

COLUMBIA METROPOLITAN DISTRICT

141 Union Boulevard, Suite 150
Lakewood, Colorado 80228-1898
Tel: 303-987-0835 • 800-741-3254
Fax: 303-987-2032

NOTICE OF SPECIAL MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Robert Haddad, Jr.	President	2022/May 2022
Carla D. Ladd	Vice President	2022/May 2022
Marion L. Ladd	Treasurer/Secretary	2023/May 2023
VACANT		2023/May 2023
VACANT		2022/May 2022

DATE: **Monday, November 23, 2020**

TIME: 6:30 P.M.

PLACE: DUE TO CONCERNS REGARDING THE SPREAD OF THE CORONAVIRUS (COVID-19) AND THE BENEFITS TO THE CONTROL OF THE SPREAD OF THE VIRUS BY LIMITING IN-PERSON CONTACT, THIS DISTRICT BOARD MEETING WILL BE HELD BY CONFERENCE CALL WITHOUT ANY INDIVIDUALS (NEITHER DISTRICT REPRESENTATIVES NOR THE GENERAL PUBLIC) ATTENDING IN PERSON. IF YOU WOULD LIKE TO ATTEND THIS MEETING, PLEASE CALL IN TO THE CONFERENCE BRIDGE AT **1-877-250-3814** AND WHEN PROMPTED, DIAL IN THE PASSCODE OF **5592663**.

I. ADMINISTRATIVE MATTERS

A. Present Disclosures of Potential Conflicts of Interest.

B. Approve Agenda, confirm location of the meeting and posting of meeting notices.

C. Consider appointment of qualified individuals to fill vacancies on the Board of Directors.

D. Discuss term limits for Board members and succession planning.

E. Review and approve Minutes of the July 29, 2020 Special Meeting and September 14, 2020 Work Session Meeting (enclosures).

- F. Consider Regular Meeting dates for 2021. Review and consider approval of Resolution No. 2020-11-01; Resolution Establishing Regular Meeting Dates, Time and Location, Establishing District Website and Designating Location for Posting of 24-Hour Notice (enclosure).
-

- G. Discuss §32-1-809, C.R.S. reporting requirements and mode of eligible elector notification (posted to the SDA Website in 2020).
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II. PUBLIC COMMENT

- A. _____

III. MAINTENANCE MATTERS AND IMPROVEMENTS

- A. Review and consider approval of JBK Landscape, Inc. Continuation of Contract for 2021 Landscape Maintenance Services (enclosure).
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- B. Landscape Maintenance Update.
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- C. Discuss status of transfer of median at East Orchard and South Telluride.
-

- 1. Discuss landscaping proposal.
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- D. Discuss Lighting Plan.
-

- 1. Discuss status of possible architectural lighting in the medians.
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- 2. Discuss status of IREA median lighting at East Orchard and South Telluride.
-

- E. Discuss landscape site visit.
-

1. Review and consider approval of proposal for Annual Flowers (enclosure).

2. Review consider approval of proposal for 2020 summer drought (insurance claim) plant replacements (enclosure).

IV. FINANCIAL MATTERS

- A. Ratify approval of payment of claims through the periods ending as follows (enclosures):

Fund	Period Ending Aug. 13, 2020	Period Ending Sept. 10,2020	Period Ending Oct. 8, 2020	Period Ending Nov. 12, 2020
General	\$ 11,114.35	\$ 46,567.98	\$ 6,710.66	\$ 6,130.85
Total Claims	\$ 11,114.35	\$ 46,567.98	\$ 6,710.66	\$ 6,130.85

- B. Review and accept unaudited financial statements and balance sheet as of September 30, 2020 (enclosure).

- D. Consider appointment of District Accountant to prepare the Application for Exemption from 2020 Audit.

- F. Conduct Public Hearing to consider Amendment to 2020 Budget and consider adoption of Resolution to Amend the 2020 Budget and Appropriate Expenditures, if necessary.

- G. Conduct Public Hearing on the proposed 2021 Budget and consider adoption of Resolution to Adopt the 2021 Budget and Appropriate Sums of Money and Set Mill Levies for General Fund _____, Debt Service Fund _____, and Other Fund(s) _____ for a total mill levy of _____ (enclosures – Preliminary Assessed Valuation, draft 2021 Budget and Resolutions).

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

- I. Consider appointment of District Accountant to prepare 2022 Budget and set date for public hearing for (_____, 2021).
-

V. LEGAL MATTERS

- A. Discuss update to McGeady Becher P.C. Document Retention Policy (enclosure).
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VI. OTHER BUSINESS

- A. _____
-

- VII. ADJOURNMENT **THERE ARE NO MORE REGULAR SCHEDULED MEETINGS FOR 2020.**

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE COLUMBIA METROPOLITAN DISTRICT HELD JULY 29, 2020

A Special Meeting of the Board of Directors of the Columbia Metropolitan District (referred to hereafter as the "Board") was convened on Wednesday, the 29th day of July, 2020, at 6:30 P.M. Due to concerns regarding the spread of the Coronavirus (COVID-19) and the benefits to the control of the spread of the virus by limiting in-person contact, the District Board meeting was held and properly noticed to be held via telephone conference. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Robert Haddad, Jr.
Carla D. Ladd
Marion Ladd

Also In Attendance Were:

David Solin; Special District Management Services, Inc. ("SDMS")

Chris Marquis; JBK Landscape, LLC ("JBK") (for a portion)

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State.

Mr. Solin noted that a quorum was present and requested that the Directors consider whether they had any new conflicts of interest which had not been previously disclosed. Mr. Solin noted for the record that Director Haddad is the Vice President of the Hills at Piney Creek Homeowners Association. Mr. Solin also noted for the record that there were no additional disclosures and incorporated for the record those applicable disclosures made by the Board members prior to this meeting and in accordance with statute.

ADMINISTRATIVE MATTERS

Agenda: Mr. Solin distributed for the Board's review and approval a proposed Agenda for the District's Special Meeting.

RECORD OF PROCEEDINGS

Following discussion, upon motion duly made by Director C. Ladd, seconded by Director Haddad and, upon vote, unanimously carried, the Agenda was approved, as amended.

Confirm Location of Meeting and Posting of Meeting Notices: The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. It was noted that due to concerns regarding the spread of the COVID-19 and the benefits to the control of the spread of the virus by limiting in-person contact, the District Board meeting was held and properly noticed to be held via telephone conference, without any individuals (neither District representatives nor the general public) attending in person. The Board further noted that notice providing the conference bridge information was duly posted and that they have not received any objections or any requests that the means of hosting the meeting be changed by taxpaying electors within the District's boundaries.

Minutes: The Board reviewed Minutes of the November 18, 2019 Regular Meeting and June 11, 2020 Work Session.

Following discussion, upon motion duly made by Director M. Ladd, seconded by Director Haddad and, upon vote, unanimously carried, the Minutes of the November 18, 2019 Regular Meeting and June 11, 2020 Work Session were approved, as presented.

Board Vacancies: The Board entered into discussion regarding vacancies on the Board of Directors. It was noted that there were no interested eligible candidates at this time.

May 5, 2020 Election: Mr. Solin reviewed the results of the May 5, 2020 election with the Board. It was noted that Marion L. Ladd was re-elected to a 3-year term.

Appointment of Officers: The Board entered into discussion regarding the appointment of officers.

Following discussion, upon motion duly made by Director C. Ladd, seconded by Director Haddad and, upon vote, unanimously carried, the following slate of officers were appointed:

President:	Robert Haddad, Jr.
Vice President	Carla D. Ladd
Secretary/Treasurer	Marion L. Ladd

2020 SDA Conference: The Board considered sending Board members to the 2020 SDA conference on September 23, 24, and 25.

RECORD OF PROCEEDINGS

Following discussion, upon motion duly made by Director Haddad, seconded by Director C. Ladd and, upon vote, unanimously carried, the Board authorized all interested Board Members to attend the conference.

**PUBLIC
COMMENTS**

There were no public comments at this time.

**MAINTENANCE
MATTERS &
IMPROVEMENTS**

Landscape Maintenance Update: Mr. Marquis and the Board discussed the District Landscape Maintenance Update.

Lighting Plan:

Winter Watering: Following discussion, upon motion duly made by Director C. Ladd, seconded by Director M. Ladd and, upon vote, unanimously carried, the Board ratified approval of a one-time occurrence of winter watering.

Annual Color Selection: Following discussion, upon motion duly made by Director C. Ladd, seconded by Director M. Ladd and, upon vote, unanimously carried, the Board ratified approval of the Annual Color selection.

Architectural Lighting in the Medians: Mr. Solin updated the Board on possible architectural lighting in the medians. He noted that he is still waiting to hear back from the City of Centennial's Director of Public Works to determine feasibility of lighting of the medians and what the next steps are.

Median at Orchard Road and South Telluride Street: Mr. Solin updated the Board on possible conveyance of the median to the District. He noted that he is still waiting to hear back from the City of Centennial's Director of Public Works to determine feasibility and what the next steps are.

Landscape Site Visit: Mr. Marquis and the Board discussed the District landscape site visit.

Plant Replacement and Additional Items: Mr. Marquis discussed with the Board plant replacements and additional items.

**FINANCIAL
MATTERS**

Claims: The Board reviewed the payment of claims through the periods ending as follows:

Fund	Period Ending Nov. 8, 2019	Period Ending Dec. 30, 2019	Period Ending Jan. 10, 2020	Period Ending Feb. 10, 2020
General	\$ 9,204.60	\$ 16,868.34	\$ 4,549.73	\$ 3,371.50
Total Claims	\$ 9,204.60	\$ 16,868.34	\$ 4,549.73	\$ 3,371.50

RECORD OF PROCEEDINGS

Fund	Period Ending Mar. 12 2020	Period Ending Apr. 13, 2020	Period Ending May 11, 2020	Period Ending June 15, 2020
General	\$ 7,545.65	\$ 5,135.08	\$ 4,074.88	\$ 20,249.03
Total Claims	\$ 7,545.65	\$ 5,135.08	\$ 4,074.88	\$ 20,249.03

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

The Board then reviewed the payment of claims through the period ending July 7, 2020, totaling \$2,066.70.

Following review, upon motion duly made by Director Haddad, seconded by Director C. Ladd and, upon vote, unanimously carried, the Board approved the payment of claims, as presented.

