

**NOTICE OF MEETING
OF THE BOARD OF DIRECTORS OF THE
CHERRY HILLS NORTH METROPOLITAN DISTRICT**

May 11, 2015

Please take notice the meeting of the Board of Directors of the Cherry Hills North Metropolitan District will be held at Duffey's Patio Café, located at 4994 E Hampden Avenue, Denver, Colorado on Friday, May 15, 2015 at 7:00 a.m. Business to be conducted at the meeting will include:

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1. Public Comment	
2. Approval of the Minutes of the meeting held on March 19, 2015	1
3. Approval of the Compilation Report dated April 30, 2015	3
4. Payment of Expenditures May 14, 2015	7
5. Special District Prop/Liab Pool Sign Coverage	8
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8. Old Business	
9. New Business	
10. Adjournment	

Next tentatively scheduled meetings:

June 11, 2015

July 9, 2015

August 13, 2015

RECORD OF PROCEEDINGS
THE BOARD OF DIRECTORS
CHERRY HILLS NORTH METROPOLITAN DISTRICT

A special meeting of the Board of Directors of Cherry Hills North Metropolitan District was held at Duffey's Bakery Patio Cafe, 4994 E. Hampden Avenue, Denver, Colorado 80110 at the hour of 7:30 a.m. on the 19th day of March 2015.

Present were: Dan Conway, Vice President
 Marcus McAskin, Secretary
 Geoff Landry, Treasurer
 Keith Bierman, Director
 Darcy Beard, CPA
 Clarice O'Hanlon, Purrington Civil LLC

Director Conway noted that a quorum of the Board was present and therefore called the meeting of the Board of Directors of the Cherry Hills North Metropolitan District to order.

APPROVAL OF MINUTES

The minutes of the meeting held Thursday, January 9, 2015 were reviewed. Upon motion duly made, second and vote the minutes were approved.

FINANCIAL REPORT

Ms. Beard distributed the compilation report for the two months ending February 28, 2015. After review, a motion was made by Director McAskin to accept the compilation reports. The motion was seconded by Director Conway and upon vote, unanimously passed.

CASH DISBURSEMENTS

Ms. Beard presented the Schedule of Cash Disbursements totaling \$16,173.18. After review, Director Landry made a motion to approve the cash disbursements. The motion was seconded by Director McAskin and upon vote unanimously approved.

2014 AUDIT EXEMPTION

Ms. Beard presented the 2014 Audit Exemption prepared by L. Paul Goedecke. After review Director Bierman made a motion to approve the 2014 Audit Exemption. The motion was seconded by Director Conway and upon vote unanimously approved.

INSURANCE ON ENTRANCE SIGNS

Ms. Beard reported she had contacted the SDA Property and Liability Pool to solicit a quote on covering the community entrance signs under the District's insurance policy. She had not received the quote as of the meeting so will forward the information to the board when received.

ENGINEER'S REPORT

Ms. O'Hanlon reported the jet cleaning and videoing has been completed. Three lines needing slip lining have been identified and heavy roots needing root sawing were identified. Ms. O'Hanlon estimated the cost of slip lining the three lines would be around \$25,000. Director Conway made a motion to complete the slip lining and root sawing. The motion was seconded by Director McAskin and upon vote, unanimously approved. Ms. O'Hanlon reported she has received telephone calls from homeowners that were notified of root issues. In addition, during the routine jet cleaning and videoing, an additional eight homes were identified with root issues. The District will issue letters to the homeowners with root issues.

COLORADO 811 MEMBERSHIP

The Directors reviewed the Colorado 811 membership information. Membership requires submittal of an electronic map to Colorado 811. The Board directed Ms. O'Hanlon to provide the map to the District.

HOA SIGN COMMITTEE

Director McAskin reported the HOA Sign Committee has not met.

APRIL MEETING

The Board cancelled the regularly scheduled meeting in April. The next meeting will be held on May 14, 2015.

ADJOURNMENT

There being no further business to come before the Board, and upon motion duly made, second and unanimously carried, the meeting was adjourned at 8:00 a.m.

