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

January 18, 2019

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 Thursday, January 17, 2019 at 7:00 a.m. Business to be conducted at the meeting will include:

		<u>Page</u>
1.	Public Comment	
2.	Approval of the Minutes – October 18, 2018	1
3.	2019 Budget Resolutions	3
4.	Consideration of Resolution of the Board of Directors of the	9
	Cherry Hills North Metropolitan District to Appropriate Sums of Money	
5.	Consideration of Resolution of the Board of Directors of the	10
	Cherry Hills North Metropolitan District establishing the date, time and	
	place for the regular meetings for 2019	
6.	Financial Reports December 31, 2018	11
7.	Accounts Payable- January 17, 2019	15
8.	Inspection for Illegally Connect Sump Pumps	
9.	Old Business	
10	. New Business	
11	. Adjournment	

Next tentatively scheduled meetings:

February 14, 2019
March 14, 2019
April 11, 2019
May 9, 2019
June 13, 2019
July 11, 2019

RECORD OF PROCEEDINGS

THE BOARD OF DIRECTORS

CHERRY HILLS NORTH METROPOLITAN DISTRICT

A 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 18th day of October 2018.

Present were:	Harold Roberts, President Dan Conway, Vice President Keith Bierman, Secretary	via conference call
	Marcus McAskin, Director Darcy Beard, CPA	via conference call
Absence excused:	Geoff Landry, Treasurer	
Guests:	None	

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 August 9, 2018 were reviewed. Director Conway made a motion to approve the minutes. The motion was seconded by Director McAskin upon vote, the minutes were approved.

FINANCIAL REPORT

Ms. Beard distributed the compilation report for the nine months ending September 30, 2018. Director Conway made a motion to accept the compilation report. The motion was seconded by Director McAskin, upon vote, unanimously passed.

CASH DISBURSEMENTS

Ms. Beard presented the Schedule of Cash Disbursements totaling \$2,596.58. After review, Director McAskin, made a motion to approve the cash disbursements. The motion was seconded by Director Conway, upon vote unanimously approved.

2019 BUDGET HEARING

Director Conway opened the budget hearing at 7:45 a.m. The Directors reviewed the 2019 Proposed Budget and added \$10,000 to the proposed 2019 budget engineering line item to review the impact illegally connected sump pumps could have on wastewater flows. After discussion, Director Conway closed the budget hearing at 7:50 a.m.

Director Roberts made a motion to approve the 2019 Budget with the changes noted. The motion was seconded by Director Conway and upon vote, unanimously approved.

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

RESOLUTION TO ADOPT BUDGET

A RESOLUTION ADOPTING A BUDGET FOR THE CHERRY HILLS NORTH METROPOLITAN DISTRICT, ARAPAHOE COUNTY, COLORADO AND SUMMARIZING REVENUES AND EXPENDITURES FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2019 AND ENDING ON THE LAST DAY OF DECEMBER 2019.

WHEREAS, the Board of Directors of the Cherry Hills North Metropolitan District has appointed Darcy Beard to prepare and submit a proposed budget to said governing body at the proper time;

WHEREAS, upon due and proper notice, published and 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 October 18, 2018, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget;

WHEREAS, whatever increases may have been made in expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cherry Hills North Metropolitan District, Arapahoe County, Colorado:

<u>Section 1.</u> That the budget as submitted, amended and summarized by fund, hereby is approved and adopted as the budget of the Cherry Hills North Metropolitan District for the year stated above.

<u>Section 2.</u> That the budget hereby approved and adopted shall be signed by the President and Secretary and made a part of the public records of the District.

Done and resolved this 18th day of October 2018.

CHERRY HILLS NORTH METROPOLITAN DISTRICT

By: _____

President

ATTEST:

Ву: _____

CHERRY HILLS NORTH METROPOLITAN DISTRICT 2019 BUDGET

		2017		2018 ADOPTED		2018 ORECAST		2019
		ACTUAL		BUDGET	0	PERATION		BUDGET
RECEIPTS	~	00.224	~	06 440	ċ	06 440	ć	07 462
TAXES - PROPERTY	\$	89,334	\$	96,440	\$	96,440	\$	97,462
TAXES - OWNERSHIP		7,650		7,200		6,200		6,200
INVESTMENT INCOME		3,492	-	3,675		6,300	-	7,100
TOTAL RECEIPTS	\$	100,476	\$	107,315	\$	108,940	\$	110,762
BALANCE JANUARY 1		355,627	-	309,050		310,848		343,754
TOTAL RECEIPTS & BEG BALANCE	\$	456,103	\$	416,365	\$	419,788	\$	454,516
EXPENDITURES								
ACCOUNTING	\$	8,650	\$	12,000	\$	8,700	\$	10,000
AUDIT EXPENSE	10	300		750	6	415		1,000
CAPITAL OUTLAY		78,817		86,250		-		86,250
COUNTY FEES		1,341		1,447		1,447		1,462
DUES		367		400		362		450
ELECTION EXPENSE				1,000		-		-
ENGINEERING EXPENSE		9,047		10,000		4,000		18,000
ENTRANCE MAINTENANCE		-		11,000		11,000		11,000
HILLCREST OUTFALL LINE EXPENSES		793		31,647		10,135		34,396
INSURANCE		2,010		2,200		1,927		2,450
LEGAL EXPENSE		-		1,000		-		1,000
LINE MAINTENANCE & REPAIR		5,757		12,000		5,700		7,000
MISCELLANEOUS		176		650		132		350
OFFICE SUPPLIES		135		-		125		200
SEWER TREATMENT CHARGE		36,453		30,691		30,691		41,065
UTILITIES		1,409		1,500		1,400		1,500
TOTAL EXPENDITURES	\$	145,255	\$	202,535	\$	76,034	\$	216,123
ENDING BALANCE		310,848		213,830		343,754		238,393
TOTAL EXPENDITURES								
& ENDING BALANCE	\$	456,103	\$	416,365	\$	419,788	\$	454,516

I, Darcy Beard

certify the attached is a true and accurate copy of the

adopted 2019 budget of the Cherry Hills North Metropolitan District.

C By: 🤇 Budget Officer

CHERRY HILLS NORTH METROPOLITAN DISTRICT

2019 BUDGET MESSAGE

The 2019 budget of Cherry Hills North Metropolitan District is prepared using the accrual basis of accounting. The principle services offered by Cherry Hills North Metropolitan District include providing wastewater service to the property owners within the District and to maintain the neighborhood signs.

The budgeted revenues for 2019 total \$110,762. Approximately 97% of the revenues are received from taxpayers in the form of property and ownership taxes. In May 2014, District held an election to increase the mill levy by 4 mills to 8.281 mills to allow the District to fully fund operations from operating revenues. The remaining revenue is from investment income generated from money market funds.

The total budgeted expenditures for 2019 total \$216,123. Approximately 38% of the total expenditures are allocated to maintenance and repair of the wastewater system; 48% of the total expenditures are allocated to capital improvements to the wastewater system; 6% of the total budged expenditures are allocated to lighting, maintenance and repair of the neighborhood signs; 8% of the budgeted expenditures are allocated to administrative expenses including insurance expense, professional fees, dues and county fees.

The District wastewater is treated by Metro Wastewater Reclamation District. The wastewater flows to Metro Wastewater via an outfall line that is owned by Hillcrest Water and Sanitation District and connected to a total of five districts. The five districts entered into the second amended and restated intergovernmental agreement effective January 1, 2011. This agreement allows Hillcrest Water & Sanitation District to perform maintenance and improvements to the line and establishes a cost sharing agreement of the maintenance/improvement costs and treatment fees between the five districts based upon the number of single family equivalent sewer taps within each district. Hillcrest Water & Sanitation District bills each district for the pro-rata maintenance costs and treatment fees. Cherry Hills North Metro District is responsible for 19.5% of the costs. The Metro Wastewater treatment fees and Outfall Line maintenance costs total \$62,338 in the 2019 budget; this is 92% of the maintenance and repair costs for Cherry Hills North Metro District and 35% of the overall budgeted expenditures.

RESOLUTION TO SET MILL LEVIES

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2018 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE CHERRY HILLS NORTH METROPOLITAN DISTRICT, ARAPAHOE COUNTY, COLORADO FOR THE 2019 BUDGET YEAR.