Unaudited Financial Statements: The Board discussed the unaudited financial statements and balance sheet, dated June 30, 2020.

Following discussion, upon motion duly made by Director M. Ladd, seconded by Director C. Ladd and, upon vote, unanimously carried, the Board accepted the unaudited financial statements and balance sheet, dated June 30, 2020.

Application for Exemption from 2019 Audit: The Board reviewed the 2019 Application for Exemption from Audit.

Following review and discussion, upon motion duly made by Director Haddad, seconded by Director M. Ladd and, upon vote, unanimously carried, the Board ratified approval of the preparation, execution and filing of the Application for Exemption from Audit for 2019.

LEGAL MATTERS

There were no legal matters for discussion at this time.

OTHER BUSINESS MATTERS

There were no other business matters for discussion at this time.

ADJOURNMENT

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

RECORD OF PROCEEDINGS

Respectfully submitted,

By _____
Secretary for the Meeting

RECORD OF PROCEEDINGS

MINUTES OF A WORK SESSION MEETING OF THE BOARD OF DIRECTORS OF THE COLUMBIA METROPOLITAN DISTRICT HELD SEPTEMBER 14, 2020

A Work Session Meeting of the Board of Directors of the Columbia Metropolitan District (referred to hereafter as the "Board") was convened on Monday, the 14th day of September, 2020, at 4:00 P.M., at Tuscany Recreation Association Parking Lot, 5885 S Biscay St, Aurora, CO 80015. Meeting was conducted consistent with proper Social Distancing Guidelines in response to the COVID-19 pandemic. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Robert Haddad, Jr.
Carla D. Ladd

Also In Attendance Were:

David Solin; Special District Management Services, Inc. ("SDMS")

Chris Marquis; JBK Landscape, LLC ("JBK")

DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Disclosure of Potential Conflicts of Interest: The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State.

Mr. Solin noted that a quorum was present and requested that the Directors consider whether they had any new conflicts of interest which had not been previously disclosed. Mr. Solin noted for the record that Director Haddad is the Vice President of the Hills at Piney Creek Homeowners Association. Mr. Solin also noted for the record that there were no additional disclosures and incorporated for the record those applicable disclosures made by the Board members prior to this meeting and in accordance with statute.

ADMINISTRATIVE MATTERS

Agenda: Mr. Solin distributed for the Board's review and approval a proposed Agenda for the District's Work Session Meeting.

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

RECORD OF PROCEEDINGS

Approval of Meeting Location: The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting.

Following discussion, upon motion duly made by Director Carla Ladd, seconded by Director Haddad and, upon vote, unanimously carried, the Board determined that the meeting location was in accordance with statute, as it was conducted at a location within the boundaries of the District. The Board further noted that notice of this location was duly posted and that they have not received any objections to the location or any requests that the meeting place be changed by taxpaying electors within its boundaries.

**MAINTENANCE
MATTERS AND
IMPROVEMENTS**

Site Visit to Review District Landscaping: The Board, Mr. Solin and Mr. Marquis toured the District's landscaped areas. Mr. Marquis was directed to submit a proposal for dead plant material as a result of unknown parties turning off water to one of the medians. Mr. Solin was directed to submit a claim with the insurer for the replacement of the dead plant material.

ADJOURNMENT

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

Respectfully submitted,

By _____
Secretary for the Meeting

RESOLUTION NO. 2020-11-____

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

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

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

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

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

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

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

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

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

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

3. That regular meetings of the District Board for the year 2021 shall be held on _____ at _____, at the Trails Recreation Center 16799 East Lake Avenue, Centennial, Colorado 80016, in Arapahoe County, Colorado.

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

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

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

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

8. That, if the District has established a District Website, the Notice of Meeting of the District Board shall be posted on the District Website at least 24 hours prior to each regular and special meeting pursuant to Section 24-6-402(2)(c)(III), C.R.S. and Section 32-1-903(2), C.R.S.

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

(a) The swimming pool/recreation building at the Highlands swimming pool.

10. Robert Haddad, Jr., or his/her designee, is hereby appointed to post the above-referenced notices.

[SIGNATURE PAGE FOLLOWS]

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

RESOLUTION APPROVED AND ADOPTED on November 23, 2020.

COLUMBIA METROPOLITAN DISTRICT

By: _____
President

Attest:

Secretary



JBK Landscape LLC
 1250 South Chambers Road
 Aurora, Colorado 80017
 (303) 751-0192
 Fax: (303) 368-1509

**COLUMBIA METROPLITAN DISTRICT
 CONTINUATION OF CONTRACT TO DECEMBER 31, 2021**

As evidenced by signature below, JBK Landscape LLC and Columbia Metropolitan District Association acting by and through David Solin P.C. of Special District Management Services agree to extend the Landscape Management Agreement for one (1) year to December 31, 2021.

Payments as follows:

2021: \$28,980.00 annually, with 12 equal monthly payments of \$2,415.00 each beginning January 1, 2021.

Time and Material Rates:

Ground Services

General Laborer/Light Power Equip	\$45.00
Supervisor with Truck	\$65.00
Chemical Applicator	\$75.00
Irrigation Technician/Truck	\$65.00
Irrigation Laborer	\$45.00

Multi-Year Contracts: Should JBK’s liability, casualty, workman’s compensation insurance, Department of Labor rates for H2B workers or fuel and petroleum-based products costs increase more than 10% in any one year, JBK shall retain the right to **renegotiate** the contract price to reflect this increase on the remaining year/years of the contract.

All other terms, conditions and services of the original contract and subsequent addendums shall remain the same.

Accepted this _____ day of _____, 2020

 Owners Representative

Accepted this _____ day of _____, 2020

JBK Landscape LLC

 Chris Marquis / Account Manager

**COLUMBIA METROPLITAN DISTRICT
2021 CONTRACT SUMMARY
BASIC LANDSCAPE MANAGEMENT SERVICES**

	Service Title	Basic Services	Frequency
Mulch Beds	Manual Weeding	Included	Weekly
	Weed Pre-Emergent	Included	Once
	Paper and Trash Removal	Included	Weekly
Irrigation System	Activate	Included	Once
	Winterization	Included	Once
	Irrigation Inspection	Included	Bi-Monthly
Pruning	Shrub Pruning	Included	Twice
	Tree Pruning	Included	Twice
Miscellaneous	Spring Mobilization	Included	Once
	Parking Lots (Weeds)	Included	6 Times
	Dead Tree & Shrub Removal	Included	Warranty
	Leaf Removal	Included	3 Times
	Winter Property Policing	Included	Weekly
Other	Deep Root Watering	T&M	\$85.00 / HR
	Flower Planting	Bid	Once**
TOTAL CONTRACT PRICE		<u>\$ 28,980.00</u>	2021

**Flower Planting and maintenance separate bid price of \$10,177.17

Initial the Recommended Services that you desire.

N/A – Not Applicable or Requested

T&M – Time and Material



JBK Landscape LLC

1250 S. Chambers Rd., Aurora CO 80017

303-751-0192

Proposal#: 10127-1

We at JBK appreciate the opportunity to provide you with this proposal. The list of services included in the bid are listed below.

Date	Friday, November 01, 2019	Phone Number
Property	Columbia Metro Dist	Fax
Contact	Special District Management Services	Alt. Number
Address	141 Union Boulevard, Suite 150	Email
City, ST, ZIP	Lakewood, CO 80228	

See attached information

SITE PREPARATION & CLEAN UP

LANDSCAPE MATERIALS	QTY	UNIT
Argyranth Butterfly Yellow	12	Flat - 18-3.5" Ann
Canna Cannova Orange	4	Flat - 10/4.5"
Canna Cannova Red	4	Flat - 10/4.5"
Canna Cannova Yellow	4	Flat - 10/4.5"
Ipomoea Sidekick Lime Imp	10	Flat - 18-3.5" Ann
Marigold Af Sweet Cream White	6	Flat - 10/4pak Rd
Petunia Wave Purple	6	Flat - 10/4pak Bl
Petunia Easy Wave Red Velour	6	Flat - 10/4pak Bl
Salvia f Rhea Blue	6	Flat - 10/4pak Rd
Verbena Rigida Santos	2	Flat - 10/4pak Rd
Zinnia Zahara Dbl Yellow	4	Flat - 10/4pak Rd
Zinnia Red Profusion	6	Flat - 10/4pak
Zinnia Zesty Fuchsia	6	Flat - 10/4pak

This price includes material and labor for the job specifications listed above. Price includes clean up and removal of debris from the project site.

Total \$

FINAL PAYMENT IS DUE UPON COMPLETION OF JOB.

10,177.17

Any changes made will result in a change in price. Should irrigation repairs be required, they will be provided on a time and material basis. Labor cost per hour and cost of plant material will remain as quoted. All changes must be approved and signed off on by both parties. We cannot accept responsibility for accidents or delays that are beyond our control. Owner must carry fire, flood and other necessary insurance. Landscape Company workers are fully covered by Workers Compensation.

This proposal #: 10127-1 may be withdrawn from us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

We accept the prices and specifications listed above. We authorize Landscape Company to complete this work.

Printed Name

Date

Signature for Proposal#: 10127-1

Should you have further questions please reach out to your account manager CHRISTOPHER MARQUIS at cmarquis@jbklandscape.com.



JBK Landscape LLC 1250 S. Chambers Rd., Aurora CO 80017

303-751-0192

Proposal#: 10127-1
2021 Annual Flower Bed Proposal

Site Specific Qualifications

We will need to shut down lanes to work on this property. Landscaping will assist the flower crew.