MINUTES APPROVED:

Harold Roberts

Daniel Conway

Geoff Landry

Marcus McAskin

Keith Bierman

**DARCY BEARD
CERTIFIED PUBLIC ACCOUNTANT
20363 E. TOP-T RANCH PLACE
PARKER, COLORADO 80134
Office 303-841-3474
Fax 303-805-9188**

Accountant's Compilation Report

**Board of Directors
Cherry Hills North Metropolitan District**

I have compiled the accompanying Treasurer's Report of Cherry Hills North Metropolitan District and the related Statement of Net Assets and Statement of Revenues and Expenditures for the four months ending April 30, 2015. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or any form of assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with the Statements for Accounting and Review Services issued by the American Institute for Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all the disclosures and the statement of cash flows required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's assets, liabilities, equity, revenue and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

I am not independent with respect to Cherry Hills North Metropolitan District.

**Darcy Beard
Certified Public Accountant
May 11, 2015**

**CHERRY HILLS NORTH METROPOLITAN DISTRICT
TREASURER'S REPORT**

January 1, 2015 through April 30, 2015

<u>REVENUES</u>	ACTUAL 2015	BUDGET 2015	BUDGET REMAINING
Property Taxes	\$ 40,650.89	\$ 81,835	\$ 41,184.11
Ownership Taxes	1,608.50	3,000	1,391.50
Investment Income	408.00	400	(8.00)
	-	-	-
TOTAL REVENUES	\$ 42,667.39	\$ 85,235	\$ 42,567.61
<u>EXPENDITURES</u>			
Audit Expense	\$ 500.00	\$ 650	\$ 150.00
Accounting/Management Expense	2,600.00	10,300	7,700.00
County Fees	609.76	1,227	617.24
Dues	315.90	324	8.10
Election Expense	-	-	-
Insurance & Directors Bonds	1,559.89	1,799	239.11
Legal Fees	-	2,500	2,500.00
Engineering Expense	3,896.50	10,000	6,103.50
Miscellaneous	139.13	500	360.87
Utilities	608.55	2,520	1,911.45
Jet Flush, Video, Root Sawing	5,471.40	6,582	1,110.60
Repairs & Maintenance	-	5,000	5,000.00
Sewer Service Charge	11,030.00	22,060	11,030.00
Website Expenses	-	-	-
Capital Improvements	-	25,000	25,000.00
Outfall Line Expense	413.32	3,500	3,086.68
TOTAL EXPENDITURES	\$ 27,144.45	\$ 91,962	\$ 64,817.55

SEE ACCOMPANYING ACCOUNTANT'S REPORT.

**CHERRY HILLS NORTH METROPOLITAN DISTRICT
STATEMENT OF NET ASSETS
APRIL 30, 2015**

ASSETS

First Bank Checking	\$ 6,170.12
First Bank Savings	212,848.33
ColoTrust	93,341.78
Outfall Line Reserve	975.00
Accrued Interest Receivable	-
Property Tax Receivable	29,772.01
Prepaid Insurance	-
Cash with County Treasurer	-
TOTAL ASSETS	<u>\$ 343,107.24</u>

LIABILITIES & NET ASSETS

Accounts Payable	\$ 1,414.90
Deferred Property Tax	<u>29,772.01</u>
Total Current Liabilities	\$ 31,186.91

NET ASSETS

Net Assets - Unrestricted	296,397.39
Change in Net Assets	<u>15,522.94</u>
Total Net Assets	<u>311,920.33</u>
TOTAL LIABILITIES & NET ASSETS	<u>\$ 343,107.24</u>

SEE ACCOMPANYING ACCOUNTANT'S REPORT.

