

BRADLEY HEIGHTS METROPOLITAN DISTRICT NOS. 1, 2 and 3

Special Board Meeting

Wednesday, June 18, 2025, at 9:00 AM

119 N. Wahsatch Ave.

Colorado Springs, Colorado 80903

and

Via tele/videoconference

<https://video.cloudoffice.avaya.com/join/109995525>

United States: [+1 \(213\) 463-4500](tel:+12134634500)

Access Code: 109-995-525



Board of Director	Title	Term
Randle W Case II	President	May 2027
Bryan T Long	Vice-President	May 2027
Jim Byers	Treasurer	May 2027
Ray O'Sullivan	Secretary	May 2029
Robert Case	Assistant Secretary	May 2029

AGENDA

1. Call to order
2. Declaration of Quorum/Director Qualifications/ Disclosure Matters
3. Approval of Agenda
4. Approval of April 8, 2025, and May 21, 2025, Meeting Minutes (enclosed)
5. Financial Matters
 - a. Approve Unaudited Financial Reports through May 31, 2025 (enclosed)
 - b. Ratify and Approve Payables through June 18, 2025 (enclosed)
 - c. Discuss payable process
6. District Manager Report
7. President of the Board Report
8. Detailed Discussion of Development Status Review
 - a. Discuss Drainage Channel Design and Financing
 - b. Engineering Update
 - i. Schedule
 - c. Plan Updates
 - i. Roadway/ Utility/ Storm Water
 - ii. 24" and 16" water line update
 - iii. Sanitary Sewer outfall update
 - d. Construction Schedule/Construction Contracts Approval/Ratify/Pre-approval
 - e. Update on Construction Budget and Cash flow
 - f. Update on Reimbursement costs
9. Development Updates
 - a. Review and consider acceptance for Bradley Ridge West and East Drainage Easement's (under separate cover)

- b. Redemption Hill Church
- c. Challenger Homes
- d. Bradley Ridge

10. General/ Administrative Matters

- a. Discuss the status of the Service Plan Amendment For Provision of Alleyway O/M Services; Challenger Agreement to Pay Amendment and Reserve Study Costs/Retainer Deposit
- b. Consider Adoption of 2025 Amended and Restated Annual Administrative Resolution (*enclosure*)
- c. Consider Adoption of Amended and Restated Public Records Request Policy (*enclosure*)

11. Other Business

- a. Next Regular Meeting scheduled: July 8, 2025, at 9:00 a.m. – Audit Review

12. Adjourn

NOTICE OF SPECIAL MEETINGS

NOTICE IS HEREBY GIVEN That the Board of Directors of **BRADLEY HEIGHTS METROPOLITAN DISTRICT NOS. 1, 2 and 3**, County of El Paso, State of Colorado, will hold a regular meeting at 9:00 AM on Wednesday, the 18th day of June, 2025, at 119 North Wahsatch Ave., Colorado Springs, CO 80903, and via tele/videoconferencing at the following: <https://video.cloudoffice.avaya.com/join/109995525> United States: +1 (213) 463-4500 Access Code: 109-995-525 for the purpose of conducting such business as may come before the Board including the business on the attached agenda. The meeting is open to the public.

BY ORDER OF THE BOARD OF DIRECTORS:
BRADLEY HEIGHTS METROPOLITAN DISTRICT NOS. 1, 2 AND 3



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**MINUTES OF THE REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF THE
BRADLEY HEIGHTS METROPOLITAN DISTRICT NOS. 1, 2, AND 3
HELD APRIL 8, 2025
AT 9:00 AM**

Pursuant to posted notice, the regular meetings of the Board of Directors of the Bradley Heights Metropolitan District Nos. 1, 2 and 3 were held on Tuesday, April 8th, 2025, at 9:00 a.m., at 119 N. Wahsatch Avenue, Colorado Springs, CO, and via tele/videoconference:
<https://video.cloudoffice.avaya.com/join/451389423>.

Attendance:

In attendance were Directors:

Randle W Case II	President
Bryan T Long	Vice President
Ray O'Sullivan	Treasurer/ Secretary

Directors Attending Virtually:

Robert Case	Assistant Secretary
Jim Byers	Assistant Secretary

Also in attendance were:

Rebecca Harris	WSDM Managers
Amber Hardekopf	WSDM Managers
Sean Allen	White Bear Ankle & Waldron
Jeff Odor	Galloway
Chris Grundy	Grundy Construction Management and Consulting
David Neville	
Grace Covington	Covington Homes
Jack Mason	Mason Lands
Mike DeGrant	DeGrant Development Strategies, LLC
Nathan Steele	ROI
Paul Broussard	Premier Homes

Combined Meeting: The Board of Directors of the Districts have determined to hold a joint meeting of the Districts and to prepare joint minutes of actions taken by the Districts in such meetings. Unless otherwise noted herein, all official action reflected in these minutes shall be deemed to be the action of all Districts. Where necessary, action taken by an individual District will be so reflected in these minutes.

1. Call to Order:

The meeting was called to order at 9:01 am by President Case II.

2. Declaration of Quorum/Director Qualifications/ Disclosure Matters:

President Case II indicated that a quorum of the Boards was present. He stated that each Director has been qualified as an eligible elector of the districts pursuant to Colorado law. The

Directors confirmed their qualifications. Ms. Harris informed the Boards that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Ms. Harris reported that disclosures for those directors with potential or existing conflicts of interest were filed with the Secretary of State's Office and the Boards at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. President Case II inquired into whether members of the Boards had any additional disclosures of potential or existing conflicts of interest regarding any matters scheduled for discussion at the meeting. No additional disclosures were noted. The Boards determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Boards to act.

3. Approval of Agenda:

Director Rob Case moved to approve the Agenda presented; seconded by Director Long. The motion passed unanimously, with Director O'Sullivan excused.

4. Approval of March 11, 2025 Board Meeting Minutes:

After review, Director Long moved to approve the March 11, 2025, Board Meeting Minutes as presented, seconded by Director Rob Case. The motion passed unanimously. Director O'Sullivan joined the meeting.

5. Financial Matters:

- a. Discuss Colorado Center Invoices: No. 2025-01.07 (installation of metering manhole well instrumentation); No. 4012025 (conversion of water): After discussion the Board directed Ms. Harris to get in touch with Mr. Testa at Colorado Centre to clarify there will be no more invoicing and if there is to have coordination with the Bradley Heights Metropolitan District prior to expenses being spent.
- b. Approve Unaudited Financial Reports through March 31, 2025: Ms. Harris presented the unaudited financials. After discussion and recommendation to separate out on the District No. 2 Balance sheet the restricted funds from Operating, Director Long moved to approve the Unaudited Financial Reports through March 31, 2025 as amended; seconded by Director O'Sullivan. Motion passed unanimously.
- c. Ratify and Approve Payables through April 8, 2025: Ms. Harris presented the Payables for the period. After discussion, O'Sullivan motioned to approve the payables as presented and authorize district No. 2 utilities to be set up on Auto-Payment; seconded by Director Long. Motion passed unanimously.
- d. Review Developer Advance Invoicing; Consulting Service to stop April 30, 2025, for non-payment: Ms. Harris reviewed the status of Developer advance invoicing and Management will stop providing services as of April 30 if no payments are made. She also reported they are working with Legal counsel to figure out a payment method through project related funding.

6. District Manager's Report:

- a. Update on New Development: Ms. Harris provided an update we are still waiting on pending plats and associated fees.

7. President of the Board Report: Director Case II provided an update regarding the Meadow Works development in the adjacent area. Ms. Covington from Covington Homes also provided

an update on the Meadow Works development. The area has been graded and Covington Homes/Empire is now working on the retention pond, the offsite electrical and the on-site storm sewer. Waterview North will see development in the late fall.

8. Detailed Discussion of Development Status Review:

- a. Discuss Drainage Channel Design and Financing: Mr. Grundy presented the update. After discussion, Director O'Sullivan moved to approve change order #39 in the amount of \$24,000.00 to add fiber mesh to sidewalks as per the new specifications required by the city of Colorado Springs; Director Long seconded. The motion passed unanimously.
- b. Engineering Update
 - i. Schedule: No update provided.
- c. Plan Updates
 - i. Roadway/Utility/Storm Water: After discussion Director O'Sullivan motioned to approve Frazee's request for additional mobilization in the amount of \$3,250.00 in order to connect the 16" water line at the intersection of Foreign Trade Zone and Drennan Rd. Motion seconded by Director Long. Motion passed unanimously.
 - ii. Sanitary Sewer outfall update: No update provided.
- d. Construction Schedule/Construction Contracts Approval/Ratify/Pre-Approval: after discussion it was motioned by Director O'Sullivan to approve contract with Naranjo subject to satisfying the required appropriations clause in the statute. Motion seconded by Director Long. Motion passed unanimously.
- e. Update on Construction Budget and Cash Flow: Mr. Odor provided an update regarding incoming drainage fees funding future construction costs of the project phases.
- f. Update on Reimbursement costs: Mr. DeGrant provided an update regarding upcoming coordination with Mr. Allen of White Bear to get written deeds for land swaps with the Boy Scouts.

9. Development Updates

- a. Stockpile Removal/Placement on Park and School Sites: Director O'Sullivan updated the board that he will follow up with the Superintendent of the contractor for Filing 5 to determine if the stockpile has been moved.
- b. Bradley Heights Filing 5B Inlet discussion: After discussion Director O'Sullivan motioned to approve an amount not to exceed \$5,000.00 for the removal of the inlet. Motion was seconded by Director Long. Motion passed unanimously.
- c. Redemption Hill Church: Ms. Harris updated the board that she is working with Mr. Odor and Mr. DeGrant to provide an analysis of reimbursement costs owed to the District.
- d. Challenger Homes: No update provided.
- e. Bradley Ridge: Director O'Sullivan provided the update regarding Filing 6 getting approved, with plating to begin in May.

10. General/Administrative Matters

- a. Discuss the status of the Service Plan Amendment for Provision of Alleyway O/M Services; Challenger Agreement to Pay Amendment and Reserve Study Costs/Retainer Deposit: No Update Provided.

11. Other Business:

- a. New board members will be elected in May. Oaths of Office and Conflict Disclosures from White Bear will need to be signed by new board members in order for them to be permitted to vote at the next meeting.

12. Adjourn: President Case II adjourned the meeting at 2:02pm.

- a. Next Regular Meeting scheduled: May 14th, 2025 at 9am.

Submitted by: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 8, 2025, REGULAR JOINT MEETING MINUTES OF THE BRADLEY HEIGHTS METROPOLITAN DISTRICT NOS 1 -3.