Standard Site Qualifications

1. JBK Landscape LLC shall receive the site +/- .10 ft., free of all trash, concrete forms, and other construction debris.
2. Bid is based on one move-in and mobilization. Additional move-ins will be charged at \$380.00 per occurrence
3. No planting, soil preparation, irrigation installation, or grading will be done in frozen or muddy soil (If necessary for grand openings or Certificates of Occupancy, this can be achieved, but it will result in extra charges.)
4. All conifers, pines, and junipers planted after October 1st and before March 31st will not be guaranteed.
5. All plants to be planted per "GreenCo Planting Recommendations" 2012.
6. Plant materials covered by warranty shall be replaced with material of the original size, providing only one replacement per plant that dies. For the guarantee to be effective, the owner agrees to contract with JBK Landscape to winter water all trees, shrubs, and perennials at least once per month, October through February.
7. All plants are subject to availability at time of construction, from JBK's regular plant suppliers.
8. JBK will not be financially responsible for acts of God that damage installed landscape materials during the construction period. These acts shall include, but not be limited to, hail, wind, tornado, snow, and ice. Any replacement or repairs for damaged materials will be at the Owner's cost.
9. No erosion, run off control, or material protection measures included in this bid.
10. Irrigation water supply shall provide at least 75 psi static pressure.
11. The excavation and removal of buried objects is excluded.
12. All plants, seed, and turf warranties are only applicable if there is a continuously available supply of water available throughout the one-year warranty period. Any interruption during the warranty period shall void all warranties. (e.g. drought, water restrictions)
13. Owner/General Contractor agrees to notify JBK and locate for JBK any private utility cable and internet lines that are located on the subject property.
14. City street permits and traffic control is excluded
15. JBK Landscape LLC makes every effort to comply with all state and local tax laws, including sales and use tax. For sales and use tax purposes, we have historically been considered contractors and pay tax accordingly. In the future, should we be reclassified to retailer status by a state or local taxing authority, and incur retroactive additional taxes on this project, the difference in taxes shall be reimbursed to JBK Landscape LLC.

Printed Name

Date

Signature for Proposal#: 10127-1



JBK Landscape LLC

1250 S Chambers Rd. Aurora, CO 80017

303-751-0192

Proposal#: 12971

We at JBK Landscape LLC appreciate the opportunity to provide you with this proposal. The list of services included in the bid are listed below.

Date	Friday, November 13, 2020	Phone Number
Property	Columbia Metro Dist	Fax
Contact		Alt. Number
Address	Orchard Rd	Email
City, ST, ZIP	Aurora CO 80015	

SITE PREPARATION & CLEAN UP

LANDSCAPE MATERIALS	QTY	UNIT
Spirea, Lime Mound	19	#5
Spirea, GoldFlame	23	#5
Dogwood, Arctic Fire	42	#5
Ninebark, Little Devil	16	#5
Sandcherry, Purpleleaf	1	#5
Viburnum, Cranberry Bush	5	#5
Juniper	2	#5
Ninebark, Darts Gold	8	#5
Sea Holly, Blue Cap	10	#1
Rose, KnockOut	4	#5

This price includes material and labor for the job specifications listed above. Price includes clean up and removal of debris from the project site. \$
FINAL PAYMENT IS DUE UPON COMPLETION OF JOB. **Total 12,984.28**

Any changes made will result in a change in price. Should irrigation repairs be required, they will be provided on a time and material basis. Labor cost per hour and cost of plant material will remain as quoted. All changes must be approved and signed off on by both parties. We cannot accept responsibility for accidents or delays that are beyond our control. JBK Landscape LLC workers are fully covered by Workers Compensation.

This proposal #: 12971 may be withdrawn from us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

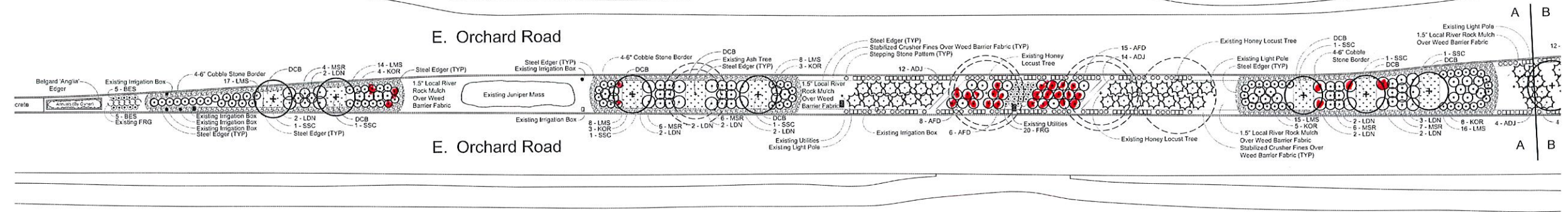
We accept the prices and specifications listed above. We authorize JBK Landscape LLC to complete this work.

Printed Name

Date

Signature for Proposal#: 12971

Should you have further questions please reach out to your account manager CHRISTOPHER MARQUIS at cmarquis@jbklandscape.com.



Plant List

Trees

SSC	Spring Snow Crab	Malus 'Spring Snow'	2.5" Cal.	7
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Shrubs

ADJ	Andorra Juniper	Juniperus horizontalis 'Youngstown'	#5	30
AFD	Arctic Fire Dogwood	Cornus stolonifera 'Farrow'	#5	29
KOR	Knockout Rose 'Red'	Rosa 'Radrazz'	#5	23
LDN	Little Devil Ninebark	Physocarpus opulifolius 'Donna May'	#5	21
LMS	Limemound Spirea	Spirea bumalda 'Limemound'	#5	78
MSR	Morden Sunrise Rose	Rosa 'Morden Sunrise'	#5	29

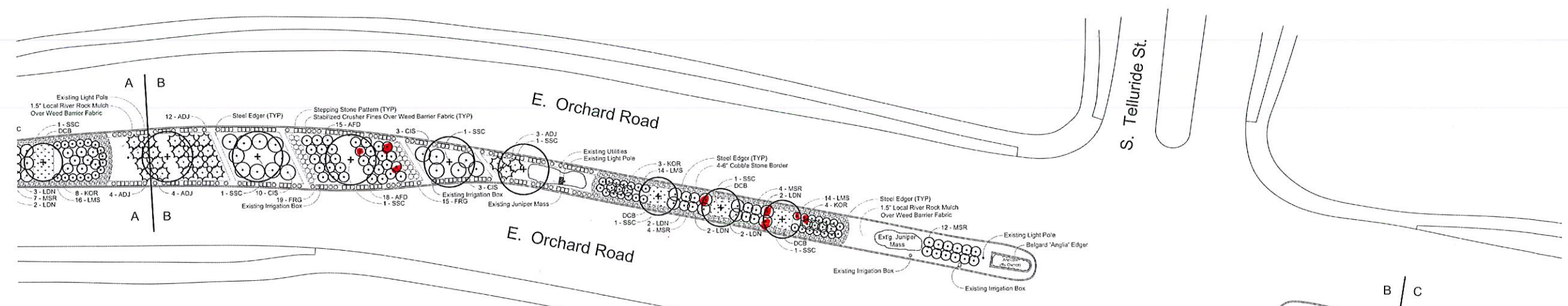
Perennials

BES	Black-eyed Susan	Rudbeckia fulgida 'Goldstrum'	#1	10
DCB	Dwarf Cranesbill	Geranium sanguinem	#1	18" O.C.
FRG	Feather Reed Grass	Calamagrostis acutiflora 'Karl Foerster'	#5	20

Section 'A'



SCALE: 1" = 20'-0"



Plant List

Trees

SSC	Spring Snow Crab	Malus 'Spring Snow'	2.5" Cal.	8
-----	------------------	---------------------	-----------	---

Shrubs

ADJ	Andorra Juniper	Juniperus horizontalis 'Youngstown'	#5	19
AFD	Arctic Fire Dogwood	Cornus stolonifera 'Farrow'	#5	33
CIS	Purple Leaf Sand Cherry	Prunus cistena	#5	16
KOR	Knockout Rose 'Red'	Rosa 'Radrazz'	#5	7
LDN	Little Devil Ninebark	Physocarpus opulifolius 'Donna May'	#5	8
LMS	Limemound Spirea	Spirea bumalda 'Limemound'	#5	28
MSR	Morden Sunrise Rose	Rosa 'Morden Sunrise'	#5	20

Perennials

DCB	Dwarf Cranesbill	Geranium sanguinem	#1	18" O.C.
FRG	Feather Reed Grass	Calamagrostis acutiflora 'Karl Foerster'	#5	34

Section 'B'

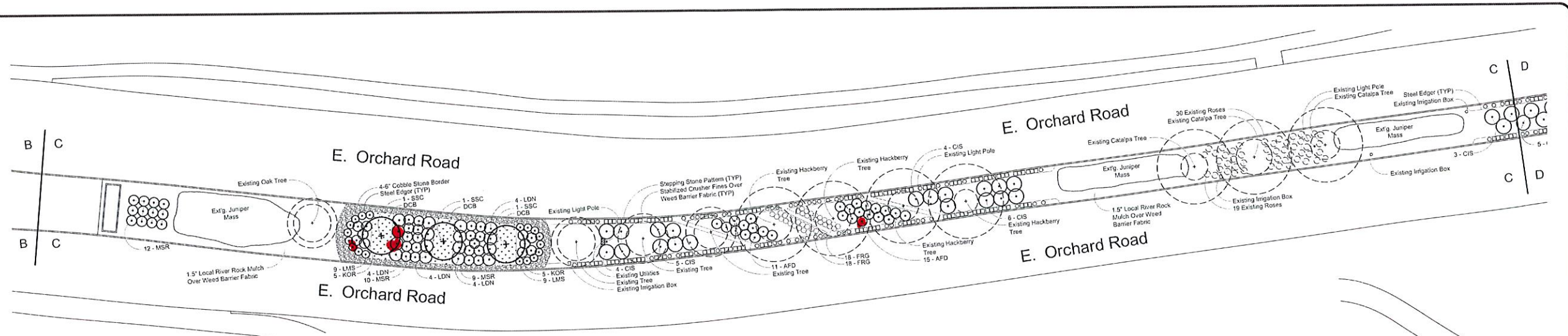


SCALE: 1" = 20'-0"

Columbia Metropolitan District
Orchard Road Median Enhancements
E. Orchard Road
Centennial, CO

SHEET: 12 OF 31
DATE: 4-20-2017
DRAWN: J.B.K., D.C., T.W.
CHECKED: J.B.K., D.C., T.W.
REVISIONS: 100% C.D.

