traded on a national or international exchange are valued at the last quoted market price. Cash deposits are reported at carrying amounts which reasonably estimates fair value.

The Colorado Public Deposit Protection Act (PDPA) requires that all units of local government deposit cash in eligible public depositories. Eligibility is determined by state regulators. The eligible depository is required to pledge to the Colorado Division of Banking a pool of collateral having a market value that at all times exceeds 102 percent of uninsured aggregate public deposits. The eligible collateral is determined by the PDPA, which includes obligations of the United States, the State of Colorado, Local Colorado governments, and obligations secured by first lien mortgages on real property located in the state. PDPA allows the institution to create a single collateral pool for all public funds.

# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued

December 31, 2023

The pool is to be maintained by another institution or held in trust for all the uninsured public deposits as a group. The State Regulatory Commission for banks and financial services is required by statute to monitor the naming of eligible depositories and reporting of the uninsured deposits and assets maintained in the collateral pools.

There is no custodial credit risk for public deposits collateralized under PDPA.

In order to facilitate the recording of cash transactions and maximize interest earnings, the District has pooled cash deposits for all funds. The District maintains accountability for each fund's equity in pooled cash. Interest earnings for combined funds are generally distributed based on monthly cash balances.

At December 31, 2023, all of the District's deposits were either held in deposit accounts insured by the Federal Deposit Insurance Corporation (FDIC) or in eligible depositories as required by PDPA in accordance with state statute, and had total balances (as reflected on the bank's records, before outstanding items) on deposit of \$80,639 which was covered by FDIC insurance.

The District has not adopted a formal investment policy; however, the District invests public funds in a manner which will provide the highest investment return with the maximum security, meet daily cash flow demands, and conform to all federal, state and local statutes governing the investment of public funds. This applies to the investment of all financial assets of all funds of the District over which it exercises financial control.

Colorado statutes specify investment instruments meeting defined rating and risk criteria in which local governments may invest which include:

Obligations of the United States and certain U.S. governmental agency securities, including securities issued by FNMA (federal national mortgage association), GNMA (governmental national mortgage association), FHLMC (federal home loan mortgage corporation), the federal farm credit bank, the federal land bank, the export-import bank, and by the Tennessee Valley Authority, and certain international agency securities, including the World Bank

General obligation and revenue bonds of U.S. local government entities, the District of Columbia, and territorial possessions of the U.S. rated in the highest two rating categories by two or more nationally recognized rating agencies

Bankers' acceptances of certain banks

Certain securities lending agreements

Commercial paper

Written repurchase agreements collateralized by certain authorized securities

Certain money market funds

Guaranteed investment contracts

Local government investment pools

The investing local government's own securities including certificates of participation and lease obligations.

### Local Government Investment Pool (COLOTRUST)

Included in cash and cash equivalents is \$426,347 held in the Colorado Local Government Liquid Asset Trust (the Trust), an investment vehicle established for local government entities in Colorado to pool surplus funds. The State Securities Commissioner administers and enforces all State statutes governing the Trust. The Trust operates similarly to a money market fund. The Trust offers shares in three portfolios, COLOTRUST Prime (Prime), COLOTRUST Plus+ (Plus+) and COLOTRUST Edge (Edge). All portfolios may invest in U.S. Treasury securities, repurchase agreements collateralized by U.S. Treasury securities, certain obligations of U.S. government agencies and instrumentalities, and repurchase agreements collateralized with certain U.S. government agencies or instrumentalities. Plus+ and Edge may also invest in the highest rated commercial paper.

# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued

December 31, 2023

The Prime and Plus+ portfolios are restricted to a weighted average maturity (WAM) of 60 days or less while the Edge portfolio incorporates longer-dated securities with a WAM of 60 days or more. Both Prime and Plus+ portfolios are rated AAAM by Standard and Poor's and the EDGE portfolio is rated AAAf/S1 by Fitch Ratings.

As of December 31, 2023, the District had \$0 invested in Prime, \$426,347 invested in Plus+, and \$0 invested in Edge.

Certain investments are measured at fair value on a recurring basis are categorized within the fair value hierarchy established by generally accepted accounting principles. The hierarchy is based on the valuation inputs used to measure an asset's fair value; Level 1 inputs are quoted prices in active markets for identical assets; Level 2 inputs are significant other observable inputs; Level 3 inputs are significant unobservable inputs.