Approved by: Secretary of the Board



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**MINUTES OF THE SPECIAL BOARD MEETING OF THE BOARD OF DIRECTORS OF THE
BRADLEY HEIGHTS METROPOLITAN DISTRICT NOS. 1, 2, AND 3
HELD May 21, 2025
AT 9:30 AM**

Pursuant to posted notice, the special meetings of the Board of Directors of the Bradley Heights Metropolitan District Nos. 1, 2 and 3 were held on Wednesday, May 21, 2025, at 9:30 a.m., at 119 N. Wahsatch Avenue, Colorado Springs, CO, and via tele/videoconference:
<https://us06web.zoom.us/j/87084804911?pwd=q046ZPWOaJ0M5eJXIlaoNEiP8B06Af.1>

Attendance:

In attendance were Directors:

Randle W Case II	President
Bryan T Long	Vice President
Ray O'Sullivan	Secretary
Robert Case	Assistant Secretary
Jim Byers	Treasurer

Directors Attending Virtually:

Also in attendance were:

Amber Hardekopf	WSDM Managers
Sean Allen	White Bear Ankle & Waldron
Jeff Odor	Galloway
Chris Grundy	Grundy Construction Management and Consulting
David Neville	
Mike DeGrant	DeGrant Development Strategies, LLC
Nathan Steele	ROI
Rob Fuller	ROI
Ryan Case	Case International
Paul Broussard	Premier Homes

Combined Meeting: The Boards of Directors of the Districts have determined to hold a joint meeting of the Districts and to prepare joint minutes of actions taken by the Districts in such meetings. Unless otherwise noted herein, all official action reflected in these minutes shall be deemed to be the action of all Districts. Where necessary, action taken by an individual District will be so reflected in these minutes.

1. Call to Order:

The meeting was called to order at 9:30 am by President Case II.

2. Declaration of Quorum/Director Qualifications/ Disclosure Matters:

President Case II indicated that a quorum of the Boards was present. He stated that each Director has been qualified as an eligible elector of the districts pursuant to Colorado law. The

Directors confirmed their qualifications. Mr. Allen informed the Boards that, pursuant to Colorado law, certain disclosures might be required prior to taking official action at the meeting. Mr. Allen reported that disclosures for those directors with potential or existing conflicts of interest were filed with the Secretary of State's Office and the Boards at least 72 hours prior to the meeting, in accordance with Colorado law, and those disclosures were acknowledged by the Board. President Case II inquired into whether members of the Boards had any additional disclosures of potential or existing conflicts of interest regarding any matters scheduled for discussion at the meeting. No additional disclosures were noted. The Boards determined that the participation of the members present was necessary to obtain a quorum or to otherwise enable the Boards to act.

3. Approval of Agenda:

Upon a motion duly made and seconded, the Boards unanimously approved the agenda as presented.

4. Consider Election of Officers: Following discussion, upon a motion duly made and seconded, the Boards unanimously elected Jim Byers to Treasurer and Ray O'Sullivan to Secretary.

5. Approval of April 8, 2025 Board Meeting Minutes:
Item was tabled.

6. Financial Matters:

- a. Approve Unaudited Financial Reports through April 30, 2025: The unaudited financial reports through April 30, 2025 were not available for approval.
- b. Ratify and Approve Payables through April 8, 2025: After discussion, upon a motion duly made and seconded, the Boards ratified and approved those payables that occurred within the normal course of business and are within the approved budget of the Districts.
- c. Review Developer Advance Invoicing; WSDM services suspended on April 30, 2025: The Boards noted the impacts of service interruptions and discussed funding advances to reinstate WSDM management services. It was noted that Challenger Homes and ROI have yet to pay their developer advance invoices which negatively impacts the Districts and contributes to the service providers suspending services.

7. District Manager's Report:

- a. Discuss Drainage Channel Financing: No update.
- b. Update on New Development: Director O'Sullivan provided an update on Bradley Ridge projects. The Boards discussed future eligible public improvement costs that are/will be in excess of current project fund and acknowledged reimbursement thereof, if any, will be contingent on District funding and will require the developers to enter into public improvement acquisition and reimbursement agreements with the Districts and having the improvement costs certified by the District engineer and approved by Districts.

8. President of the Board Report: President Case II gave a high level report regarding development within the Districts.

9. Development/Public Improvement Construction Status Review:

- a. Engineering Update
 - i. Schedule: Mr. Grundy provided a summary of the monthly report, including construction progress, pay applications, and change orders.
- b. Plan Updates
 - i. Roadway/Utility/Storm Water: No update.
 - ii. Channel design/ construction (Naranjo): Mr. Grundy and Mr. Odor discussed the status of the channel design and construction project. It was noted that the Districts have appropriated funds on hand for the construction of Phase 1 of the channel project, but the Phase 1 start date of June 2, 2025 will be delay to July 7, 2025 to allow for the completion of landowner agreements and the City's approval of the Grading and Erosion Control Plan. Mr. Grundy and Mr. Odor noted that cash flow projections are based on the platting forecast, and delays in platting by developers will result in delays in the Districts' platting cashflow which will negatively impact construction for lack of fund appropriation.
The Board authorized the drafting and entering into the necessary Landowner Agreements relative to the channel construction, staging and grading needs.
 - iii. 24" and 16" Waterline update: Mr. Grundy reported that Phases 1 and 2 of the watermain project is complete and the project has been submitted to Colorado Springs Utilities for acceptance.
 - iv. Sanitary Sewer outfall update: Tabled
- c. Construction Schedule/Construction Contracts Approval/Ratify/Pre-Approval: Tabled
- d. Update on Construction Budget and Cash Flow; Approval of construction invoices/ pay applications: Tabled
- e. Update on Reimbursement costs: Tabled
- f. Redemption Hill Church and Reimbursement to District Tabled
- g. Challenger Homes: Tabled
- h. Bradley Ridge: No additional updates.

10. General/Administrative Matters Tabled - The Boards tabled discussion and action on items 10.a. though 10.g. until payment is provided to WSDM to resume management services

- a. Discuss the status of the Service Plan Amendment for Provision of Alleyway O/M Services; Challenger Agreement to Pay Amendment and Reserve Study Costs/Retainer Deposit:
- b. Pending Architectural submission requests need review and response to residents.
- c. Covenant violation letters and fines:
- d. Receiving customer payments and Assist customer with daily calls and emails:
- e. Performing billing services for residents:
- f. Website ADA Compliance for July 1, 2025:
- g. Monitor, track, and comment on buckslips for new developments to pay District development fee and pledge revenue to Bond

11. Adjourn:

Submitted by: Recording Secretary

THESE MINUTES ARE APPROVED AS THE OFFICIAL May 21, 2025, SPECIAL JOINT MEETING MINUTES OF THE BRADLEY HEIGHTS METROPOLITAN DISTRICT NOS 1 -3.

Approved by: Secretary of the Board



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Balance Sheet

As of May 31, 2025

	May 31, 25
ASSETS	
Current Assets	
Checking/Savings	
ECB - Checking	
Restricted Cash For Legal Bills	60,671.56
ECB - Checking - Other	66,156.23
Total ECB - Checking	126,827.79
Total Checking/Savings	126,827.79
Accounts Receivable	
Accounts Receivable	61,144.99
Total Accounts Receivable	61,144.99
Other Current Assets	
Due From District 3	785.19
Total Other Current Assets	785.19
Total Current Assets	188,757.97
TOTAL ASSETS	188,757.97
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	21,386.30
Total Accounts Payable	21,386.30
Total Current Liabilities	21,386.30
Long Term Liabilities	
Developer Advance - Randle Case	41,000.00
Marksheffel-Woodmen Investments	75,850.00
Total Long Term Liabilities	116,850.00
Total Liabilities	138,236.30
Equity	
Retained Earnings	-102,529.20
Net Income	153,050.87
Total Equity	50,521.67
TOTAL LIABILITIES & EQUITY	188,757.97

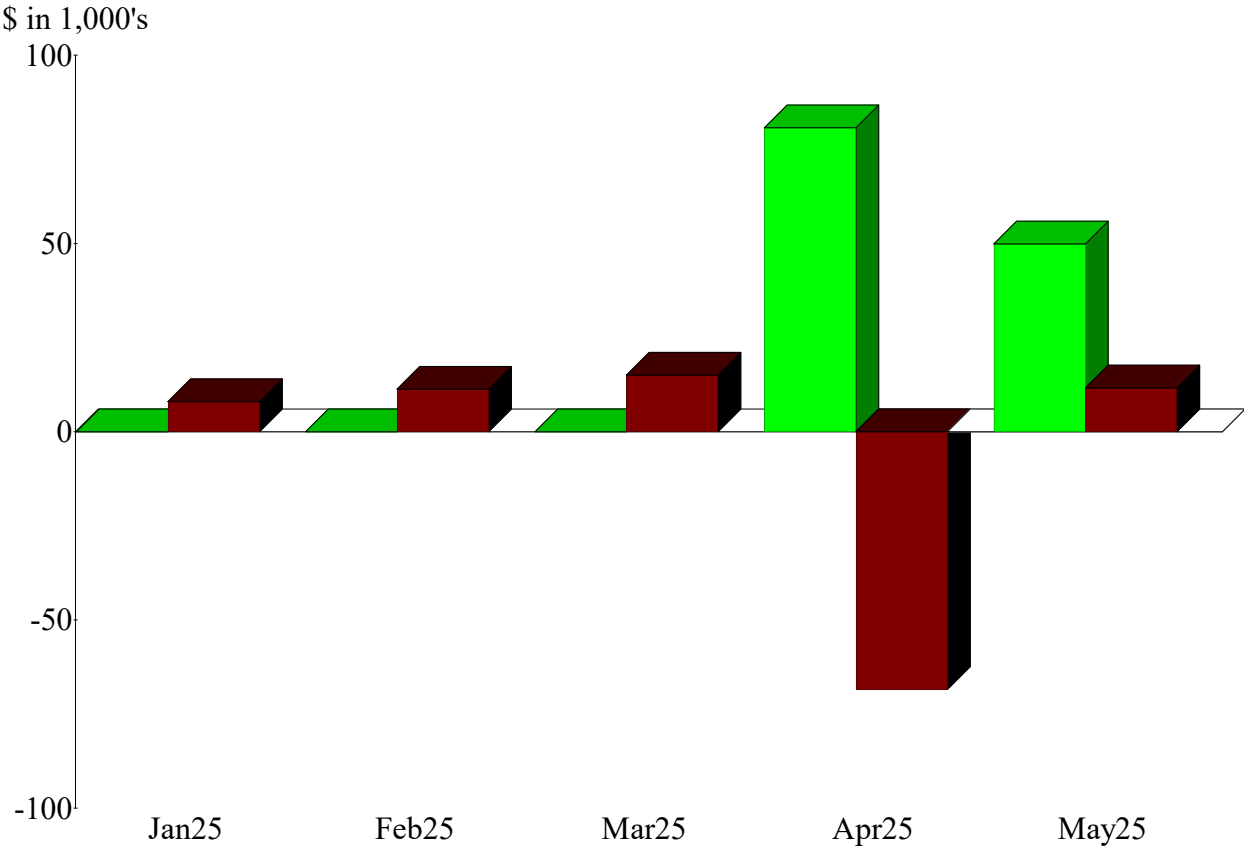
Bradley Heights Metropolitan District No. 1

