

# ERIE HIGHLANDS METROPOLITAN DISTRICTS NOS. 1 and 2

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<https://eriehighlands1-2.colorado.gov/>

## NOTICE OF A REGULAR MEETING AND AGENDA

### **District No. 1 Board of Directors:**

Josh Malm  
Jason Edward Manley  
Tonya L. Baca  
Barry Luginbill  
Kristie Kauertz

### **Office:**

President  
Treasurer  
Secretary  
Assistant Secretary  
Assistant Secretary

### **Term/Expiration:**

2027/May 2027  
2029/May 2029  
2027/May 2027  
2029/May 2027  
2027/May 2027

### **District No. 2 Board of Directors:**

Mitchell Gonzales  
Andrew J. Matyus  
Keith Kauffman  
Elizabeth Thoma  
Alexandra Hobbs

### **Office:**

President  
Treasurer  
Secretary  
Assistant Secretary  
Assistant Secretary

### **Term/Expiration:**

2027/May 2027  
2029/May 2029  
2027/May 2027  
2029/May 2029  
2027/May 2027

DATE: January 7, 2026

TIME: 6:00 P.M.

PLACE: via Zoom

*\*Individuals requiring special accommodation to attend and/or participate in the meeting please advise the District Manager (dsolin@sdmsi.com or 303-987-0835) of their specific need(s) before the meeting.*

### **Zoom Information**

<https://us02web.zoom.us/j/5469119353?pwd=SmtlcHJETFhCQUZEcVBBOGZVU3Fqdz09>

Meeting ID: 546 911 9353

Passcode: 912873

Dial In: 1-719-359-4580

## I. CALL TO ORDER

- A. Confirm Quorum and Present Conflict Disclosures. Approve Agenda; confirm location of meeting and posting of meeting notices. Designate 24-hour posting location.
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## II. PUBLIC COMMENTS

- A. Members of the public may express their views to the Boards on matters that affect the Districts. Comments will be limited to three (3) minutes per speaker.
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### III. ADMINISTRATIVE MATTERS

- A. **[District No. 1]** Review and approve Minutes of the December 3, 2025 regular meeting (enclosure).
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- B. **[District No. 2]** Review and approve Minutes of the November 5, 2025 regular meeting and December 30, 2025 special meeting (enclosures).
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- C. **[District No. 1]** Director Reports.
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- D. **[District No. 1]** Consider approval of Resolution re Colorado Open Records Act Rules and Policy (enclosure).
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- E. **[District No. 2]** Consider approval of Resolution re Colorado Open Records Act Rules and Policy (enclosure).
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### IV. FINANCIAL MATTERS

- A. Review and ratify the approval of the payment of claims as follows for District No. 1 (enclosures):

<b>Fund</b>	<b>Special Request Nov 30, 2025</b>	<b>Period Ending Dec. 31, 2025</b>
General	\$ 39,299.35	\$ 48,226.56
Debt Service	\$ 4,000.00	\$ -0-
Capital Projects	\$ -0-	\$ -0-
<b>Total Claims</b>	<b>\$ 43,299.35</b>	<b>\$ 48,226.56</b>

- B. Review and ratify the approval of the payment of claims as follows for District No. 2 (enclosures):

<b>Fund</b>	<b>Period Ending Nov. 30, 2025</b>	<b>Period Ending Dec. 31, 2025</b>
General	\$ 57,338.65	\$ 22,807.88
Debt Service	\$ -0-	\$ -0-
Capital Projects	\$ -0-	\$ -0-
<b>Total Claims</b>	<b>\$ 57,338.65</b>	<b>\$ 22,807.88</b>

- C. **[District No. 1]** Review and accept updated unaudited financial statements and cash position statement (enclosures).
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- D. **[District No. 2]** Review and accept updated unaudited financial statements and cash position statement (enclosures).
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V. POOL & CLUBHOUSE MATTERS

- A. Update on proposals for pool repair projects.
    - a. Ratify approval of Knott Laboratory, LLC for inspection and Laser scanning of the interior of the pool and surrounding area, and report re: same in the amount of \$3,500.00 (enclosure).
  - B. Update on proposals for 2026 Pool Services.
    - a. CPO
    - b. Lifeguard
    - c. Monitor
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VI. OPERATIONS MATTERS

- A. Discuss and consider appointment of resident to Landscape Committee.
  - B. Discuss and consider appointment of resident to Pool Committee.
  - C. Review and ratify approval of Installation Contract between the District and Denver Illuminations for installation of holiday lighting (enclosure).
  - D. Review and consider approval of Task Order No. 2 from Independent District Engineering Services, LLC (enclosure).
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VII. LEGAL MATTERS

- A. **[District No. 2]** Update on Request to Town to Impose a Townhome Maintenance Fee in Filing 18.
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- B. **[District No. 2]** Status on Carriage House Auto Court Tract Negotiations between Residents and Oakwood.
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- C. **[District No. 2]** Consider approval of Resolution re Exclusion of Uncompensated Members of the Board of Directors from Workers' Compensation Insurance Coverage (enclosure).
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- D. **[District No. 1]** Consider approval of Resolution re Exclusion of Uncompensated Members of the Board of Directors from Workers' Compensation Insurance Coverage (enclosure).
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- E. **[District No. 1]** Executive Session pursuant to Section 24-6-402(4)(b), C.R.S. for the purposes of receiving legal advice on legal questions related to: (1) Filings and Potential Claims against District, if needed.
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- F. **[District No. 1]** Approve Board letter to be filed with Weld County District Court in response to Jim Davis filing.
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VIII. OTHER BUSINESS

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

IX. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR FEBRUARY 4, 2026.**

# RECORD OF PROCEEDINGS

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## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ERIE HIGHLANDS METROPOLITAN DISTRICT NO. 1 HELD DECEMBER 3, 2025

A regular meeting of the Board of Directors of the Erie Highlands Metropolitan No. 1 was convened on Wednesday, December 3, 2025, at 6:00 p.m. This District Board Meeting was held via Zoom video/telephone conference.

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### **Directors for District No. 1 in Attendance Were:**

Joshua Malm, President  
Jason Edward Manley, Treasurer  
Tonya L. Baca, Secretary

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

David Solin and Diana Garcia; Special District Management Services, Inc.

Jeffrey Erb, Esq. and Haley Trecarichi, Esq.; Erb Law, LLC (General Counsel for District No. 1)

Barry Luginbill and Kristie Kaurez, and others; Residents

Tiffany Toomey, Esq.; SGR LLC (portion)

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### **CALL TO ORDER**

The meeting was called to order at 6:00 p.m. Mr. Solin noted a quorum was present and discussed the requirements of Colorado law to disclose any potential conflicts of interest of the Board of Directors to the Secretary of State and the Board. The members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting. No disclosures were made, and it was noted that all Directors are residents of the District.

**Agenda:** The Board reviewed the proposed Agenda for the District's regular meeting. The Board proposed amending the Agenda to acknowledge the resignations of Director Davis and Fillius and add the appointment of Directors to the two vacant board seats.

Following discussion, upon motion made by Director Malm, seconded by Director Baca and, upon vote, unanimously carried, the Board approved the Agenda, as amended.

**Board of Director Update:** The Board discussed the status of the appointment of a Board Member by the Town of Erie. It was noted that at the Erie Town Council

## RECORD OF PROCEEDINGS

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meeting on December 2<sup>nd</sup>, Josh Malm was appointed to the vacancy. Attorney Trecarichi reported that Director Malm's Oath of Office was filed prior to the meeting. Director Malm disclosed that he was the chair of the recall committee for the recall of Kristine Fillius and that he has a pending dispute with the District regarding statements filed with various local government entities. He will not participate in any discussions regarding his pending dispute.

Acknowledge Resignations of Jim Davis and Kristine Fillius: The Board acknowledged the resignations of Jim Davis and Kristine Fillius from the Board of Directors.

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### **PUBLIC COMMENT**

Public comment was provided thanking the Board for volunteering their time for the community.

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### **DIRECTOR REPORTS**

Director Malm raised a series of items he would like the Board to discuss and set priorities for action in 2026 including: Oakwood signage, Board bylaws or policies; public comment timing; pool deck repairs, landscape improvement plan, 2026 service and facility fee; updates to the annual administrative resolution; and an updated Colorado Open Records Acts policy.

Director Manley noted that he'd like more information to be posted to the website and also to set up a way for questions to be submitted to the District via the website.

### **BOARD APPOINTMENTS**

Vacancies on the Board of Directors: The Board discussed the two vacancies on the Board of Directors and considered the appointment of eligible electors Barry Luginbill, Dan Malik and Kristie Kaurez to the Board of Directors. The Board noted that a notice of vacancy had previously been posted on the District's website and communicated to the community.

Following discussion, upon motion made by Director Manley, seconded by Director Malm and, upon vote, unanimously carried, the Board appointed Barry Luginbill and Kristie Kaurez to the Board of Directors.

### **APPOINTMENT OF OFFICERS**

Appointment of Officers: The Board discussed the appointment of officers.

Following discussion, upon motion, duly made by Director Manley, seconded by Director Baca, and, upon vote, unanimously carried, the Board did approved the following slate of officers:

President	Joshua Malm
Treasurer	Jason Manley
Secretary	Toni Baca
Assistant Secretary	Barry Luginbill
Assistant Secretary	Kristie Kaurez

## RECORD OF PROCEEDINGS

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### **ADMINISTRATIVE MATTERS**

**Minutes:** The Board reviewed the Minutes of the November 5, 2025 statutory annual meeting and May 29, 2025 special meeting and November 5, 2025 regular meeting.

Following discussion, upon motion made by Director Malm, seconded by Director Manley and, upon vote, unanimously carried, the Board approved the Minutes of the November 5, 2025 statutory annual meeting and May 29, 2025 special meeting and November 5, 2025 regular meeting.

**2026 Annual Administrative Resolution:** Mr. Solin discussed with the Board the 2026 Annual Administrative Resolution.

The Board discussed scheduling regular meetings for 2026 at 6:00 p.m. on the 1<sup>st</sup> Wednesday of each month.

Following discussion, upon motion made by Director Malm, seconded by Director Manley and, upon vote, unanimously carried, the Board approved the 2026 Administrative Resolution.

**Bill.com Approvers:** The board discussed the Bill.com approvers.

Following discussion, upon motion made by Director Manley, seconded by Director Malm and, upon vote, unanimously carried, the Board approved all Directors to have review access.

**Recall Election:** The Board discussed the recall election. It was noted that with the resignation of Kristine Fillius the election has now been cancelled. A Notice of Cancellation will be posted as required.

### **FINANCIAL MATTERS**

**2026 Budget:** The Board reviewed the estimated year-end 2025 revenues and expenditures and the proposed 2026 estimated revenues and expenditures. The Board noted that the public hearing on the budget was held at the November 5, 2025 meeting.

Following discussion, the Board considered the adoption of the 2026 Budget Resolution to Adopt the 2026 Budget and Appropriate Sums of Money, and to Set Mill Levies (24.276 mills in the General Fund and 25.000 mills in the Debt Service Fund, for a total mill levy of 49.276 mills). Upon motion duly made by Director Malm, seconded by Director Manley and, upon vote, unanimously carried, the Resolution was adopted, as discussed, and execution of the Certification of Budget and Certification of Mill Levies was authorized, subject to receipt of final Certification of Assessed Valuation from the County. The District Manager was authorized to transmit the Certification of Budget to the Division of Local Government.

## RECORD OF PROCEEDINGS

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### **LEGAL MATTERS**

**EXECUTIVE SESSION:** A motion was made by Director Malm, seconded by Director Manley, and unanimously carried to go into Executive Session pursuant to Section 24-6-402(4)(b), C.R.S. for the for purposes of receiving legal advice on specific legal question related to filings and potential claims against District filed by a member of the public. The Board went into Executive Session at 7:19 p.m.

**RETURN TO OPEN PUBLIC MEETING:** At approximately 7:32 p.m. the Board came out of Executive Session.

**EXECUTIVE SESSION:** A motion was made by Director Manley, seconded by Director Baca, and unanimously carried with Director Malm abstaining, to go into Executive Session pursuant to Section 24-6-402(4)(b), C.R.S. for the for purposes of receiving legal advice on specific legal question related to filings and potential claims against district raised by Director Malm. The Board, excluding Director Malm, went into Executive Session at 7:36 p.m.

**RETURN TO OPEN PUBLIC MEETING:** At approximately 7:50 p.m. the Board came out of Executive Session.

Upon motion made, seconded and unanimously carried, with Director Malm abstaining, the Board directed Attorney Toomey to prepare correspondence to resolve the dispute, with final approval to be made by Director Manley.

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### **OTHER BUSINESS**

None.

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### **ADJOURNMENT**

There being no further business to come before the Board at this time, upon motion made and seconded, and upon vote unanimously carried, the meeting was adjourned at 8:02 p.m.

Respectfully submitted,

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



# RECORD OF PROCEEDINGS

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## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE ERIE HIGHLANDS METROPOLITAN DISTRICT NOS. 1 AND 2 HELD NOVEMBER 5, 2025

### DISTRICT NO. 2 MINUTES

A consolidated regular meeting of the Boards of Directors of the Erie Highlands Metropolitan Nos. 1 and 2 was convened on Wednesday, November 5, 2025 at 6:00 p.m. This District Board Meeting was held via Zoom video/telephone conference.

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#### **Directors for District No. 1 in Attendance Were:**

Mitchell Gonzales, President  
Andrew J. Matyus, Treasurer  
Keith Kauffman, Secretary  
Elizabeth Thoma, Assistant Secretary  
Alexandra Hobbs, Assistant Secretary

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

David Solin and Diana Garcia; Special District Management Services, Inc.