**CHERRY HILLS NORTH METROPOLITAN DISTRICT
STATEMENT OF REVENUES & EXPENDITURES
FOR THE FOUR MONTHS ENDING APRIL 30, 2015**

REVENUES

Property Taxes	\$ 40,650.89
Ownership Taxes	1,608.50
Investment Income	<u>408.00</u>
TOTAL REVENUES	\$ 42,667.39

EXPENDITURES

Audit Expense	\$ 500.00
Accounting/ManagementExpense	2,600.00
Business Meetings	-
County Fees	609.76
Dues	315.90
Insurance & Directors Bonds	1,559.89
Legal Fees	-
Election Expense	-
Engineering	3,896.50
Miscellaneous	139.13
Utilities	608.55
Jet Flush	5,471.40
Repairs & Maintenance	-
Sewer Service Charge	11,030.00
Website Expenses	-
Capital Improvements	413.32
Outfall Committee	<u>-</u>
TOTAL EXPENDITURES	\$ <u>27,144.45</u>
Change in Net Assets	\$ 15,522.94
Net Assets - Beginning of Year	\$ <u>296,397.39</u>
Net Assets - End of Month	\$ <u>311,920.33</u>

SEE ACCOMPANYING ACCOUNTANT'S REPORT.

**CHERRY HILLS NORTH METROPOLITAN DISTRICT
CASH DISBURSEMENTS
MAY 15, 2015**

<u>PAYEE</u>	<u>DESCRIPTION</u>	<u>CHECK NUMBER</u>	<u>AMOUNT</u>
Darcy Beard CPA	Acctg/Mgmt	2406	1,014.00
	Office Supplies		47.63
Hillcrest Water & Sanitation	Outfall Line Maint	2407	160.60
Purrington Civil LLC	Engineering	2408	1,016.50
Xcel Energy	Utilities	2409	237.80
TOTAL CASH DISBURSEMENTS			<u>\$ 2,476.53</u>

SEE ACCOMPANYING ACCOUNTANT'S REPORT.

Cherry Hills North Metropolitan District

Per Occurrence Deductible: \$500.00

Agent:

Location/Premise Address / Description		Construction Class	Prot. Class	Valuation	Values	Property Contrib.	Quake Contrib.	Flood Contrib.
Location/Premise#:	Unique #: 48032P13052							
5 Large Entrance Signs-\$14000 Each	Year Built: 2015	Fire Resistive	3	Replacement	Property: \$70,000.00	\$192	\$0	\$0
	Sq. Feet:	Term: 1/1/2015 to 1/1/2016			Contents:			
	# Stories:	County: Douglas	Ded: \$500.00		EDP:			
Parker CO 80134					Business Inc: \$0.00			

Location/Premise#:	Unique #: 48032P13056							
8 Small Entrance Signs-\$6500 Each	Year Built: 2015	Fire Resistive	3	Replacement	Property: \$52,000.00	\$143	\$0	\$0
	Sq. Feet:	Term: 1/1/2015 to 1/1/2016			Contents:			
	# Stories:	County: Douglas	Ded: \$500.00		EDP:			
					Business Inc: \$0.00			

Cherry Hills North Metropolitan District

Per Occurrence Deductible: \$500.00

Agent:

Location/Premise Address / Description		Construction Class	Prot. Class	Valuation	Values	Property Contrib.	Quake Contrib.	Flood Contrib.	
Location/Premise#:	Unique #:				Property:				
	Year Built:				Contents:				
	Sq. Feet:	Term:			EDP:				
	# Stories:	County:		Ded:	Business Inc:				
Location/Premise#:	Unique #:				Property:				
	Year Built:				Contents:				
	Sq. Feet:	Term:			EDP:				
	# Stories:	County:		Ded:	Business Inc:				
Totals:					Property:	\$122,000.00	\$335	\$0	\$0
					Contents:				
					EDP:				
					Business Inc:	\$0.00			

Total Insured Value*: \$122,000.00

Minimum Property Contribution: \$335.00

Construction Class Options

Fire Resistive Noncombustible
 Modified Fire Resistive Joisted Masonry
 Masonry Noncombustible Frame

Valuation Options

Actual Cash Value
 Replacement Cost

Protection Class

Fire Protection Class is determined by the level of fire protection in your area. Your local fire department should be able to tell you which Protection Class your property is in.

