

The Aurora Highlands Metropolitan District No. 3

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

Company	CliftonLarsonAllen LLP
Contact	Denise Denslow
Address	8390 E. Crescent Parkway, Suite 300, Greenwood Village, Colorado 80111
Phone	303-779-5710

District's Physical Location

Counties	Adams County
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Regular Board Meeting Information

Location Virtually via video and/or audio means.

Address

Day(s) As needed

Time

Posting Place for Meeting Notice

Location <https://www.theaurorahighlands.specialdistrict.net>

Address

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

Location

Address

Date

Notice

Current District Mill Levy

Mills 77.385 for collection in 2025

Ad Valorem Tax Revenue

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

Amount(\$) 13.00 received in 2024 (estimated/unaudited)

Date of Next Regular Election

Date 05/06/2025

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

The district's research and retrieval fee is **\$41.37** per hour

District Policy

THE AURORA HIGHLANDS METROPOLITAN DISTRICT NO. 3
RESOLUTION DESIGNATING THE
OFFICIAL CUSTODIAN OF RECORDS AND ADOPTING AN AMENDED
AND
RESTATED

POLICY ON RESPONDING TO OPEN RECORDS REQUESTS

November 2024

WHEREAS, pursuant to § 32-1-1001(1)(h), C.R.S., the Board of Directors
(the "Board")

of The Aurora Highlands Metropolitan District No. 3 (the "District") is

responsible for the management, control and supervision of all of the business and affairs of the District; and
WHEREAS, pursuant to § 32-1-1001(1)(i), C.R.S., the Board has the authority to appoint an agent; and
WHEREAS, the Board has determined that it is appropriate to designate an official custodian of the District's records for the protection of such records and in order to permit their inspection by persons entitled to examine and copy such records in an orderly fashion; and
WHEREAS, the Board has determined that it is appropriate to adopt a policy on responding to open records requests; and
WHEREAS, the Board fully supports, and complies with, all Federal and State of Colorado ("State") laws relating to the retention, protection and disclosure of District records including, but not limited to, the Colorado Open Records Act, Title 24, Article 72, Part 2, C.R.S. ("CORA"), the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and the Privacy Rule promulgated by the U.S. Department of Health and Human Services which interprets and implements HIPAA; and
WHEREAS, it is the policy of the District that all public records shall be open for inspection by any person at reasonable times, except as otherwise provided by law; and
WHEREAS, public records are defined by CORA as all writings made or maintained by the District, regardless of the format or medium of the records, subject to certain exceptions and

public records expressly include e-mail communications; and WHEREAS, the Board may have previously adopted a Public Records Request Policy

(the "Original Policy") and the Board now desires to adopt this Resolution to amend and restate the Original Policy in its entirety.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of The Aurora

Highlands Metropolitan District No. 3:

1. Official Custodian.

(a) The District's manager is hereby designated as the Official Custodian

responsible for the maintenance, care and keeping of all records of the District, except as provided herein.

(b) The Official Custodian shall have the authority to designate such agents as

they shall determine appropriate to perform any and all acts necessary to enforce and execute the provisions of this Resolution.

2. Policy on Responding to Open Records Request. The following are general

policies concerning the release of records:

(a) All public records of the District shall be open for inspection at the times

designated herein, unless prohibited by the provisions of CORA or policies adopted by the Board in conformance with CORA.

(b) Every request to inspect and/or copy any District record (a "Records

Request") shall be submitted to the Official Custodian in writing and be specific as to the

information desired. If not submitted to the Official Custodian, any District employee or Board

Member that receives the Records Request shall immediately send the Records Request to the Official Custodian. To assist the Official Custodian in responding to requests in a timely and complete manner, the Official Custodian may require records requests to be submitted on a form developed by the Official Custodian.

(c) If any question arises as to the propriety of fully complying with a Records Request, the Official Custodian shall immediately forward it to the District's legal counsel.

(d) The District's legal counsel shall determine the District's obligations under the applicable Federal and/or State law(s). If the District is permitted to make records available for inspection in whole or in part, the District's legal counsel will so notify the Official Custodian, who will assemble the disclosable requested documents for inspection and/or copying in accordance with applicable Federal or State law.

(e) If the District's legal counsel determines the District is not permitted by Federal or State law to make records available for inspection in whole or in part, the District's legal counsel shall provide a written response to the party submitting the Records Request stating the legal basis upon which the Records Request in whole or in part is being denied.

(f) Following the denial of a request for record, upon receipt of the required written notice from the requesting individual that he or she will seek relief from the District Court, the Official Custodian will attempt to meet in-person or speak by telephone with the requesting individual. District personnel are encouraged to utilize all

possible means to attempt to resolve the dispute during this time period and will provide a written summary of the District's position at the end of that period to the requestor and to the Board.

(g) No phone or in-person conference is required if the written notice indicates that the requestor needs access to the record on an expedited basis.

(h) Pursuant to CORA, all records must be made available for inspection within 3 working days from the Official Custodian's receipt of the request, unless extenuating circumstances exist. The deadline may be extended by 7 working days if extenuating circumstances exist and the requesting party is notified of the delay within 3 working days of the Official Custodian's receipt of the request. The Official Custodian may set the time during normal office hours and the place for records to be inspected, and require that the Official Custodian or a delegated employee be present while the records are examined.