Joan Fritsche, Esq.; Fritsche Law LLC (General Counsel for District No. 2)

Jeffrey Erb, Esq. and Haley Trecarichi, Esq.; Erb Law, LLC (General Counsel for District No. 1)

District No. 1 Directors Davis, Fillius, Manley and Baca

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### **CALL TO ORDER**

The meeting was called to order. Mr. Solin noted a quorum was present and discussed the requirements of Colorado law to disclose any potential conflicts of interest of the Board of Directors to the Secretary of State and the Board. The members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting. No disclosures were made, and it was noted that all Directors are residents of the District.

**Agenda:** The Board reviewed the proposed Agenda for the District's regular meeting.

Following discussion, upon motion, made by Director Gonzales, seconded by Director Kauffman and, upon vote, unanimously carried, the Board approved the Agenda.

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# RECORD OF PROCEEDINGS

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**PUBLIC COMMENT** None.

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**ADMINISTRATIVE MATTERS** **Minutes:** The Board reviewed the Minutes of the October 1, 2025 regular meeting.

Following discussion, upon motion, made by Director Gonzales, seconded by Director Matyus and, upon vote, unanimously carried, the Board approved the Minutes of the October 1, 2025 regular meeting.

**2026 Annual Administrative Resolution:** Mr. Solin discussed with the Board 2026 Annual Administrative Resolution.

The Board discussed scheduling regular meetings for 2026 at 6:00 p.m. on the 1<sup>st</sup> Wednesday of each month.

Following discussion, upon motion, made by Director Gonzales, seconded by Director Hobbs and, upon vote, unanimously carried, the Board approved the 2026 Administrative Resolution.

**§32-1-809, C.R.S. Reporting Requirements, Mode of Eligible Elector Notification for 2026:** The Board discussed §32-1-809, C.R.S. reporting requirements and mode of eligible elector notification for 2026 and directed that the required Transparency Notice be posted on the SDA and District website.

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**FINANCIAL MATTERS**

**Payment of Claims:** The Board reviewed the payment of claims as follows:

Fund	Period Ending Oct. 31, 2025
General	\$ 56,719.21
Debt Service	\$ 8,000.00
Capital Projects	\$ -0-
<b>Total Claims</b>	<b>\$ 64,719.21</b>

Following discussion, upon motion, made by Director Matyus, seconded by Director Kauffman and, upon vote, unanimously carried, the Board ratified approval of the payment of claims.

**Unaudited Financial Statements and Cash Position:** The Board reviewed the unaudited financial statements, including the Special Revenue Fund - Carriage Homes, and cash position statement.

Following discussion, upon motion, made by Director Gonzales, seconded by Director Matyus and, upon vote, unanimously carried, the Board approved the unaudited financial statements and cash position statement.

## RECORD OF PROCEEDINGS

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**2025 Audit:** The Board discussed the engagement of Dazzio & Associates to prepare the 2025 Audit, for an amount not to exceed \$6,500.00.

Following discussion, upon motion made by Director Gonzales, seconded by Director Thoma and, upon vote, unanimously carried, the Board approved the engagement of Dazzio & Associates to prepare the 2025 Audit, for an amount not to exceed \$6,500.00.

**2025 Budget Amendment Hearing:** The President opened the public hearing to consider an amendment to the 2025 Budget and discuss related issues.

It was noted that publication of Notice stating that the Board would consider amendment of the 2025 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to this public hearing. No public comments were received, and the public hearing was closed.

Following discussion, upon motion, duly made by Director Gonzales, seconded by Director Thoma and, upon vote, unanimously carried, the Board adopted Resolution No. 2025-11-02 Amending the 2025 Budget.

**2026 Budget Hearing:** The President opened the public hearing to consider the proposed 2026 Budget and discuss related issues.

It was noted that publication of a Notice stating that the Board would consider adoption of the 2026 Budget and the date, time and place of the public hearing was made in a newspaper having general circulation within the District. No written objections were received prior to or at this public hearing. No public comments were received, and the public hearing was closed.

The Board reviewed the estimated year-end 2025 revenues and expenditures and the proposed 2026 estimated revenues and expenditures.

Following discussion, the Board considered the adoption of Resolution No. 2025-11-03 to Adopt the 2026 Budget and Appropriate Sums of Money, and Resolution No. 2025-11-04 to Set Mill Levies (24.000 mills in the General Fund and 63.680 mills in the Debt Service Fund, for a total mill levy of 87.680 mills). Upon motion duly made by Director Gonzales, seconded by Director Thoma and, upon vote, unanimously carried, the Resolutions were adopted, as discussed, and execution of the Certification of Budget and Certification of Mill Levies was authorized, subject to receipt of final Certification of Assessed Valuation from the County. The District Manager was authorized to transmit the Certification of Budget to the Division of Local Government.

## RECORD OF PROCEEDINGS

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**Preparation of 2027 Budget:** The Board considered the appointment of the District Accountant to prepare the 2027 Budget.

Following discussion, upon motion, duly made by Director Gonzales seconded by Director Thoma and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare the 2027 Budget.

The Board determined to hold the 2027 Budget Hearing meeting on November 4, 2026 at 6:00 p.m. to be held via videoconference.

### **POOL AND CLUBHOUSE MATTERS**

**Discuss Pool Repair Projects:** There were no updates at this time.

**Proposals for 2026 Pool Services:** There were no updates at this time. This will likely be addressed in early 2026.

### **OPERATIONS MATTERS**

**Appointment of New Resident to Landscape Committee:** The Board deferred discussion at this time.

**Appointment of New Resident to Pool Committee:** The Board deferred discussion at this time.

**Agreement for 2025/2026 Snow Maintenance and 2026 Landscape Services:** The Board reviewed the Agreement for 2025/2026 snow maintenance and 2026 landscape services with Neighborhood Lawn Care.

Following discussion, upon motion made by Director Gonzales, seconded by Director Hobbs and, upon vote, unanimously carried, the Board ratified approval of the Agreement for 2025/2026 snow maintenance and 2026 landscape services with Neighborhood Lawn Care in the amount of \$70,999.92, which amount includes dog station servicing.

### **LEGAL MATTERS**

**Update on Request to Town to Impose a Townhome Maintenance Fee in Filing 18:** Attorney Fritsche updated the Board on the request made to the Town of Erie to authorize imposing a Townhome Maintenance Fee in Filing 18. Ms. Fritsche noted that a complete packet of documentation related to the fee request had been resubmitted to the Town for consideration.

### **Acceptance of Public Infrastructure and Landscape Tracts**

**Resolution Accepting the Transfer of Real Property by Special Warranty Deed from Clayton Property Group, Inc. (d/b/a Oakwood Homes):** The Board reviewed the Resolution Accepting the Transfer of Real Property by Special Warranty Deed from Oakwood Homes.

## RECORD OF PROCEEDINGS

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Following discussion, upon motion made by Director Gonzales, seconded by Director Matyus and, upon vote, unanimously carried, the Board adopted the Resolution Accepting the Transfer of Real Property by Special Warranty Deed from Oakwood Homes.

Resolution Accepting Landscaping, Irrigation, and Storm Drainage Public Improvements by Bill of Sale from Clayton Property Group, Inc. (d/b/a Oakwood Homes): The Board reviewed the Resolution Accepting Landscaping, Irrigation, and Storm Drainage Public Improvements by Bill of Sale from Oakwood Homes and the Infrastructure Acquisition Report prepared by IDES

Following discussion, upon motion made by Director Gonzales, seconded by Director Matyus and, upon vote, unanimously carried, the Board adopted the Resolution Accepting Landscaping, Irrigation, and Storm Drainage Public Improvements by Bill of Sale from Oakwood Homes.

The Board reviewed the October 27, 2025 Memorandum prepared by IDES addressing the drainage issues related to the sidewalk placement in Filing 15, Tract A and the need for additional corrective drainage measures.

Updated Fritsche Law Engagement Letter (HB25-1090): The Board reviewed the updated Fritsche Law Engagement Letter (HB25-1090).

Following discussion, upon motion made by Director Gonzales, seconded by Director Hobbs and, upon vote, unanimously carried, the Board approved the updated Fritsche Law Engagement Letter (HB25-1090).

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### **OTHER BUSINESS**

The Board discussed cancelling the December 3, 2025 meeting. The Board directed that unless business needs dictate otherwise at the discretion of Attorney Fritsche and Mr. Solin, the meeting will be cancelled.

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### **ADJOURNMENT**

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

Respectfully submitted,

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

# RECORD OF PROCEEDINGS

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## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE ERIE HIGHLANDS METROPOLITAN DISTRICTS NO. 2 HELD DECEMBER 30, 2025

A special meeting of the Board of Directors of the Erie Highlands Metropolitan No. 2 was convened on Tuesday, December 30, 2025 at 4:30 p.m. This District Board meeting was held via Zoom video/telephone conference. The meeting was open to the public.

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### **Directors in Attendance Were:**

Mitchell Gonzales, President  
Andrew J. Matyus, Treasurer  
Keith Kauffman, Secretary  
Elizabeth Thoma, Assistant Secretary  
Alexandra Hobbs, Assistant Secretary

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

David Solin; Special District Management Services, Inc.

Joan Fritsche, Esq.; Fritsche Law LLC (General Counsel for the District)

Various residents of the District

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### **CALL TO ORDER**

The meeting was called to order. Mr. Solin noted a quorum was present and discussed the requirements of Colorado law to disclose any potential conflicts of interest of the Board of Directors to the Secretary of State and the Board. The members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting. No disclosures were made, and it was noted that all Directors are residents of the District.

**Agenda:** The Board reviewed the proposed Agenda for the District's special meeting.

Following discussion, upon motion, duly made by Director Gonzales, seconded by Director Matyus and, upon vote, unanimously carried, the Board approved the Agenda, as amended.

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### **LEGAL MATTERS**

**Resolution Terminating the Provision of Services and Collection of the Operations and Maintenance Fee for Erie Highlands Carriage Houses (Filing No. 16):** Attorney Fritsche discussed with the Board the Resolution

## RECORD OF PROCEEDINGS

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Terminating the Provision of Services and Collection of the Operations and Maintenance Fee for Erie Highlands Carriage Houses (Filing No. 16). No action was taken at this time.

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**PUBLIC COMMENT** Various concerns were raised by residents of the District. The Board, Attorney Fritsche and Mr. Solin addressed residents' concerns.

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**LEGAL MATTERS, CONT'D** **Resolution Terminating the Provision of Services and Collection of the Operations and Maintenance Fee for Erie Highlands Carriage Houses (Filing No. 16):** Attorney Fritsche reviewed with the Board the Resolution Terminating the Provision of Services and Collection of the Operations and Maintenance Fee for Erie Highlands Carriage Houses (Filing No. 16).

Following discussion, upon motion, duly made by Director Matyus, seconded by Director Gonzales and, upon vote, unanimously carried, the Board adopted the Resolution Terminating the Provision of Services and Collection of the Operations and Maintenance Fee for Erie Highlands Carriage Houses (Filing No. 16), Created a Carriage Homes Committee to be comprised of up to two Directors and up to five residents, and appointed Director Hobbs and Director Kauffman to the committee.

Following further discussion, upon motion, duly made by Director Gonzales, seconded by Director Hobbs and, upon vote, unanimously carried, the Board appointed Anthony Cutright, Chloe Norder, Adam Kutniewski, Dylan Henkel and Paul Gresh as the committee's resident representatives.

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

Respectfully submitted,

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

## **ERIE HIGHLANDS METROPOLITAN DISTRICT NO. 2**

### **RESOLUTION DESIGNATING AN OFFICIAL CUSTODIAN AND A CUSTODIAN FOR PURPOSES OF THE COLORADO OPEN RECORDS ACT, SECTIONS 24-72-200.1 *et seq.*, C.R.S.**

A. The Erie Highlands Metropolitan District No. 2 (the “District”) is a quasi-municipal corporation and political subdivision of the State of Colorado duly organized and existing pursuant to Article 1 of Title 32, Colorado Revised Statutes; and

B. The District is a political subdivision for purposes of the Colorado Open Records Act, Sections 24-72-200.1 *et seq.*, C.R.S., as may be amended from time to time, (“CORA”), as defined in Section 24-72-202(5), C.R.S., and is thus subject to CORA; and

C. The Board of Directors of the District (the “Board”) wishes to designate an “Official Custodian,” as that term is defined in Section 24-72-202(2), C.R.S., who is responsible for the maintenance, care, and keeping of the District’s public records, regardless of whether the records are in his or her actual personal custody and control; and

D. The Board wishes to designate a “Custodian,” as that term is defined in Section 24-72-202(1.1), C.R.S., who shall serve as the repository for the District’s public records and shall have personal custody and control of the District’s public records and assist the Official Custodian with the maintenance, care, and keeping of the District’s public records.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Erie Highlands Metropolitan District No. 2, Weld County, Colorado as follows:

1. The Board hereby designates the President of the Board as the Official Custodian of the District’s public records for purposes of CORA. This designation of the individual holding the position of President of the Board as the Official Custodian of the District shall continue unless and until the Board amends or repeals this Resolution. Pursuant to Section 24-72-203(1)(a), C.R.S., the Official Custodian may develop rules for the inspection of the District’s public records as are reasonably necessary for the protection of such records and for the prevention of unnecessary interference with the regular discharge of the duties of the Custodian or the Custodian’s office.

2. The Board hereby designates the District’s Manager, which position is currently held by Special District Management Services, Inc., but which may be held by other firms or individuals in the future, as the Custodian of the District’s public records for purposes of CORA. The Custodian shall serve as the repository for the District’s public records and shall have personal custody and control of the District’s public records and assist the Official Custodian with the maintenance, care, and keeping of the District’s public records.