*only Business Income in excess of \$250,000 per location contributes to the Property TIV

ENGINEER'S REPORT

Board Meeting: May 15, 2015

Cherry Hills North Metropolitan District

1. 2015 Capital Improvement Project

The contract with Insituform in the amount of \$25,000 was signed April 28, 2015 to line three (3) 8-inch pipes for a total length of 626 linear feet.

Insituform has scheduled the initial cleaning of the lines Friday, May 15th. In addition to the cleaning, measurements are taken for the pipe diameters and lengths. They have tentatively scheduled the project for the 2nd or 3rd Friday in June. The project should take one day to complete.

2. 2015 Maintenance Program – Root Letters

Letters are being compiled to send to the eight (8) service lines showing roots. A draft letter with the addresses will be sent to Darcy prior to the next board meeting.

3. Service Line Replacement

The service line for 5191 Sanford Circle West was recently replaced by Apex Plumbing. Our field administrator was able to review the asphalt patch and trench patch in the yard after the replacement was completed. We would like to review any service line replacement that involves the

www.PurringtonCivil.com

connection to the main to minimize the potential for problems with the main in the future (ie. protruding taps). It is our understanding that Apex does a fair amount of work in the District, and they now have our contact information.

4. *Colorado 811 Membership*

We have contacted the Members Services representative about the mapping requirements. The website requests mapping files using ESRI software. The current Key Maps are in AutoCAD, which can be converted to a useable format. We are coordinating with them to provide the mapping information in a format they can use. Once complete, the files will be sent to Darcy.



DATE: January 12, 2015
TO: Cherry Hills North Water & Sanitation
FROM: Sandy Samuelson, CO811 Member Liaison

During 2014, your organization requested information for membership at Colorado 811. The State of Colorado mandates that "Every owner or operator of an underground facility in this state shall join the notification association" Colorado 811. This portion is located in 9-1.5-101. The definition of an owner or operator is: "Operator" or "owner" means any person, including public utilities, municipal corporations, political subdivisions, or other persons having the right to bury underground facilities in or near a public road, street, alley, right-of-way, or utility easement. This portion is located in 9-1.5-104.5; (1)(a). A copy of the law, in its' entirety, is accessible at www.co811.org. Please select "Resources" for a full copy of Title 9 Safety- Industrial and Commercial Article 1.5 Excavation Requirements. The law consists of information contained in State Statute 9-1.5-101-107.

This letter serves as a reminder that you may, based on the description above, still need to become a member at Colorado 811. In the law, it refers to penalties that can be assessed by the aggrieved party to an underground facility owner for not being a member, or if damaged, that is not a member. The penalty structure is as follows:

- Non membership/participation can be penalized with a civil penalty of \$200.00.
- If the underground facility of the non-member is damaged the facility owner can be penalized \$5,000.00 for the first offense.
- Should the non-member sustain an additional damage within a 12-month period penalties can be imposed of up to \$25,000.00.
- If more than 3 separate occasions of damage occur within a 12-month period the penalties can go up to \$75,000.00.

A membership at Colorado 811 fulfills the above-mentioned statute, but also provides a more secure system for damage prevention, allowing excavators in the State to know what is below prior to excavation. For the safety of your underground facility and the safety of those that may excavate in the vicinity of the underground facility, a membership needs to be completed. If an additional member application is needed, please contact Colorado 811 for further information.

We look forward to serving you.

Sandy Samuelson
CO811 Member Liaison
303-205-6305, office
303-513-7616, cell
samuelson@co811.org

Membership Fee Schedule

Fee Schedule - Effective January 1, 2015

TIER ONE MEMBERSHIP APPLICATION FEE: \$25.00

Tier One Members receive notices of requests to locate their underground system and are billed monthly for these notices, per the following schedule. Payment is due upon receipt of the invoice and considered past due after the 10th day of the month following the billing cycle. EXAMPLE: Billing for January is due by February 10th.