Profit & Loss Budget vs. Actual

January through May 2025

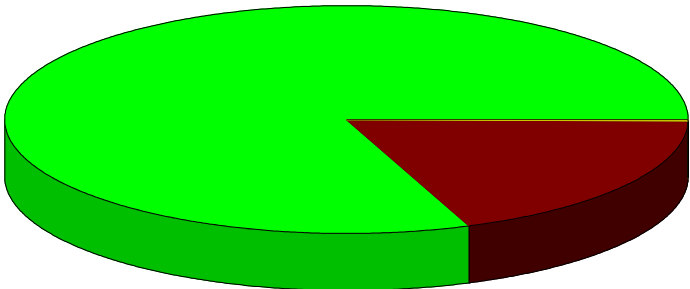
		TOTAL				
		May 25	Jan - May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense						
Income						
Developer Advance	25,000.00	105,821.32	85,000.00	20,821.32	124.5%	
Transfer From District 2-O&M	24,816.51	24,816.51	51,293.00			
Transfer From District 3-O&M	150.57	150.57	779.00	-628.43	19.33%	
Total Income	49,967.08	130,788.40	85,779.00	45,009.40	152.47%	
Expense						
Audit	0.00	0.00	16,144.00	-16,144.00	0.0%	
Bank Service Charge	0.00	0.00	100.00	-100.00	0.0%	
Contingency	0.00	0.00	10,000.00	-10,000.00	0.0%	
Copies & Postage	1.87	65.21	1,000.00	-934.79	6.52%	
District Management	100.00	22,489.54	66,000.00	-43,510.46	34.08%	
Dues & Subscriptions (SDA) - D1	0.00	390.23	500.00	-109.77	78.05%	
Dues & Subscriptions (SDA) - D2	0.00	1,237.50	1,500.00	-262.50	82.5%	
Dues & Subscriptions (SDA) - D3	0.00	225.02	500.00	-274.98	45.0%	
Elections	234.21	3,395.84	10,000.00	-6,604.16	33.96%	
Insurance - D1	0.00	0.00	2,500.00	-2,500.00	0.0%	
Insurance - D2	0.00	2,176.00	5,000.00	-2,824.00	43.52%	
Insurance - D3	0.00	2,176.00	3,000.00	-824.00	72.53%	
Legal	11,379.04	-54,417.81	30,000.00	-84,417.81	-181.39%	
Total Expense	11,715.12	-22,262.47	146,244.00	-168,506.47	-15.22%	
Net Ordinary Income	38,251.96	153,050.87	-60,465.00	213,515.87	-253.12%	
Net Income	38,251.96	153,050.87	-60,465.00	213,515.87	-253.12%	

Income and Expense by Month January through May 2025

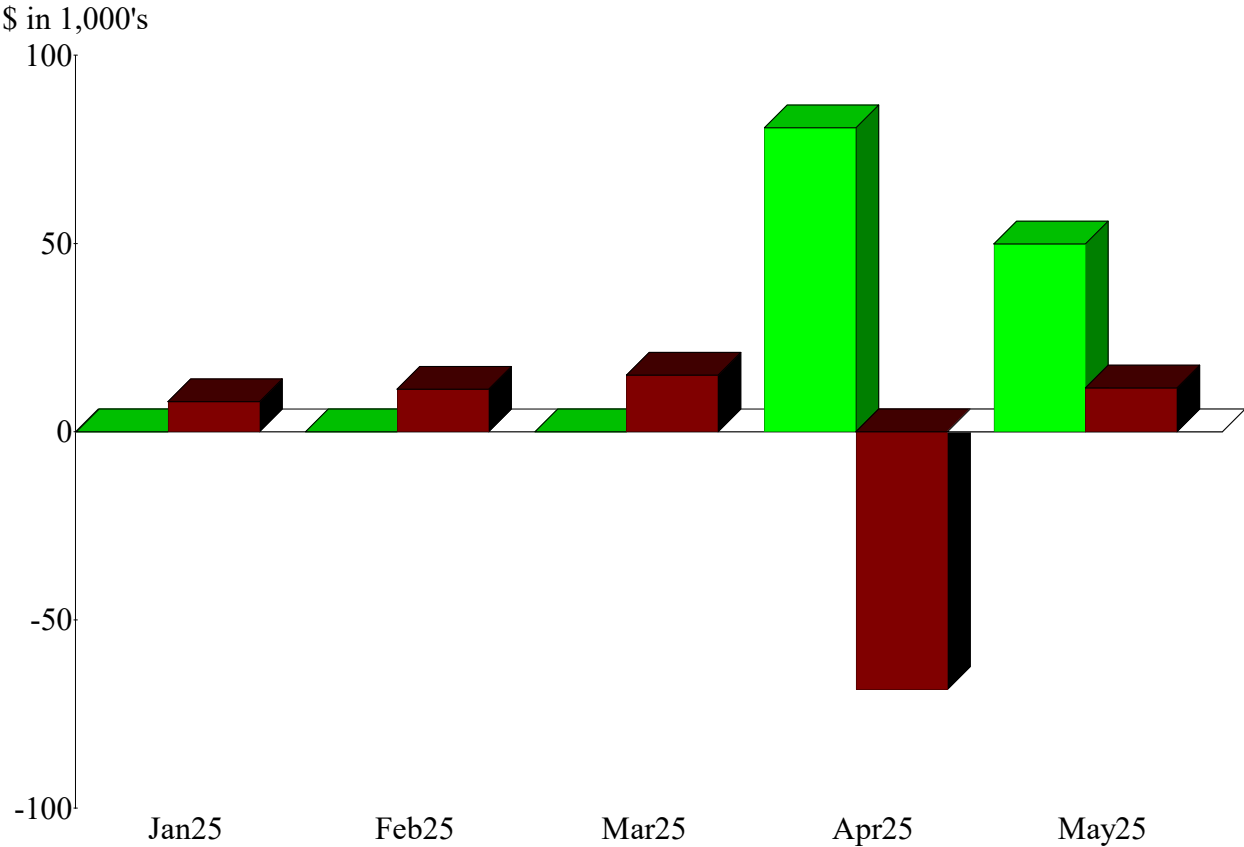


Income Summary January through May 2025

Developer Advance	80.91%
Transfer From District 2-O&M	18.97
Transfer From District 3-O&M	0.12
Total	\$130,788.40

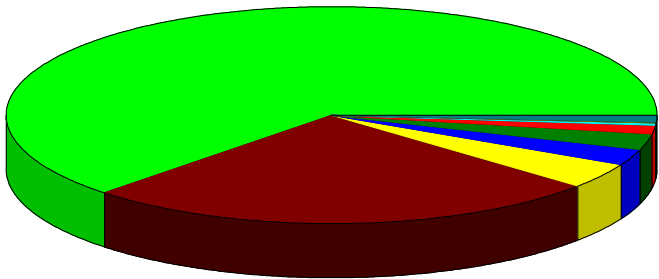


Income and Expense by Month
January through May 2025



Expense Summary
January through May 2025

Legal	\$-54,417.81
District Management	69.94%
Elections	10.56
Insurance - D3	6.77
Insurance - D2	6.77
Dues & Subsriptions (SDA) - D2	3.85
Dues & Subscriptions (SDA) - D1	1.21
Dues & Subscriptions (SDA) - D3	0.70
Copies & Postage	0.20
Sub-Total	\$-22,262.47



Bradley Heights Metropolitan District No. 2

Balance Sheet

As of May 31, 2025

	May 31, 25
ASSETS	
Current Assets	
Checking/Savings	
ECB Checking	108,357.96
UMB Bond Account 156470.1	319,707.65
UMB - Project Fund 156470.2	3,822,861.09
Total Checking/Savings	4,250,926.70
Accounts Receivable	
Accounts Receivable	1,260,411.29
Total Accounts Receivable	1,260,411.29
Other Current Assets	
Due from District No 3	9.00
Accounts Receivable Other	39.00
Property Tax Receivable	46,731.25
Total Other Current Assets	46,779.25
Total Current Assets	5,558,117.24
Fixed Assets	
Construction in Progress	33,970,464.58
Total Fixed Assets	33,970,464.58
TOTAL ASSETS	39,528,581.82
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	101,360.41
Total Accounts Payable	101,360.41
Other Current Liabilities	
Retainage Payable	1,351,005.00
Accrued Interest	4,000,957.00
Deferred Property Tax Revenue	46,731.25
Total Other Current Liabilities	5,398,693.25
Total Current Liabilities	5,500,053.66
Long Term Liabilities	
Series 2021A Bonds	35,000,000.00
Total Long Term Liabilities	35,000,000.00
Total Liabilities	40,500,053.66
Equity	
Retained Earnings	-2,859,592.52
Net Income	1,888,120.68
Total Equity	-971,471.84
TOTAL LIABILITIES & EQUITY	39,528,581.82

Bradley Heights Metropolitan District No. 2
Profit & Loss Budget vs. Actual
January through May 2025