303-751-0192
303-368-1509 FAX
jbl@jbl.com
www.jblandscape.com
JBK LANDSCAPE, LLC.
1250 S. CHAMBERS RD. AURORA, COLORADO 80017
LANDSCAPE ARCHITECTURE-SITE DESIGN-CONSTRUCTION-MAINTENANCE



Plant List

Trees

SSC	Spring Snow Crab	Malus 'Spring Snow'	2.5" Cal.	3
-----	------------------	---------------------	-----------	---

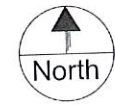
Shrubs

AFD	Arctic Fire Dogwood	Cornus stolonifera 'Farrow'	#5	26
CIS	Purple Leaf Sand Cherry	Prunus cistena	#5	22
KOR	Knockout Rose 'Red'	Rosa 'Radrazz'	#5	10
LDN	Little Devil Ninebark	Physocarpus opulifolius 'Donna May'	#5	16
LMS	Limemound Spirea	Spirea bumalda 'Limemound'	#5	18
MSR	Morden Sunrise Rose	Rosa 'Morden Sunrise'	#5	19

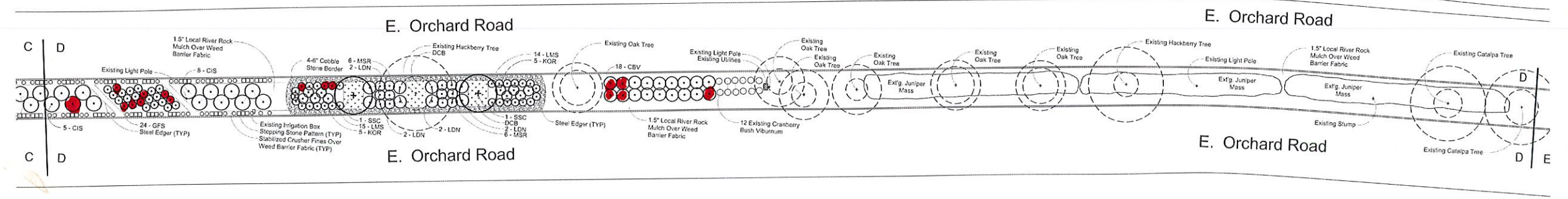
Perennials

DCB	Dwarf Cranesbill	Geranium sanguinem	#1	18" O.C.
FRG	Feather Reed Grass	Calamagrostis acutiflora 'Karl Foerster'	#5	36

Section 'C'



0 10 20 40
SCALE: 1" = 20'-0"



Plant List

Trees

SSC	Spring Snow Crab	Malus 'Spring Snow'	2.5" Cal.	2
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Shrubs

CBV	Cranberry Bush Viburnum	Viburnum trilobum 'Compactum'	#5	18
CIS	Purple Leaf Sand Cherry	Prunus cistena	#5	13
GFS	Goldflame Spirea	Spirea japonica 'Goldflame'	#5	24
KOR	Knockout Rose 'Red'	Rosa 'Radrazz'	#5	10
LDN	Little Devil Ninebark	Physocarpus opulifolius 'Donna May'	#5	8
LMS	Limemound Spirea	Spirea bumalda 'Limemound'	#5	29
MSR	Morden Sunrise Rose	Rosa 'Morden Sunrise'	#5	12

Perennials

DCB	Dwarf Cranesbill	Geranium sanguinem	#1	18" O.C.
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Section 'D'



0 10 20 40
SCALE: 1" = 20'-0"

Columbia Metropolitan District
Orchard Road Median Enhancements
E. Orchard Road
Centennial, CO

SHEET: 13 OF 31
DATE: 4/20/2017
CHECKED: JBL
REVISIONS: 100% C.D.

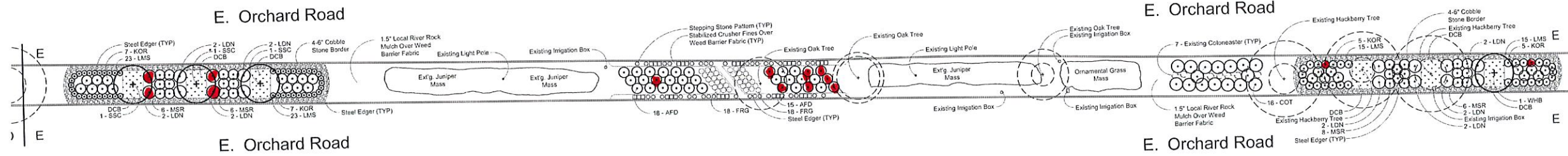
303-751-0192
303-368-1509 FAX
jbl@jbl.net
www.jblandscape.com
JBK LANDSCAPE, LLC.
1250 S. CHAMBERS RD. AURORA, COLORADO 80017
LANDSCAPE ARCHITECTURE/SITE DESIGN/CONSTRUCTION/MAINTENANCE



Columbia Metropolitan District
Orchard Road Median Enhancements
E. Orchard Road
Centennial, CO

SHEET: 14 OF 31
DATE: 4.20.2017
DRAWN: MSK, DCL, TOW
CHECKED:
REVISIONS: 100% C.D.

303-751-0102
303-968-1505 FAX
www.jbklandscape.com
JBK LANDSCAPE, LLC.
1250 S. CHAMBERS RD. AURORA, COLORADO 80017
LANDSCAPE ARCHITECTURE * SITE DESIGN * CONSTRUCTION * MAINTENANCE



Plant List

Trees

WHB	Western Hackberry	Celtis occidentalis	2.5" Cal.	1	DCB	Dwarf Cranesbill	Geranium sanguineum	#1	18" O.C.
SSC	Spring Snow Crab	Malus 'Spring Snow'	2.5" Cal.	3	FRG	Feather Reed Grass	Calamagrostis acutiflora 'Karl Foerster'	#5	36

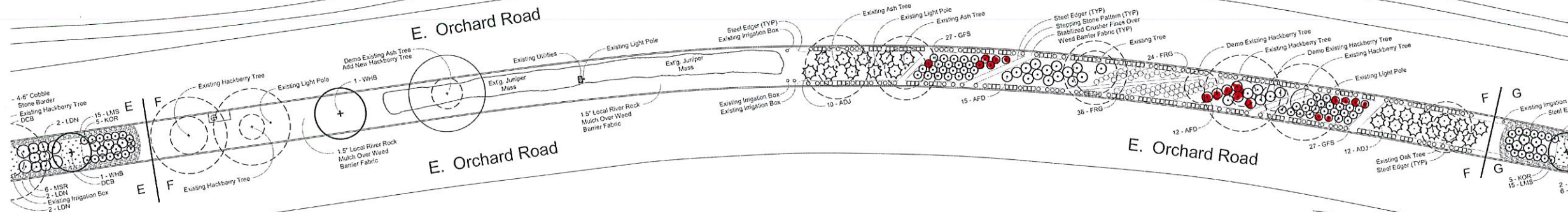
Shrubs

AFD	Arctic Fire Dogwood	Cornus stolonifera 'Farrow'	#5	33					
COT	Cranberry Cotoneaster	Cotoneaster apiculatus	#5	16					
KOR	Knockout Rose 'Red'	Rosa 'Radrazz'	#5	24					
LDN	Little Devil Ninebark	Physocarpus opulifolius 'Donna May'	#5	16					
LMS	Limemound Spirea	Spirea bumalda 'Limemound'	#5	76					
MSR	Morden Sunrise Rose	Rosa 'Morden Sunrise'	#5	26					

Section 'E'



0 10 20 40
SCALE: 1" = 20'-0"



Plant List

Trees

WHB	Western Hackberry	Celtis 'occidentalis'	2.5" Cal.	2	FRG	Feather Reed Grass	Calamagrostis acutiflora 'Karl Foerster'	#5	60
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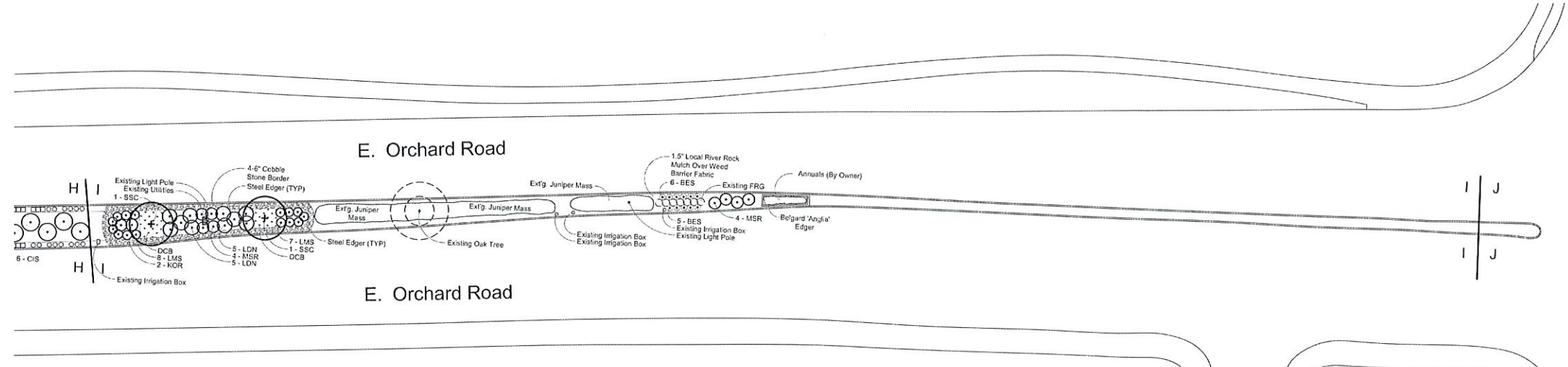
Shrubs

ADJ	Andorra Juniper	Juniperus horizontalis 'Youngstown'	#5	22					
AFD	Arctic Fire Dogwood	Cornus stolonifera 'Farrow'	#5	27					
GFS	Goldflame Spirea	Spirea japonica 'Goldflame'	#5	54					

Section 'F'



0 10 20 40
SCALE: 1" = 20'-0"



Plant List

Trees

SSC	Spring Snow Crab	Malus 'Spring Snow'	2.5" Cal.	2
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Shrubs

KOR	Knockout Rose 'Red'	Rosa 'Radrazz'	#5	2
LDN	Little Devil Ninebark	Physocarpus opulifolius 'Donna May'	#5	10
LMS	Limemound Spirea	Spirea bumalda 'Limemound'	#5	15
MSR	Morden Sunrise Rose	Rosa 'Morden Sunrise'	#5	8

Perennials

BES	Black-eyed Susan	Rudbeckia fulgida 'Goldstrum'	#1	11
DCB	Dwarf Cranesbill	Geranium sanguinem	#1	18" O.C.