WHEREAS, the Board of Directors of the Cherry Hills North Metropolitan District has adopted the annual budget in accordance with the Local Government Budget Law, on October 18, 2018;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$97,461;

WHEREAS, the 2018 net valuation for assessment for the Cherry Hills North Metropolitan District as certified by the Arapahoe County Assessor is \$11,769,322;

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the Cherry Hills North Metropolitan District, Arapahoe County, Colorado:

<u>Section 1.</u> That for the purpose of meeting all general operating expenses of the Cherry Hills North Metropolitan District during the 2019 budget year, there is hereby levied a tax of 8.281 mills for General Operating Expenses upon each dollar of the net valuation for assessment of all taxable property within the District for the year 2018.

<u>Section 2.</u> That Darcy Beard, Budget Officer is hereby authorized and direct to immediately certify to the County Commissioners of Arapahoe County, Colorado, the mill levies for the Cherry Hills North Metropolitan District as hereinabove determined and set, with said certification to be filed with said County Commissioners on or before December 15, 2018.

Done and resolved this 18th day of October 2018.

CHERRY HILLS NORTH METROPOLITAN DISTRICT

By: _____

President

ATTEST:

Ву: _____

DOLA LGID/SID

TO: County Commissioners ¹ of		Arapahoe County			, Colorado.
On behalf of the	Cherry Hills No	orth Metropolitan Dist	rict		
	(taxing entity) ^A			
the	Boa	ard of Directors		-	
		governing body) ^B			
of the		lorth Metropolitan Di	strict		
		ocal government) ^C			
Hereby officially certifies the following		11	769,322		
to be levied against the taxing entity's C assessed valuation of:	GROSS D	assessed valuation, Line 2 of	the Certificat	ion of Valu	ation Form DLG 57 ^E)
Note: If the assessor certified a NET assessed		,			,
(AV) different than the GROSS AV due to a Ta		11.	769,322		
Increment Financing (TIF) Area ^F the tax levies calculated using the NET AV. The taxing entit	y's total (NET ^G a	assessed valuation, Line 4 of t		on of Valua	tion Form DLG 57)
property tax revenue will be derived from the m	ill levy USE VAL	UE FROM FINAL CERTI BY ASSESSOR NO LA	FICATION (OF VALUA	TION PROVIDED
multiplied against the NET assessed valuation of Submitted: 12/07/20		r budget/fiscal year		2019	
(no later than Dec. 15) (mm/dd/yyy		i budgebilisear year		уууу)	·
PURPOSE (see end notes for definitions and e	xamples)	LEVY ²		R	EVENUE ²
1. General Operating Expenses ^H		8.281	mills	\$	97,461
 <minus> Temporary General Prop Temporary Mill Levy Rate Reducti</minus> 	•	< >	mills	<u>\$</u> <	>
SUBTOTAL FOR GENERAL O	PERATING:	8.281	mills	\$	97,461
3. General Obligation Bonds and Inter	rest ^J		_mills	\$	
4. Contractual Obligations ^K			_mills	\$	
5. Capital Expenditures ^L			mills	\$	
6. Refunds/Abatements [™]			_mills	\$	
7. Other ^N (specify):			mills	\$	
			_mills	\$	
	n of General Operating	0.201	7	[07.461
	m of General Operating potential and Lines 3 to 7	8.281	mills	\$	97,461
Contact person: (print) Darcy B	eard	Daytime phone: (³⁰³)		594-5	i488
Signed: Jarry E	Xer 1	_ prione: <u>(</u>	Budget Officer		
Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with th					
Division of Local Government (DLG), Room 521, 13	13 Sherman Street, Denv	er. CO 80203. Ouestions	Call DLG	at (303) 8	64-7720.

 ¹ If the *taxing entity's* boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.
 ² Levies must be rounded to <u>three</u> decimal places and revenue must be calculated from the total <u>NET assessed valuation</u> (Line 4 of Form DLG57 on the County Assessor's <u>FINAL</u> certification of valuation).

CERTIFICATION OF TAX LEVIES, continued

THIS SECTION APPLIES TO TITLE 32, ARTICLE 1 SPECIAL DISTRICTS THAT LEVY TAXES FOR PAYMENT OF GENERAL OBLIGATION DEBT (32-1-1603 C.R.S.). Taxing entities that are Special Districts or Subdistricts of Special Districts must certify separate mill levies and revenues to the Board of County Commissioners, one each for the funding requirements of each debt (32-1-1603, C.R.S.) Use additional pages as necessary. The Special District's or Subdistrict's total levies for general obligation bonds and total levies for contractual obligations should be recorded on Page 1, Lines 3 and 4 respectively.