General Fund

	TOTAL				
	May 25	Jan - May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
Trash Service	1,262.39	10,540.82	11,728.00	-1,187.18	89.88%
CY Property Taxes	19,885.67	24,041.45	51,293.00	-27,251.55	46.87%
Specifice Ownership Tax	269.89	1,135.71	769.00	366.71	147.69%
Total Income	21,417.95	35,717.98	63,790.00	-28,072.02	55.99%
Expense					
Copies / Postage	0.00	160.72			
Bank Fees	0.00	4.75			
Trash Expense	1,354.64	5,351.15	11,728.00	-6,376.85	45.63%
Treasurers Collection Fee	298.29	360.64	769.00	-408.36	46.9%
Utilities	0.00	91.30			
Total Expense	1,652.93	5,968.56	12,497.00	-6,528.44	47.76%
Net Ordinary Income	19,765.02	29,749.42	51,293.00	-21,543.58	58.0%
Other Income/Expense					
Other Expense					
Other Expense					
Transfer to Dist 1 - Gen Fund	24,816.51	24,816.51	51,293.00	-26,476.49	48.38%
Total Other Expense	24,816.51	24,816.51	51,293.00	-26,476.49	48.38%
Total Other Expense	24,816.51	24,816.51	51,293.00	-26,476.49	48.38%
Net Other Income	-24,816.51	-24,816.51	-51,293.00	26,476.49	48.38%
Net Income	-5,051.49	4,932.91	0.00	4,932.91	100.0%

Bradley Heights Metropolitan District No. 2

Profit & Loss Budget vs. Actual

January through May 2025

Debt Service Fund

	TOTAL				
	May 25	Jan - May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
Transfer From D3 DS Taxes	451.71	451.71	958.00	-506.29	47.15%
CY Property Taxes	59,657.00	72,124.32	91,604.00	-19,479.68	78.74%
Specifice Ownership Tax	809.66	3,407.09	6,412.00	-3,004.91	53.14%
Facility Fees	0.00	0.00	535,752.00	-535,752.00	0.0%
Impact Fees					
Drainage Fee-Platting	0.00	366,674.04			
Capital Facility Fees-Platting	14,995.00	110,963.00			
Impact Fees - Other	0.00	0.00	106,943.00	-106,943.00	0.0%
Total Impact Fees	14,995.00	477,637.04	106,943.00	370,694.04	446.63%
Total Income	75,913.37	553,620.16	741,669.00	-188,048.84	74.65%
Expense					
Bond Expense					
Bank Fees	680.14	2,594.25			
Debt Service Interest	0.00	0.00	535,752.00	-535,752.00	0.0%
Paying Agent Fee	0.00	0.00	4,000.00	-4,000.00	0.0%
Total Bond Expense	680.14	2,594.25	539,752.00	-537,157.75	0.48%
Treasurers Collection Fee	894.88	1,081.91	1,374.00	-292.09	78.74%
Total Expense	1,575.02	3,676.16	541,126.00	-537,449.84	0.68%
Net Ordinary Income	74,338.35	549,944.00	200,543.00	349,401.00	274.23%
Other Income/Expense					
Other Income					
Other Income					
Interest Income	14,505.66	26,204.28			
Total Other Income	14,505.66	26,204.28			
Total Other Income	14,505.66	26,204.28			
Other Expense					
Other Expense					
Transfer to Cap Projects Fund	0.00	0.00	106,943.00	-106,943.00	0.0%
Total Other Expense	0.00	0.00	106,943.00	-106,943.00	0.0%
Total Other Expense	0.00	0.00	106,943.00	-106,943.00	0.0%
Net Other Income	14,505.66	26,204.28	-106,943.00	133,147.28	-24.5%
Net Income	88,844.01	576,148.28	93,600.00	482,548.28	615.54%

Bradley Heights Metropolitan District No. 2

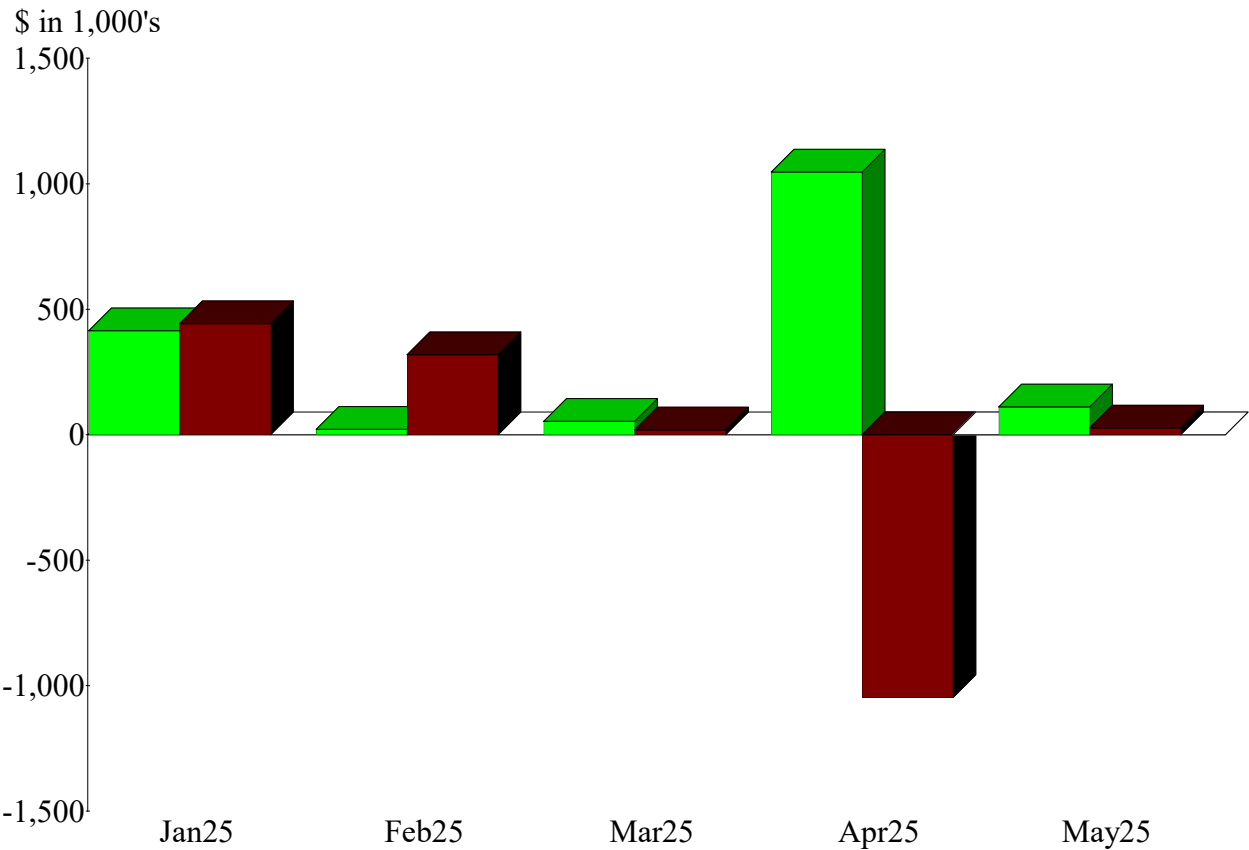
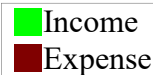
Profit & Loss Budget vs. Actual

January through May 2025

Capital Project Fund

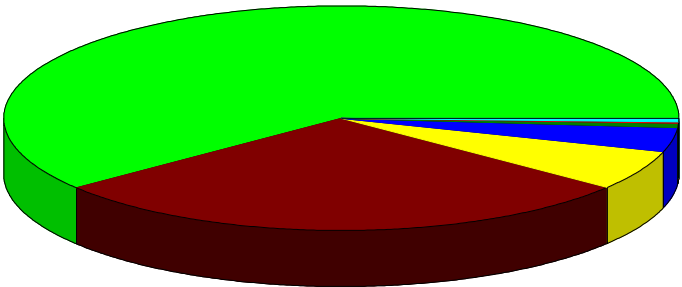
	TOTAL				
	May 25	Jan - May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
Redemption Hill Church Reimb					
Development	0.00	1,001,783.09	420,000.00	581,783.09	238.52%
Drainage Fee	0.00	0.00	90,289.00	-90,289.00	0.0%
Total Redemption Hill Church Reimb	0.00	1,001,783.09	510,289.00	491,494.09	196.32%
Waterline Refund					
CSU	0.00	0.00	1,250,000.00	-1,250,000.00	0.0%
Total Waterline Refund	0.00	0.00	1,250,000.00	-1,250,000.00	0.0%
Total Income	0.00	1,001,783.09	1,760,289.00	-758,505.91	56.91%
Expense					
Bank Fees	0.00	233.33	3,000.00	-2,766.67	7.78%
Capital Outlay					
Legal Expense	0.00	78,106.00			
Capital Construction	0.00	-412,446.85	7,000,000.00	-7,412,446.85	-5.89%
Engineering/Planning	0.00	32,597.04			
Project Management	0.00	30,016.40			
Total Capital Outlay	0.00	-271,727.41	7,000,000.00	-7,271,727.41	-3.88%
Total Expense	0.00	-271,494.08	7,003,000.00	-7,274,494.08	-3.88%
Net Ordinary Income	0.00	1,273,277.17	-5,242,711.00	6,515,988.17	-24.29%
Other Income/Expense					
Other Income					
Other Income					
Interest Income	0.00	33,762.32			
Transfer from Debt Service Fund	0.00	0.00	106,943.00	-106,943.00	0.0%
Total Other Income	0.00	33,762.32	106,943.00	-73,180.68	31.57%
Total Other Income	0.00	33,762.32	106,943.00	-73,180.68	31.57%
Net Other Income	0.00	33,762.32	106,943.00	-73,180.68	31.57%
Net Income	0.00	1,307,039.49	-5,135,768.00	6,442,807.49	-25.45%