Section 'I'



0 10 20 40
SCALE: 1" = 20'-0"

S. Tower

S. Tower Road

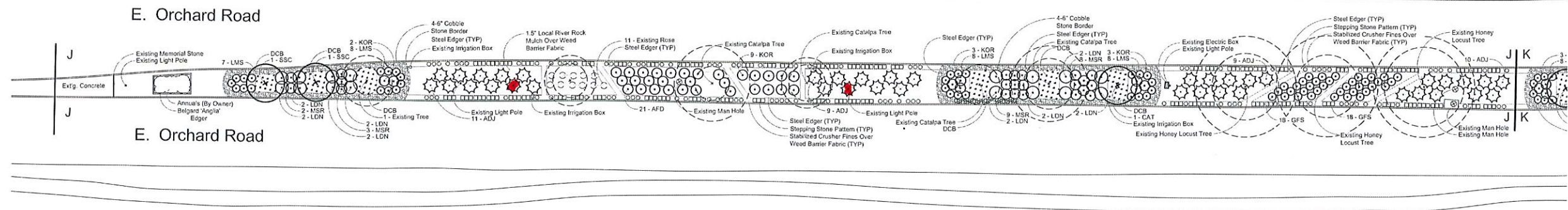


Columbia Metropolitan District
Orchard Road Median Enhancements
E. Orchard Road
Centennial, CO

SHEET: 16 OF 31
DATE: 4.30.2017
DRAWN: MSL, DCB, TOW
CHECKED:
REVISIONS: 100% C.D.

303-751-0192
303-368-1509 FAX
jbl@jbl.com
www.jbl.com
JBK LANDSCAPE, LLC.
1250 S. CHAMBERS RD. AURORA, COLORADO 80017
LANDSCAPE ARCHITECTURE SITE DESIGN CONSTRUCTION MAINTENANCE





Plant List

Trees

CAT	Catalpa, Western	Catalpa speciosa	2.5" Cal.	1
SSC	Spring Snow Crab	Malus 'Spring Snow'	2.5" Cal.	2

Shrubs

ADJ	Andora Juniper	Juniperus horizontalis 'Youngstown'	#5	39
AFD	Arctic Fire Dogwood	Cornus stolonifera 'Farrow'	#5	21
GFS	Goldflame Spirea	Prunus cistena	#5	36
KOR	Knockout Rose 'Red'	Rosa 'Radrazz'	#5	17
LDN	Little Devil Ninebark	Physocarpus opulifolius 'Donna May'	#5	16
LMS	Limemound Spirea	Spirea bumalda 'Limemound'	#5	31
MSR	Morden Sunrise Rose	Rosa 'Morden Sunrise'	#5	22

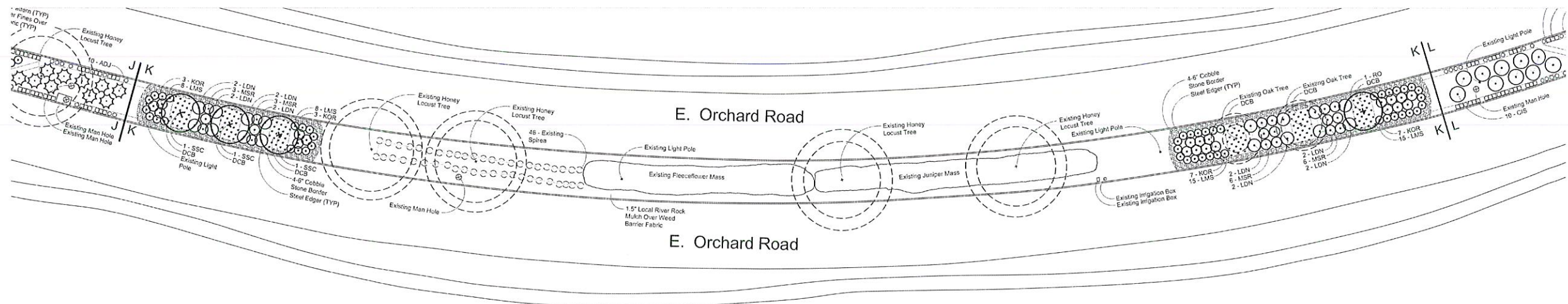
Perennials

DCB	Dwarf Cranesbill	Geranium sanguinem	#1	18" O.C.
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Section 'J'



SCALE: 1" = 20'-0"



Plant List

Trees

RO	Red Oak	Quercus rubra	2.5" Cal.	1
SSC	Spring Snow Crab	Malus 'Spring Snow'	2.5" Cal.	3

Shrubs

KOR	Knockout Rose 'Red'	Rosa 'Radrazz'	#5	20
LDN	Little Devil Ninebark	Physocarpus opulifolius 'Donna May'	#5	16
LMS	Limemound Spirea	Spirea bumalda 'Limemound'	#5	46
MSR	Morden Sunrise Rose	Rosa 'Morden Sunrise'	#5	18

Perennials

DCB	Dwarf Cranesbill	Geranium sanguinem	#1	18" O.C.
-----	------------------	--------------------	----	----------

Section 'K'



SCALE: 1" = 20'-0"

Columbia Metropolitan District
Orchard Road Median Enhancements
E. Orchard Road
Centennial, CO

SHEET: 17 OF 31
DATE: 4.20.2017
DRAWN: MSL, DCK, TOW
CHECKED:
REVISIONS: 100% C.D.

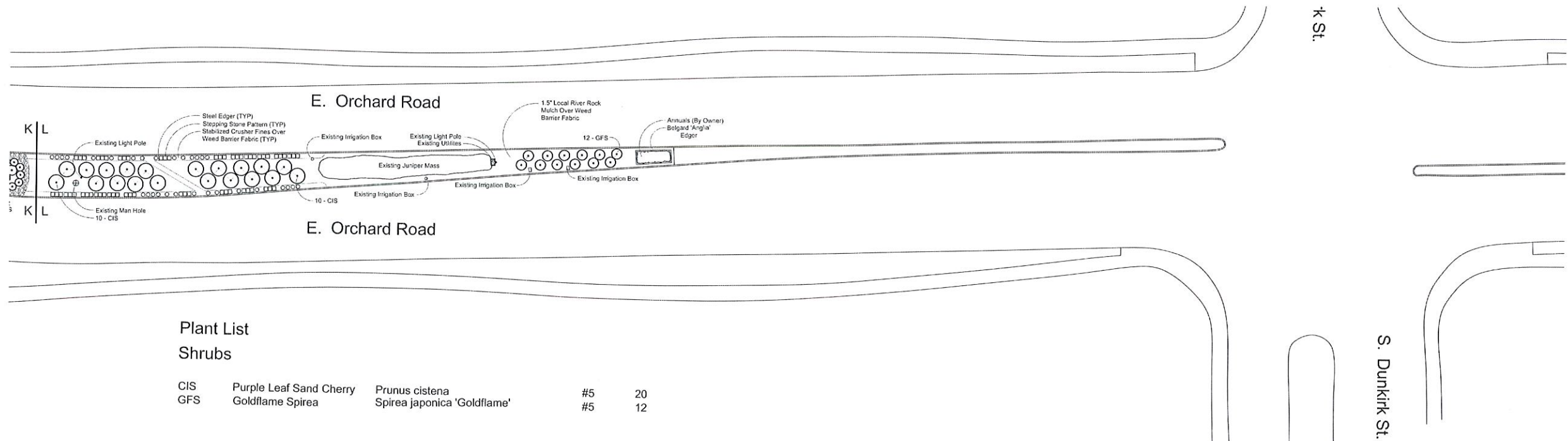
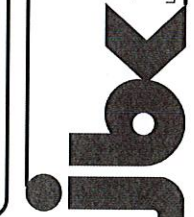
303-751-0192
303-366-1509 FAX
jrbk@jrbklandscape.com
www.jrbklandscape.com
1250 S. CHAMBERS RD. AURORA, COLORADO 80017
LANDSCAPE ARCHITECTURE/SITE DESIGN/CONSTRUCTION/MAINTENANCE



Columbia Metropolitan District
 Orchard Road Median Enhancements
 E. Orchard Road
 Centennial, CO

SHEET: 18 OF 31
 DATE: 4/20/2017
 DRAWN: JKB, DCC, TOW
 CHECKED: JKB
 REVISIONS: 100% C.D.

303-751-0192
 303-368-1509 FAX
 jbkllc@att.net
 www.jbklandscape.com
JBK LANDSCAPE, LLC.
 1250 S. CHAMBERS RD. AURORA, COLORADO 80017
 LANDSCAPE ARCHITECTURE SITE DESIGN CONSTRUCTION MAINTENANCE



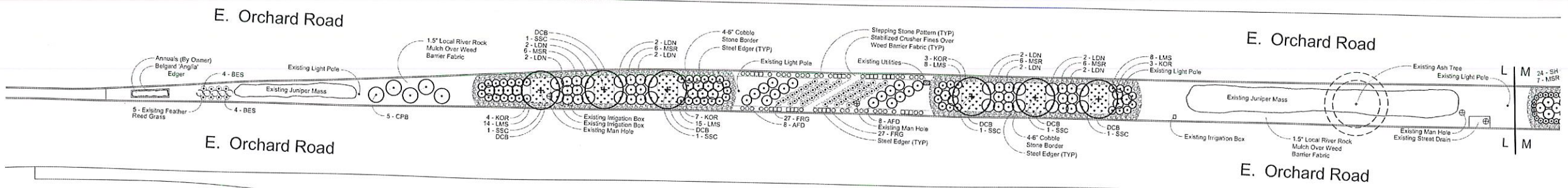
Plant List
Shrubs

CIS	Purple Leaf Sand Cherry	Prunus cistena	#5	20
GFS	Goldflame Spirea	Spirea japonica 'Goldflame'	#5	12

Section 'L'



0 10 20 40
 SCALE: 1" = 20'-0"



Plant List

Trees

SSC	Spring Snow Crab	Malus 'Spring Snow'	2.5" Cal.	6
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Shrubs

AFD	Arctic Fire Dogwood	Cornus stolonifera 'Farrow'	#5	16
CPB	Sand Cherry 'Pawnee Buttes'	P. besseryi 'Pawnee Buttes'	#5	5
KOR	Knockout Rose 'Red'	Rosa 'Radrazz'	#5	17
LDN	Little Devil Ninebark	Physocarpus opulifolius 'Donna May'	#5	16
LMS	Limemound Spirea	Spirea bumalda 'Limemound'	#5	45
MSR	Morden Sunrise Rose	Rosa 'Morden Sunrise'	#5	24

Perennials

BES	Black-eyed Susan	Rudbeckia fulgida 'Goldstrum'	#1	8
DCB	Dwarf Cranesbill	Geranium sanguinem	#1	18" O.C.
FRG	Feather Reed Grass	Calamagrostis acutiflora 'Karl Foerster'	#5	54

Section 'L'



0 10 20 40
 SCALE: 1" = 20'-0"

**Columbia Metropolitan District
August-20**

	General	Debt	Capital	Totals
Disbursements	\$ 10,837.30	\$ -	\$ -	\$ 10,837.30
Payroll	\$ 277.05	\$ -	\$ -	\$ 277.05
Total Disbursements from Checking Acct	\$11,114.35	\$0.00	\$0.00	\$11,114.35

<u>Check Issue Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Amount</u>
08/13/2020	11002	Robert Haddad, Jr.	92.35
08/13/2020	11003	Carla D. Ladd	92.35
08/13/2020	11004	Marion L. Ladd	92.35
Grand Totals:			
	<u>3</u>		<u>277.05</u>

Directors will keep checks once signed.
Will not be returned for release.

