

**CASTLE PINES NORTH METROPOLITAN DISTRICT
DOUGLAS COUNTY, COLORADO**

RESOLUTION NO. 2026-1-1

**ANNUAL ADMINISTRATIVE RESOLUTION OF CASTLE PINES NORTH
METROPOLITAN DISTRICT (2026)**

At the regular meeting of the Board of Directors of the Castle Pines North Metropolitan District, City of Castle Pines, County of Douglas, Colorado, held at 6:00 p.m., on Monday, January 26, 2026, at 7404 Yorkshire Drive, Castle Pines, Colorado, it was moved to adopt the following Resolution and ratify actions taken in connection herewith.

WHEREAS

A. The Castle Pines North Metropolitan District (the “**District**”) was organized as a special district by Order of the District Court in and for Douglas County, Colorado; and

B. The Board of Directors of the District (the "**Board**" or "**Directors**") is required to take certain actions to assure the efficient operation of the District; and

C. The Directors may receive compensation for their services subject to the limitations imposed by § 32-1-902(3)(a)(I) and (II), C.R.S.; and

D. § 32-1-103(15), C.R.S., requires the Board to publish legal notices in a newspaper of general circulation in the District; and

E. § 24-6-402(2)(c), C.R.S., requires the Board at its first regular meeting of the calendar year to designate a public posting place within the boundaries of the District for notices of meetings, in addition to any other means of notice; and

F. § 32-1-903, C.R.S., requires the Board to meet regularly at a time and in a location designated by the Board, and special meetings may be held as often as required (A) (1) telephonically; (2) electronically; or (3) by other means not including physical presence that provide for members of the public to attend; or (B) at a physical location within the boundaries of the District or which are within the boundaries of any county in which the District is located, or, any place within twenty miles of the District boundaries, after resolution to meet in another location is adopted by the Board and notice appears on the meeting agenda; and

G. § 32-1-903(2), C.R.S., requires notice of the time and place of regular and special meetings in accordance with § 24-6-402, C.R.S., on a website or other online presence of the District, or at a physical posting location designated by the Board at least 24 hours prior to the meeting; and

H. § 32-1-1001(2)(a), C.R.S., requires at least thirty (30) days' notice to customers prior to the Board considering the fixing or increasing of any fees, rates, tolls, penalties, or charges for domestic water or sanitary sewer services at a public meeting; and

I. The Board is authorized to obtain insurance against liability for injuries for which the District may be liable under the Governmental Immunity Act, pursuant to § 24-10-115, C.R.S.; and

J. §§ 32-1-901(2) and 32-1-902(2), C.R.S., require the District to obtain an individual, schedule or blanket surety bond in an amount of no less than \$1,000 per director and \$5,000 for the Board Treasurer, and to file such bond with the District Court and the Division of Local Government at the time of filing of Board members' oaths of office; and

K. § 32-1-104.8, C.R.S., requires the District to record a special district public disclosure document and a map of the boundaries of the District with the County Clerk and Recorder of each county in which the District is located by December 31, 2014, and at any time thereafter that an order confirming the inclusion of property into the District is recorded; and

L. § 32-1-306, C.R.S. requires the District to file a current, accurate map of its boundaries with the Division of Local Government and the Douglas County Assessor on or before January 1 of each year; and

M. § 32-1-104(2), C.R.S., requires that the District, on or before January 15, to file a copy of the notice required by § 32-1-809, C.R.S. with the Board of County Commissioners, Assessor, Treasurer, Clerk and Recorder, the governing body of any municipality in which the District is located, and the Division of Local Government; and

N. § 32-1-809, C.R.S., requires that on or before January 15 of each year the District will provide a notice to the eligible electors of the District containing the information required by § 32-1-809(1), C.R.S. in the manner set forth in § 32-1-809(2), C.R.S.; and

O. The Local Government Budget Law of Colorado, §§ 29-1-101, *et seq.*, C.R.S., requires the Board to hold a public hearing on proposed budgets and amendments, to adopt budgets, and to file copies of the budgets and amendments thereto; and

P. § 29-1-604(1), C.R.S. and § 29-1-603, C.R.S., require the Board to cause an annual audit of the financial statements for each fiscal year or file and exemption, if appropriate; and

Q. The Unclaimed Property Act, §§ 38-13-101, *et seq.*, C.R.S., requires that governmental subdivisions, if applicable, file an annual report listing unclaimed property with the State Treasurer; and