Income and Expense by Month
January through May 2025

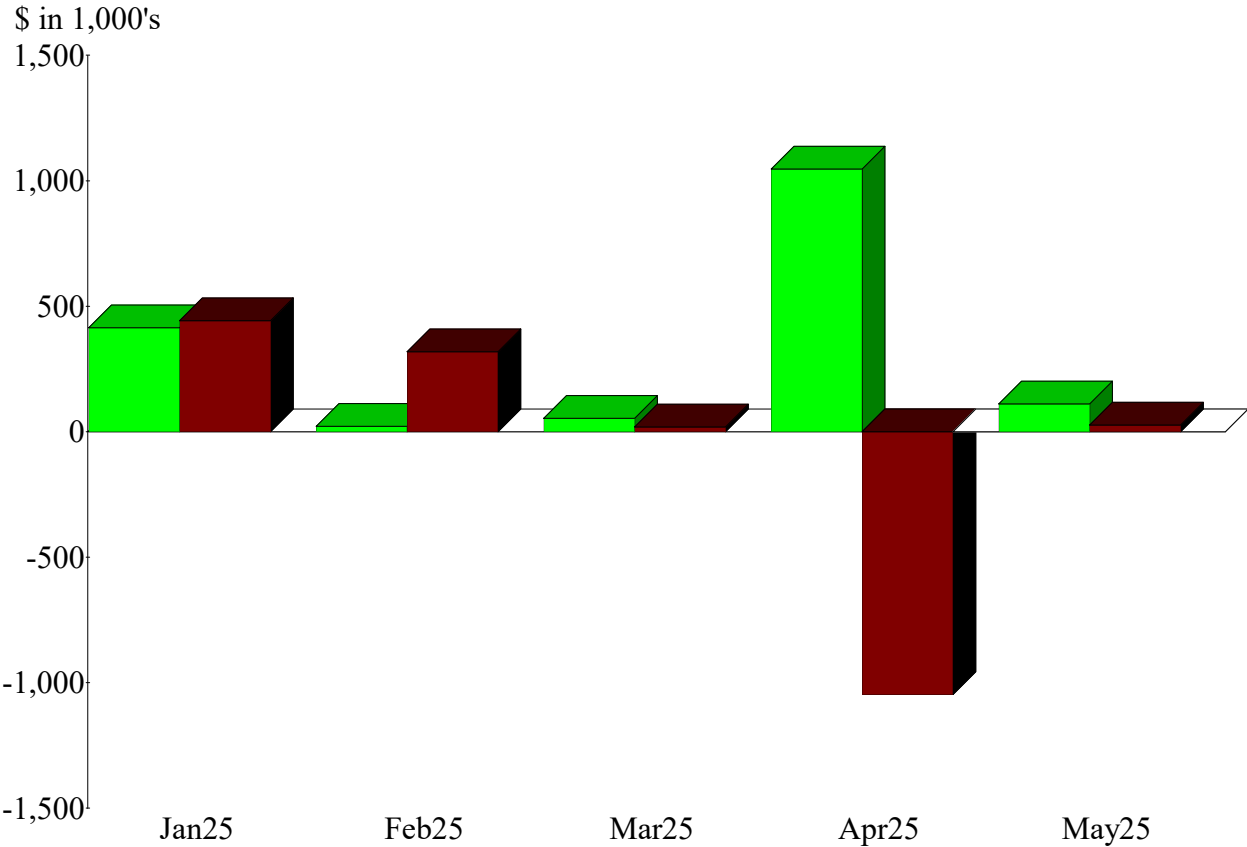
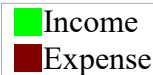


Income Summary
January through May 2025

Redemption Hill Church Reimb	60.67%
Impact Fees	28.93
CY Property Taxes	5.82
Other Income	3.63
Trash Service	0.64
Specifice Ownership Tax	0.28
Transfer From D3 DS Taxes	0.03
Total	\$1,651,087.83

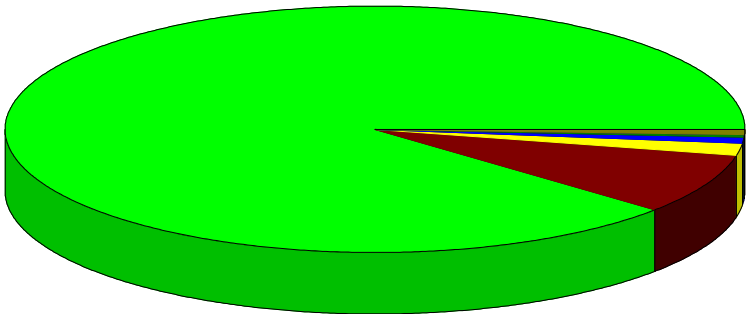


Income and Expense by Month
January through May 2025



Expense Summary
January through May 2025

Capital Outlay	\$-271,727.41
Other Expense	71.53%
Trash Expense	15.42
Bond Expense	7.48
Treasurers Collection Fee	4.16
Bank Fees	0.69
Copies / Postage	0.46
Utilities	0.26
Sub-Total	\$-237,032.85



Balance Sheet

As of May 31, 2025

	May 31, 25
ASSETS	
Current Assets	
Checking/Savings	
ECB Checking	370.63
Total Checking/Savings	370.63
Other Current Assets	
Property Tax Receivable	263.00
Total Other Current Assets	263.00
Total Current Assets	633.63
TOTAL ASSETS	633.63
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due To District 1	794.19
Deferred Property Tax Revenue	263.00
Total Other Current Liabilities	1,057.19
Total Current Liabilities	1,057.19
Total Liabilities	1,057.19
Equity	
Retained Earnings	-423.56
Total Equity	-423.56
TOTAL LIABILITIES & EQUITY	633.63

Bradley Heights Metropolitan District No. 3
Profit & Loss Budget vs. Actual
January through May 2025

General Fund

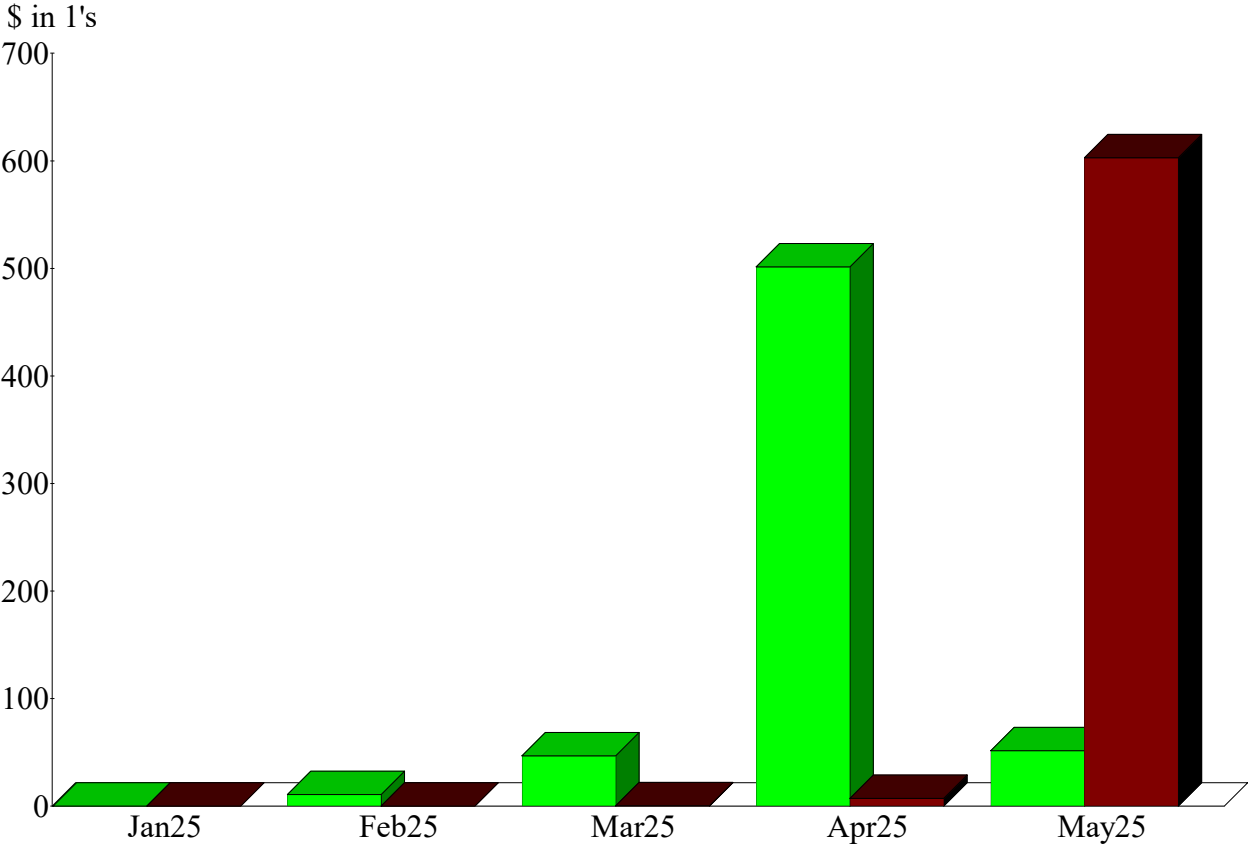
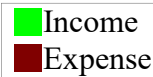
	TOTAL				
	May 25	Jan - May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
CY Poprerty Taxes	10.60	143.10	303.00	-159.90	47.23%
Specific Ownership Tax	2.29	9.63	21.00	-11.37	45.86%
Total Income	12.89	152.73	324.00	-171.27	47.14%
Expense					
Transfer to District 1	0.00	0.00	779.00	-779.00	0.0%
Treasurers Collection Fee	0.16	2.15	5.00	-2.85	43.0%
Total Expense	0.16	2.15	784.00	-781.85	0.27%
Net Ordinary Income	12.73	150.58	-460.00	610.58	-32.74%
Other Income/Expense					
Other Expense					
Other Expense					
Transfer to Dist 1 - Gen Fund	150.58	150.58			
Total Other Expense	150.58	150.58			
Total Other Expense	150.58	150.58			
Net Other Income	-150.58	-150.58	0.00	-150.58	100.0%
Net Income	-137.85	0.00	-460.00	460.00	0.0%

Bradley Heights Metropolitan District No. 3
Profit & Loss Budget vs. Actual
January through May 2025

Debt Service Fund

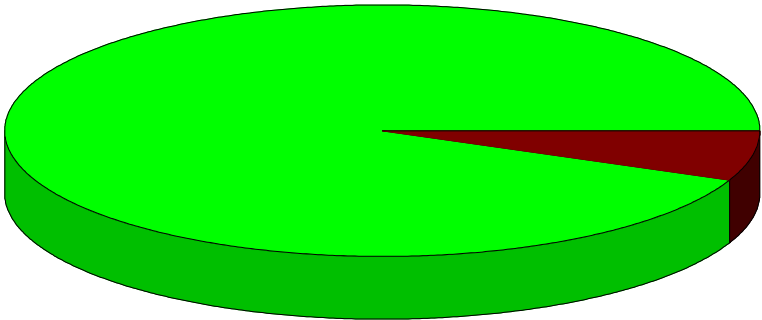
	TOTAL				
	May 25	Jan - May 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
CY Poprerty Taxes	31.80	429.30	908.00	-478.70	47.28%
Specific Ownership Tax	6.86	28.85	64.00	-35.15	45.08%
Total Income	38.66	458.15	972.00	-513.85	47.14%
Expense					
Transfer to D2 DS Taxes	0.00	0.00	958.00	-958.00	0.0%
Treasurers Collection Fee	0.48	6.45	14.00	-7.55	46.07%
Total Expense	0.48	6.45	972.00	-965.55	0.66%
Net Ordinary Income	38.18	451.70	0.00	451.70	100.0%
Other Income/Expense					
Other Expense					
Other Expense					
Transfer to Dist 2 - DS Fund	451.70	451.70			
Total Other Expense	451.70	451.70			
Total Other Expense	451.70	451.70			
Net Other Income	-451.70	-451.70	0.00	-451.70	100.0%
Net Income	-413.52	0.00	0.00	0.00	0.0%