3. All prior acts, orders, or resolutions, or parts thereof, by the District, as well as practices or policies of the District, in conflict with this Resolution, including but not limited to prior or conflicting designations for purposes of CORA, are hereby repealed and superseded by this Resolution.



ADOPTED THIS 7<sup>th</sup> day of January, 2026.

Erie Highlands Metropolitan District

By \_\_\_\_\_  
Mitchell Gonzales, President

Attest:

\_\_\_\_\_  
Keith Kauffman, Secretary

## **ERIE HIGHLANDS METROPOLITAN DISTRICT NO. 2**

### **RULES RELATED TO REQUESTS FOR INSPECTION OF PUBLIC RECORDS PURSUANT TO THE COLORADO OPEN RECORDS ACT, SECTIONS 24-72-200.1 *et seq.*, C.R.S.**

A. The Erie Highlands Metropolitan District No. 2 (the “District”) is a special district organized and existing pursuant to Sections 32-1-101 *et seq.*, C.R.S.; and

B. District is a political subdivision for purposes of the Colorado Open Records Act, Sections 24-72-200.1 *et seq.*, C.R.S., as may be amended from time to time (“CORA”), as defined in Section 24-72-202(5), C.R.S., and is thus subject to CORA; and

C. The District has designated an “Official Custodian,” as that term is defined in Section 24-72-202(2), C.R.S., who is responsible for the maintenance, care, and keeping of the District’s public records, regardless of whether the records are in his or her actual personal custody and control; and

D. The District has designated a “Custodian,” as that term is defined in Section 24-72-202(1.1), C.R.S., who shall serve as the repository for the District’s public records and shall have personal custody and control of the District’s public records and assist the Official Custodian with the maintenance, care, and keeping of the District’s public records; and

E. Pursuant to Section 24-72-203(1)(a), C.R.S., the Official Custodian may make such rules with reference to the inspection of public records as are reasonably necessary for the protection of such records and the prevention of unnecessary interference with the regular discharge of the duties of the Custodian and the Custodian’s office; and

F. The Official Custodian finds it is necessary and in the best interests of the District to adopt certain rules with reference to the inspection of its public records.

NOW, THEREFORE, THE OFFICIAL CUSTODIAN MAKES AND ADOPTS THE FOLLOWING RULES WITH REFERENCE TO THE INSPECTION OF THE ERIE HIGHLANDS METROPOLITAN DISTRICT NO. 2’S PUBLIC RECORDS:

1. Inspection of Public Records. All “Public Records” of the District, as such term is defined in Section 24-72-202(6), C.R.S., shall be available for public inspection by any person at reasonable times as provided in CORA, except as otherwise provided in CORA or as otherwise provided by law. All requests to inspect Public Records shall be in writing and delivered to the Custodian or his or her designee. Upon the receipt of a written request to inspect Public Records, the Custodian or his or her designee shall set a date and hour at which time the requested Public Records will be available for inspection, which date and hour of inspection shall be between the hours of 8:00 A.M. and 5:00 P.M., Mountain Standard Time, three (3) working days or less from the date such Public Records were requested for inspection unless extenuating circumstances exist as provided in Section 24-72-203(3)(b), C.R.S. The day the request is received, weekends, and legally recognized holidays shall not count as a working day for the purposes of computing the

date set for inspection of Public Records. A modification to a request for Public Records is considered a new request.

2. Notification for Inspecting Public Records Not Under Control of the Custodian. If the Public Records requested are not in the custody or control of the Custodian or the Official Custodian, the Custodian or his or her designee shall notify the person requesting to inspect such records that said records are not in the custody or control of the Official Custodian or the Custodian. The notification shall state in detail to the best of the Custodian's knowledge and belief, the reason for the absence of the records, the location of the records, and what person has custody or controls the records.

3. Notification for Inspecting Public Records in Use or Otherwise Unavailable. If the Public Records requested are in active use, in storage, or otherwise not readily available at the time requested, the Custodian or his or her designee shall notify the person requesting to inspect the Public Records of the status of the Public Records. Such notification shall be made in writing if desired by the person requesting to inspect the Public Records.

4. Copies of Public Records. Within the period specified in Section 24-72-203(3), C.R.S., the Custodian or his or her designee shall notify the person requesting a copy of the Public Records that a copy of the Public Records is available but will only be sent to the requester once the Custodian either receives payment or makes arrangements for receiving payment for all costs associated with records transmission and for all other fees lawfully allowed, regardless of whether provided for herein, unless recovery of all or any portion of such costs or fees has been waived by the Custodian. Upon receipt of such payment, the Custodian or his or her designee shall send a copy of the Public Records to the requester as soon as practicable but no more than three (3) business days after receipt of, or making arrangements to receive, such payment.

5. Fees for Copies of Public Records. The Custodian or his or her designee shall furnish, for a fee as set forth herein, a copy, printout, or photograph of the District's Public Records requested. The fee shall be twenty-five cents (\$0.25) per standard page, or such other maximum amount as authorized by Section 24-72-205(5), C.R.S., for a copy, printout, or photograph of the Public Record except as follows:

- a. No per-page fee may be charged when the District's Public Records are provided in a digital or electronic format;
- b. When the format is other than a standard page, the fee shall not exceed the actual cost of providing the copy, printout, or photograph;
- c. If other facilities are necessary to make a copy of the Public Records, the cost of providing the copy at the other facilities shall be paid by the person requesting the copy;
- d. If the Public Records are a result of computer output other than word processing, the fee for a copy, printout, or photograph thereof may be based on recovery of the actual incremental costs of providing the electronic services and products together

with a reasonable portion of the costs associated with building and maintaining the information system;

- e. If, in response to a specific request, the District has performed a manipulation of data so as to generate a record in a form not used by the District, a reasonable fee may be charged to the person making the request, which fee shall not exceed the actual costs of manipulating the data and generating the record in accordance with the request; and
- f. Where the fee for a certified copy or other copy, printout, or photograph of a Public Record is specifically prescribed by law, that specific fee shall apply in lieu of the fee(s) set forth herein.

6. Transmission Fees. In addition to the fees set forth above, where the person requesting the Public Record requests the transmission of a certified copy or other copy, printout, or photograph of a Public Record by United States mail or other non-electronic delivery service, the Custodian or his or her designee may charge the costs associated with such transmission, except that no transmission fees may be charged to the records requester for transmitting a Public Record via electronic mail.

7. Research and Retrieval Fees. In addition to the fees set forth above, in accordance with Section 24-72-205(6), C.R.S., the Official Custodian, Custodian, or his or her designee may charge a research and retrieval fee of \$41.37 per hour, or such other maximum hourly fee as may be adjusted from time to time pursuant to Section 24-72-205(6)(b), C.R.S., for time spent by the District's directors, employees, agents, and consultants researching, retrieving, gathering, collecting, compiling, preparing, redacting, manipulating, and/or otherwise producing records in order to respond to a request for Public Records. Provided, however, that such research and retrieval fee may not be imposed for the first hour of time expended in connection with such research and retrieval activities related to a request for Public Records, but may be imposed for each subsequent hour.

8. Payment of Fees. All fees associated with production of the District's Public Records requested by the person inspecting said Public Records, as set forth in Paragraphs 4 through 7 above, shall be received by the District before the delivery or inspection of said Public Records.

9. In Force Until Amended or Repealed. These rules of the Official Custodian shall remain in full force and effect unless and until such time as they are amended or repealed by the Official Custodian regardless of any change in either the individual serving as, or the designation of, the Official Custodian of the District.

10. Repealer. These rules of the Official Custodian shall supersede all previous versions of rules, regulations, practices and policies of the District related to inspection of Public Records.

ADOPTED, APPROVED AND EFFECTIVE AS OF JANUARY 1, 2026.

ERIE HIGHLANDS METROPOLITAN  
DISTRICT NO. 2

By: \_\_\_\_\_  
Mitchell Gonzales, President

Attest:

\_\_\_\_\_  
Keith Kauffman, Secretary

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE  
ERIE HIGHLANDS METROPOLITAN DISTRICT NO. 1**

Colorado Open Records Act Rules and Policy

**Recitals**

A. The Erie Highlands Metropolitan District No 1 (the “**District**”) is a quasi-municipal corporation and political subdivision of the State of Colorado located in the Town of Erie, Weld County, Colorado; and

B. As a governmental entity, the District is subject to and must comply with the Colorado Open Records Act, §§ 24-72-200.1-206, C.R.S. (“**CORA**”); and

C. CORA permits the adoption of policies specifying the applicable conditions concerning the research and retrieval of public records, including the imposition of a research and retrieval fee; and

D. To provide guidance to persons who submit requests for public records to the District pursuant to CORA, the District desires to adopt a policy regarding requests for public records and the research and retrieval fees that apply when responding to CORA requests.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE ERIE HIGHLANDS METROPOLITAN DISTRICT NO. 1 AS FOLLOWS:

1. The District’s Board of Directors adopts the “Policy Regarding Requests for Public Records – Research and Retrieval” attached as **Exhibit A**.

2. The CORA Policy adopted pursuant to this resolution shall supersede any and all prior CORA policies of the District.

**[SIGNATURE PAGE TO FOLLOW]**

ADOPTED AND APPROVED this 7<sup>th</sup> day of January 2026.

ERIE HIGHLANDS METROPOLITAN  
DISTRICT NO. 1

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Josh Malm, President, Board of Directors

Attest:

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Secretary, Board of Directors

DRAFT

## **EXHIBIT A**

### **Policy Regarding Requests for Public Records; Research and Retrieval Fees; Costs**

DRAFT



## ERIE HIGHLANDS METROPOLITAN DISTRICT NO. 1

### Policy Regarding Requests for Public Records; Research and Retrieval Fees; Costs

#### **Requesting Public Records**

Requests for public records must be submitted to and received by the designated records custodian at [dsolin@sdmsi.com](mailto:dsolin@sdmsi.com). Records requests must be in writing and clearly state that they are a request for records under the Colorado Open Records Act. General emails to the District or inquiries or requests on the District's website or social media sites will not be treated as records requests under CORA.

All requests must contain the following information:

1. Description of the records being requested. Describe the request as specifically as possible. If you are uncertain about which records contain the information you are seeking, provide a description of the type of information you are searching for, including date ranges.
2. If photocopies or electronic copies are being sought, your preferred method of delivery of the records.
3. Your contact information, including name, email, address and phone number.

#### **Limitations**

The District will only produce those documents as permitted by CORA. Documents that are prohibited from disclosure under CORA will not be released.

#### **Fees and Costs**

Fees for research and retrieval of public records and copies of records may be imposed at the discretion of the records custodian as follows:

##### Research and Retrieval

First Hour - No Charge  
Each Additional Hour - \$41.37 per hour\*

##### Copying Fee

- \$0.25 per standard 8 ½ x 11 inch page
- Actual costs for non-standard sizes
- The per-page fee shall not apply to records provided in a digital or electronic format
- Actual costs of manipulating data and generating record

##### Record Generation/Manipulation of Data

Computer Output (not word processing) – copy, printout or photograph

- Actual incremental costs of electronic services and products plus reasonable portion of cost associated with building and maintaining information system.

#### Other Fees and Costs

- As permitted by statute

\*Hourly research and retrieval fees may be adjusted for inflation pursuant to § 24-72-205(b), C.R.S.

Other fees and costs may be imposed at the discretion of the records custodian consistent with the provisions of CORA.

#### **Payment and Delivery of Records**

Pursuant to § 24-72-205(1)(b), C.R.S., within the period specified in § 24-72-203(3)(a), the custodian shall notify the record requester that a copy of the record is available but will only be sent to the requester once the custodian either receives payment or makes arrangements for receiving payment for all costs associated with records transmission and for all other fees lawfully allowed, unless recovery of all or any portion of such costs or fees has been waived by the custodian. Upon either receiving such payment or making arrangements to receive such payment at a later date, the custodian shall send the record to the requester as soon as practicable but no more than three business days after receipt of, or making arrangements to receive, such payment.

#### **Application of Colorado Open Records Act**

Notwithstanding anything to the contrary in this Policy or otherwise not stated in this policy, the Colorado Open Records Act applies to all record requests.