The District's investments are not required to be categorized within the fair value hierarchy. These investments are measured at amortized cost or in certain circumstances the value is calculated using the net asset value (NAV) per share, or its equivalent of the investment. These investments include 2a7-like external investment pools and money market investments. The District held investments in COLOTRUST at year end for which the investment valuations were determined as follows.

COLOTRUST records its investments at fair value and the District records its investments in COLOTRUST at net asset value as determined by fair value. Each share of Prime and Plus is equal in value to \$1.00 and the redemption frequency is daily with no redemption notice period. Edge's net asset value is managed to approximate a \$10.00 transactional share price and the redemption frequency is five business days. The principal value of an Edge investment may fluctuate and could be greater or less than \$10.00 per share at time of purchase, prior to redemption, and at the time of redemption. There are no unfunded commitments.

The following is a summary of cash and investments:

	<u>Fair Value</u>
Bank deposits	\$ 83,989
COLOTRUST	426,347
Total cash and investments	<u>\$ 510,336</u>

### Risk Disclosures

Additional investment and deposit disclosures for credit risk, interest rate risk, and foreign currency risk, as required by GASB Statement No. 40, Deposit and Investment Risk Disclosures, are included below.

To minimize custodial credit risk, or the risk that an insurer or other counterparty to an investment will not fulfill its obligations, state law limits District investments to those where the issuer is rated in one of the three highest rating categories by one or more nationally recognized organizations that rate such issuers. The District has deposits in COLOTRUST Plus+. COLOTRUST is rated AAAM by Standard & Poor's.

The concentration of credit risk, or the risk of loss attributed to the magnitude of a government's investment in a single issuer, occurs when deposits are not diversified. District policy places no limit on the amount the District may invest in any one issuer; however, the District maintains general guidelines for investments to ensure proper diversification by security type and institution. All District investments are issued or explicitly guaranteed by securities of the U.S. government, or insured by PDPA, or are investments in mutual fund or external investment pools, and therefore are not subject to concentration of credit risk disclosure requirements.

# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued

December 31, 2023

Interest rate risk is the extent to which changes in interest rates will adversely affect the fair value of an investment. The District maintains an investment policy that limits investment maturities to three years as means of managing its exposure to fair value losses arising from increasing interest rates and to avoid undue concentration in any sector of the yield curve. Exceptions to this structure may be allowed where maturities can be structured to accommodate readily identifiable cash flows as approved by the Board.

The District was not subject to foreign currency risk as of December 31, 2023.

### 3. FAIR VALUES OF FINANCIAL INSTRUMENTS

The District has a number of financial instruments, including cash and equivalents, receivables, and accounts payable, none of which are held for trading purposes. The District estimates that the fair values of its financial instruments at December 31, 2023 does not differ materially from the aggregate carrying values of its financial instruments recorded in the accompanying balance sheet.

### 4. CAPITAL ASSETS

A summary of changes in capital assets follows:

	12/31/2022	Additions	Deletions	12/31/2023
Parks and Recreation	\$ -	\$ 2,231,622	\$ -	\$ 2,231,622
Accumulated depreciation	-	(44,632)	-	(44,632)
	<u>\$ -</u>	<u>\$ 2,186,990</u>	<u>\$ -</u>	<u>\$ 2,186,990</u>

Depreciation is provided on a straight-line basis over the estimated useful lives of the assets, ranging from 3 to 25 years. Depreciation expense for the year ended December 31, 2023 was \$44,632

### 5. LONG-TERM OBLIGATIONS

A summary of changes in long-term obligations follows:

	12/31/2022	Additions	Deletions	12/31/2023	Due Within One Year
Series 2020A G.O. Bonds	\$ 4,185,000	\$ -	\$ -	\$ 4,185,000	\$ -
Series 2020B G.O. Bonds	515,000	-	-	515,000	-
Developer advances - capital	923,388	-	(466,960)	456,428	-
Developer advances - operating	149,550	128,000	-	277,550	-
	<u>\$ 5,772,938</u>	<u>\$ 128,000</u>	<u>\$ (466,960)</u>	<u>\$ 5,433,978</u>	<u>\$ -</u>

#### Limited Tax General Obligation Bonds Series 2020A and 2020B

General Obligation Bonds in the face amount of \$4,185,000 (Series 2020A) and \$515,000 (Series 2020B) were issued with a date of August 11, 2020. The interest rate is 5.125% for the Series 2020A bonds, payable semiannually on June 1, and December 1. Principal payments begin on December 1, 2025 and continue each December 1 until redeemed. The interest rate is 7.75% for the Series 2020B bonds, payable annually on December 15, to the extent subordinate pledged revenue is available.

# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued

December 31, 2023

No interest and principal maturities are reflected in this section for the Series 2020B bonds since these payments are subject to available revenue. Final maturity dates are December 2050 for the Series 2020A Bonds and December 2050 for the Series 2020 B Bonds.

If any principal or accrued interest balances remain on either the Series 2020A or Series 2020B Bonds at December 15, 2050, the District will continue to levy taxes until the balances are fully paid. However, any balances remaining after December 15, 2059 will discharge and the District will no longer be obligated for the remaining balances.

The annual requirements to amortize the Limited Tax General Obligation Bonds Series 2020A are as follows:

Year	Bonds		Total
	Principal	Interest	
2024	\$ -	\$ 214,481	\$ 214,481
2025	20,000	214,481	234,481
2026	55,000	213,456	268,456
2027	55,000	210,638	265,638
2028	65,000	207,819	272,819
Thereafter	3,990,000	3,031,694	7,021,694
	<u>\$ 4,185,000</u>	<u>\$ 4,092,569</u>	<u>\$ 8,277,569</u>

The District has voted authorized debt limit of \$520,000,000 (limited to \$20,000,000 by the service plan and intergovernmental agreement) of which \$4,700,000 has been issued.

### Developer Advances

The developer of the area within the District has advanced funds to the District for capital outlay and for operating needs. Reimbursement of these advances are made as funds are available and as allowed by the bond indenture. These advances bear interest at 6.5%.

## 6. CONTINGENCIES

During the normal course of business, the District may incur claims and other assertions against it from various agencies and individuals. Management of the District and their legal representatives represent that no claims have been asserted against the District and they are not aware of any un-asserted possible claims or litigation as of December 31, 2023.

## 7. RISK MANAGEMENT

The District is exposed to various risks of loss related to torts; thefts of, damage to, or destruction of assets; errors and omissions; injuries to employees; or acts of God.

The District has elected to participate in the Colorado Special Districts Property and Liability Pool (the Pool) which is sponsored by the Special District Association of Colorado. The Pool provides property and general liability, automobile physical damage and liability, public official's liability and machinery coverage to its members. There have been no significant reductions in coverage from the prior year and settled claims have not exceeded coverage in the last three years. The District pays annual premiums to the Pool for liability, property, and public officials' liability coverage.

In the event aggregated losses incurred by the Pool exceed amounts recoverable from reinsurance contracts and funds accumulated by the Pool, the Pool may require additional contributions from the Pool members. Any excess funds which the Pool determines are not needed for purposes of the Pool may be returned to the members pursuant to a distribution formula. During the year ended December 31, 2023, the Pool made no distributions to the District.



# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## NOTES TO THE BASIC FINANCIAL STATEMENTS - Continued

December 31, 2023

### 8. INTERGOVERNMENTAL AGREEMENTS AND COMMITMENTS

#### Town of Mead

The District entered into an intergovernmental agreement with the Town of Mead (Town) dated December 9, 2019. This agreement requires that the District dedicate District-constructed public improvements to the Town or other appropriate jurisdictions, except for any not accepted by said jurisdictions. The agreement requires that public improvements be constructed in accordance with the standards of the Town and of other appropriate jurisdictions. The service plan and the agreement limits the District's total debt to \$20,000,000.

The agreement also requires that at any time the District imposes a mill levy, the District will impose an additional Town O&M Mill Levy in the amount of 3.000 mills, as adjusted by the Gallagher Amendment Adjustment, for purposes of defraying the Town's ongoing operations and maintenance expenses associated with Town capital improvements and infrastructure, the streets within the boundaries of the District and other public improvements which may be dedicated to the Town by the District.