Columbia Metropolitan District

Aug-20

Vendor	Invoice #	Date	Due Date	Amount	Account Number
ECCV Water & Sanitation District	8940003	June 2020 6/30/2020	8/13/2020	\$ 273.88	1794
ECCV Water & Sanitation District	8930003	July 2020 7/30/2020	8/13/2020	\$ 423.50	1794
ECCV Water & Sanitation District	8930003	June 2020 6/30/2020	8/13/2020	\$ 486.50	1794
ECCV Water & Sanitation District	8940003	July 2020 7/30/2020	8/13/2020	\$ 258.13	1794
IREA	53065300	Aug 2020 8/3/2020	8/13/2020	\$ 954.00	1794
IREA	53302100	July 2020 7/17/2020	8/13/2020	\$ 21.00	1794
IREA	51968300	July 2020 7/21/2020	8/13/2020	\$ 21.79	1794
IREA	53065300	July 2020 7/1/2020	8/13/2020	\$ 954.00	1794
JBK Landscape, LLC	INV72662	8/1/2020	8/13/2020	\$ 2,415.00	1910
JBK Landscape, LLC	INV70538	6/30/2020	8/13/2020	\$ 206.50	1810
JBK Landscape, LLC	INV70433	7/1/2020	8/13/2020	\$ 2,415.00	1910
McGeady Becher P.C.	9B 04/2020	4/30/2020	8/13/2020	\$ 20.00	1675
McGeady Becher P.C.	9B 04/2020	4/30/2020	8/13/2020	\$ 20.00	1635
McGeady Becher P.C.	9B 07/2020	7/31/2020	8/13/2020	\$ -	1675
Special Dist Mgmt Svcs	Jul-20	7/31/2020	8/13/2020	\$ 84.00	1670
Special Dist Mgmt Svcs	Jul-20	7/31/2020	8/13/2020	\$ 672.00	1614
Special Dist Mgmt Svcs	Jul-20	7/31/2020	8/13/2020	\$ 114.00	1685
Special Dist Mgmt Svcs	Jul-20	7/31/2020	8/13/2020	\$ 1,498.00	1612
				\$ 10,837.30	

**Columbia Metropolitan District
September-20**

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 46,567.98	\$ -	\$ -	\$ 46,567.98
Payroll		\$ -	\$ -	\$ -
Total Disbursements from Checking Acct	\$46,567.98	\$0.00	\$0.00	\$46,567.98

Vendor	Invoice #	Date	Due Date	Amount	Account Number
ECCV Water & Sanitation District	8940003	August 2020 8/31/2020	9/10/2020	\$ 289.63	1794
ECCV Water & Sanitation District	8930003	August 2020 8/31/2020	9/10/2020	\$ 442.40	1794
IREA	53302100	August 2020 8/18/2020	9/10/2020	\$ 21.00	1794
IREA	51968300	August 2020 8/20/2020	9/10/2020	\$ 21.90	1794
IREA	53065300	September 2020 9/1/2020	9/10/2020	\$ 954.00	1794
JBK Landscape, LLC	INV74081	9/1/2020	9/10/2020	\$ 2,415.00	1910
JBK Landscape, LLC	INV74837	8/31/2020	9/10/2020	\$ 7,665.11	1690
JBK Landscape, LLC	INV75323	8/31/2020	9/10/2020	\$ 64.85	1810
JBK Landscape, LLC	INV75040	8/31/2020	9/10/2020	\$ 33,167.63	1690
Special Dist Mgmt Svcs	Aug-20	8/31/2020	9/10/2020	\$ 224.00	1670
Special Dist Mgmt Svcs	Aug-20	8/31/2020	9/10/2020	\$ 696.00	1614
Special Dist Mgmt Svcs	Aug-20	8/31/2020	9/10/2020	\$ 46.46	1685
Special Dist Mgmt Svcs	Aug-20	8/31/2020	9/10/2020	\$ 560.00	1612
				\$ 46,567.98	

**Columbia Metropolitan District
October-20**

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 6,525.96	\$ -	\$ -	\$ 6,525.96
Payroll	\$ 184.70	\$ -	\$ -	\$ 184.70
Total Disbursements from Checking Acct	\$6,710.66	\$0.00	\$0.00	\$6,710.66

<u>Check Issue Date</u>	<u>Check Number</u>	<u>Payee</u>	<u>Amount</u>
10/08/2020	11005	Robert Haddad, Jr.	92.35
10/08/2020	11006	Carla D. Ladd	92.35
Grand Totals:			
	<u>2</u>		<u>184.70</u>

Columbia Metropolitan District

Oct-20

Vendor	Invoice #	Date	Due Date	Amount	Account Number
Colorado Special Districts Pool	POL-0004120	9/9/2020	10/8/2020	\$ 450.00	1670
ECCV Water & Sanitation District	8940003 September 2020	9/28/2020	10/8/2020	\$ 313.25	1794
ECCV Water & Sanitation District	8930003 September 2020	9/28/2020	10/8/2020	\$ 593.60	1794
IREA	23302100 September 2020	9/17/2020	10/8/2020	\$ 21.00	1794
IREA	51968300 September 2020	9/21/2020	10/8/2020	\$ 21.90	1794
JBK Landscape, LLC	INV75608	8/31/2020	10/8/2020	\$ 1,246.53	1810
JBK Landscape, LLC	INV77439	10/1/2020	10/8/2020	\$ 2,415.00	1910
McGeady Becher P.C.	9B 08/2020	8/31/2020	10/8/2020	\$ -	1675
Special Dist Mgmt Svcs		Sep-20 9/30/2020	10/8/2020	\$ 42.00	1670
Special Dist Mgmt Svcs		Sep-20 9/30/2020	10/8/2020	\$ 630.00	1614
Special Dist Mgmt Svcs		Sep-20 9/30/2020	10/8/2020	\$ 64.68	1685
Special Dist Mgmt Svcs		Sep-20 9/30/2020	10/8/2020	\$ 728.00	1612
				\$ 6,525.96	

**Columbia Metropolitan District
November-20**

	<u>General</u>	<u>Debt</u>	<u>Capital</u>	<u>Totals</u>
Disbursements	\$ 6,130.85	\$ -	\$ -	\$ 6,130.85
Payroll		\$ -	\$ -	\$ -
Total Disbursements from Checking Acct	\$6,130.85	\$0.00	\$0.00	\$6,130.85

Columbia Metropolitan District

Nov-20

Vendor	Invoice #	Date	Due Date	Amount	Account Number	
Aurora Media Group, LLC	99536	10/27/2020	10/31/2020	\$ 45.20	1685	
ECCV Water & Sanitation District	8930003	October 2020	10/28/2020	10/31/2020	\$ 593.60	1794
ECCV Water & Sanitation District	8940003	October 2020	10/28/2020	10/31/2020	\$ 187.25	1794
IREA	51968300	October 2020	10/20/2020	10/31/2020	\$ 21.90	1794
IREA	53302100	October 2020	10/16/2020	10/31/2020	\$ 21.00	1794
IREA	53065300	October 2020	10/1/2020	10/31/2020	\$ 954.00	1794
JBK Landscape, LLC	INV78541	11/1/2020	11/12/2020	\$ 2,415.00	1910	
JBK Landscape, LLC	INV77701	9/30/2020	9/30/2020	\$ 346.73	1810	
McGeady Becher P.C.	9B 09/2020	9/30/2020	9/30/2020	\$ -	1675	
Special Dist Mgmt Svcs	Oct-20	10/31/2020	10/31/2020	\$ 28.00	1670	
Special Dist Mgmt Svcs	Oct-20	10/31/2020	10/31/2020	\$ 210.00	1614	
Special Dist Mgmt Svcs	Oct-20	10/31/2020	10/31/2020	\$ 34.17	1685	
Special Dist Mgmt Svcs	Oct-20	10/31/2020	10/31/2020	\$ 1,274.00	1612	
				\$ 6,130.85		

COLUMBIA METROPOLITAN DISTRICT
Schedule of Cash Position
September 30, 2020

	Rate	Operating	Total
Checking:			
WellsFargo Checking		\$ 54,310.27	\$ 54,310.27
Investments:			
Colotrust	0.0881%	590,842.62	590,842.62
TOTAL FUNDS:		\$ 645,152.89	\$ 645,152.89

2020 Mill Levy Information

Certified General Fund Mill Levy	3.000
Total Certified Mill Levy	3.000

Board of Directors

*	Robert Haddad
*	Carla D. Ladd
	Marion L. Ladd

*Authorized signer on Checking Account

COLUMBIA METROPOLITAN DISTRICT

FINANCIAL STATEMENTS

September 30, 2020

COLUMBIA METROPOLITAN DISTRICT
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS
September 30, 2020