**Erie Highlands Metropolitan District No. 1  
November-25**

Vendor	Invoice #	Date	Due Date	Amount	Expense Account	Account Number
<b><u>D1 Expenses Only</u></b>						
Diversified Underground, Inc.	33235	10/31/2025	11/30/2025	\$ 66.00	Miscellaneous	1685
Erb Law, LLC	1213	10/31/2025	11/30/2025	\$ 12,787.69	Legal	1675
Freedom Mailing Services, Inc.	51489	10/11/2025	11/10/2025	\$ 302.51	Miscellaneous	1685
Special District Management Services, Inc.	Oct-25	10/31/2025	10/31/2025	\$ 4,205.10	Accounting	1612
Special District Management Services, Inc.	Oct-25	10/31/2025	10/31/2025	\$ 1,730.50	Election	1680
Special District Management Services, Inc.	Oct-25	10/31/2025	10/31/2025	\$ 1,872.00	Operations Management	1710
Special District Management Services, Inc.	Oct-25	10/31/2025	10/31/2025	\$ 6,253.10	District Management	1614
Special District Management Services, Inc.	Oct-25	10/31/2025	10/31/2025	\$ 342.08	Miscellaneous	1685
UMB Bank, N.A.	1029027	11/12/2025	11/12/2025	\$ 4,000.00	Paying Agent Fees	2615
Upper Case Printing, Ink.	3717	11/7/2025	11/7/2025	\$ 199.08	Miscellaneous	1685
<b>Total</b>				<b>\$ 31,758.06</b>		
<b><u>D1 Portion Shared Expenses</u></b>						
Diversified Underground, Inc.	33235	10/31/2025	11/30/2025	\$ 217.00	Miscellaneous	1685
Foothills Facilities Maintenance, LLC	3069-25	9/30/2025	10/30/2025	\$ 2,635.55	Pool Maintenance	1829
Foothills Facilities Maintenance, LLC	3070-25	10/31/2025	11/30/2025	\$ 676.89	Pool Maintenance	1829
Neighborhood Lawn Care Inc	4814	11/1/2025	12/1/2025	\$ 2,958.33	Landscaping	1679
Quantum Fiber	10.2025	10/16/2025	11/15/2025	\$ 25.00	Utilities- Clubhouse	1827
Sals Superior Cleaning LLC	1183	8/2/2025	9/1/2025	\$ 550.00	Cleaning and Supplies	1817
Sals Superior Cleaning LLC	1687	10/31/2025	10/31/2025	\$ 437.50	Cleaning and Supplies	1817
Town of Erie, CO	460-07379-00 10.25	11/7/2025	12/7/2025	\$ 75.17	Utilities	1811
Town of Erie, CO	460-07772-01 10.25	11/7/2025	12/7/2025	\$ 3,017.06	Utilities	1811
Town of Erie, CO	460-07736-01 10.25	11/7/2025	12/7/2025	\$ 285.85	Utilities	1811
Town of Erie, CO	460-07507-00 10.25	11/7/2025	12/7/2025	\$ 320.99	Utilities- Clubhouse	1827
United Power	18981600 10.2025	11/4/2025	11/24/2025	\$ 193.30	Utilities	1811
United Power	19309701 10.2025	11/4/2025	11/24/2025	\$ 11.27	Utilities	1811
Utility Notification Center of Colorado	225100544	10/31/2025	10/31/2025	\$ 29.85	Miscellaneous	1685
Waste Connections	8818495V311	10/15/2025	11/5/2025	\$ 76.90	Utilities- Clubhouse	1827
Xcel Energy	950171498	10/24/2025	11/14/2025	\$ 30.63	Utilities- Clubhouse	1827
<b>Total</b>				<b>\$ 11,541.29</b>		
<b>D1 Expenses Only</b>				<b>\$ 31,758.06</b>		
<b>D1 Portion Shared</b>				<b>\$ 11,541.29</b>		
<b>Total Expenses</b>				<b>\$ 43,299.35</b>		

**Erie Highlands Metropolitan District No. 1**  
**November-25**

	General	Debt	Capital	Totals
D1 Disbursements	\$ 27,758.06	\$ 4,000.00	\$ -	\$ 31,758.06
D1 Portion of Shared	\$ 11,541.29			\$ 11,541.29
Total Disbursements from Checking Account	\$ 39,299.35	\$ 4,000.00	\$ -	\$ 43,299.35

**Erie Highlands Metropolitan District No. 1  
December-25**

Vendor	Invoice #	Date	Due Date	Amount	Expense Account	Account Number
<b><u>D1 Expenses Only</u></b>						
Colorado Special Districts Property and Liability Pool	26PL-61215-3388	11/18/2025	11/18/2025	\$ 22,616.00	Prepaid Expenses	1143
Diversified Underground, Inc.	33404	11/30/2025	12/30/2025	\$ 6.00	Miscellaneous	1685
Erb Law, LLC	1256	11/30/2025	12/30/2025	\$ 9,028.63	Legal	1675
Special District Management Services, Inc.	Nov-25	11/30/2025	11/30/2025	\$ 2,442.00	Accounting	1612
Special District Management Services, Inc.	Nov-25	11/30/2025	11/30/2025	\$ 1,703.90	Election	1680
Special District Management Services, Inc.	Nov-25	11/30/2025	11/30/2025	\$ 1,146.60	Operations Management	1710
Special District Management Services, Inc.	Nov-25	11/30/2025	11/30/2025	\$ 5,356.30	District Management	1614
Special District Management Services, Inc.	Nov-25	11/30/2025	11/30/2025	\$ 275.86	Miscellaneous	1685
Total				\$ 42,575.29		
<b><u>D1 Portion Shared Expenses</u></b>						
Diversified Underground, Inc.	33404	11/30/2025	12/30/2025	\$ 57.00	Miscellaneous	1685
Neighborhood Lawn Care Inc	4831	12/1/2025	12/31/2025	\$ 2,958.33	Landscaping	1679
Neighborhood Lawn Care Inc	4844	12/5/2025	12/20/2025	\$ 842.00	Snow Removal	1803
Quantum Fiber	11.2025	11/16/2025	12/16/2025	\$ 25.00	Utilities- Clubhouse	1827
Red Fox Electric Inc.	4889	12/8/2025	1/7/2026	\$ 505.00	Repairs and Maintenance- Ops	1804
Sals Superior Cleaning LLC	1880	11/30/2025	12/30/2025	\$ 662.50	Cleaning and Supplies	1817
Town of Erie, CO	460-07379-00 11.25	12/8/2025	1/7/2026	\$ 75.17	Utilities	1811
Town of Erie, CO	460-07772-01 11.25	12/8/2025	1/7/2026	\$ 39.35	Utilities	1811
Town of Erie, CO	460-07736-01 11.25	12/8/2025	1/7/2026	\$ 39.34	Utilities	1811
Town of Erie, CO	460-07507-00 11.25	12/8/2025	1/7/2026	\$ 72.34	Utilities- Clubhouse	1827
United Power	19309701 11.2025	12/3/2025	12/23/2025	\$ 11.07	Utilities	1811
United Power	18981600 11.2025	12/3/2025	12/23/2025	\$ 300.05	Utilities- Clubhouse	1827
Utility Notification Center of Colorado	225110535	11/30/2025	11/30/2025	\$ 15.24	Miscellaneous	1685
Xcel Energy	954196945	11/21/2025	12/15/2025	\$ 48.88	Utilities- Clubhouse	1827
Total				\$ 5,651.27		
D1 Expenses Only				\$ 42,575.29		
D1 Portion Shared				\$ 5,651.27		
Total Expenses				\$ 48,226.56		

**Erie Highlands Metropolitan District No. 1**  
**December-25**

	General	Debt	Capital	Totals
D1 Disbursements	\$ 42,575.29	\$ -	\$ -	\$ 42,575.29
D1 Portion of Shared	\$ 5,651.27			\$ 5,651.27
Total Disbursements from Checking Acct	\$ 48,226.56	\$ -	\$ -	\$ 48,226.56

**Erie Highlands Metropolitan District No. 2  
November-25**

Vendor	Invoice #	Date	Due Date	Amount	Expense Account	Account Number
<b><u>General</u></b>						
Colorado Community Media	142814	10/16/2025	11/15/2025	\$ 37.00	Miscellaneous	1685
Colorado Special Districts Property and Liability Pool	26PL-61216-2989	11/4/2025	11/4/2025	\$ 8,204.00	Prepaid Expenses	1143
Diversified Underground, Inc.	33235	10/31/2025	11/30/2025	\$ 78.00	Miscellaneous	1685
Fritsche Law, LLC	870	11/4/2025	11/4/2025	\$ 13,918.60	Legal	1675
Prairie Mountain Media	434298	10/31/2025	11/30/2025	\$ 51.48	Miscellaneous	1685
Special District Management Services, Inc.	Oct-25	10/31/2025	10/31/2025	\$ 5,519.50	Accounting	1612
Special District Management Services, Inc.	Oct-25	10/31/2025	10/31/2025	\$ 223.09	Miscellaneous	1685
Special District Management Services, Inc.	Oct-25	10/31/2025	10/31/2025	\$ 2,246.40	Operations Management	1710
Special District Management Services, Inc.	Oct-25	10/31/2025	10/31/2025	\$ 4,442.70	District Management	1614
Total				\$ 34,720.77		
<b><u>Carriage Home</u></b>						
Brimah LLP	1435	11/2/2025	11/12/2025	\$ 1,138.50	Legal- Carriage Home	3675
Freedom Mailing Services, Inc.	51490	10/11/2025	11/10/2025	\$ 272.08	Billing	3605
Land Title Guarantee Company	25219977	10/23/2025	11/22/2025	\$ 540.00	Miscellaneous	3610
Neighborhood Lawn Care Inc	4807	10/18/2025	11/2/2025	\$ 2,580.00	Landscape Maintenance	3620
Neighborhood Lawn Care Inc	4813	11/1/2025	12/1/2025	\$ 2,666.66	Landscape Maintenance	3620
Neighborhood Lawn Care Inc	4808	10/29/2025	11/13/2025	\$ 1,200.00	Landscape Maintenance	3620
Special District Management Services, Inc.	Oct-25	10/31/2025	10/31/2025	\$ 1,459.60	Billing	3605
Storm Water Asset Management	PS-INV103197	10/31/2025	12/15/2025	\$ 976.25	Operations and Maintenance	3625
Upper Case Printing	3716	11/7/2025	11/7/2025	\$ 184.86	Billing	3605
Xpress Bill Pay	INV-XPRO29738	10/31/2025	11/5/2025	\$ 58.65	Billing	3605
Total				\$ 11,076.60		
<b><u>D2 Portion Shared Expenses</u></b>						
Diversified Underground, Inc.	33235	10/31/2025	11/30/2025	\$ 217.00	Miscellaneous	1685
Foothills Facilities Maintenance, LLC	3069-25	9/30/2025	10/30/2025	\$ 2,635.55	Pool Maintenance	1829
Foothills Facilities Maintenance, LLC	3070-25	10/31/2025	11/30/2025	\$ 676.88	Pool Maintenance	1829
Neighborhood Lawn Care Inc	4814	11/1/2025	12/1/2025	\$ 2,958.33	Landscaping	1679
Quantum Fiber	10.2025	10/16/2025	11/15/2025	\$ 25.00	Utilities- Clubhouse	1827
Sals Superior Cleaning LLC	1183	8/2/2025	9/1/2025	\$ 550.00	Cleaning and Supplies	1817
Sals Superior Cleaning LLC	1687	10/31/2025	10/31/2025	\$ 437.50	Cleaning and Supplies	1817
Town of Erie, CO	460-07379-00 10.25	11/7/2025	12/7/2025	\$ 75.17	Utilities	1811
Town of Erie, CO	460-07772-01 10.25	11/7/2025	12/7/2025	\$ 3,017.07	Utilities	1811
Town of Erie, CO	460-07736-01 10.25	11/7/2025	12/7/2025	\$ 285.84	Utilities	1811
Town of Erie, CO	460-07507-00 10.25	11/7/2025	12/7/2025	\$ 321.00	Utilities- Clubhouse	1827
United Power	18981600 10.2025	11/4/2025	11/24/2025	\$ 193.30	Utilities	1811
United Power	19309701 10.2025	11/4/2025	11/24/2025	\$ 11.27	Utilities	1811
Utility Notification Center of Colorado	225100544	10/31/2025	10/31/2025	\$ 29.84	Miscellaneous	1685
Waste Connections	8818495V311	10/15/2025	11/5/2025	\$ 76.89	Utilities- Clubhouse	1827
Xcel Energy	950171498	10/24/2025	11/14/2025	\$ 30.64	Utilities- Clubhouse	1827
Total				\$ 11,541.28		
D2 General Expenses				\$ 34,720.77		
Carriage Home Expenses				\$ 11,076.60		
D2 Portion Shared Expenses				\$ 11,541.28		
Total Expenses				\$ 57,338.65		

**Erie Highlands Metropolitan District No. 2**  
**November-25**

	General	Debt	Capital	Totals
D2 Disbursements	\$ 34,720.77	\$ -	\$ -	\$ 34,720.77
Carriage Homes Disbursements	\$ 11,076.60	\$ -	\$ -	\$ 11,076.60
D2 Portion Shared	\$ 11,541.28	\$ -	\$ -	\$ 11,541.28
Total Disbursements from Checking Acct	\$ 57,338.65	\$ -	\$ -	\$ 57,338.65