Income and Expense by Month
January through May 2025

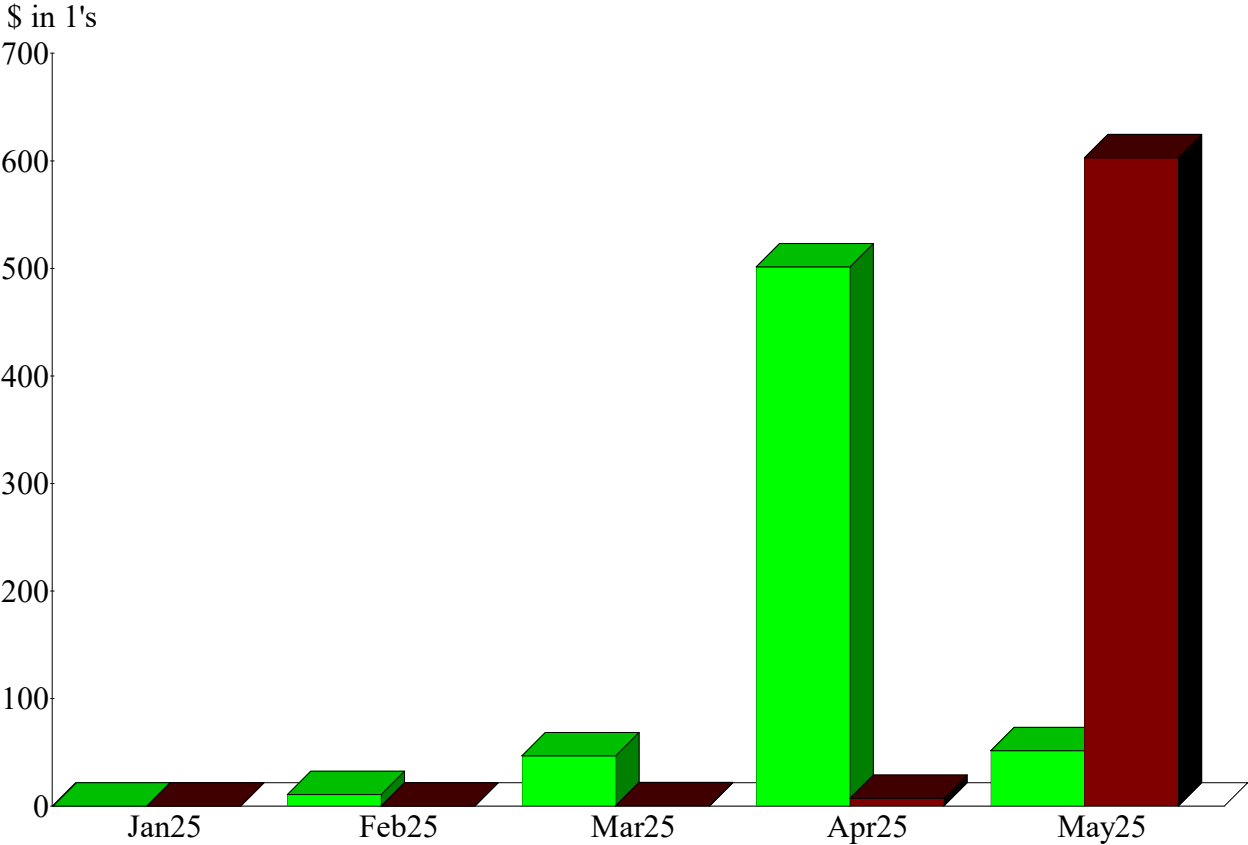


Income Summary
January through May 2025

<div></div> CY Poprerty Taxes	93.70%
<div></div> Specific Ownership Tax	6.30
Total	\$610.88

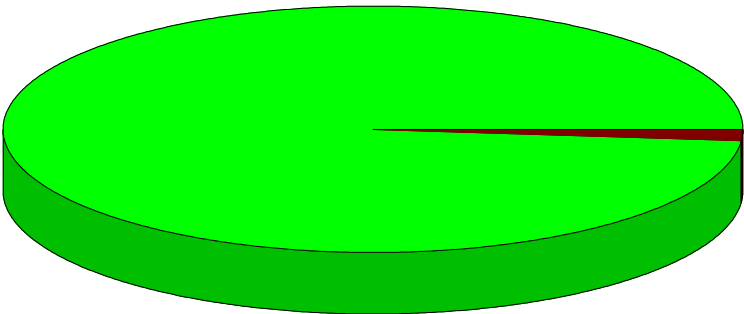


Income and Expense by Month
January through May 2025



Expense Summary
January through May 2025

Other Expense	98.59%
Treasurers Collection Fee	1.41
Total	\$610.88





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Bradley Heights Metropolitan District No. 1

Payment Request

6/18/2025

General Fund Account

Company	Invoice	Date	Amount	Comments
Mountain View Electric	Multiple	11/6/2024	\$ 177.99	Approved - remains unpaid
White Bear Anekele	40983	5/31/2025	\$ 11,613.25	
WSDM District Managers	798	5/31/2025	\$ 101.87	
Total:			\$ 11,893.11	

Bank Balance 06/11/2025	\$	126,827.79
Current Payables	\$	(11,893.11)
Prior Months Payables	\$	(9,671.18)
Outstanding Dev Advance	\$	61,144.99
Bank Balance after Payables:	\$	166,408.49

	Total Payables
\$	11,893.11

Bradley Heights Metropolitan District

Bradley Heights Metropolitan District No. 2

Payment Request

6/18/2025

General Fund Account

Company	Invoice	Date	Amount	Comments
HBS Trash	FR5447066	5/31/2025	\$ 1,354.64	
Mountain View Electric	106055500	6/4/2025	\$ 41.33	
UMB Bank	61025	6/10/2025	\$ 7,160.89	May Pledged Revenue
Total:			\$ 8,556.86	

Current Bank Balance: \$ 8,692.19
Payables for This Month: \$ (8,556.86)
Bank Balance after Payables: \$ **135.33**

Total Payables
\$ 8,556.86

Bradley Heights Metropolitan District

Bradley Heights Metropolitan District #2

Payment Request

6/18/2025

Bond Fund Account

Company	Invoice	Date	Amount	Comments
Galloway & Company, Inc	152981	5/20/2025	\$ 8,370.00	
Grundy Construction Management & Consulting	BHM-043	6/12/2025	\$ 2,061.60	
Matrix Design Group	46066	3/3/2025	\$ 7,727.50	
Matrix Design Group	46807	5/27/2025	\$ 4,522.50	
Matrix Design Group	46896	5/29/2025	\$ 2,140.00	
Matrix Design Group	46987	6/4/2025	\$ 2,770.00	
WSDM District Managers	799	5/31/2025	\$ 1,412.50	
Total:			\$ 29,004.10	

Bank Balance before Payables: \$ -
Payables for This Month: \$ (29,004.10)
Bank Balance after Payables: \$ -

Total Payables
\$ (29,004.10)

Bradley Heights Metropolitan District



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**BRADLEY HEIGHTS METROPOLITAN DISTRICT NOS. 1-3
AMENDED AND RESTATED JOINT ANNUAL ADMINISTRATIVE RESOLUTION
(2025)**

WHEREAS, Bradley Heights Metropolitan District Nos. 1-3 (each a “District”), were organized as special districts pursuant to an Order and Decree of the District Court in and for the County of El Paso, Colorado (the “**County**”); and

WHEREAS, the Board of Directors (the “**Board**”) of each District has a duty to perform certain obligations in order to assure the efficient operation of the District and hereby directs its consultants to take the following actions.

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

1. The Board directs the District’s Manager to cause an accurate map of the District’s boundaries to be prepared in accordance with the standards specified by the Division of Local Government (“**Division**”) and to be filed in accordance with § 32-1-306, C.R.S.

2. The Board directs the District’s Manager to notify the Board of County Commissioners, the County Assessor, the County Treasurer, the County Clerk and Recorder, the governing body of any municipality in which the District is located, and the Division of the name of the chairman of the Board, the contact person, telephone number, and business address of the District, as required by § 32-1-104(2), C.R.S.

3. The Board directs the District’s Manager to prepare and file with the Division, within thirty (30) days of a written request from the Division, an informational listing of all contracts in effect with other political subdivisions, in accordance with § 29-1-205, C.R.S.

4. The Board directs the District’s Manager to cause the preparation of and to file with the Department of Local Affairs the annual public securities report for nonrated public securities issued by the District within sixty (60) days of the close of the fiscal year, as required by §§ 11-58-101, *et seq.*, C.R.S.

5. The Board directs the District’s accountant to: (a) obtain proposals for auditors to be presented to the Board; (b) cause an audit of the annual financial statements of the District to be prepared and submitted to the Board on or before June 30; and (c) cause the audit to be filed with the State Auditor by July 31, or by the filing deadline permitted under any extension thereof, all in accordance with §§ 29-1-603(1) and 606, C.R.S. Alternatively, if warranted by § 29-1-604, C.R.S., the Board directs the District’s accountant to apply for and obtain an audit exemption from the State Auditor on or before March 31 in accordance with § 29-1-604, C.R.S.

6. The Board directs the District’s Manager, if the District has authorized but unissued general obligation debt as of the end of the fiscal year, to cause to be submitted to the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the District the District’s audit report or a copy of its application for exemption from audit in accordance with § 29-1-606(7), C.R.S.

7. The Board directs the District's accountant to submit a proposed budget to the Board by October 15 and prepare the final budget and budget message, including any amendments thereto, if necessary. The Board also directs the District's accountant to perform the property tax limit calculation, if required by §§ 29-1-306, *et seq.*, C.R.S., and to inform the Board of the result of such calculation. The Board directs District Manager to schedule a public hearing on the proposed budget or amendments, as applicable, and to post or publish notices thereof. The Board directs District Manager to prepare all budget resolutions. The Board directs District Manager to file the budget, budget resolution, and budget message with the Division on or before January 30, all in accordance with §§ 29-1-101, *et seq.*, C.R.S.