CERTIFY A SEPARATE MILL LEVY FOR EACH BOND OR CONTRACT:

BONDS^J:

1.	Purpose of Issue: Series: Date of Issue: Coupon Rate: Maturity Date: Levy: Revenue:	None	
2.	Purpose of Issue: Series: Date of Issue:		
	Coupon Rate:		
	Maturity Date:		
	Levy:		
	Revenue:		
COI	NTRACTS ^K :		
3.	Purpose of Contract:	None	
	Title:		
	Date:		
	Principal Amount:		
	Maturity Date:		
	Levy:		
	Revenue:		
4.	Purpose of Contract:		
	Title:		
	Date:		
	Principal Amount:		
	Maturity Date:		
	Levy:		
	Revenue:		

Use multiple copies of this page as necessary to separately report all bond and contractual obligations per 32-1-1603, C.R.S.

RESOLUTION TO APPROPRIATE SUMS OF MONEY

A RESOLUTION APPROPRIATING SUMS OF MONEY IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE CHERRY HILLS NORTH METROPOLITAN DISTRICT, ARAPAHOE COUNTY, COLORADO FOR THE 2019 BUDGET YEAR.

WHEREAS, the Board of Directors of the Cherry Hills North Metropolitan District has adopted the annual budget in accordance with the Local Government Budget Law on October 18, 2018;

WHEREAS, the Board of Directors has made provision 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 and reserves or fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on the expenditures for the operations of the District.

NOW, THERE BE IT RESOLVED by the Board of Directors of the Cherry Hills North Metropolitan District, Arapahoe County, Colorado:

Section 1. That the following sums are hereby appropriated for the purposes stated:

General Fund

Current Operating Expenses	\$ 216,123
Total General Fund	\$ 216,123
Total Budgeted Expenditures	\$ 216,123
Ending Balance December 31, 2018	\$ 238,393
Total	\$ 454,516

Done and resolved this 17th day of January 2019.

CHERRY HILLS NORTH METROPOLITAN DISTRICT

Ву: _____

President

ATTEST:

Ву: _____

RESOLUTION 2019-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CHERRY HILLS NORTH METROPOLITAN DISTRICT ESTABLISHING THE DATE, TIME AND PLACE FOR REGULAR MEETING OF THE BOARD OF DIRECTORS FOR 2019.

WHEREAS, C.R.S §24-6-402(2) (c) requires the designation of the places of posting of notice of the regular meetings of the Board of Directors of the District; and

WHEREAS, the Board wishes to identify the dates, times and location of the Board's regularly scheduled meetings.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Cherry Hills North Metropolitan District as follows:

- Regular meeting of the Board of Directors of the Cherry Hills North Metropolitan District shall be held on the second Thursday of each calendar month, commencing at 7:30 a.m. at Duffey's Bakery Patio Café, 4994 E Hampden Avenue, Denver, CO 80110.
- Notice of each such scheduled meeting shall be posted at 5310 Nassau Circle West, Englewood, CO 80113, 5232 Nassau Circle East, Englewood, CO 80113 and 4051 South Holly Street, Cherry Hills Village, CO 80111 and on the District's website at <u>www.chnorthmetro.us</u>.

DONE AND RESOLVED THIS 17th day of January 2019.

CHERRY HILLS NORTH METROPOLITAN DISTRICT

By: ____

President

ATTEST:

By: ____

DARCY BEARD CERTIFIED PUBLIC ACCOUNTANT 20363 E. TOP-T RANCH PLACE PARKER, COLORADO 80134 Mobile 303-594-5488

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 twelve months ending December 31, 2018. 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 January 14, 2019