MESSAGE FEES:

- * Messages transmitted via computer to printer or fax: \$1.43
- * Identical messages transmitted to a second printer: \$1.43
- * Cancellations: \$1.43

TIER TWO APPLICATION FEE: \$25.00

Tier Two Members receive limited service from UNCC. Callers requesting location of underground utilities will be given the name and telephone number of a Tier Two Member and must call these facility owners directly.

Submission Forms

	Tier One Information Update Form
	Tier Two Information Update Form
	Member Database Updates Form
	Member Holiday Closure Form
	IVR Emergency/Damage Call-Out Information

Database Update Guidelines

Membership Database Update Guidelines

Member database is the responsibility of the facility owner. All changes to the database must be submitted in writing, to include mail, fax or e-mail to notify Colorado811 Member Services of the requested change.

To better serve member needs, the following time line is recommended.

- Member contact information updates will be accommodated in a timely manner with the resources and personnel available at the time of the request .
- Database notification in tabular format should be submitted at least ten (10) business days prior to the time that notification would be needed for the geographic area submitted. From the date Colorado811 receives the update request, a total of three (3) business days are needed to complete the requested update into the existing database. The member facility will be informed when the update is complete, either by telephone or e-mail. Upon request, a revised database notification report can be obtained from Member Services.
- Database notification in digital format (i.e. Shape Files) should be submitted at least ten (10) business days prior to the time that notification would be needed for the geographic area submitted. From the date Colorado811 receives the database update request, a total of five (5) business days are needed to complete the requested update into the existing database. The member will be informed when the update is complete, via e-mail. It's the Members' responsibility to view the update on-line. It is necessary for the member to establish a editing/viewing account with the assistance of Colorado811 personnel. Contact Member Services personnel for more information. A database validation form will need to be completed with each database update request submitted.
- All digital data is processed through the Colorado811 GIS department. All requests for Shape Files of existing member facility notification database will require an e-mail sent to the GIS Department. Please allow ten (10) business days from the date of the request to complete this process.

Requirements for Importing ESRI Shape Files for Member Notification Area

This describes the required format of ESRI Shape files that can be imported into the Colorado 811 notification database.

The Shape file types supported are POINT, LINE and POLYGON. For POINT and LINE shape files, you must specify a buffer distance to apply to the file to create a polygon shape file. A buffer is a radius of a point and/or a line. Minimum buffer that can be applied to a point and line file is 250ft and the maximum is 1000ft.

Shape Files submitted should be packaged in a ZIP file and e-mailed, containing at least the following four (4) files:

- (1) ESRI Shape (.SHP) File
- (2) ESRI Shape (.SHX) Index File
- (3) ESRI Shape (.DBF) Attributes File
- (4) ESRI Shape (.PRJ) Coordinate System File

Along with the data please include the following information about the data.

- (A) Sender Information - Who is supplying the shape file(s):
 - a. Name and contact information
- (B) Member Code - The member code for which the notification areas will be applied to.
- (C) Effective Date - The date at which the notification areas will become "effective". You may specify that the notification areas be effective immediately or at some date in the future.
- (D) Expiration Date - The date at which the notification areas will expire. You may specify that the notification areas expire NEVER or at some specific date in the future.
- (E) Counties Covered - Which counties are covered by the submitted shape file. This can be a list of one or more counties, or you can specify the entire state (i.e., any counties the shapes fall into.)
- (F) Buffer Distance (in FEET) - If the shape file being submitted contains point or line features, they will be buffered and converted into polygons. You must specify the buffer distance in feet for these types of shape files. Shape files containing polygons are assumed to already include the necessary buffers.

IMPORTANT NOTES AND LIMITATIONS:

- (1) When shape files are imported into the mapping database, they are automatically clipped to the county or counties they intersect.
- (2) Polygons are limited to 4 square miles in area. Polygons that are larger than 4 square miles will be partitioned into smaller polygons that cover the same area.
- (3) Polygons which are made up of more than 9 points will be simplified.
- (4) There is a maximum density limit of 10 polygons per quarter minute grid.