### 9. STATUTORY COMPLIANCE

#### TABOR Amendment - Revenue and Spending Limitation Amendment

In November 1992, Colorado voters amended Article X of the Colorado Constitution by adding Section 20, commonly known as the Taxpayer's Bill of Rights (TABOR). TABOR contains revenue, spending, tax, and debt limitations, which apply to the State of Colorado and local governments. TABOR requires, with certain exceptions, advance voter approval for any new tax, tax rate increase, mill levy above that for the prior year, extensions of any expiring tax, or tax policy change directly causing a net tax revenue gain to any local government.

Future spending and revenue limits are determined based on the prior year's fiscal year spending adjusted for inflation in the prior calendar year plus annual local growth. Fiscal year spending is generally defined as expenditures and reserve increases with certain exceptions. Revenue, if any, in excess of the fiscal year spending limit must be refunded in the next fiscal year unless voters approve retention of such revenue.

TABOR requires, with certain exceptions, voter approval prior to imposing new taxes, increasing a tax rate, increasing a mill levy above that for the prior year, extending an expiring tax, or implementing a tax policy change directly causing a net tax revenue gain to any local government.

Except for financing bonded debt at a lower interest rate or adding new employees to existing pension plans, TABOR requires advance voter approval for the creation of any multiple-fiscal year debt or other financial obligation unless adequate present cash reserves are pledged irrevocably and held for payments in all future fiscal years.

TABOR also requires local governments to establish emergency reserves to be used for declared emergencies only. Emergencies, as defined by TABOR, exclude economic conditions, revenue shortfalls, or salary or fringe benefit increases. These reserves are required to be 3% or more of spending (excluding bonded debt service). The required reserve at December 31, 2023 is \$6,340.

During formation of the District, its voters approved the removal of the application of certain requirements of TABOR to the District. The District's management believes it is in compliance with the financial provisions of TABOR. However, TABOR is complex and subject to interpretation. Many of its provisions, including the interpretation of how to calculate fiscal year spending limits, will require judicial interpretation.

### 10. SUBSEQUENT EVENT

The District has evaluated subsequent events through **May 13, 2024**, the date which the financial statements were available to be issued. There were no material subsequent events that required additional disclosure in the financial statements.

REQUIRED SUPPLEMENTARY INFORMATION

# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## BUDGETARY COMPARISON SCHEDULE

### GENERAL FUND

For the year ended December 31, 2023

	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>			
Property taxes.....	\$ 29,907	\$ 30,010	\$ 103
Specific ownership taxes.....	1,794	1,272	(522)
Interest income.....	-	26	26
<b>Total revenues.....</b>	<b>31,701</b>	<b>31,308</b>	<b>(393)</b>
<b>EXPENDITURES</b>			
Accounting.....	12,000	16,673	(4,673)
Audit.....	6,300	6,300	-
Elections.....	3,500	3,307	193
Insurance.....	3,025	3,809	(784)
Legal.....	13,000	11,826	1,174
Management.....	15,600	15,600	-
Miscellaneous.....	2,225	1,925	300
Treasurers fees.....	449	449	-
Contingency.....	10,000	-	10,000
<b>Total expenditures.....</b>	<b>66,099</b>	<b>59,889</b>	<b>6,210</b>
<b>Excess revenue over (under) expenditures.....</b>	<b>(34,398)</b>	<b>(28,581)</b>	<b>5,817</b>
<b>Other financing sources (uses)</b>			
Transfers out.....	(77,673)	(52,273)	25,400
Transfers to the Town of Mead.....	(6,798)	(6,822)	(24)
Developer advances.....	119,000	128,000	9,000
<b>Total other financing sources .....</b>	<b>34,529</b>	<b>68,905</b>	<b>34,376</b>
<b>Net change in fund balances.....</b>	<b>131</b>	<b>40,324</b>	<b>40,193</b>
<b>Fund balances, beginning of year.....</b>	<b>13,005</b>	<b>(25,049)</b>	<b>(38,054)</b>
<b>Fund balances, end of year.....</b>	<b>\$ 13,136</b>	<b>\$ 15,275</b>	<b>\$ 2,139</b>

# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## BUDGETARY COMPARISON SCHEDULE