**Erie Highlands Metropolitan District No. 2  
December-25**

Vendor	Invoice #	Date	Due Date	Amount	Expense Account	Account Number
<b><u>General</u></b>						
Diversified Underground, Inc.	33404	11/30/2025	12/30/2025	\$ 24.00	Miscellaneous	1685
Fritsche Law, LLC	894	12/2/2025	12/2/2025	\$ 3,351.41	Legal	1675
Special District Management Services, Inc.	Nov-25	11/30/2025	11/30/2025	\$ 2,718.80	Accounting	1612
Special District Management Services, Inc.	Nov-25	11/30/2025	11/30/2025	\$ 359.51	Miscellaneous	1685
Special District Management Services, Inc.	Nov-25	11/30/2025	11/30/2025	\$ 1,240.20	Operations Management	1710
Special District Management Services, Inc.	Nov-25	11/30/2025	11/30/2025	\$ 3,527.20	District Management	1614
Total				\$ 11,221.12		
<b><u>Carriage Home</u></b>						
Neighborhood Lawn Care Inc	4830	12/1/2025	12/31/2025	\$ 2,666.66	Landscape Maintenance	3620
Neighborhood Lawn Care Inc	4845	12/5/2025	12/20/2025	\$ 2,164.00	Snow Removal	3630
Path Point Merchant Services, LLC	4097850 10.2025	10/31/2025	11/30/2025	\$ -	Billing	3605
Path Point Merchant Services, LLC	4097850 11.2025	11/30/2025	12/30/2025	\$ 0.06	Billing	3605
Special District Management Services, Inc.	Nov-25	11/30/2025	11/30/2025	\$ 1,049.60	Billing	3605
Xpress Bill Pay	INV-XPR030735	11/30/2025	12/5/2025	\$ 55.18	Billing	3605
Total				\$ 5,935.50		
<b><u>D2 Portion Shared Expenses</u></b>						
Diversified Underground, Inc.	33404	11/30/2025	12/30/2025	\$ 57.00	Miscellaneous	1685
Neighborhood Lawn Care Inc	4831	12/1/2025	12/31/2025	\$ 2,958.33	Landscaping	1679
Neighborhood Lawn Care Inc	4844	12/5/2025	12/20/2025	\$ 842.00	Snow Removal	1803
Quantum Fiber	11.2025	11/16/2025	12/16/2025	\$ 25.00	Utilities- Clubhouse	1827
Red Fox Electric Inc.	4889	12/8/2025	1/7/2026	\$ 505.00	Repairs and Maintenance- Ops	1804
Sals Superior Cleaning LLC	1880	11/30/2025	12/30/2025	\$ 662.50	Cleaning and Supplies	1817
Town of Erie, CO	460-07772-01 11.25	12/8/2025	1/7/2026	\$ 39.34	Utilities	1811
Town of Erie, CO	460-07379-00 11.25	12/8/2025	1/7/2026	\$ 75.17	Utilities	1811
Town of Erie, CO	460-07507-00 11.25	12/8/2025	1/7/2026	\$ 72.34	Utilities- Clubhouse	1827
Town of Erie, CO	460-07736-01 11.25	12/8/2025	1/7/2026	\$ 39.35	Utilities	1811
United Power	18981600 11.2025	12/3/2025	12/23/2025	\$ 300.05	Utilities- Clubhouse	1827
United Power	19309701 11.2025	12/3/2025	12/23/2025	\$ 11.06	Utilities	1811
Utility Notification Center of Colorado	225110535	11/30/2025	11/30/2025	\$ 15.24	Miscellaneous	1685
Xcel Energy	954196945	11/21/2025	12/15/2025	\$ 48.88	Utilities- Clubhouse	1827
Total				\$ 5,651.26		
D2 General Expenses				\$ 11,221.12		
Carriage Home Expenses				\$ 5,935.50		
D2 Portion Shared Expenses				\$ 5,651.26		
Total Expenses				\$ 22,807.88		

**Erie Highlands Metropolitan District No. 2**  
**December-25**

	General	Debt	Capital	Totals
D2 Disbursements	\$ 11,221.12	\$ -	\$ -	\$ 11,221.12
Carriage Homes Disbursements	\$ 5,935.50	\$ -	\$ -	\$ 5,935.50
D2 Portion Shared	\$ 5,651.26	\$ -	\$ -	\$ 5,651.26
Total Disbursements from Checking Acct	\$ 22,807.88	\$ -	\$ -	\$ 22,807.88

**ERIE HIGHLANDS METROPOLITAN DISTRICT NO 1**  
**Schedule of Cash Position**  
**November 30, 2025**

	<u>Rate</u>	<u>Operating</u>	<u>Debt Service</u>	<u>Total</u>
<b>Checking:</b>				
FirstBank		\$ 7,895.93	\$ -	\$ 7,895.93
<b>Investments:</b>				
CSAFE	4.04%	193,671.81	(8,969.00)	184,702.81
CSAFE- Settlement Funds	4.04%	250,695.82	-	250,695.82
<b>Trustee:</b>				
UMB- Senior Bond Fund 2020A	3.97%	-	452,245.38	452,245.38
UMB- Reserve Fund 2020A	3.97%	-	281,810.32	281,810.32
<b>Total Funds</b>		<u><b>\$ 452,263.56</b></u>	<u><b>\$ 725,086.70</b></u>	<u><b>\$ 1,177,350.26</b></u>

**2025 Mill Levy Information**

General Fund	25.488
Debt Service Fund	<u>25.000</u>
Total	<u><u>50.488</u></u>

**Board of Directors**

**Board Members**

- \* John Malm
- \* Jason Edward Manley
- \* Tonya L. Baca
- \* Barry Luginbill
- \* Kristie Kauerz

\* authorized signer on checking account

**ERIE HIGHLANDS METROPOLITAN DISTRICT NO 1**

**FINANCIAL STATEMENTS**

**November 30, 2025**



**ERIE HIGHLANDS METROPOLITAN DISTRICT NO 1**  
**COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS**  
**November 30, 2025**

	<u>GENERAL</u>	<u>DEBT SERVICE</u>	<u>LONG-TERM DEBT</u>	<u>TOTAL MEMO ONLY</u>
<b><u>Assets and Other Debits</u></b>				
<b>Assets</b>				
CSAFE	\$ 193,672	\$ (8,969)	\$ -	\$ 184,703
CSAFE- Settlement Funds	250,696	-	-	250,696
FirstBank	7,896	-	-	7,896
Xpress Deposit Account	12,660	-	-	12,660
UMB- Senior Bond Fund 2020A	-	452,245	-	452,245
UMB- Reserve Fund 2020A	-	281,810	-	281,810
Due From District No. 2	11,541	-	-	11,541
Property Taxes Receivable	100	98	-	198
Accounts Receivable	11,415	-	-	11,415
Total Current Assets	<u>487,980</u>	<u>725,185</u>	<u>-</u>	<u>1,213,164</u>
<b>Other Debits</b>				
Amount in Debt Service Funds	-	-	725,087	725,087
Amount to Be Provided for Debt	-	-	7,457,327	7,457,327
Total Other Debits	<u>-</u>	<u>-</u>	<u>8,182,414</u>	<u>8,182,414</u>
<b>Total Assets</b>	<u><u>\$ 487,980</u></u>	<u><u>\$ 725,185</u></u>	<u><u>\$ 8,182,414</u></u>	<u><u>\$ 9,395,578</u></u>
<b>Liabilities</b>				
Accounts Payable	\$ 67,790	\$ -	\$ -	\$ 67,790
Bonds- Series 2020	-	-	8,030,000	8,030,000
Bond Premium	-	-	152,414	152,414
Total Liabilities	<u>67,790</u>	<u>-</u>	<u>8,182,414</u>	<u>8,250,204</u>
<b>Deferred Inflows of Resources</b>				
Deferred Property Tax Revenue	100	98	-	198
Total Deferred Inflows of Resources	<u>100</u>	<u>98</u>	<u>-</u>	<u>198</u>
<b>Fund Balance</b>				
Fund Balance	363,097	387,192	-	750,289
Current Year Earnings	56,992	337,895	-	394,888
Total Fund Balances	<u>420,090</u>	<u>725,087</u>	<u>-</u>	<u>1,145,177</u>
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balance</b>	<u><u>\$ 487,980</u></u>	<u><u>\$ 725,185</u></u>	<u><u>\$ 8,182,414</u></u>	<u><u>\$ 9,395,578</u></u>

**ERIE HIGHLANDS METROPOLITAN DISTRICT NO 1**  
**Statement of Revenues, Expenditures and**  
**Change in Fund Balance - Budget and Actual**  
**For the 11 Months Ending**  
**November 30, 2025**  
**General Fund**

<b>Account Description</b>	<b>Period Actual</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>Favorable (Unfavorable) Variance</b>	<b>% of Budget</b>
<b>REVENUES</b>					
Property Tax Revenue	\$ 1,542	\$ 415,368	\$ 415,468	\$ (100)	100.0%
Specific Ownership Taxes	1,724	16,111	16,619	(508)	96.9%
Interest Income	1,557	17,699	2,500	15,199	708.0%
Services & Facilities Fee	15	52,710	-	52,710	-
Other Revenue	-	2,500	100	2,400	2500.0%
Design Review Fees	-	-	2,500	(2,500)	0.0%
Clubhouse Rentals	-	750	2,500	(1,750)	30.0%
Pool Key Income	-	225	-	225	-
<b>Total Revenues</b>	<b>4,839</b>	<b>505,363</b>	<b>439,686</b>	<b>65,676</b>	<b>114.9%</b>
<b>EXPENDITURES</b>					
<b>General and Administrative</b>					
Accounting	4,205	36,445	17,000	(19,445)	214.4%
District Management	6,253	73,980	17,000	(56,980)	435.2%
Audit	-	6,000	5,500	(500)	109.1%
Insurance/SDA Dues	-	16,442	24,000	7,558	68.5%
Legal	12,788	116,511	60,000	(56,511)	194.2%
Election	1,731	5,393	3,000	(2,393)	179.8%
Miscellaneous	1,350	8,851	4,500	(4,351)	196.7%
Treasurer's Fees	25	6,236	6,232	(4)	100.1%
Dues and Membership	-	-	1,000	1,000	0.0%
Operations Management	1,872	30,373	-	(30,373)	-
Contingency	-	-	20,000	20,000	0.0%
<b>Total General and Administrative</b>	<b>28,223</b>	<b>300,230</b>	<b>158,232</b>	<b>(141,998)</b>	<b>189.7%</b>
<b>Operations and Maintenance</b>					
Landscaping	2,958	30,342	70,000	39,658	43.3%
Covenant Control	-	-	17,625	17,625	0.0%
Irrigation Repairs	-	13,738	10,000	(3,738)	137.4%
Snow Removal	-	-	25,000	25,000	0.0%
Repairs and Maintenance- Ops	-	-	3,000	3,000	0.0%
Playground Maintenance	-	-	1,500	1,500	0.0%
Native Area Maintenance	-	-	1,500	1,500	0.0%
Monument Maintenance	-	-	700	700	0.0%
Concrete Repairs	-	-	500	500	0.0%
Landscape Repairs	-	-	700	700	0.0%
Fence Repairs	-	-	500	500	0.0%
Utilities	3,583	20,178	15,000	(5,178)	134.5%
<b>Total Operations and Maintenance</b>	<b>6,541</b>	<b>64,258</b>	<b>146,025</b>	<b>81,767</b>	<b>44.0%</b>
<b>Clubhouse Operations</b>					
Clubhouse Management	-	-	8,000	8,000	0.0%
Clubhouse Ops and Maintenance	-	1,346	9,375	8,029	14.4%
Clubhouse Security	-	660	2,063	1,403	32.0%
Work Order Repairs	-	-	4,500	4,500	0.0%
Clubhouse Rentals/Events	-	-	2,500	2,500	0.0%
Cleaning and Supplies	988	4,588	3,500	(1,088)	131.1%
Clubhouse General Repairs	-	657	1,500	843	43.8%
Clubhouse Electric Repairs	-	-	800	800	0.0%
Clubhouse Plumbing Repairs	-	264	800	536	33.0%
Mechanical System Repairs	-	-	600	600	0.0%
Fencing Repairs- Clubhouse	-	-	250	250	0.0%
Grounds Maintenance	-	735	3,900	3,165	18.8%
Plant Material Replacements	-	-	1,313	1,313	0.0%
Irrigation Repairs- Clubhouse	-	-	750	750	0.0%
Snow Removal- Clubhouse	-	-	3,750	3,750	0.0%
Utilities- Clubhouse	454	15,271	20,000	4,729	76.4%
<b>Total Clubhouse Operations</b>	<b>1,441</b>	<b>23,522</b>	<b>63,600</b>	<b>40,078</b>	<b>127.0%</b>

**ERIE HIGHLANDS METROPOLITAN DISTRICT NO 1**  
**Statement of Revenues, Expenditures and**  
**Change in Fund Balance - Budget and Actual**  
**For the 11 Months Ending**  
**November 30, 2025**  
**General Fund**

<u>Account Description</u>	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>	<u>% of Budget</u>
<b>Pool Operations</b>					
Lifeguards	-	32,042	23,877	(8,165)	134.2%
Pool Maintenance	3,312	27,514	13,125	(14,389)	209.6%
Pool Chemicals	-	-	6,500	6,500	0.0%
Pool Repairs	-	805	3,750	2,945	21.5%
Hot Tub Maintenance	-	-	3,750	3,750	0.0%
<b>Total Pool Operations</b>	<u>3,312</u>	<u>60,361</u>	<u>51,002</u>	<u>(9,359)</u>	<u>118.3%</u>
<b>Total Expenditures</b>	39,517	448,371	418,859	(29,512)	107.0%
Excess (Deficiency) of Revenues Over Expenditures	(34,679)	56,992	20,827	36,164	
<b>Transfers and Other Sources (Uses)</b>					
Emergency Reserve	-	-	(12,464)	12,464	
<b>Total Transfers and Other Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>(12,464)</u>	<u>12,464</u>	
Change in Fund Balance	(34,679)	56,992	8,363	48,628	
Beginning Fund Balance	454,769	363,097	53,728	309,369	
<b>Ending Fund Balance</b>	<u>\$ 420,090</u>	<u>\$ 420,090</u>	<u>\$ 62,091</u>	<u>\$ 357,998</u>	



**ERIE HIGHLANDS METROPOLITAN DISTRICT NO 1**  
**Statement of Revenues, Expenditures and**  
**Change in Fund Balance - Budget and Actual**  
**For the 11 Months Ending**  
**November 30, 2025**  
**Debt Service Fund**

<u>Account Description</u>	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>	<u>% of Budget</u>
<b>REVENUES</b>					
Property Tax Revenue	\$ 1,513	\$ 407,415	\$ 407,513	\$ (98)	100.0%
Specific Ownership Tax	1,691	15,258	16,301	(1,044)	93.6%
Interest Income	2,360	23,923	21,000	2,923	113.9%
<b>Total Revenues</b>	<u>5,564</u>	<u>446,595</u>	<u>444,814</u>	<u>1,781</u>	<u>100.4%</u>
<b>EXPENDITURES</b>					
Bond Interest	-	101,275	202,550	101,275	50.0%
Bond Principal	-	-	250,000	250,000	0.0%
Paying Agent Fees	151	1,309	4,000	2,691	32.7%
Treasurer's Fees	24	6,116	6,113	(3)	100.1%
<b>Total Expenditures</b>	<u>175</u>	<u>108,700</u>	<u>462,663</u>	<u>353,963</u>	<u>23.5%</u>
Excess (Deficiency) of Revenues Over Expenditures	5,389	337,895	(17,849)	355,744	
Change in Fund Balance	5,389	337,895	(17,849)	355,744	
Beginning Fund Balance	719,698	387,192	383,174	4,018	
<b>Ending Fund Balance</b>	<u>\$ 725,087</u>	<u>\$ 725,087</u>	<u>\$ 365,325</u>	<u>\$ 359,762</u>	