8. The Board directs the District's accountant to monitor all expenditures and, if necessary, to notify the District's Legal Counsel, the District's Manager, and the Board when expenditures are expected to exceed appropriated amounts. The Board directs District Manager to prepare all budget amendment resolutions. The Board directs District Manager to schedule a public hearing on a proposed budget amendment and post or publish notices thereof in accordance with § 29-1-106, C.R.S. The Board directs District Manager to file the amended budget with the Division on or before the date of making such expenditure or contracting for such expenditure, all in accordance with §§ 29-1-101, *et seq.*, C.R.S.

9. The Board directs District Manager to cause the preparation of the Unclaimed Property Act report and submission of the same to the State Treasurer by November 1 if there is property presumed abandoned and subject to custody as unclaimed property, in accordance with § 38-13-110, C.R.S.

10. The Board directs the District's accountant to prepare the mill levy certification form and directs legal counsel to file the mill levy certification form with the Board of County Commissioners on or before December 15, in accordance with § 39-5-128, C.R.S.

11. The Board directs that all legal notices shall be published in accordance with § 32-1-103(15), C.R.S.

12. The Board hereby determines that each member of the Board shall, for any potential or actual conflicts of interest, complete conflicts of interest disclosures and directs legal counsel to file the conflicts of interest disclosures with the Board and with the Colorado Secretary of State at least seventy-two (72) hours prior to every regular and special meeting of the Board, in accordance with § 32-1-902(3)(b) and § 18-8-308, C.R.S. Written disclosures provided by Board members required to be filed with the governing body in accordance with § 18-8-308, C.R.S., shall be deemed filed with the Board when filed with the Secretary of State. Additionally, at the beginning of each year, each Board member shall submit information to legal counsel regarding any actual or potential conflicts of interest and, throughout the year, each Board member shall provide legal counsel with any revisions, additions, corrections, or deletions to said conflicts of interest disclosures.

13. The Board confirms its obligations under § 24-10-110(1), C.R.S., with regards to the defense and indemnification of its public employees, which, by definition, includes elected and appointed officers.

14. The Board hereby appoints District Manager as the official custodian for the maintenance, care, and keeping of all public records of the District, in accordance with §§ 24-72-202, *et seq.*, C.R.S. The Board hereby directs its District Manager, accountant, manager, and all other consultants to adhere to the Colorado Special District Records Retention Schedule as adopted by the District.

15. The Board directs District Manager to post notice of all regular and special meetings in accordance with § 32-1-903(2) and § 24-6-402(2)(c), C.R.S. The Board hereby designates <https://wsdistricts.co/projects/bradley-heights-metropolitan-districts-1-2-3/> as the District's website for the posting of its regular and special meeting notices. The Board also hereby designates, unless otherwise designated by the Board, any location within the District, as the location the District will post notices of meetings in the event of exigent or emergency circumstances which prevent the District from posting notice of the meeting on the District's website. The Board directs the District Manager to provide the website address set forth above to the Department of Local Affairs for inclusion in the inventory maintained pursuant to § 24-32-116, C.R.S.

16. The Board determines to hold regular meetings on the second Tuesday of each month, at 9:00 a.m. at 119 N. Wahsatch Ave., Colorado Springs, Colorado and/or by telephone, electronic, or other means not requiring physical presence. All notices of meetings shall designate whether such meeting will be held by electronic means, at a physical location, or both, and shall designate how members of the public may attend such meeting, including the conference number or link by which members of the public can attend the meeting electronically, if applicable.

17. The Board of Bradley Heights Metropolitan District No. 2 ("**District No. 2**") determines to hold an annual meeting, pursuant to § 32-1-903(6), on November 11, 2025, at 9:00 a.m. at 119 N. Wahsatch Ave., Colorado Springs, Colorado, and/or by telephone, electronic, or other means not requiring physical presence, subject to change by action of the Board. Notice of the annual meeting shall designate whether such meeting will be held by electronic means, at a physical location, or both, and shall designate how members of the public may attend such meeting, including the conference number or link by which members of the public can attend the meeting electronically, if applicable. The Manager of District No. 2 shall be responsible for coordinating the required presentations for the annual meeting.

18. In the event of an emergency, the Board may conduct a meeting outside of the limitations prescribed in § 24-6-402(2)(c), C.R.S., provided that any actions taken at such emergency meeting are ratified at the next regular meeting of the Board or at a special meeting conducted after proper notice has been given to the public.

19. The Board directs District Manager to maintain the District's website in compliance with state and federal requirements and to make such documents and information required by § 32-1-104.5, C.R.S. available to the public on the District's website.

20. For the convenience of the electors of the District, and pursuant to its authority set forth in § 1-13.5-1101, C.R.S., the Board hereby deems that all regular and special elections of the District shall be conducted as independent mail ballot elections in accordance with §§ 1-13.5-1101,

et seq., C.R.S., unless otherwise deemed necessary and expressed in a separate election resolution adopted by the Board.

21. Pursuant to the authority set forth in § 1-1-111, C.R.S., the Board hereby appoints Ashley B. Frisbie, as the Designated Election Official (the “**DEO**”) of the District for any elections called by the Board, or called on behalf of the Board by the DEO, and hereby authorizes and directs the DEO to take all actions necessary for the proper conduct of the election, including, if applicable, cancellation of the election in accordance with § 1-13.5-513, C.R.S.

22. In accordance with § 1-11-103(3), C.R.S., the Board hereby directs the DEO to certify to the Division the results of any elections held by the District and, pursuant to § 32-1-1101.5(1), C.R.S., to certify results of any ballot issue election to incur general obligation indebtedness to the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the District and file a copy of such certification with the Division of Securities.

23. The Board directs District Manager to cause a notice of authorization of or notice to incur general obligation debt to be recorded with the County Clerk and Recorder within thirty (30) days of authorizing or incurring any indebtedness, in accordance with § 32-1-1604, C.R.S.

24. Pursuant to the authority set forth in § 24-12-103, C.R.S., the Board hereby designates, in addition to any officer of the District, Alecia K. Roberts of the law firm of White Bear Ankele Tanaka & Waldron, Attorneys at Law, as a person with the power to administer all oaths or affirmations of office and other oaths or affirmations required to be taken by any person upon any lawful occasion.

25. The Board directs District Manager to cause the preparation of and filing with the Board of County Commissioners or the governing body of the municipality that adopted a resolution of approval of the District, if requested, the application for quinquennial finding of reasonable diligence in accordance with § 32-1-1101.5(1.5), (2), C.R.S.

26. The Board directs District Manager to cause the preparation of and the filing with the Board of County Commissioners or the governing body of any municipality in which the District is located, the Division, the State Auditor, the County Clerk and Recorder, and any interested parties entitled to notice pursuant to § 32-1-204(1), C.R.S., an annual report in accordance with § 32-1-207(3)(c), C.R.S.

27. The Board directs District Manager to obtain proposals and/or renewals for insurance, as applicable, to insure the District against all or any part of the District’s liability, in accordance with §§ 24-10-115, *et seq.*, C.R.S. The Board directs District Manager to review and update the District’s property schedule as needed, and no less than annually. The Board directs the District’s accountant to pay the annual SDA membership dues, agency fees, and insurance premiums, as applicable, in a timely manner. The Board appoints District Manager as its proxy for the SDA Annual meeting for voting and quorum purposes.

28. The Board hereby opts to include elected or appointed officials as employees within the meaning of § 8-40-202(1)(a)(I)(A), C.R.S., and hereby directs District Manager to obtain workers’ compensation coverage for the District.

29. The Board hereby directs District Manager to prepare the disclosure notice required by § 32-1-809, C.R.S., and to disseminate the information to the electors of the District accordingly. Further, the Board hereby designates the following website as the District's official website for the purposes thereof: <https://wsdistricts.co/projects/bradley-heights-metropolitan-districts-1-2-3/>.

30. The Board hereby directs District Manager to prepare and record with the County Clerk and Recorder updates to the disclosure statement notice and map required by § 32-1-104.8, C.R.S., if additional property is included within the District's boundaries.

31. In accordance with § 38-35-109.5(2), C.R.S., the District hereby designates the President of the Board as the official who shall record any instrument conveying title of real property to the District within thirty (30) days of any such conveyance.

32. The Board hereby affirms the adoption of the corporate seal in substantially the form appearing on the signature page of this resolution in accordance with § 32-1-902, C.R.S., regardless of whether initially produced electronically or manually. The requirement of any District resolution, proceeding or other document to "affix" the District seal thereto, including for the purpose of satisfying any applicable State law, shall be satisfied by manual impression or print, facsimile reproduction or electronic reproduction, or inclusion of the image of such seal. Without limiting the foregoing, any electronic production or reproduction of the image of the seal shall constitute an electronic record of information, as defined in the Uniform Electronic Transactions Act, and the Board hereby authorizes its use in accordance with the authority provided by § 24-71.3-118, C.R.S.

33. The Board directs the District's Accountant to prepare and submit the documentation required by any continuing disclosure obligation signed in conjunction with the issuance of debt by the District.

34. The Board directs legal counsel to monitor, and inform the Board of, any legislative changes that may occur throughout the year.

[Remainder of Page Intentionally Left Blank, Signature Page Follows]

ADOPTED JUNE 18, 2025

(SEAL)

DISTRICTS:

**BRADLEY HEIGHTS METROPOLITAN
DISTRICT NOS. 1-3**, quasi-municipal
corporations and political subdivisions of the
State of Colorado

By: _____
Officer of the Districts

Attest:

By: _____



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BRADLEY HEIGHTS METROPOLITAN DISTRICT NOS. 1-3
AMENDED AND RESTATED JOINT PUBLIC RECORDS REQUEST POLICY
Adopted June 18, 2025

I. Purposes of the District’s Public Records Request Policy

This Public Records Request Policy of the Bradley Heights Metropolitan District Nos. 1-3 (each a “**District**” and, collectively, the “**Districts**”) shall be applied and interpreted with the following purposes in mind:

- A. To adopt a Public Records Request Policy pursuant to § 24-72-203(1), C.R.S., and amend and replace previously adopted public records request policies;
- B. To provide access to and the protection and integrity of Public Records in the custody of the District;
- C. To prevent unnecessary interference with the regular discharge of the duties of the District and its manager in compliance with the Colorado Open Records Act, §§ 24-72-200.1 to 24-72-206, C.R.S. (“**CORA**”);
- D. To establish reasonable and standardized fees for producing copies of and information from records maintained by the District as authorized by CORA; and
- E. To set forth a general procedure for providing consistent, prompt and equitable service to those requesting access to Public Records.

II. Public Records Requests

A. Applicability.

This Public Records Request Policy applies to requests submitted to the District for the inspection of Public Records pursuant to CORA, and shall supersede any previously adopted CORA policies of the District.