	<u>GENERAL</u>	<u>FIXED ASSETS</u>	<u>TOTAL MEMO ONLY</u>
Assets			
WellsFargo Checking	\$ 54,310	\$ -	\$ 54,310
Colostrust	590,843	-	590,843
Property Taxes Receivable	746	-	746
Total Current Assets	<u>645,899</u>	<u>-</u>	<u>645,899</u>
Capital Assets			
Fixed Assets	-	801,391	801,391
Total Capital Assets	<u>-</u>	<u>801,391</u>	<u>801,391</u>
Total Assets	<u>\$ 645,899</u>	<u>\$ 801,391</u>	<u>\$ 1,447,290</u>
Liabilities			
Payroll Taxes Payable	\$ 112	\$ -	\$ 112
Total Liabilities	<u>112</u>	<u>-</u>	<u>112</u>
Deferred Inflows of Resources			
Deferred Property Taxes	746	-	746
Total Deferred Inflows of Resources	<u>746</u>	<u>-</u>	<u>746</u>
Fund Balance			
Investment in Fixed Assets	-	801,391	801,391
Fund Balance	469,329	-	469,329
Current Year Earnings	175,712	-	175,712
Total Fund Balances	<u>645,040</u>	<u>801,391</u>	<u>1,446,431</u>
Total Liabilities, Deferred Inflows of Resources and Fund Balance	<u>\$ 645,899</u>	<u>\$ 801,391</u>	<u>\$ 1,447,290</u>

COLUMBIA METROPOLITAN DISTRICT
Statement of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual
For the 9 Months Ending,
September 30, 2020
General Fund

Account Description	Period Actual	YTD Actual	Budget	Favorable (Unfavorable) Variance	% of Budget
Revenues					
Property Taxes	\$ 85,782	\$ 225,840	\$ 226,586	\$ (746)	99.7%
Specific Ownership Taxes	4,544	10,502	11,329	(827)	92.7%
Interest Income	324	5,149	4,000	1,149	128.7%
Total Revenues	<u>90,650</u>	<u>241,490</u>	<u>241,915</u>	<u>(425)</u>	<u>99.8%</u>
Expenditures					
Accounting	2,408	9,228	7,750	(1,478)	119.1%
Management	2,530	5,246	16,000	10,754	32.8%
Audit	14	14	-	(14)	-
Director's Fees	500	500	3,000	2,500	16.7%
Election	48	952	1,500	549	63.4%
Insurance	308	1,177	6,200	5,023	19.0%
Legal	86	86	3,000	2,914	2.9%
Miscellaneous Expense	427	1,088	1,000	(88)	108.8%
Plants & Tree Replacement	1,000	10,810	13,000	2,190	83.2%
Payroll Taxes	38	38	-	(38)	-
Treasurer's Fees	1,289	3,390	3,399	9	99.7%
Utilities	5,165	10,698	8,750	(1,948)	122.3%
Electricity	-	-	12,500	12,500	0.0%
Irrigation Repairs	477	816	2,000	1,184	40.8%
Winter Watering	-	-	2,500	2,500	0.0%
Landscape Contract	7,245	21,735	30,500	8,765	71.3%
Emergency Reserve	-	-	6,798	6,798	0.0%
Contingency	-	-	300,000	300,000	0.0%
Total Expenditures	<u>21,534</u>	<u>65,779</u>	<u>417,897</u>	<u>352,118</u>	<u>15.7%</u>
Excess (Deficiency) of Revenues Over Expenditures	69,116	175,712	(175,982)	351,694	
Beginning Fund Balance	575,924	469,329	468,799	530	
Ending Fund Balance	<u>\$ 645,040</u>	<u>\$ 645,040</u>	<u>\$ 292,817</u>	<u>\$ 352,223</u>	

CERTIFICATION OF VALUATION BY ARAPAHOE COUNTY ASSESSOR

New Tax Entity YES NO

Date: October 8, 2020

NAME OF TAX ENTITY: COLUMBIA METRO DIST

USE FOR STATUTORY PROPERTY TAX REVENUE LIMIT CALCULATION ("5.5%" LIMIT) ONLY

IN ACCORDANCE WITH 39-5-121(2)(a) AND 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES THE TOTAL VALUATION FOR ASSESSMENT FOR THE TAXABLE YEAR 2020:

1. PREVIOUS YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	1.	\$		75,528,584
2. CURRENT YEAR'S GROSS TOTAL TAXABLE ASSESSED VALUATION: ‡	2.	\$		76,001,893
3. <u>LESS</u> TOTAL TIF AREA INCREMENTS, IF ANY:	3.	\$		0
4. CURRENT YEAR'S NET TOTAL TAXABLE ASSESSED VALUATION:	4.	\$		76,001,893
5. NEW CONSTRUCTION: *	5.	\$		46,303
6. INCREASED PRODUCTION OF PRODUCING MINE: ≈	6.	\$		0
7. ANNEXATIONS/INCLUSIONS:	7.	\$		0
8. PREVIOUSLY EXEMPT FEDERAL PROPERTY: ≈	8.	\$		0
9. NEW PRIMARY OIL OR GAS PRODUCTION FROM ANY PRODUCING OIL AND GAS LEASEHOLD OR LAND (29-1-301(1)(b), C.R.S.): Ⓢ	9.	\$		0
10. TAXES RECEIVED LAST YEAR ON OMITTED PROPERTY AS OF AUG. 1 (29-1-301(1)(A), C.R.S.). Includes all revenue collected on valuation not previously certified:	10.	\$		0
11. TAXES ABATED AND REFUNDED AS OF AUG. 1 (29-1-301(1)(a), C.R.S.) and (39-10-114(1)(a)(I)(B), C.R.S.):	11.	\$		9

‡ This value reflects personal property exemptions IF enacted by the jurisdiction as authorized by Art. X, Sec 20(8)(b), Colo. Constitution

* New construction is defined as: Taxable real property structures and the personal property connected with the structure.

≈ Jurisdiction must submit to the Division of Local Government respective Certifications of Impact in order for the values to be treated as growth in the limit calculation; use Forms DLG 52 & 52A.

Ⓢ Jurisdiction must apply to the Division of Local Government before the value can be treated as growth in the limit calculation; use Form DLG 52B.

USE FOR TABOR "LOCAL GROWTH" CALCULATION ONLY

IN ACCORDANCE WITH ART X, SEC.20, COLO. CONSTITUTION AND 39-5-121(2)(b), C.R.S., THE ASSESSOR CERTIFIES THE TOTAL ACTUAL VALUATION FOR THE TAXABLE YEAR 2020:

1. CURRENT YEAR'S TOTAL ACTUAL VALUE OF ALL REAL PROPERTY: ¶	1.	\$		1,059,566,764
ADDITIONS TO TAXABLE REAL PROPERTY				
2. CONSTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	2.	\$		647,600
3. ANNEXATIONS/INCLUSIONS:	3.	\$		0
4. INCREASED MINING PRODUCTION: §	4.	\$		0
5. PREVIOUSLY EXEMPT PROPERTY:	5.	\$		0
6. OIL OR GAS PRODUCTION FROM A NEW WELL:	6.	\$		0
7. TAXABLE REAL PROPERTY OMITTED FROM THE PREVIOUS YEAR'S TAX WARRANT: (If land and/or a structure is picked up as omitted property for multiple years, only the most current year's actual value can be reported as omitted property.):	7.	\$		0

DELETIONS FROM TAXABLE REAL PROPERTY

8. DESTRUCTION OF TAXABLE REAL PROPERTY IMPROVEMENTS:	8.	\$		0
9. DISCONNECTIONS/EXCLUSIONS:	9.	\$		0
10. PREVIOUSLY TAXABLE PROPERTY:	10.	\$		0

¶ This includes the actual value of all taxable real property plus the actual value of religious, private school, and charitable real property.

* Construction is defined as newly constructed taxable real property structures.

§ Includes production from new mines and increases in production of existing producing mines.

IN ACCORDANCE WITH 39-5-128(1), C.R.S., AND NO LATER THAN AUGUST 25, THE ASSESSOR CERTIFIES TO SCHOOL DISTRICTS:

1. TOTAL ACTUAL VALUE OF ALL TAXABLE PROPERTY	1.	\$		0
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NOTE: ALL LEVIES MUST BE CERTIFIED TO THE COUNTY COMMISSIONERS NO LATER THAN DECEMBER 15.



PK Kaiser, MBA, MS

Assessor

October 8, 2020

AUTH 4230 COLUMBIA METRO DIST
C/O DAVID SOLIN
141 UNION BLVD SUITE 150
LAKEWOOD CO 80228

OFFICE OF THE ASSESSOR
5334 S. Prince Street
Littleton, CO 80120-1136
Phone: 303-795-4600
TDD: Relay-711
Fax:303-797-1295
[HTTP://www.arapahoegov.com/assessor](http://www.arapahoegov.com/assessor)
assessor@arapahoegov.com

Code # 4230

CERTIFICATION OF VALUATION

The Arapahoe County Assessor reports a taxable assessed valuation for your taxing entity for 2020 of:

\$76,001,893

The breakdown of the taxable valuation of your property is enclosed.

As further required by CRS 39-5-128(1), you are hereby notified to officially certify your levy to the Board of County Commissioners no later than December 15.

CRS 39-1-111(5) requires that this office transmit a notification by December 10 of any changes to valuation made after the original certification.

