

CASTLE PINES COMMERCIAL METROPOLITAN DISTRICT NO. 4
8390 E. Crescent Parkway, Suite 300
Greenwood Village, CO 80111
Phone: 303-779-5710

www.castlepinescommercialmds.org

NOTICE OF REGULAR MEETING AND AGENDA

DATE: Monday, November 6, 2023
TIME: 2:15 p.m.
LOCATION: via Zoom

You can attend this meeting with the teleconference information as follows:

URL:

<https://us06web.zoom.us/j/89444339145?pwd=wQocUIZWUx9rUY8mpsf4smgYKlkV6r.1>

Dial in: 1-720-707-2699 **Meeting ID:** 894 4433 9145 **Passcode:** 066792

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
Tim O'Connor	President	May 2027
Vacant	Secretary	May 2027
Dustin Anderson	Treasurer	May 2025
Vacant	Assistant Secretary	May 2025
Vacant	Assistant Secretary	May 2025

I. ADMINISTRATIVE MATTERS

- A. Call to order and approval of agenda.
- B. Present disclosures of potential conflicts of interest.
- C. Confirm quorum, location of meeting and posting of meeting notice.
- D. Public comment.

Members of the public may express their views to the Board on matters that affect the District that are otherwise not on the agenda. Comments will be limited to three (3) minutes per person.

- E. Consider adoption of the Resolution Regarding 2024 Annual Administrative Matters (enclosed).
 - 1. Confirm 2024 meeting dates and time: July 1st and November 4th at 2:15 p.m.
 - 2. Confirm 2024 Annual Meeting date and time: July 1st at 2:00 p.m.
- F. Discuss requirements of Section 32-1-809, C.R.S. and direct staff regarding compliance for 2024 (District Transparency Notice).

II. CONSENT AGENDA

- A. Review and consider approval of minutes from the July 24, 2023 meeting (enclosed).
- B. Review and ratify 2022 Annual Report (enclosed).
- C. Review and consider adoption of Resolution Designating Meeting Notice Posting Location (enclosed).

III. FINANCIAL MATTERS

- A. Conduct public hearing to consider amendment of the 2023 Budget. If necessary, consider adoption of Resolution to Amend the 2023 Budget.
- B. Discuss requirements of SB23-303 Relating to Limitations on Property Tax Revenue.
- C. Conduct public hearing on the proposed 2024 Budget and consider adoption of Resolution to Adopt the 2024 Budget and Appropriate Sums of Money (enclosed).
- D. Review and consider acceptance of Schedule of Cash Position as of November 2, 2023 and Property Tax Schedule (enclosed).
- E. Review and consider ratification of Claims from July 18, 2023 to November 2, 2023 in the amount of \$20,093.14 (enclosed).
- F. Ratify 2022 Audit (enclosed).
- G. Consider approval of the engagement letter with Dazzio & Associates, PC to prepare the 2023 Audit (enclosed).
- H. Discuss investment direction.

IV. LEGAL MATTERS

- A. Review 2023 Legislative Memorandum (enclosed).

V. MANAGER MATTERS

- A. Review and consider approval of CliftonLarsonAllen LLP Master Services Agreement and statement(s) of work for 2024 (enclosed).
- B. Discuss and consider approval of 2024 insurance renewal (enclosed).
- C. Discuss and consider worker's compensation insurance for 2024 (enclosed).
- D. Consider authorization of renewing membership in the Special District Association for 2024.
- E. Discuss District website compliance with WCAG 2.1 AA Requirements for ADA compliance.
 - 1. Discuss and consider Resolution Adopting a Website Accessibility Policy.

VI. OTHER BUSINESS

- A. Discuss Board vacancies.

VII. ADJOURNMENT

There are no more regular meetings scheduled for 2023.