

CASTLE PINES COMMERCIAL METROPOLITAN
DISTRICT NO. 4

8390 E. Crescent Parkway, Suite 300
Greenwood Village, CO 80111
Phone: 303-779-5710

NOTICE OF REGULAR MEETING AND AGENDA

DATE: Monday, November 4, 2024

TIME: 2:30 p.m.

LOCATION: via Zoom

ACCESS: To attend via Zoom Videoconference, use the below link:

<https://us06web.zoom.us/j/83817944902?pwd=QlBFhYZgWvnRLVhDrEOpd63P6NUc0c.1>

Meeting ID: 838 1794 4902

Passcode: 131384

To attend via telephone, dial 720-707-2699

Board of Directors

Tim O'Connor
Dustin Anderson
Vacant
Vacant
Vacant

Office

President
Treasurer
Secretary
Assistant Secretary
Assistant Secretary

Term Expires

May, 2027
May, 2025
May, 2027
May, 2025
May, 2025

I. ADMINISTRATIVE MATTERS

- A. Call to order and approval of agenda.
- B. Present disclosures of potential conflicts of interest.
- C. Confirm quorum, location of meeting and posting of meeting notice.
- D. Public Comment.
Members of the public may express their views to the Board on matters that affect the District that are otherwise not on the agenda. Comments will be limited to three (3) minutes per person.
- E. Consider adoption of the Resolution Regarding 2025 Annual Administrative Matters (enclosure).
 1. Confirm 2025 meeting dates and times:

2. Confirm 2025 Annual Meeting date and time:

- F. Discuss requirements of Section 32-1-809, C.R.S. and direct staff regarding compliance for 2025 (District Transparency Notice).

II. CONSENT AGENDA

- A. Review and consider approval of minutes from the July 8, 2024 special meeting (enclosure).
- B. Ratify engagement of District Accountant to prepare 2025 Budget.
- C. Review and ratify 2023 Annual Report (enclosure).
- D. Review and consider adoption of Resolution Designating Meeting Notice Location (enclosure).
- E. Ratify approval of proposal from Allyant for website remediation in the amount of \$312.50 (enclosure).

III. FINANCIAL MATTERS

- A. Review and ratify approval of previous claims in the amount of \$23,535.96 (enclosure).
- B. Review and consider acceptance of September 30, 2024 Unaudited Financial Statements (enclosure).
- C. Conduct public hearing to consider amendment of the 2024 Budget. If necessary, consider adoption of Resolution to Amend the 2024 Budget.
- D. Conduct public hearing on the proposed 2025 Budget and consider adoption of Resolution to Adopt the 2025 Budget and Appropriate Sums of Money and Resolution to Set Mill Levies (enclosure).
- E. Consider appointment of District Accountant to prepare 2026 Budget.
- F. Ratify 2023 Audit (enclosure).
- G. Consider approval of the engagement letter with Dazzio & Associates, PC to prepare the 2024 Audit (enclosure).

IV. LEGAL MATTERS

- A. Discuss 2024 Legislative Memorandum and changes implemented by HB 24B-1001.

- B. Review and consider adoption of Resolution Calling a Regular Election for Directors on May 6, 2025, appointing the Designated Election Official (“DEO”), notice and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election (enclosure). Self-Nomination and Acceptance Forms are due by February 24, 2025. Discuss need for ballot issues and/or questions.
- C. Discuss and consider the adoption of Amended and Restated Public Records Request Policy (enclosure).

V. MANAGER MATTERS

- A. Review and consider approval of CliftonLarsonAllen LLP Statement of Work(s) for 2025 (enclosure).
- B. Review and consider approval of Property and Liability Coverage renewal for 2025. Discuss changes needed to property schedule (if any) (enclosures).
- C. Discuss and consider worker’s compensation insurance for 2025 (enclosure).
- D. Consider authorization of renewing membership in the Special District Association for 2025.
- E. Authorize Board member or committee to work with District staff to transition website to ADA compliant hosting platform (enclosures).

VI. OTHER BUSINESS

VII. ADJOURNMENT

There are no more regular meetings scheduled for 2024.