(i) A public record stored in a digital format that is neither searchable nor sortable will be provided in a digital format. A public record stored in a digital format that is searchable and/or sortable will be provided in such digital format, unless (1) the public record is in a searchable or sortable format and producing the record in the requested format would violate the terms of any copyright or licensing agreement between the District and a third party;

(2) producing the record would result in the release of a third party's proprietary information;

(3) after making reasonable inquiries, it is not technologically or

practically feasible to provide a copy of the record in a searchable or sortable format; or (4) if the Official Custodian would be required to purchase software or create additional programming functionality in its existing software to remove the information. Altering an existing digital public record, or excising fields of information that the Official Custodian is either required or permitted to withhold under this subsection, does not constitute the creation of a new public record under Section (2)(i)(4) of this Resolution.

(j) The Custodian may charge the following fees (collectively, the "Fees") for responding to a Records Request:

(i) Printouts, photographs, and copies, when requested, will be provided at a cost of \$0.25 per standard page, and at the actual costs of production for any nonstandard page (the "Copying Fee"). A standard page shall mean an 8.5-inch by 11-inch black and white copy.

(ii) When it is impractical to make the copy, printout, or photograph of the requested record at the place where the record is kept, the Official Custodian may allow arrangements to be made for the copy, printout, or photograph to be made at other facilities and the cost of providing the requested records will be paid by the person making the request (the "Outside Copying Fee").

(iii) If a copy, printout or photograph of a public record is necessary or requested to be provided in a format other than a standard page, the costs will be assessed at the actual cost of production (the "Production Fee").

(iv) If data must be manipulated in order to generate a record in a

form

not otherwise used by the District, such data manipulation will be assessed at the actual costs to the District (the "Manipulation Fee"); however, the District is in no way obligated to generate a record that is not otherwise kept, made, or maintained by the District.

(v) The cost for transmitting the requested records will be charged at the actual cost of such delivery (the "Transmission Fee"). Transmission Fees will not be charged for transmitting any record via electronic mail, when requested.

(vi) When the location or existence of specific documents must be researched and the documents must be retrieved, sorted or reviewed for applicability to the request, and such process requires more than 1 hour of staff and/or consultants' time, the Custodian may charge a research and retrieval fee not to exceed \$41.37 per hour, or the maximum amount allowed by the Executive Committee of the State Legislative Council at the time of the request, whichever is greater (the "Research and Retrieval Fee").

(vii) If any requested records are protected by a privilege (for example, but not limited to, the work product or attorney-client privileges) the District may charge the actual costs of creating a privilege log identifying the privileged records (the "Privilege Fee").

If legal assistance or review is necessary to create the privilege log, the Privilege Fee may include the actual costs for such legal assistance.

(k) If the estimated Fees to produce the records exceeds \$100, the District may require a 50% deposit of the estimated Fees prior to commencing work to produce the

records. Regardless of whether a deposit is required, payment (by check made payable to the District) of all Fees, including all actual costs exceeding the estimated amount, must be made prior to the time of inspection or release of the final work product or copies.

(l) No person shall be permitted to inspect or copy any records of the District if, in the opinion of the Official Custodian after consultation with the District's legal counsel, such inspection or copying would come within the prohibition of one or more exemptions set forth in CORA.

(m) Any increases in the Fees set forth above, including without limitation the Research and Retrieval Fee, shall be effective immediately upon posting on the District's website.

3. Severability. If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

4. Effective Date. This Resolution shall take effect and be enforced immediately upon its approval by the Board.

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The foregoing Resolution was approved and adopted this 21st day of November, 2024.

THE AURORA HIGHLANDS METROPOLITAN
DISTRICT NO. 3

By:
Chair
Attest:

Secretary

District contact information for open records request:

Denise Denslow

Names of District Board Members

Board President

Name Matt Hopper

Contact Info CliftonLarsonAllen LLP 8390 E. Crescent Parkway,
Suite 300 Greenwood Village, CO 80111

Election **Yes**, this office will be on the next regular election
ballot

Board Member 2

Name Carla Ferreira

Contact Info CliftonLarsonAllen LLP 8390 E. Crescent Parkway,
Suite 300 Greenwood Village, CO 80111

Election **Yes**, this office will be on the next regular election
ballot

Board Member 3

Name Vacant

Contact Info

Election **Yes**, this office will be on the next regular election
ballot

Board Member 4

Name Michael Sheldon

Contact Info CliftonLarsonAllen LLP 8390 E. Crescent Parkway,
Suite 300 Greenwood Village, CI 80111

Election **No**, this office will not be on the next regular
election ballot

Board Member 5

Name Cynthia Shearon

Contact Info CliftonLarsonAllen LLP 8390 E. Crescent Parkway,
Suite 300 Greenwood Village, CI 80111

Election **No**, this office will not 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 current election results will be posted on the website of the Colorado Secretary of State (www.sos.state.co.us) and the website indicated below, if any.

Website www.sos.state.co.us;
 www.theaurorahighlands.specialdistrict.net

Permanent Mail-In Voter Status

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

Sarah H. Luetjen DEO for The Aurora Highlands Metropolitan District
No. 3 c/o Cockrel Ela Glesne Greher & Ruhland PC, 44 Cook Street,
Suite 620, Denver, Colorado 80206 sluetjen@cegrlaw.com

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

Sarah H. Luetjen DEO for The Aurora Highlands Metropolitan District
No. 3 c/o Cockrel Ela Glesne Greher & Ruhland PC, 44 Cook Street,
Suite 620, Denver, Colorado 80206 sluetjen@cegrlaw.com

Notice Completed By

Name

Kathy Suazo

Company/District

The Aurora Highlands Metropolitan District
No. 3

Title

District Administrator

Email

kathy.suazo@claconnect.com

Dated

01/07/2025