R. Elections may be held pursuant to the Special District Act, the Uniform Election Code of 1992 and the Colorado Local Government Election Code, Title 1, Article 13.5, C.R.S. for the purpose of 1) electing members of the District's Board of Directors, 2) presenting certain ballot issues required by Article X, § 20 of the *Colorado Constitution*, and 3) to present ballot questions to the eligible electors of the District; and

i. § 1-1-111(2), C.R.S., states that election powers and authority granted to the Board may be exercised by an appointed Designated Election Official ("DEO"); and

ii. §§ 1-11-103 and 32-1-104(1), C.R.S., require the District to notify the Division of Local Government of the results of any elections; and

iii. § 32-1-1101.5, C.R.S., requires the District to certify results of any election to incur general obligation indebtedness to the board of county commissioners of each county in which the special district is located or to the governing body of the municipality that has adopted a resolution of approval of the District; and

iv. § 32-1-1604, C.R.S., requires the District to record a notice to the County Clerk and Recorder, within 30 days of incurring or authorizing general obligation debt; and

S. §§ 32-1-1101.5(1.5) and (2), C.R.S., allows the board of county commissioners, or the governing body of the municipality that has adopted a resolution of approval of the District, to require the filing of an application for quinquennial finding of reasonable diligence; and

T. District directors are required by § 32-1-902(3), C.R.S., Colorado Code of Ethics, §§ 24-18-101, *et seq.*, C.R.S to disqualify themselves from voting on an issue in which he or she has a conflict of interest unless the director has properly disclosed such conflict in compliance with law; and

U. § 32-1-902, C.R.S., requires the Board to elect officers, including a Chairman of the Board and President of the District, a Treasurer of the Board and District, and a Secretary who may be a member of the Board; and

V. The Board desires to appoint legal counsel for the District to assist with providing legal services and to assist with the operation of the District; and

W. The Board desires to appoint an accountant for the District to provide financial services, and who shall also be designated as the budget officer required to prepare and submit to the Board a proposed District budget by October 15, pursuant to §§ 29-1-104 and 29-1-105(3)(d), C.R.S.; and

X. § 24-71.3-101, *et seq.*, C.R.S., the Uniform Electronic Transaction Act, parties may agree to conduct transactions by electronic means and if a law requires a record to be in writing, an electronic record satisfies the law:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF CASTLE PINES NORTH METROPOLITAN DISTRICT, CITY OF CASTLE PINES, COUNTY OF DOUGLAS, COLORADO:

1. The Board of Directors of the District determines that each director serving a term of office shall receive statutory compensation for services as a director.

2. The Board designates the *Douglas County News-Press* as the newspaper of general circulation within the boundaries of the District and directs legal counsel to ensure that all legal notices are published in accordance with the statutes.

3. Notices will be posted by the District Manager on the District's website: <https://cpnmd.org> at least 24 hours prior to the meetings. The Board designates CPNMD - 7404 Yorkshire Drive, Castle Pines, Colorado, 80108 as the designated posting place for meeting notices that were not otherwise posted under Title 32, C.R.S.

4. Regular meetings will be held at 6 p.m. on the 4th Monday of each month at 7404 Yorkshire Drive, Castle Pines, Colorado 80101, or remotely via videoconferencing. Work sessions will be held regularly on the Monday preceding the Regular meeting. Notice will be posted as stated above.

5. The Board directs legal counsel to obtain and maintain insurance for the District, to insure the Directors acting within the scope of employment by the Board against all or any part of such liability for an injury; to insure against the expense of defending a claim for injury against the District or its Board. Additionally, the Board directs legal counsel to obtain bonds or equivalent insurance coverage as required by §§ 32-1-901(2) and 32-1-902(2), C.R.S., in an amount of no less than \$1,000 per director and \$5,000 for the Board Treasurer, and to file the bond or certificate of insurance with the District Court and the Division of Local Government.

6. The Board designates Michele Barrasso as the District's "Primary Representative" and designates Kim J. Seter as the District's "Alternate Representative" to the SDA Insurance Pool so that District insurance coverage may be timely renewed annually and updated as necessary.

7. The Board directs Seter, Vander Wall & Mielke, P.C. to update the Special District Public Disclosure Document and map with Douglas County Clerk and Recorder, if the District includes additional property and records an Order of Inclusion with the County Clerk and Recorder.

8. Board directs legal counsel to file an accurate boundary map with the Division of Local Government and the Douglas County Assessor, as may be required by statute.