### OPERATIONS FUND

For the year ended December 31, 2023

	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenues</b>			
Operations fee revenue.....	\$ 104,400	\$ 105,808	\$ 105,808
<b>Total revenues</b> .....	104,400	105,808	105,808
<b>Expenditures</b>			
Accounting.....	12,000	16,673	(4,673)
Insurance.....	3,000	6,233	(3,233)
Legal.....	17,699	11,826	5,873
Maintenance.....	64,224	62,403	1,821
Management.....	15,600	15,600	-
Miscellaneous.....	3,350	6,141	(2,791)
Trash removal.....	29,200	23,425	5,775
Utilities.....	27,000	9,140	17,860
Contingency.....	10,000	-	10,000
<b>Total expenditures</b> .....	182,073	151,441	30,632
Excess revenue over (under) expenditures.....	(77,673)	(45,633)	32,040
<b>Other financing sources (uses)</b>			
Transfers in.....	77,673	50,633	(27,040)
<b>Total Other financing sources (uses)</b> .....	77,673	50,633	(27,040)
Net change in fund balances.....	-	5,000	5,000
Fund balances, beginning of year.....	-	-	-
Fund balances, end of year.....	\$ -	\$ 5,000	\$ 5,000

ADDITIONAL SUPPLEMENTAL INFORMATION

# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## BUDGETARY COMPARISON SCHEDULE

### CAPITAL IMPROVEMENT FUND

For the year ended December 31, 2023

	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>			
Interest income.....	\$ 5,000	\$ 11,059	\$ 6,059
<b>Total revenues.....</b>	<b>5,000</b>	<b>11,059</b>	<b>6,059</b>
<b>EXPENDITURES</b>			
Capital Outlay.....	15,679,320	1,640	15,677,680
Trustee Fees.....	200	556	(356)
Contingency.....	2,000,000	-	2,000,000
<b>Total expenditures.....</b>	<b>17,679,520</b>	<b>2,196</b>	<b>17,677,324</b>
Excess of revenues over (under) expenditures.....	(17,674,520)	8,863	17,683,383
<b>Other financing sources (uses)</b>			
Transfers in.....	-	1,640	1,640
Developer advance repayment.....	(459,581)	(466,960)	(7,379)
Developer advances.....	17,679,520	-	(17,679,520)
<b>Total other financing sources (uses).....</b>	<b>17,219,939</b>	<b>(465,320)</b>	<b>(17,685,259)</b>
Net change in fund balances.....	(454,581)	(456,457)	(1,876)
Fund balances, beginning of year.....	454,581	456,457	1,876
Fund balances, end of year.....	\$ -	\$ -	\$ -

# HIGHLANDS-MEAD METROPOLITAN DISTRICT

## BUDGETARY COMPARISON SCHEDULE

### DEBT SERVICE FUND

For the year ended December 31, 2023

	Original and Final Budget	Actual	Variance Favorable (Unfavorable)
<b>REVENUES</b>			
Property taxes.....	\$ 115,026	\$ 115,421	\$ 395.00
Specific ownership taxes.....	6,902	4,892	(2,010)
Interest income.....	17,000	27,593	10,593
<b>Total revenues.....</b>	<b>138,928</b>	<b>147,906</b>	<b>8,978</b>
<b>EXPENDITURES</b>			
Debt Service			
Principal.....	-	-	-
Interest.....	214,481	214,481	-
Trustee Fees.....	7,700	7,456	244
Treasurer fees.....	1,725	1,725	-
Contingency.....	5,000	-	5,000
<b>Total expenditures.....</b>	<b>228,906</b>	<b>223,662</b>	<b>5,244</b>
Excess of revenues over (under) expenditures.....	(89,978)	(75,756)	14,222
<b>Other financing sources (uses)</b>			
Transfers in (out).....	-	-	-
<b>Total other financing sources (uses).....</b>	<b>-</b>	<b>-</b>	<b>-</b>
Net change in fund balances.....	(89,978)	(75,756)	14,222
Fund balances, beginning of year.....	548,729	550,722	1,993
Fund balances, end of year.....	\$ 458,751	\$ 474,966	\$ 16,215

# Manager's Report

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The Manager's Report provides an overview of work completed by the Management team from the last meeting period, including information about day-to-day operations.

