

# Reunion Ridge Metropolitan District No. 2

Pursuant to section 32-1-809, Colorado Revised Statutes for Transparency Notices may be filed with Special District Association of Colorado. This information must be provided annually to the eligible electors of the district no later than January 15 of each year.

**\*Note that some information provided herein may be subject to change after the notice is posted.**

## District's Principal Business Office

<b>Company</b>	CliftonLarsonAllen LLP
<b>Contact</b>	Kathy Suazo
<b>Address</b>	8390 East Crescent Parkway, Suite 300, Greenwood Village, Colorado 80111
<b>Phone</b>	303-779-5710

## District's Physical Location

<b>Counties</b>	Adams County
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## Regular Board Meeting Information

<b>Location</b>	Reunion Recreation Center and/or Teleconference
<b>Address</b>	17910 East Parkside Drive North, Commerce City, Colorado 80822
<b>Day(s)</b>	third Thursday of February, May and August and November
<b>Time</b>	2:00 p.m.

## Posting Place for Meeting Notice

<b>Location</b>	www.reunionridgemds.org or southeast corner of the District, Commerce City, Colorado
<b>Address</b>	

## Notice of Proposed Action to Fix or Increase Fees, Rates, Tolls, Penalties or Charges for Domestic Water or Sanitary Sewer Services

<b>Location</b>	
<b>Address</b>	
<b>Date</b>	
<b>Notice</b>	

## Current District Mill Levy

<b>Mills</b>	0
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## Ad Valorem Tax Revenue

Revenue reported may be incomplete or unaudited as of the date this Notice was posted.

**Amount(\$)** 0

Date of Next Regular Election

**Date** 05/02/2023

Pursuant to 24-72-205 C.R.S

The district's research and retrieval fee is **\$33.58** per hour

**District Policy**

REUNION RIDGE METROPOLITAN DISTRICT NOS. 1-4

JOINT PUBLIC RECORDS REQUEST POLICY

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

This Public Records Request Policy of the Reunion Center Metropolitan District Nos. 1-5

(each reference to a "District" herein shall mean a reference to each of the Districts individually and each reference to a "Board" herein shall mean a reference to each of the Boards individually) 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.;
- 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's manager, or any successor that has been designated by the Board 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 2152.0007; 1008563

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.

**District contact information for open records request:**

Kathy Suazo

Names of District Board Members

**Board President**

**Name** James A. Hayes  
**Contact Info** 8390 East Crescent Parkway, Suite 300, Greenwood Village, Colorado  
**Election** **No**, this office will not be on the next regular election ballot

**Board Member 2**

**Name** Audrey J. Lam  
**Contact Info** 8390 East Crescent Parkway, Suite 300, Greenwood Village, Colorado  
**Election** **Yes**, this office will be on the next regular election ballot

**Board Member 3**

**Name** Justin Howe  
**Contact Info** 8390 East Crescent Parkway, Suite 300, Greenwood Village, Colorado  
**Election** **Yes**, this office will be on the next regular election ballot

**Board Member 4**

**Name** Brett Price  
**Contact Info** 8390 East Crescent Parkway, Suite 300, Greenwood Village, Colorado  
**Election** **No**, this office will not be on the next regular election ballot

**Board Member 5****Name** Vacancy**Contact Info****Election** Yes, this office will be on the next regular election ballot

## Board Candidate Self-Nomination Forms

Any eligible elector of the special district who desires to be a candidate for the office of special district director must file a self-nomination and acceptance form or letter with the designated election official.

## Deadline for Self-Nomination Forms

Self-nomination and acceptance forms or letters must be filed not less than 67 days before the date of the regular election.

## District Election Results

The district's election results will be posted on the website of the Colorado Secretary of State ([www.sos.state.co.us](http://www.sos.state.co.us)) and the website indicated below, if any.

**Website** [www.reunionridgemds.org](http://www.reunionridgemds.org)

## Permanent Mail-In Voter Status

Absentee voting and Permanent absentee voter status (formerly Permanent Mail-In voter status): Where to obtain and return forms.

Micki L. Mills, Designated Election Official, Cockrel Ela Glesne Greher & Ruhland, 44 Cook Street, Suite 620, Denver, Colorado 80206; [mmills@cegrraw.com](mailto:mmills@cegrraw.com)

Applications for absentee voting or for permanent absentee voter status are available from and must be returned to the Designated Election Official.

Micki L. Mills, Designated Election Official, Cockrel Ela Glesne Greher & Ruhland, 44 Cook Street, Suite 620, Denver, Colorado 80206; [mmills@cegrraw.com](mailto:mmills@cegrraw.com)

## Notice Completed By

<b>Name</b>	Micki L. Mills
<b>Company/District</b>	Cockrel Ela Glesne Greher & Ruhland
<b>Title</b>	Paralegal
<b>Email</b>	<a href="mailto:mmills@cegrraw.com">mmills@cegrraw.com</a>
<b>Dated</b>	12/29/2022