9. The Board directs legal counsel to file a copy of the transparency notice as described in § 32-1-809, C.R.S. with the Douglas County Board of County Commissioners, Assessor, Treasurer, Clerk and Recorder, and the Division of Local Government.

10. The Board directs legal counsel to notify the registered electors in the District of required information by completing the Special District Transparency Notice as detailed in § 32-1-809, C.R.S. and causing it to be posted to the Special District Association website.

11. The Board designates the District's accountant to serve as the budget officer, and to submit a proposed budget to the Board by October 15 for the following year, and, in cooperation with the District Manager and legal counsel, to schedule a public hearing on the proposed budget; to prepare a final budget, budget resolutions and amendments to the budget, if necessary; to certify the mill levies on or before December 15; and to file the approved budgets and amendments thereto

with the proper governmental entities in accordance with the Local Government Budget Law of Colorado.

12. The Board directs legal counsel to prepare and file the annual public securities report for nonrated public securities issued by the District, with the Department of Local Affairs on or before March 1.

13. The Board directs the accountant to prepare or cause to be prepared for filing with the State Auditor either an Audit Exemption and Resolution for approval of Audit Exemption for the prior fiscal year by March 31 or an Audit to be filed with the State Auditor by July 31.

14. The Board directs the District Manager and legal counsel to prepare the Unclaimed Property Act report as needed and forward the report to the State Treasurer by November 1.

15. The Board hereby appoints Michele Barrasso, as the DEO of the District, for any elections to be held during 2026 and any subsequent year. The Board hereby grants all powers and authority for the proper conduct of the election to the Designated Election Official, including but not limited to appointing election judges, appointing a canvass board and cancellation, if applicable, of the election.

16. Pursuant to the authority set forth in § 24-12-103, C.R.S., the Board hereby designates, in addition to any officer of the District, Michele M. Barrasso of the law firm of Seter, Vander Wall & Mielke, P.C., as a person with the power to administer all oaths or affirmations of office and other oaths or affirmations required to be taken by any person upon any lawful occasion.

17. The Board directs the DEO to notify the Division of Local Government of the results of any elections held by the District.

18. The District directs the DEO to certify results of any election to incur general obligation indebtedness to the Douglas County Board of Commissioners.

19. Whenever the District authorizes or incurs general obligation debt, the Board directs the DEO to record a notice of such debt with the Douglas County Clerk and Recorder, within 30 days of authorizing or incurring the debt, on a form prescribed by the Division of Local Government.

20. The Board directs legal counsel to prepare and file the quinquennial finding of reasonable diligence in accordance with §§ 32-1-1101.5(1.5) and (2), C.R.S. when appropriate.

21. The District hereby directs each present and future member of the Board to execute an Affidavit of Qualification of Director, to be retained in the District's files.

22. The Board hereby elects the following officers:

President / Chair	– Jason Blanckaert
Vice President	– Jana Krell
Secretary/Treasurer	– Tera Radloff

23. The Board directs legal counsel to file conflict of interest disclosures provided by Board members with the Secretary of State annually. In addition, written disclosures provided by Board members required to be filed with the governing body in accordance with § 18-8-308, C.R.S., shall be deemed filed with the Board of Directors of the District when filed with the Secretary of State.

24. The Board adopts and extends the current Indemnification Resolution for fiscal year 2026.

25. The Board adopts and extends the current Disposal of Personal Identifying Information Resolution to allow the resolution to continue in effect as written.

26. The Board of Directors appoints the law firm of Seter, Vander Wall & Mielke, P.C. as legal counsel for the Board.

27. The Board of Directors appoints the firm of Elevated Clarity to serve as the District's accountant and to provide accounting services for the District.

28. The Board authorizes its consultants to conduct transactions by electronic means to the extent allowed by the Uniform Electronic Transactions Act.

THIS RESOLUTION WAS ADOPTED AND APPROVED THIS 26TH DAY OF JANUARY, 2026.

CASTLE PINES NORTH METROPOLITAN DISTRICT

By: *Jason Blancaert*
Jason Blancaert (Jan 28, 2026 11:30:49 MST)

President / Chair

ATTEST:

By: *Tera Radloff*
Tera Radloff (Jan 28, 2026 14:15:34 MST)

Secretary

Approved as to Form:

By: *Kim J. Seter*

Kim J. Seter, Atty No. 14294









2026 Annual Administrative Resolution - CPNMD (execution copy) 4935-3959-6171 v.1

Final Audit Report

2026-01-28

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