**ERIE HIGHLANDS METROPOLITAN DISTRICT NO 2**  
**Schedule of Cash Position**  
**October 31, 2025**

	<u>Rate</u>	<u>Operating</u>	<u>Debt Service</u>	<u>Special Revenue</u>	<u>Total</u>
<b>Checking:</b>					
FirstBank Checking		\$ 2,432.88	\$ -	\$ -	\$ 2,432.88
<b>Investments:</b>					
CSAFE	4.17%	92,603.87	144,329.29	19,096.49	256,029.65
CSAFE- Settlement Funds	4.17%	82,701.12	-	-	82,701.12
<b>Trustee:</b>					
UMB Bond Fund	4.11%	-	595,728.94	-	595,728.94
UMB Reserve Fund	4.11%	-	961,331.32	-	961,331.32
UMB Surplus Fund	4.11%	-	240,295.33	-	240,295.33
<b>Total Funds</b>		<b><u>\$ 177,737.87</u></b>	<b><u>\$ 1,941,684.88</u></b>	<b><u>\$ 19,096.49</u></b>	<b><u>\$ 2,138,519.24</u></b>

**2025 Mill Levy Information**

General Fund	25.712
Debt Service Fund	<u>64.282</u>
Total	<u><u>89.994</u></u>

**Board of Directors**

**Board Members**

- \* Mitchell Gonzales
- \* Andrew J. Matyus
- \* Elizabeth Thoma
- Keith Kauffman
- Alexandra Hobbs

\* authorized signer on checking account

**ERIE HIGHLANDS METROPOLITAN DISTRICT NO 2**

**FINANCIAL STATEMENTS**

**October 31, 2025**



**ERIE HIGHLANDS METROPOLITAN DISTRICT NO 2**  
**COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS**  
**October 31, 2025**

	GENERAL	DEBT SERVICE	SPECIAL REVENUE	LONG-TERM DEBT	TOTAL MEMO ONLY
<b><u>Assets and Other Debits</u></b>					
<b>Assets</b>					
CSAFE	\$ 92,604	\$ 144,329	\$ 19,096	\$ -	\$ 256,030
CSAFE- Settlement Funds	82,701	-	-	-	82,701
FirstBank Checking	2,433	-	-	-	2,433
Xpress Deposit Account	-	-	37,524	-	37,524
UMB Bond Fund	-	595,729	-	-	595,729
UMB Reserve Fund	-	961,331	-	-	961,331
UMB Surplus Fund	-	240,295	-	-	240,295
Accounts Receivable	29,707	-	38,132	-	67,839
Property Taxes Receivable	455	1,136	-	-	1,591
Due From Carriage Home Fund	16,026	-	-	-	16,026
Total Current Assets	223,926	1,942,821	94,752	-	2,261,499
<b>Other Debits</b>					
Amount in Debt Service Funds	-	-	-	1,941,685	1,941,685
Amount to be Provided for Debt	-	-	-	18,306,826	18,306,826
Total Other Debits	-	-	-	20,248,511	20,248,511
<b>Total Assets</b>	<b>\$ 223,926</b>	<b>\$ 1,942,821</b>	<b>\$ 94,752</b>	<b>\$ 20,248,511</b>	<b>\$ 22,510,010</b>
<b>Liabilities</b>					
Accounts Payable	\$ -	\$ -	\$ -	\$ -	\$ -
Due to District 1	35,071	-	-	-	35,071
Due to General Fund	-	-	16,026	-	16,026
Bonds- Series 2018C	-	-	-	3,600,000	3,600,000
Bonds- Series 2018A	-	-	-	11,565,000	11,565,000
Bonds- Series 2018B	-	-	-	1,819,000	1,819,000
Accrued Interest- Series 2018B	-	-	-	1,054,012	1,054,012
Accrued Interest- Series 2018C	-	-	-	2,210,499	2,210,499
Total Liabilities	35,071	-	16,026	20,248,511	20,299,608
<b>Deferred Inflows of Resources</b>					
Deferred Property Taxes	455	1,136	-	-	1,591
Total Deferred Inflows of Resources	455	1,136	-	-	1,591
<b>Fund Balance</b>					
Fund Balance	132,047	1,241,202	-	-	1,373,248
Current Year Earnings	56,353	700,483	78,726	-	835,562
Total Fund Balances	188,400	1,941,685	78,726	-	2,208,810
<b>Total Liabilities, Deferred Inflows of Resources and Fund Balance</b>	<b>\$ 223,926</b>	<b>\$ 1,942,821</b>	<b>\$ 94,752</b>	<b>\$ 20,248,511</b>	<b>\$ 22,510,010</b>

**ERIE HIGHLANDS METROPOLITAN DISTRICT NO 2**  
**Statement of Revenues, Expenditures and**  
**Change in Fund Balance - Budget and Actual**  
**For the 10 Months Ending**  
**October 31, 2025**  
**General Fund**

<b>Account Description</b>	<b>Period Actual</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>Favorable (Unfavorable) Variance</b>	<b>% of Budget</b>
<b>REVENUES</b>					
Property Tax Revenue	\$ 1,080	\$ 337,144	\$ 337,599	\$ (455)	99.9%
Specific Ownership Taxes	1,351	11,273	13,504	(2,231)	83.5%
Interest Income	844	7,715	2,500	5,215	308.6%
Services & Facilities Fee	-	57,795	-	57,795	-
Other Revenue	-	2,500	-	2,500	-
Clubhouse Rentals	-	750	-	750	-
Pool Key Income	-	225	-	225	-
<b>Total Revenues</b>	<b>3,276</b>	<b>417,403</b>	<b>353,602</b>	<b>63,800</b>	<b>118.0%</b>
<b>EXPENDITURES</b>					
<b>General and Administrative</b>					
Accounting	3,984	38,343	23,000	(15,343)	166.7%
District Management	5,758	40,983	24,000	(16,983)	170.8%
Audit	-	6,000	5,500	(500)	109.1%
Insurance/SDA Dues	-	4,341	16,000	11,659	27.1%
Legal	11,974	110,933	60,000	(50,933)	184.9%
Treasurer's Fee	17	5,060	5,064	4	99.9%
Dues and Membership	-	-	1,000	1,000	0.0%
Miscellaneous	455	6,450	4,000	(2,450)	161.3%
Election	-	206	3,000	2,794	6.9%
Property Management	1,661	11,887	-	(11,887)	-
<b>Total General and Administrative</b>	<b>23,850</b>	<b>224,204</b>	<b>141,564</b>	<b>(82,640)</b>	<b>158.4%</b>
<b>Operations and Maintenance</b>					
Landscaping	2,958	27,384	42,000	14,616	65.2%
Covenant Control	-	-	16,000	16,000	0.0%
Irrigation Repairs	-	13,738	10,000	(3,738)	137.4%
Snow Removal	-	-	17,000	17,000	0.0%
Repairs and Maintenance- Ops	-	-	3,000	3,000	0.0%
Playground Maintenance	-	-	1,500	1,500	0.0%
Native Area Maintenance	-	-	1,500	1,500	0.0%
Monument Maintenance	-	-	700	700	0.0%
Landscape Repairs	-	-	700	700	0.0%
Fence Repairs	-	-	500	500	0.0%
Utilities	5,830	16,595	15,000	(1,595)	110.6%
<b>Total Operations and Maintenance</b>	<b>8,788</b>	<b>57,717</b>	<b>107,900</b>	<b>50,183</b>	<b>53.5%</b>
<b>Clubhouse Operations</b>					
Clubhouse Management	-	-	8,000	8,000	0.0%
Clubhouse Ops and Maintenance	-	1,346	8,375	7,029	16.1%
Security	-	660	2,063	1,403	32.0%
Work Order Repairs	-	-	2,000	2,000	0.0%
Clubhouse Rentals/Events	-	-	2,000	2,000	0.0%
Cleaning and Supplies	300	3,600	2,500	(1,100)	144.0%
Clubhouse General Repairs	-	657	1,500	843	43.8%
Clubhouse Electric Repairs	-	-	800	800	0.0%
Clubhouse Plumbing Repairs	-	264	800	536	33.0%
Mechanical System Repairs	-	-	600	600	0.0%
Fencing Repairs- Clubhouse	-	-	250	250	0.0%
Grounds Maintenance	85	735	3,900	3,165	18.8%
Plant Material Replacements	-	-	1,313	1,313	0.0%
Irrigation Repairs-Clubhouse	-	-	750	750	0.0%
Snow Removal- Clubhouse	-	-	3,750	3,750	0.0%
Utilities- Clubhouse	1,655	14,818	20,000	5,182	74.1%
<b>Total Clubhouse Operations</b>	<b>2,040</b>	<b>22,081</b>	<b>58,600</b>	<b>36,519</b>	<b>37.7%</b>

**ERIE HIGHLANDS METROPOLITAN DISTRICT NO 2**  
**Statement of Revenues, Expenditures and**  
**Change in Fund Balance - Budget and Actual**  
**For the 10 Months Ending**  
**October 31, 2025**  
**General Fund**

<b>Account Description</b>	<b>Period Actual</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>Favorable (Unfavorable) Variance</b>	<b>% of Budget</b>
<b>Pool Operations</b>					
Lifeguards	-	32,042	17,000	(15,042)	188.5%
Pool Maintenance	5,825	24,202	12,000	(12,202)	201.7%
Pool Chemicals	-	-	5,500	5,500	0.0%
Pool Repairs	-	805	2,513	1,708	32.0%
Hot Tub Maintenance	-	-	2,750	2,750	0.0%
<b>Total Pool Operations</b>	<u>5,825</u>	<u>57,048</u>	<u>39,763</u>	<u>(17,285)</u>	<u>143.5%</u>
<b>Total Expenditures</b>	40,503	361,050	347,827	(13,223)	103.8%
Excess (Deficiency) of Revenues Over Expenditures	(37,228)	56,353	5,775	50,577	
<b>Other Financing Sources (Uses)</b>					
Emergency Reserve	-	-	(10,128)	10,128	
<b>Total Other Financing Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>(10,128)</u>	<u>10,128</u>	
Change in Fund Balance	(37,228)	56,353	(4,353)	60,705	
Beginning Fund Balance	225,627	132,047	8,752	123,295	
<b>Ending Fund Balance</b>	<u>\$ 188,400</u>	<u>\$ 188,400</u>	<u>\$ 4,400</u>	<u>\$ 184,000</u>	

**ERIE HIGHLANDS METROPOLITAN DISTRICT NO 2**  
**Statement of Revenues, Expenditures and**  
**Change in Fund Balance - Budget and Actual**  
**For the 10 Months Ending**  
**October 31, 2025**  
**Debt Service Fund**

<b>Account Description</b>	<b>Period Actual</b>	<b>YTD Actual</b>	<b>Budget</b>	<b>Favorable (Unfavorable) Variance</b>	<b>% of Budget</b>
<b>REVENUES</b>					
Property Tax Revenue	\$ 2,700	\$ 842,887	\$ 844,023	\$ (1,136)	99.9%
Specific Ownership Taxes	3,378	28,098	33,761	(5,663)	83.2%
System Development Fees	-	96,000	35,000	61,000	274.3%
Interest Income	7,020	60,854	57,000	3,854	106.8%
<b>Total Revenues</b>	<b>13,098</b>	<b>1,027,839</b>	<b>969,784</b>	<b>58,055</b>	<b>106.0%</b>
<b>EXPENDITURES</b>					
Bond Interest	-	303,581	607,163	303,582	50.0%
Bond Principal	-	-	155,000	155,000	0.0%
Paying Agent Fees	8,372	11,124	8,000	(3,124)	139.1%
Treasurer's Fees	43	12,650	12,660	10	99.9%
<b>Total Expenditures</b>	<b>8,414</b>	<b>327,356</b>	<b>782,823</b>	<b>455,467</b>	<b>41.8%</b>
Excess (Deficiency) of Revenues Over Expenditures	4,683	700,483	186,961	513,522	
Beginning Fund Balance	1,937,001	1,241,202	1,215,040	26,162	
<b>Ending Fund Balance</b>	<b>\$ 1,941,685</b>	<b>\$ 1,941,685</b>	<b>\$ 1,402,000</b>	<b>\$ 539,684</b>	



**ERIE HIGHLANDS METROPOLITAN DISTRICT NO 2**  
**Statement of Revenues, Expenditures and**  
**Change in Fund Balance - Budget and Actual**  
**For the 10 Months Ending,**  
**October 31, 2025**  
**Special Revenue Fund- Carriage Homes**

<u>Account Description</u>	<u>Period Actual</u>	<u>YTD Actual</u>	<u>Budget</u>	<u>Favorable (Unfavorable) Variance</u>	<u>% of Budget</u>
<b>REVENUE</b>					
Carriage Home District Fee	\$ -	\$ 185,104	\$ 110,400	\$ 74,704	167.7%
Interest Income	52	750	-	750	-
<b>Total Revenues</b>	<u>52</u>	<u>185,854</u>	<u>110,400</u>	<u>75,454</u>	<u>168.3%</u>
<b>EXPENDITURES</b>					
Billing	961	13,380	20,000	6,620	66.9%
Landscape Maintenance	10,311	24,319	34,000	9,681	71.5%
Operations and Maintenance	5,048	19,392	20,000	608	97.0%
Snow Removal	-	35,224	25,000	(10,224)	140.9%
Repairs and Maintenance	-	342	2,500	2,158	13.7%
Winter Watering	-	-	2,000	2,000	0.0%
Irrigation Repairs	-	4,868	3,500	(1,368)	139.1%
Legal- Carriage Home	9,603	9,603	-	(9,603)	-
Contingency	-	-	3,400	3,400	0.0%
<b>Total Expenditures</b>	<u>16,319</u>	<u>107,129</u>	<u>107,000</u>	<u>3,271</u>	<u>100.1%</u>
Excess (Deficiency) of Revenues Over Expenditures	(16,267)	78,726	3,400	72,183	
<b>Total Transfers and Other Sources (Uses)</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	
Change in Fund Balance	(16,267)	78,726	3,400	72,183	
Beginning Fund Balance	94,993	-	-	-	
<b>Ending Fund Balance</b>	<u>\$ 78,726</u>	<u>\$ 78,726</u>	<u>\$ 3,400</u>	<u>\$ 72,183</u>	

## Engineering Proposal & Terms of Engagement

### Project Information

**Date of Assignment:** December 9, 2025  
**Project Name/Reference:** Erie Highlands Metro District 1  
**Project Address:** 185 Highlands Circle, Erie, Colorado 80516  
**Client Name:** Charlie Hogue  
**Client Company:** Special District Management Services  
**Client Email:** [chogue@sdmsi.com](mailto:chogue@sdmsi.com)

### Scope of Project

- ☒ Inspect the Property
- ☒ Provide Verbal Findings
- ☐ Provide Engineering Report
- ☐ Provide Engineering Plans

### Fees

- ☒ Time and Material
- ☒ Phase 1 Estimated Fee = \$3,500
- ☐ Phase 2 Estimate Fee = TBD

### Project Description

Thank you for contacting Knott Laboratory. Upon acceptance, Knott Laboratory will assign a team member to serve as project manager on your project.