PK Kaiser, MBA, MS
Arapahoe County Assessor

enc

COLUMBIA METROPOLITAN DISTRICT
Assessed Value, Property Tax and Mill Levy Information

	2019 Actual	2020 Adopted Budget	2021 Preliminary Budget
Assessed Valuation	\$ 67,648,712	\$ 75,528,584	\$ 76,001,893
Mill Levy			
General Fund	3.760	3.000	3.000
Debt Service Fund	-	-	-
Temporary Mill Levy Reduction	-	-	-
Refunds and Abatements	-	-	-
Total Mill Levy	<u>3.760</u>	<u>3.000</u>	<u>3.000</u>
Property Taxes			
General Fund	\$ 254,359	\$ 226,586	\$ 228,006
Debt Service Fund	-	-	-
Temporary Mill Levy Reduction	-	-	-
Refunds and Abatements	-	-	-
Actual/Budgeted Property Taxes	<u>\$ 254,359</u>	<u>\$ 226,586</u>	<u>\$ 228,006</u>

COLUMBIA METROPOLITAN DISTRICT

GENERAL FUND

2021 Preliminary Budget
with 2019 Actual, 2020 Adopted Budget, and 2020 Estimated

	2019 Actual	01/20-09/20 YTD Actual	2020 Adopted Budget	2020 Estimated	2021 Preliminary Budget
BEGINNING FUND BALANCE	\$ 303,387	\$ 469,129	\$ 468,799	\$ 469,129	\$ 627,912
REVENUE					
Property Taxes	248,295	225,840	226,586	226,586	228,006
Senior Tax Exempt	6,064	-	-	-	-
Specific Ownership Taxes	19,941	10,502	11,329	12,000	12,000
Interest Income	6,509	5,149	4,000	6,000	6,000
Miscellaneous Income	794	-	-	39,900	-
Total Revenue	281,603	241,490	241,915	284,486	246,006
Total Funds Available	584,990	710,619	710,713	753,615	873,917
EXPENDITURES					
Administration					
Accounting	11,396	9,228	7,750	9,000	9,000
Management	16,874	5,246	16,000	12,500	15,000
Audit	-	14	-	-	-
Director's Fees	2,400	500	3,000	1,800	1,800
Election	200	952	1,500	904	-
Insurance	5,361	1,177	6,200	6,200	6,750
Legal	275	86	3,000	3,000	3,000
Membership Renewal	640	-	-	-	-
Miscellaneous Expense	3,635	1,088	1,000	1,000	1,000
Plants & Tree Replacement	22,430	10,810	13,000	40,900	12,000
Payroll Taxes	-	38	-	-	-
Water Expense	3,235	-	-	-	-
Repair and Maintenance	4,971	-	-	-	-
Treasurer's Fees	3,817	3,390	3,399	3,399	3,420
Utilities	6,503	10,698	8,750	10,000	22,500
Electricity	8,733	-	12,500	-	-
Sprinklers	195	-	-	-	-
Median Renovation Construction	1,116	-	-	-	25,000
Irrigation Repairs	3,357	816	2,000	4,000	4,500
Winter Watering	726	-	2,500	2,500	5,000
Landscape Contract	19,320	21,735	30,500	30,500	32,000
Uncategorized Expenses	677	-	-	-	-
Contingency	-	-	300,000	-	300,000
New Median Streetlight	-	-	-	-	10,000
Median Lighting	-	-	-	-	125,000
Total Expenditures	115,862	65,779	411,099	125,703	575,970
Transfers and Other Uses					
Emergency Reserve	-	-	6,798	-	6,840
Total Expenditures Requiring Appropriation	115,862	65,779	417,897	125,703	582,810
ENDING FUND BALANCE	\$ 469,129	\$ 644,840	\$ 292,817	\$ 627,912	\$ 291,106

Columbia Metropolitan District
Variable Revenue and Expense Modeling Scenarios

	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
AV 1	\$ 76,001,893	\$ 77,141,921	\$ 78,299,050	\$ 79,473,536	\$ 80,665,639	\$ 81,875,624	\$ 83,103,758	\$ 84,350,314	\$ 85,615,569	\$ 86,899,803	\$ 88,203,300
REVENUE											
0.5 Mill	\$ 38,001	\$ 38,571	\$ 39,150	\$ 39,737	\$ 40,333	\$ 40,938	\$ 41,552	\$ 42,175	\$ 42,808	\$ 43,450	\$ 44,102
1.0 Mill	\$ 76,002	\$ 77,142	\$ 78,299	\$ 79,474	\$ 80,666	\$ 81,876	\$ 83,104	\$ 84,350	\$ 85,616	\$ 86,900	\$ 88,203
2.0 Mill	\$ 152,004	\$ 154,284	\$ 156,598	\$ 158,947	\$ 161,331	\$ 163,751	\$ 166,208	\$ 168,701	\$ 171,231	\$ 173,800	\$ 176,407
3.0 Mill	\$ 228,006	\$ 231,426	\$ 234,897	\$ 238,421	\$ 241,997	\$ 245,627	\$ 249,311	\$ 253,051	\$ 256,847	\$ 260,699	\$ 264,610
EXPENSES 2	\$ 111,960	\$ 115,319	\$ 118,778	\$ 122,342	\$ 126,012	\$ 129,792	\$ 133,686	\$ 137,697	\$ 141,828	\$ 146,082	\$ 150,465
BUDGET SURPLUS 3											
2.0 Mill	\$ 40,044	\$ 42,324	\$ 44,638	\$ 46,987	\$ 49,371	\$ 51,791	\$ 54,248	\$ 56,741	\$ 59,271	\$ 61,840	\$ 64,447
2.5 Mill	\$ 78,045	\$ 80,895	\$ 83,788	\$ 86,724	\$ 89,704	\$ 92,729	\$ 95,799	\$ 98,916	\$ 102,079	\$ 105,290	\$ 108,548
3.0 Mill	\$ 116,046	\$ 119,466	\$ 122,937	\$ 126,461	\$ 130,037	\$ 133,667	\$ 137,351	\$ 141,091	\$ 144,887	\$ 148,739	\$ 152,650
REMAINING BALANCE 3											
2.0 Mill	\$ 667,955	\$ 710,279	\$ 754,917	\$ 801,904	\$ 851,276	\$ 903,067	\$ 957,314	\$ 1,014,055	\$ 1,073,326	\$ 1,135,166	\$ 1,199,612
2.5 Mill	\$ 705,956	\$ 786,851	\$ 870,639	\$ 957,363	\$ 1,047,067	\$ 1,139,796	\$ 1,235,595	\$ 1,334,511	\$ 1,436,590	\$ 1,541,879	\$ 1,650,428
3.0 Mill	\$ 743,957	\$ 863,423	\$ 986,360	\$ 1,112,821	\$ 1,242,858	\$ 1,376,525	\$ 1,513,876	\$ 1,654,967	\$ 1,799,853	\$ 1,948,593	\$ 2,101,243

Factors

- 1 Growth assumed to be 1.5%
- 2 Growth assumed to be 3.0%
- 3 Includes Contingency

RESOLUTION NO. 2020 - 11 - ____
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COLUMBIA METROPOLITAN DISTRICT
TO ADOPT THE 2021 BUDGET AND APPROPRIATE SUMS OF MONEY

WHEREAS, the Board of Directors of the Columbia Metropolitan District (“District”) has appointed the District Accountant to prepare and submit a proposed 2021 budget to the Board at the proper time; and

WHEREAS, the District Accountant has submitted a proposed budget to this Board on or before October 15, 2020, for its consideration; and

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 23, 2020, and interested electors were given the opportunity to file or register any objections to said proposed budget; and

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

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

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

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

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

1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Columbia Metropolitan District for the 2021 fiscal year.
2. That the budget, as hereby approved and adopted, shall be certified by an officer of the District to all appropriate agencies and is made a part of the public records of the District.

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

ADOPTED this 23rd day of November, 2020.

Secretary

(SEAL)

EXHIBIT A
(Budget)

I, David Solin, hereby certify that I am the duly appointed Secretary of the Columbia Metropolitan District, and that the foregoing is a true and correct copy of the budget for the budget year 2021, duly adopted at a meeting of the Board of Directors of the Columbia Metropolitan District held on November 23, 2020.

By: _____
Secretary

RESOLUTION NO. 2020 - 11 - ____
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE COLUMBIA METROPOLITAN DISTRICT
TO SET MILL LEVIES

WHEREAS, the Board of Directors of the Colombia Metropolitan District (“District”) has adopted the 2021 annual budget in accordance with the Local Government Budget Law on November 23, 2020; and

WHEREAS, the adopted budget is attached to the Resolution of the Board of Directors to Adopt the 2021 Budget and Appropriate Sums of Money, and such budget is incorporated herein by this reference; and

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

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

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

1. That for the purposes of meeting all general fund expenses of the District during the 2021 budget year, the District determined to levy mills upon each dollar of the total valuation for assessment of all taxable property within the District, as set forth in the budget, to raise the required revenue.

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

ADOPTED this 23rd day of November, 2020.

Secretary

(SEAL)

EXHIBIT A
(Certification of Tax Levies)

McGeady Becher P.C.
Document Retention Policy

Types of Documents

In representing you we will or may take possession of, create, and/or keep various types of documents. These consist of documents you provide to us, documents which constitute the District's official public record, and internal documents we create to assist us in providing services to you.

Documents You Provide to Us

It is our policy to copy and return original documents you provide to us as soon as practicable. Exceptions to this policy are original documents which should be kept as part of the District's official public record, instances where we must have an original document to represent you, or cases where we have affirmatively agreed retain a document for safekeeping.

The District's Record

As a part our engagement, we will maintain the District's official public Record (the "**Record**"). The Record is a highly useful and detailed compilation of documents reflecting the official actions of the District and serves multiple functions. First, it collects those documents which the public is entitled to inspect and copy under various state and federal public records and freedom of information statutes. Second, it organizes the records of the District – such as its contracts, land and title records, and easements - in a manner which is useful in conducting the ongoing business of the District. Third, the Record helps expedite the District's annual audit process. Fourth, in the event you should change legal counsel or employ in-house counsel, the Record will enable that counsel to understand the status and assume representation of the District with maximum efficiency.

The Record includes the District's organizational documents, fully-executed agreements which are still in effect, rules, regulations, resolutions adopted by the District, official minutes books, meeting notices, agendas, insurance policies, District maps, election records, bond documents, audit documents, and many more. A comprehensive list of documents comprising the Record is available from us at any time upon request.

Creating and maintaining the Record is an important and complex task, and you agree to pay our actual costs and hourly fees associated with doing this.

Supplemental Documents

All other documents created in course of representing you are referred to as Supplemental Documents. These include our notes, drafts, memoranda, worksheets, electronic communications, and other electronic documents stored in various media or file servers.

Documents We Retain

Except as provided in this Document Retention Policy or an amendment thereto, we will keep the Record and any original documents accepted by us for safekeeping so long as we represent you.

Delivery of the Record

Once a matter is concluded or our representation terminated, we deliver the original, printed Record, together with any original documents we have accepted for safekeeping, to you or the District's designee, provided our fees and costs have been paid in full. If you do not designate someone to receive these records, we will deliver them to a then-current officer or director of the District. If we are unable to deliver these documents because of your failure to designate a recipient, we may retain, destroy, or otherwise dispose of them in manner which assures their continued confidentiality within thirty (30) days following the conclusion of a matter or the termination of our representation.

We will also confidentially destroy the Record of any District in our possession if a final order of dissolution of the District is entered.

All other documents, including all Supplemental Documents, are routinely, periodically, confidentially, and permanently purged by us once they are no longer useful to us in providing services to you.