B. Definitions.

1. “**Custodian**”: Except as otherwise provided in this policy, the term “**Custodian**” shall mean the District Manager, or any successor that has been designated by the Board of Directors of the District to oversee the collection, retention, and retrieval of Public Records of the District.

2. “**Public Records**”: As defined in § 24-72-202(6), C.R.S.

C. Submission of Requests

1. Requests for inspection of Public Records are to be submitted in writing on an official request form to the Custodian, and must be sufficiently specific as to enable the

Custodian to locate the information requested with reasonable effort. The official request form is attached hereto as **Exhibit A** and incorporated herein by this reference, as may be modified from time to time by the District. The District has determined that the use of an official request form is necessary for the efficient handling of Public Records requests.

2. Requests may be submitted by mail, fax, e-mail, or hand-delivery.
3. A request shall be considered made when the request is actually received by the Custodian:
 - a. A letter is received when it is opened in the usual course of business by the recipient or a person authorized to open the recipient's mail;
 - b. A fax is received when it is printed during regular business hours, or, if received after hours, at 8:30 a.m. on the following business day; and
 - c. An e-mail is received when it is received and opened during regular business hours, or, if received after hours, at 8:30 a.m. on the following business day.
4. If a deposit is required, the request is not considered received until the deposit is paid.

D. Inspection.

1. The Custodian or the Custodian's designee shall make the requested Public Records available for inspection during regular business hours, deemed to be from 8:30 a.m. to 4:30 p.m., Monday through Friday, except for times the Custodian's office is closed. During the inspection of Public Records, the Custodian may ask that the requestor follow certain procedures to protect the integrity of the Public Records.
2. If a Public Record is not immediately or readily available for inspection, the Custodian or the Custodian's designee shall make an appointment or other arrangements with the applicant concerning the time at which the requested record will be available. The Public Records shall be made available for inspection within a reasonable time, which is presumed to be three (3) working days or less from the date of receipt of the request. Such three (3) day period may be extended by an additional seven (7) working days if extenuating circumstances, as described in § 24-72-203(3)(b), C.R.S., exist. Responding to applications for inspection of Public Records need not take priority over the previously scheduled work activities of the Custodian or the Custodian's designee.
3. All Public Records to which the request applies shall be preserved from the date of the request until such time as set forth in the District's records maintenance, retention, or deletion policy or practices utilized by the Custodian.
4. No one shall remove a Public Record from the Custodian's offices without the permission of the Custodian. Public Records may be removed from file folders or places of storage for photocopying by the Custodian or the Custodian's designee. The Custodian may allow a person to use his or her own portable electronic equipment to make copies of Public Records.
5. As a general practice, in response to a Public Records request:

a. Public Records will be made available for inspection in the format in which they are stored. If the Custodian is unable to produce the Public Record in its stored format for any reason set forth in § 24-72-203(3.5)(b) C.R.S., an alternate format may be produced or a denial issued under § 24-72-204, C.R.S.

b. The person making the request shall not be allowed to access the Custodian's computer or any other computer for purposes of inspecting any Public Records;

c. Any portion of a Public Record containing non-public information that is not subject to inspection may be redacted by the Custodian prior to making the record available for inspection. The Custodian is not required to redact information from a writing that is not a Public Record in order to make the writing available for inspection. *Denver Publishing Co. v. Bd. Of County Comm'rs of the County of Arapahoe*, 121 P.3d 190 (Colo. 2005); *Colorado Republican Party v. Benefield, et al.*, Court of Appeals No. 07CA1216, Oct. 23, 2008 (Unpublished).

d. The Custodian, in consultation with the District's general counsel, will determine which information is no longer considered "work-in-progress" subject to the deliberative process or work product privilege and therefore eligible for release.

e. Altering an existing Public Record, or excising fields of information that the Custodian is either required or permitted to withhold does not constitute the creation of a new Public Record. Section 24-72-203(3.5)(d), C.R.S.

f. Upon request, the Custodian will produce a public record in a format accessible to individuals with disabilities. Section 24-72-203(3.5)(e), C.R.S.

g. A document will not ordinarily be created in order to respond to a request.

6. Where a request seeks in excess of twenty-five (25) electronically-stored Public Records, the following procedure shall apply in responding to such a request:

a. The Custodian shall solicit the comments of the requestor regarding any search terms to be used to locate and extract such records, and, in doing so, will seek to have the request refined so that it does not result in an inordinate number of irrelevant or duplicative documents, it being understood that the Custodian will make the final determination regarding search terms;

b. The Custodian shall designate an employee or another person with experience in performing electronic searches to locate and extract responsive records;

c. The person who is designated to perform the searches shall consult, as appropriate, with legal counsel to identify privileged records that should not be produced; and

d. Where appropriate, legal counsel shall conduct a final review to identify and withhold privileged records.

7. The Custodian or the Custodian's designee shall deny the inspection of the records if such inspection would be contrary to federal or state law or regulation, or would violate

a court order. In special circumstances, a Custodian shall deny inspection of the Public Records if such inspection would cause substantial injury to the public interest. Such a denial shall be made in writing by the Custodian to the person making the request and shall set forth with specificity the grounds of the denial. It is not necessary to state a ground for denial of access for each document if a specific ground is applicable to a group of documents.

8. If the Public Records requested are not in the custody or control of the Custodian, the Custodian shall notify the requestor of this fact in writing. In such notification, the Custodian shall state in detail to the best of his/her knowledge and belief the reason for the absence of the Public Records, the location of the Public Records, and what person then has custody or control of the Public Records.

9. All Public Records, regardless of storage format, will be administered in accordance with approved retention schedules. The District reserves the right to adopt the records retention policy that has been promulgated by the Custodian.

E. Fees for All Record Requests.

1. Fees for Standard Reproductions. The Custodian or the Custodian's designee shall charge a fee not to exceed twenty-five cents (\$.25) per page for any photocopies or printed copies of electronic records that are required to make a Public Record available. Other reproductions of Public Records shall be provided at a cost not to exceed the actual cost of the reproduction. Such fees shall be paid by the applicant prior to the receipt of copies of any Public Records. Requests expected to exceed a total charge of ten dollars (\$10.00) or more must be accompanied by a deposit equal to the reasonably-estimated reproduction costs. This deposit will be credited toward the total fee, and the total fee shall be paid prior to release of the requested records. In the event the deposit amount exceeds the actual costs, the balance will be refunded.

2. Transmission Fees. No fees related to transmission shall be charged for transmitting public records via electronic mail. Within the period specified in § 24-72-203, C.R.S., 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 receives payment for postage if the copy is transmitted by United States mail, or payment for the cost of delivery if the copy is transmitted other than by United States mail, and payment for any other supplies used in the mailing, delivery, or transmission of the record and for all other costs associated with producing the record. Upon receiving such payment, the custodian shall send the record to the requester as soon as practicable but no more than three business days after receipt of such payment.

3. Fees for Search, Retrieval and Legal Review:

a. In the case of any request requiring more than one (1) hour of time for search, retrieval, supervision of inspection, copying, manipulation, redaction or legal counsel review to identify and withhold privileged records, the Custodian or the Custodian's designee may charge an hourly fee amount allowed pursuant to § 24-72-205(6)(a), C.R.S., which can be found at <https://leg.colorado.gov/node/1669596/>, as amended from time to time. Prior to performing any services necessary to respond to a request, the Custodian or the Custodian's designee shall require the applicant to pay a deposit equal to the reasonably estimated fees that will be charged by the Custodian for such staff time. Before receiving any records, the applicant shall also pay the amount

by which the cost of any open records services exceeds the deposit. The District shall promptly refund the amount by which the deposit exceeds the cost of any open records services.

b. To the extent possible, the Custodian shall utilize administrative or clerical staff for search and retrieval of Public Records who are ordinarily responsible for such duties to ensure that the fees charged for staff time in connection with the request represent costs incurred in the ordinary course of business and not extraordinary charges, but in any case, such charges shall be consistent with § 24-72-205(6), C.R.S.

[Remainder of Page Intentionally Left Blank. Signature page follows]

ADOPTED THIS 18th DAY OF JUNE, 2025.

DISTRICTS:

**BRADLEY HEIGHTS METROPOLITAN
DISTRICT NOS. 1-3**, quasi-municipal corporations
and political subdivisions of the State of Colorado

By: _____
Officer of the Districts

ATTEST:

By: _____

EXHIBIT A
OFFICIAL REQUEST FORM

BRADLEY HEIGHTS METROPOLITAN DISTRICT NOS. 1-3

Request for Inspection/Copy of Public Records

For Internal Use Only

Date of Request: _____

Time of Request: _____ AM/PM

Applicant Name: _____

Applicant Address: _____

City/State: _____ Zip: _____

Daytime Phone #:() _____ Alt./Cell: () _____

Email: _____

Detailed description of the records requested: (Please use additional sheets if necessary)

Select a preferred format for the materials: Hard Copies _____ Electronic _____ View Hard Copy Only _____

I request the records described and agree to pay all charges incurred in processing this request at or before the time the records are made available. If over \$10, I understand I must provide a deposit to pay for the cost incurred to obtain the records. I understand that the Estimated Charges are estimates only, and that the actual cost may vary. This request will be considered received when this form is complete and received by the Custodian and any required deposit is paid.

Signature: _____ Date: _____

Submit Request Form To:
WSDM Managers
614 N. Tejon St.
Colorado Springs, CO 80903

If the records are available pursuant to §§ 24-72-201, *et seq.*, C.R.S., the records shall be made available for viewing within three (3) working days. The date of receipt is not included in calculating the response date. If extenuating circumstances exist so that the Custodian cannot reasonably gather the records within the three (3)-day period, the Custodian may extend the period by up to seven (7) working days. The requestor shall be notified of the extension within the three (3)-day period. Public records shall be viewed at the District's offices during regular business days at prearranged times.

For Internal Use Only

Estimated Charges

Number of Pages _____ at \$.025/page _____

Postage/Delivery Costs: \$ _____

Research & Retrieval _____ Hours at \$41.37/hr

See § 24-72-205(6), C.R.S. for hourly fee

Research & Retrieval Total: \$ _____

Deposit Required: \$ _____

Total Estimated Costs: \$ _____

Note: Non-standard and special requests will be billed at cost and charged in addition to any other fees.

Administrative Matters

Date Request Completed: _____

Amount Prepaid: \$ _____

Approved: _____ Denied: _____

Balance Due Before Release: \$ _____

Total Amount Paid: \$ _____

If Denied, Provide Reason(s)