Knott will provide the following services for the cost estimate listed above:

1. Conduct a site visit to:
  - a. Inspect the pool and the surroundings
  - b. Laser scanning of the interior of the pool and surrounding area
2. Process the scan data
3. Send a follow up email with:
  - a. Knott's observations from the site visit and scan data
  - b. Recommendations on next steps
  - c. Cost estimate for our services during next steps

This scope and proposed estimate are based upon the information currently available to us. Should additional information be obtained that would impact this scope or our estimated fee, you will be notified and informed of the budget impact before work beyond this scope is performed.

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## Exclusions

Additional services such as architectural, mechanical, electrical, and/or plumbing considerations are not included in the estimated budget. Knott may require the assistance of additional consultants to complete these services whose fees are unknown at this time. Engineered Plans provided will be intended for the initial submittal to the building department; however, due to the variable requirements of the local building departments, additional work pertaining to construction permitting will be billed at an hourly rate. Before or after construction has begun, Knott may be contacted to conduct additional Construction Administration services such as to assess additional damage not visible during the initial inspection, provide product/material substitutions, or conduct on-site compliance observations. The estimated fees for the Construction Administration services for this type of project are generally between \$800 and \$1,220 each or per inspection trip, as applicable. If Knott determines that additional repair drawings will exceed these estimates, the Client will be immediately notified, and additional expenses shall not be incurred without the Client's prior authorization.

Knott has attempted to anticipate all relevant variables; however, unforeseen issues and Client requests occasionally arise as construction progresses. In addition, the estimate for engineered plans (if applicable) does not anticipate large-scale repairs. If these are discovered Knott may be required to revise the estimate to complete the repair drawings. If any of these issues occur, the Client will be immediately notified, and additional expenses shall not be incurred without the Client's prior authorization.

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## Project Start

Knott is available to begin the scope of work within 15 business days of receiving the client's acceptance of this proposal. The actual start date is subject to coordination with ongoing work, weather, and the availability of the site and the ever-changing economic conditions. This proposal is valid for 30 days but may need to be modified if not signed within this window. If any of the above is objectionable, please contact us immediately to discuss the terms. If the terms are acceptable, please acknowledge such by signing this document and returning it to Knott Laboratory, LLC.

---

**Invoice To:**

It is our understanding that we will be billing you directly and you will be financially responsible for our invoice in accordance with the terms below.

Charlie Hogue

chogue@sdmsi.com

Special District Management Services

303-908-4825

---

**Responsible Parties**

**KNOTT LABORATORY, LLC**

**CLIENT**

Name: Scott Hargrove, M.S., PE

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

Signature: Scott Hargrove

Signature: \_\_\_\_\_

Date: 12/09/25

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

---

**Fees**

The principal basis for computing our fees will be the amount of time spent on the matter by the forensic engineers and animators involved, multiplied by their individual hourly billing rates. Currently, I anticipate being the principal engineer responsible for this matter. During this engagement, assistance may also be provided by other engineers or animators in the Company.

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**Estimates**

Any estimate of fees and costs that we may have discussed is only an estimate and not an agreement to a fixed or maximum fee unless stated otherwise. It is also expressly understood that payment of the Company's fees and costs is not contingent on the outcome of the matter.

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**Payment of Invoices**

You will be billed for fees and costs on a semi-monthly basis. Payment is due upon receipt of the invoice unless other arrangements are made in writing. If any invoice remains unpaid for more than 30 days, we may suspend performing services until satisfactory arrangements have been made for payment of outstanding statements and future fees and expenses. A delinquency charge of 2 percent (2%) per month (24% per annum) may be assessed on unpaid balances outstanding over 30 days from invoice date. In the event we are asked to testify at a deposition, trial, arbitration, or other adversary proceeding in this matter, you agree to pay all outstanding invoices in full prior to such testimony.

**Thank you for choosing Knott Laboratory, we look forward to serving you!**



Erie  
Area

Erie Highlands  
Main Cross Streets

## Installation Contract

Name: David Solin Commercial ☒ Residential ☐

E-mail: dsolin@sdmsi.com Telephone: 303-987-0835

Address: Erie Highlands - 2 entrances (7-9 trees per entrance depending on growth and maintenance)

Our Lights: ☒ Your Lights: ☐  LED: ☐ Incandescent: ☒

Basic Package: ☐ Gold Package: ☐ Custom: ☒ Temporary Lighting: ☒ Permanent Lighting: ☐

North Facing Roof ☐ Gutter Guards ☐ High Risk ☐ Icicle Lights ☐

Instructions/ Areas to Include: Two front entrances- same as last year

Lighting Colors: White

Total Price: \$5300 Installation Date Range: TBD - payment and signature

### Payment Info./ Credit Card Information:

Credit Card Payment (Includes 3.5% surcharge) ☐ ACH Payment (No surcharge) ☒

### Credit Card

Amex ☐ Visa ☐ Mastercard ☐ Discover ☐ C.C. # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ V-Code \_\_\_\_\_ Card Holder Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### ACH Information

Routing # 107005047 Account # 2841402913

Bank Account Holder Name: Erie Highlands Metro District #1

Billing Address: 141 S. Union Blvd. #150 City: Lakewood State: CO Zip: 80028

## **Terms**

**I Agree to have lights installed on my property for the price listed above: No refunds once lights are installed or inventory is purchased. All sales are final! For all Bring your own lights packages once you are scheduled no refunds.**

**I understand that warranties don't apply to any lights that the customer supplies. I also understand that Denver Illuminations can't warranty lights or cords that have been cut or chewed on by animals. We also require that timers are checked by the property owner first prior to any repair call.**

**For Temporary Lighting Installations I understand that take down will be arranged by Denver Illuminations and I will be notified the day before. No appointments.**

**Please note, there will be a 3.5% credit card convenience fee added to your total if you use Credit Card Processing instead of ACH. There is no fee for using ACH transactions.**

**Customer Signature:** \_\_\_\_\_



**Date:** 12 / 01 / 2025

Title	Denver Illuminations Contract
File name	XMAS CONTRACT - 2022a.docx
Document ID	6584a6e91959122cc165dd7cb7d94bb0047f2d40
Audit trail date format	MM / DD / YYYY
Status	● Signed

## Document History



**11 / 28 / 2025**  
22:31:03 UTC

Sent for signature to Erie Highlands (dsolin@sdmsi.com) from sales@denverilluminations.com  
IP: 140.228.245.59



**11 / 29 / 2025**  
04:49:57 UTC

Viewed by Erie Highlands (dsolin@sdmsi.com)  
IP: 104.28.48.219



**12 / 01 / 2025**  
14:37:23 UTC

A new document has been created based off of an existing document with ID 6584a6e91959122cc165dd7cb7d94bb0047f2d40  
IP: 140.228.245.59



**12 / 01 / 2025**  
14:37:23 UTC

Edited by Denver Illuminations (sales@denverilluminations.com)  
IP: 140.228.245.59



**12 / 01 / 2025**  
14:37:23 UTC

Signature request resent by Denver Illuminations (sales@denverilluminations.com)  
IP: 140.228.245.59

Title	Denver Illuminations Contract
File name	XMAS CONTRACT - 2022a.docx
Document ID	6584a6e91959122cc165dd7cb7d94bb0047f2d40
Audit trail date format	MM / DD / YYYY
Status	● Signed

## Document History



**12 / 01 / 2025**  
15:15:32 UTC

A new document has been created based off of an existing document with ID 6584a6e91959122cc165dd7cb7d94bb0047f2d40  
IP: 140.228.245.59



**12 / 01 / 2025**  
15:15:32 UTC

Edited by Denver Illuminations  
(sales@denverilluminations.com)  
IP: 140.228.245.59



**12 / 01 / 2025**  
15:15:32 UTC

Signature request resent by Denver Illuminations  
(sales@denverilluminations.com)  
IP: 140.228.245.59



**12 / 01 / 2025**  
16:20:08 UTC

Signed by Erie Highlands (dsolin@sdmsi.com)  
IP: 50.78.200.153



**12 / 01 / 2025**  
16:20:08 UTC

The document has been completed.



# ERIE HIGHLANDS METROPOLITAN DISTRICT PROFESSIONAL SERVICES AGREEMENT TASK ORDER

**AGREEMENT TITLE** Independent Contractor Agreement (Cost Certification Services)

**AGREEMENT NO.** IDES 01 **AGREEMENT DATE** 11/27/24 **TASK ORDER NO.** 02

**CONSULTANT** Independent District Engineering Services, LLC

**TASK ORDER REFERENCE:** Task Order 02 Submittal (attached)

**TASK ORDER NAME:** District Engineering Services – As Needed

**METRO DISTRICT PROJECT ENGINEER:** Brandon Collins

**BASIS OF COMPENSATION:** Time and Materials – Charge Rate Schedule

**SCHEDULE:** As Required through 2026

## AGREEMENT PRICE RECONCILIATION:

Previously Approved Change Orders/Amendments/Task Orders	\$ 7,500.00
Task Order Price – Task Order No. <u>02</u>	\$ 24,758.27
Total of Agreement Prices including this Task Order	\$ 32,258.27

## AGREEMENT TERMS AND CONDITIONS

All other terms and conditions of the Agreement remain unchanged and in full force and effect.

This Task Order constitutes written assurance by the Metro District (if a Metro District Agreement) that lawful appropriations have been made to cover the cost of the Task Order, pursuant to Section 24-91-103.6, C.R.S.

## APPROVALS REQUIRED:

To be effective, this Task Order must be approved according to the Agreement.

Recommended by \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Date \_\_\_\_\_

The undersigned agrees to the above terms and conditions:

Independent District Engineering Services, LLC  
Consultant

Brandon Collins  
Authorized Agent

\_\_\_\_\_  
Date

Director  
Title

INDEPENDENT



**District Engineering**  
SERVICES

# METROPOLITAN DISTRICT SERVICES PROPOSAL

[WWW.IDESLLC.COM](http://WWW.IDESLLC.COM)

December 04, 2025

Erie Highlands Metropolitan District  
C/o Peggy Ripko, SDMS, Inc  
141 Union Boulevard, Suite 150  
Lakewood, CO 80228

## **ERIE HIGHLANDS METROPOLITAN DISTRICT - DISTRICT ENGINEERING SERVICES TASK ORDER 2**

IDES is pleased to respond to your request to provide District Engineering Services for the Erie Highlands Metropolitan District (District), in the Town of Erie, Colorado. We propose to provide Services on a Time and Material Basis in accordance with the Charge Rate Schedule attached to this Proposal.

### **SCOPE OF SERVICES**

**Infrastructure Acquisition** – IDES will track all the documents required for infrastructure acquisition to make sure the District has all the necessary documents for acceptance and acquisition of the improvements. Once IDES has verified all the documents have been provided and the improvements are complete and in good condition, IDES will recommend acquisition. The Infrastructure Acquisition report will be prepared and signed by a Professional Engineer and contain all the necessary information to satisfy the requirements of the Service Plan and the Facilities Infrastructure Acquisition and Reimbursement Agreement.

IDES will perform site visits as needed and participate in meetings and conference calls as needed to complete these reports. IDES can also host a kick-off meeting to discuss the documentation requested to ensure the process is efficient.

**Aerial Photography** – IDES will provide aerial shots unless site is in a restricted airspace per FAA regulations.

**Meetings** – IDES can participate in project meetings as necessary. Meetings may include District Board meetings, project status meetings, local jurisdiction coordination meetings, construction progress meetings, miscellaneous field meetings and other meetings with project stakeholders as required or requested.

**Additional Services** – Additional services to those that are listed above that can be found listed as an attachment to this proposal. These additional services and the services listed above will be provided on an as-needed basis.