CHERRY HILLS NORTH METROPOLITAN DISTRICT TREASURER'S REPORT

January 1, 2018 through December 31, 2018

<u>REVENUES</u>	ACTUAL <u>2018</u>		BUDGET <u>2018</u>		BUDGET EMAINING
Property Taxes	\$ 96,439.90	\$	96,440	\$	0
Ownership Taxes	7,008.32	•	7,200		192
Investment Income	6,362.57		3,675		(2,688)
TOTAL REVENUES	\$ 109,810.79	\$	107,315	\$	(2,496)
EXPENDITURES					
Accounting/Management Expense	\$ 10,961.25	\$	12,000.00	\$	1,039
Audit Expense	415.00		750.00		335
Capital Outlay	-		86,250		86,250
County Fees	1,447.42		1,447		(0)
Dues	362.14		400		38
Election Expense	92.90		1,000		907
Engineering Expense	5,691.25		10,000		4,309
Entrance Maintenance	647.21		11,000		10,353
Hillcrest Outfall Line Expense	7,748.04		31,647		23,899
Insurance & Directors Bonds	1,927.09		2,200		273
Legal Fees	-		1,000		1,000
Line Maintenance & Repair	5,699.40		12,000		6,301
Office Expense	230.31		650		420
Sewer Treatment Charge	30,691.00		30,691		-
Utilities	1,350.52		1,500		149
	 -	_	-		-
TOTAL EXPENDITURES	\$ 67,263.53	\$	202,535	<u>\$</u>	135,271

SEE ACCOMPANYING ACCOUNTANT'S REPORT.

CHERRY HILLS NORTH METROPOLITAN DISTRICT STATEMENT OF NET ASSETS DECEMBER 31, 2018

ASSETS

First Bank Checking First Bank Savings ColoTrust Plus Outfall Line Reserve Cash with County Treasurer Property Tax Receivable	\$	42,929.17 16,138.63 301,444.91 975.00 574.57 97,461.00
Prepaid Insurance		- רד ראד אס
Capital Assets - Net TOTAL ASSETS	\$	84,742.77 544,266.05
LIABILITIES & NET ASSETS		
Accounts Payable Deferred Property Tax	\$	7,691.59 97,461.00
Total Current Liabilites	\$	105,152.59
NET ASSETS		
Net Assets - Unrestricted		401,413.03
Change in Net Assets		37,700.43
Total Net Assets		439,113.46
TOTAL LIABILITIES & NET ASSETS	<u>\$</u>	544,266.05

CHERRY HILLS NORTH METROPOLITAN DISTRICT STATEMENT OF REVENUES & EXPENDITURES FOR THE YEAR ENDING DECEMBER 31, 2018

REVENUES

Property Taxes	Ś	96,439.90
Ownership Taxes	Ŷ	7,008.32
Investment Income		6,362.57
	-	
TOTAL REVENUES	\$	109,810.79
EXPENDITURES		
Accounting/Management Expense	\$	10, 961.2 5
Audit Expense		415.00
Capital Outlay		-
County Fees		1,447.42
Depreciation Expense		4,846.83
Dues		362.14
Election Expense		92.90
Engineering Expense		5,691.25
Entrance Maintenance		647.21
Hillcrest Outfall Line Expense		7,748.04
Insurance & Directors Bonds		1,927.09
Legal Fees		-
Line Maintenance & Repair		5,699.40
Office Expense		230.31
Sewer Treatment Charge		30,691.00
Utilities		1,350.52
TOTAL EXPENDITURES	\$	72,110.36
	<u> </u>	·
Change in Net Assets	\$	37,700.43
Net Assets - Beginning of Year	\$	401,413.03
Net Assets - End of Month	<u>\$</u>	439,113.46

SEE ACCOMPANYING ACCOUNTANT'S REPORT.

CHERRY HILLS NORTH METROPOLITAN DISTRICT CASH DISBURSEMENTS January 17, 2019

PAYEE	DESCRIPTION	CHECK <u>NUMBER</u>		TOTAL
Colorado Lighting Inc	Entrance Maintenance	2509		\$ 247.21
Colorado Special District Prop/Liab Pool	2019 Insurance	2510		2,284.54
Darcy Beard CPA	Acctg/Mgmt	2511	2,280.00	2,347.00
	Office Supplies		67.00	
Hillcrest Water & Sanitation	Sewer Treatment	2512		10,266.00
Hillcrest Water & Sanitation	Outfall Line Maintenance	2513	1,261.36	2,669.97
	Debt Payment		1,408.61	
Marcus McAskin (Reimbursement)	Entrance Maintenance	2514		400.00
Purrington Civil LLC	Engineering	2515		1,960.00
Special District Association	2019 Dues	2516		374.88
Xcel Energy (Dec 2018)	Utilities	2517		67.41
				-
TOTAL CASH DISBURSEMENTS				\$ 20,617.01

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