**DISTRICT/ASSOCIATION INFORMATION:** The Information summary provides a current status of key information on time sensitive matters or scheduling for quick access by board members.

Community Name: **Highlands Mead**

Website: <https://www.highlandsmeadmetrodistrict.com/>

## Board of Directors:

Office	Name	Term Expires
President	Lisa Wiebelhaus	2027
Secretary	Will Edgington	2025
Treasurer	Serge Goldberg	2025
Assistant Secretary	Shannon Englar	2025
Assistant Secretary	Janice Bachman	2027

## Vendors/Contracts:

Current Contracts	Vendor Contact Name	Renewal Date
Landscaping	Mill Brothers Landscaping	2025
Snow Removal	C&C Landscaping	2025
Trash/Recycle Removal	Waste Management	2025
Developer	Prosper Land	NA
Builder	Landsea Homes (formerly Richfield)	NA

## MANAGER'S SERVICES

### Administrative Tasks Completed Since Last Meeting

Task	Status	Comment/Recommended Action
Set up Smartwebs	Up & Running	Full Smartwebs Reports Available Online & Will Be Included Here in Future Meetings. Data Not Ready Yet.
<i>Keeping up with all backyard landscaping completion, fence staining, etc. within Teleos Cloud system and sending</i>	Good	Will Continue to Monitor



<i>escalating violation letters accordingly</i>		
<i>Processing and creating all violation letters &amp; Architectural Control/DRC follow up until all homes are completed</i>	Good	Will Continue to Monitor
<i>Answering all owner calls/emails as pertaining to DRC &amp; CEC</i>	Good	Will Continue to Monitor
<i>Updated website with documents associated with meetings and year end resolutions</i>	Good	Will Continue to Monitor
<i>Prepared Board packet for May 20 2024 meeting</i>	Good	Attached for Meeting
<i>Secured signatures on all 2024 contracts and documents</i>	Good	Signed
<i>Updated website with for 2024 with all new compliance documents</i>	Good	Completed
<i>Sent meeting invites for 2024 board meetings</i>	Good	Completed
<i>Prepared year end reports pursued signature and uploaded updated documents to web site.</i>	Good	Completed
<i>Filed Current Map with local jurisdictions</i>	Good	Completed
<i>Filed Transparency Notice with SDA and local jurisdictions</i>	Good	Completed
<i>Filed 2024 budget with Division of Local government</i>	Good	Completed

**Scope of Services vs. Management Agreement:** From time to time, the Manager is asked to perform services that are beyond the standard Management Agreement. We believe it is helpful for the Board to be made aware of these additional services so that both parties are “on the same page” regarding the approval of additional hours for compensation.

- 1.
- 2.
- 3.



**MAINTENANCE REPORT:** The Association holds a responsibility for maintaining the common elements of the community in good condition. Therefore, the Association Manager, on the Board’s behalf, performs periodic inspections of the common areas to determine maintenance needs and the status of on-going maintenance services by the Association’s service provider(s).

**Maintenance Requests:** Work Orders are often used to give directives on maintenance repairs as well as to track the authorization for repairs to be completed. The following represents work orders currently being followed as well as those recently closed.

Condition	Status	Comments
Open Maintenance requests		
Emergency Maintenance Requests		
Completed Maintenance Requests		



**DRC/COVENANT ENFORCEMENT**

Condition	Status	Comment/Recommended Action
Number of Covenant Inspections Since the Last Meeting	7	The represents an overall view of total violations being addressed during monthly inspections.
Number Violations Issued Since Last Meeting	131	This is the total number of violations sent since the last meeting.
Number of DRC’s Processed Since Last Meeting	41	Number of Design Review Requests received and processed.
Number of DRC’s in Process at this Time	3	Number of Design Review Requests in Process at this Time



**OWNER COMMUNICATIONS:** The Owner communication summary provides information and analysis about resident contact with the association via the management office in order to monitor communication patterns and meet the needs of the community.

Condition	Amount	Comment / Recommend Action
Number of Resident Phone calls Since the last Meeting	77	Resident call volume
Number of Email communications/inquiries	262	Resident email volume

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**OTHER:** Smartwebs is now fully set up with DRC and CEC Integration for Architectural Requests and Violations. There will be reports available at the next meeting as they do not reflect all of the violations issued since last meeting.