### **FEE**

IDES proposes to perform Services on a Time and Materials Basis in accordance with the Charge Rate Schedule below. We will provide services to the District as requested and bill only for the actual time required to complete the services. Based on our experience, a Not to Exceed amount of \$10,000.00 should allocate the funds required to complete future tasks on an as-needed basis. In addition, \$14,758.27 is included for past services rendered to Erie Highlands Metropolitan District for Infrastructure Acquisition Services. The total of this proposal is \$24,758.27.

### **CHARGE RATE SCHEDULE**

Services will be provided on a Labor Time and Expenses basis as provided below. Hourly rates are revised periodically to reflect the current cost for delivery of services and the fees charged for services under this engagement may change without notice. The District agrees that IDES is authorized perform a task authorized under this scope of services at the direction of any individual board member.

**Billing Rates:**

The following Billing Rates shall apply for the Task Order:

Project Administrator	\$ 120.00 per hour
Senior Contract Administrator	\$ 150.00 per hour
Project Engineer	\$ 155.00 per hour
Project Engineer II	\$ 160.00 per hour
Project Manager	\$ 170.00 per hour
Project Manager II	\$ 185.00 per hour
Professional Engineer	\$ 215.00 per hour
Senior Project Manager	\$ 190.00 per hour
District Engineer	\$ 220.00 per hour
Director	\$ 225.00 per hour

**Reimbursable Expenses**

Mileage	IRS Rate + 10%
Plan Copies, outside copies, other items	at cost + 10%
Subcontractor	at cost + 10%

If you have any comments or questions, please feel free to contact me. We appreciate the opportunity to submit this proposal.

Respectfully Submitted,  
Independent District Engineering Services, LLC

Brandon Collins, PE  
Director

# Attachment

## **IDES ADDITIONAL SERVICES**

**Cost Certification** – IDES will review the documentation provided by the District and Developer to determine the scope of District eligible improvements and the claimed cost for the initial improvements. The District and Developer will provide the following documentation for completed, designed or administrative elements of the project associated with reimbursements:

- Service Plan
- Project Plans
- Plat or Exhibit showing District Tract Ownership and Easements
- ACAD Base Files for Exhibit Development (IDES can coordinate with DOR for this info)
- Other Legal Documents impacting reimbursements or eligibility of improvements
- Accountant Spreadsheets and other accounting tracking information
- Invoices and proofs of payments
- Any additional documentation of services provided and or fees paid that the Client believes would be a District eligible cost.
- Developer/District Reimbursement Agreements
- Developer/Local Jurisdiction Subdivision Improvement Agreements
- Other documents as may be requested or needed
- Contact for District Representative
- Contact for Developer Representative

Based on the information provided, IDES can prepare a cost certification of District eligible improvements and expenditures. Invoices will be reviewed for reasonableness and District eligibility. This information will be used to prepare an Engineer's report for Cost Certification, which will include an exhibit showing the areas on site where improvement costs have been certified. The report will be prepared and signed by a Professional Engineer and will contain all necessary information to satisfy the requirements of the District Service Plan and Infrastructure Acquisition and Reimbursement Agreement.

**Cost Share** – IDES can assess the improvements that benefit multiple districts. The costs to construct and design these improvements will be distributed among the benefiting districts using various methodologies. IDES can provide reports or memos as necessary, to specify the shared improvements and to describe the methodologies used for the cost-sharing process.

**Constructability Reviews** – IDES can provide review of plans for constructability and completeness to assist the District and/or the design engineer in determining more efficient or cost-effective alternatives. The work would likely involve plan reviews, site visits and investigations, meetings with the District, design engineer, local jurisdiction, and others, review of preliminary geotechnical report, phasing plans, and any other pertinent information to better qualify the design.

**Project Cost Estimating and Control** – Project cost estimating services may include updating of initial estimate, plan quantity and pay item take-offs and specialty cost estimates needed in support of various agreements, reporting requirements or other as-needed estimates. Special reports including cost share reimbursements, bonding agency reports and other specialized reports that can be produced as requested.

**Project Scheduling Services** – IDES may create an overall project schedule based on contractor's schedule and provide updates which can include entitlement, planning, design, construction that would reflect additions, deletions and deviations in the timing of all the associated activities. Specialized schedules can be provided when requested. Schedules would be formatted in Microsoft Project unless otherwise directed.

**Construction Observation** – IDES can provide construction observation for general compliance with the contract documents for all phases of construction activities. Information gained by construction observation can be compiled in periodic reports and used for construction administration activities. Reports with photos can be submitted and maintained electronically.

**Construction Administration and Coordination** – IDES can provide construction administration activities including partial pay request processing, submittal review coordination, change orders review, force account, permit management, project close-out, claim reviews, warranty issues and other tasks as necessary to provide project documentation. IDES can provide construction coordination activities including project coordination with stakeholders, monitor project scheduling, jurisdictional coordination, and other activities necessary to provide coordination. Assumptions include the same schedule as presented for the construction observation section.

**District Compliance** – IDES can provide necessary on-going Metro District support services including but not limited to, coordination with the District, District consultant, contractors, local jurisdictions, adjacent developers, utility companies and other project stakeholders, participate in the development and administration of various agreements with project stakeholders required for the project, provide needed information and coordination with the board's legal counsel and accountants for District reporting requirements. This can also include invoice and pay application review monthly, expenditure verification for the District board and reporting of facilities acquisitions to the District board monthly.

**Consultant Administration** – IDES can provide support services for the progress and completion of Consultants services, including contracting, review and processing of task orders, coordination concerning construction needs, and tracking of contracts and invoices.

**Draw Reports** – IDES will review the Improvement Agreement between the Constructing and Non-Constructing parties and confirm all parties are in compliance with their obligations. Prior to the Non-Constructing parties submitting their funds to the escrow, IDES will review the invoices, lien waivers, and all other conditions required by the Improvement Agreement have been met. Prior to confirming all requirements have been met, IDES will visit the project site to confirm that the expenditure requests are consistent with the status of construction in the field. IDES will then review all expenditures in a Cost Certification Report after the escrow payment has been made.

**Dry Utility Coordination** – IDES can provide the necessary coordination with dry utility companies including new service requests and meter service installations.

**Evaluation and Recommendation of Existing Infrastructure** – IDES can provide evaluation and make recommendations regarding existing deficiencies of infrastructure.

**Pre-Qualification, Bid, and Award of Project** – IDES can provide contractor pre-qualification services including advertising, Contractor notification, reviewing of AIA forms, and recommendation of qualified contractors. IDES can make recommendations to the Board for Contractor Selection.

**Construction Observation** – IDES can provide construction observation for compliance with the Contract Documents for all phases of construction activities. Information gained by construction observation can be compiled in a daily report and used for construction administration activities. Reports with photos can be submitted and maintained electronically.

**Invoice Creation** – IDES will set up pay applications so that costs can easily be tracked between District Eligible and Developer costs.

**Monthly Site Inspection/Pay Application Review** – IDES will visit project site each month to see the progress of construction and to review invoices and pay applications and confirm accurate measurement of quantities submitted by contractor. A monthly (or other period as desired) Site Inspection and/or Infrastructure Acquisition Report will be submitted to the District.

**Standard Document Development** – IDES will provide standardized forms for consultant and contractor contracts, including but not limited to Task Orders, Change Orders, RFI, Submittals, Pay Certifications, and other miscellaneous forms for use by all consultants and contractors involved with the District. It is assumed that all documents will be in the IDES standard form used by other Districts.

**Construction Administration and Coordination** – IDES can provide construction administration activities including partial pay request processing, submittal review coordination, change orders review, force account, permit management, project close-out, claim reviews, and other tasks as necessary to provide project documentation. IDES can provide construction coordination activities including project coordination with stakeholders, monitor project scheduling, jurisdictional coordination and other activities necessary to provide coordination.

**District Contracting** – IDES can assist Legal Counsel in preparation of contract documents, coordinate review with Legal Counsel, coordinate approvals of contract documents, confirm compliance with bonding, insurance, and legal work status requirements.

**Consultant Selection** – IDES will develop Scope of Services, conduct Request for Proposal processes, and provide recommendations to the District to select consultants (e.g. Surveying, 3<sup>rd</sup> party special inspection and material testing, etc.). IDES will prepare Agreements and Task Orders and coordinate review with Legal Counsel, then seek approval by the District Program Manager.

## ERIE HIGHLANDS METROPOLITAN DISTRICT NO. 2

### A RESOLUTION DETERMINING NOT TO PROVIDE WORKERS' COMPENSATION INSURANCE COVERAGE FOR UNCOMPENSATED MEMBERS OF THE BOARD OF DIRECTORS

A. The Erie Highlands Metropolitan District No. 2 (the "District") is a quasi-municipal corporation and political subdivision of the State of Colorado duly organized and existing pursuant to Article 1 of Title 32, Colorado Revised Statutes.

B. The members of the Board of Directors (the "Board") of the District are not compensated for their service on the Board, except for reimbursement of actual out-of-pocket expenses related to Board service.

C. Pursuant to Section 8-40-202(1)(a)(I)(B), C.R.S., the Board may annually determine that it is in the best interest of the District not to provide workers' compensation insurance coverage to its uncompensated elected officials.

D. The Board has determined that its policy period for purposes of this election shall commence on March 1 and end on the last day of February of every year.

E. Pursuant to Section 8-40-202(1)(a)(I)(B), C.R.S., the District must notify the Colorado Department of Labor & Employment, Division of Workers' Compensation (the "Division"), in writing of the decision not to provide workers' compensation coverage and such notification must be filed with the Division not less than 45 days before the start of the policy period.

F. The Division has requested that the Board annually adopt a formal Resolution and complete Division Form WC44 to acknowledge its decision not to provide workers' compensation insurance.

G. The Board hereby finds and determines that it is in the public interest and is an appropriate fiscal policy to exercise the option not to provide workers' compensation insurance coverage for its uncompensated elected officials.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Erie Highlands Metropolitan District No. 2 as follows:

1. **No Workers' Compensation Insurance Coverage.** Because members of the Board are not compensated for their service, except for reimbursement of actual expenses incurred on behalf of the District, the Board finds and determines that its members shall not be regarded as "employees" of the District for purposes of the Workers' Compensation Act of Colorado (Section 8-40-101, C.R.S. et seq.), and that the District shall not purchase workers' compensation insurance coverage for members of the Board for the policy year commencing on March 1, 2026.



2. **Direction to File with the Division.** In addition to a copy of this Resolution, legal counsel to the District is directed and authorized to file Form WC44, “Exclusion of Uncompensated Public Officials,” with the Division no later than 45 days prior to March 1.

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.** Notwithstanding the application of this Resolution to a certain specified plan year, this Resolution shall take effect and be enforced immediately upon its approval by the District Board.

Approved and Adopted this 7<sup>th</sup> day of January, 2026.

ERIE HIGHLANDS METROPOLITAN  
DISTRICT NO. 2

By: \_\_\_\_\_  
Mitchell Gonzales, President

Attest:

\_\_\_\_\_  
Keith Kauffman, Secretary

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE  
ERIE HIGHLANDS METROPOLITAN DISTRICT NO. 1**

**Exclusion of Uncompensated Members of the Board of Directors from Workers' Compensation  
Insurance Coverage (2026)**

**Recitals**

A. The Erie Highlands Metropolitan District No. 1 (the "District") is a quasi-municipal corporation and political subdivision of the State of Colorado duly organized and existing pursuant to Article 1 of Title 32, Colorado Revised Statutes; and

B. The members of the Board of Directors (the "Board") of the District are not compensated for their service on the Board, except for reimbursement of actual out-of-pocket expenses related to Board service; and

C. Pursuant to Section 8-40-202(1)(a)(I)(B), C.R.S., the Board may annually determine that it is in the best interest of the District not to provide workers' compensation insurance coverage to its uncompensated elected officials; and

D. The Board has determined that its policy period for purposes of this election shall commence on March 1 and end on the last day of February of every year; and

E. Pursuant to Section 8-40-202(1)(a)(I)(B), C.R.S., the District must notify the Colorado Department of Labor & Employment, Division of Workers' Compensation (the "Department"), in writing of the decision not to provide workers' compensation coverage and such notification must be filed with the Department not less than 45 days before the start of the policy period; and

F. The Department has requested that the Board annually adopt a formal Resolution and complete Division Form WC44 to acknowledge its decision not to provide workers' compensation insurance; and

G. The Board hereby finds and determines that it is in the public interest and is an appropriate fiscal policy to exercise the option not to provide workers' compensation insurance coverage for its uncompensated elected officials.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF  
THE ERIE HIGHLANDS METROPOLITAN DISTRICT NO. 1 AS FOLLOWS:**

1. No Workers' Compensation Insurance Coverage. Because members of the Board are not compensated for their service, except for reimbursement of actual expenses incurred on behalf of the District, the Board finds and determines that its members shall not be regarded as "employees" of the District for purposes of the Workers' Compensation Act of Colorado (articles 40 to 47 of Title 8, Colorado Revised Statutes), and that the District shall not purchase workers' compensation insurance coverage for members of the Board for the policy year.

2. Direction to File with the Department. In addition to a copy of this Resolution, the District's management or legal consultants shall file Form WC44, "Exclusion of Uncompensated Public Officials" no later than 45 days before the start of the policy period.

3. Effective Date. Notwithstanding the application of this Resolution to a certain specified plan year, this Resolution shall take effect and be enforced immediately upon its approval by the District Board.

APPROVED AND ADOPTED this 7<sup>th</sup> day of January 2026.

ERIE HIGHLANDS METROPOLITAN DISTRICT  
NO. 1

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Josh Malm, President, Board of Directors

ATTEST:

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

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

Secretary or Assistant Secretary