

**LORETTO HEIGHTS COMMUNITY AUTHORITY**  
**(“AUTHORITY”)**

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
Tel: 303-987-0835 • 800-741-3254  
Fax: 303-987-2032

<https://lorettoheightscommunityauthority.com>

NOTICE OF REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Expiration:</u>
<b>Mark J. Witkiewicz</b> (LHMD 1)	President	May 3, 2025
<b>Andrew R. Klein</b> (LHMD 2)	Assistant Secretary	May 3, 2025
<b>Paige C. Langley</b> (LHMD 3)	Assistant Secretary	May 4, 2027
<b>Megan Waldschmidt</b> (LHMD 4)	Assistant Secretary	May 4, 2025
Peggy Ripko	Secretary	

DATE: November 27, 2023

TIME: 2:00 p.m.

PLACE: **Zoom Meeting: This meeting will be held via Zoom without any individuals (neither District representatives nor the general public) attending in person. The meeting can be joined through the directions below:**

Zoom information:

<https://us02web.zoom.us/j/5469119353?pwd=SmtlcHJETFhCQUZEcVBBOGZVU3Fqdz09>

**Meeting ID: 862 6755 0643**

**Passcode: 987572**

**Dial In: 1-719-359-4580**

I. ADMINISTRATIVE MATTERS

A. Present disclosures of potential conflicts of interest.

---

B. Confirm quorum; confirm location of meeting and posting of meeting notices; approve agenda.

---

C. Review and consider approval of minutes of the September 25, 2023 Regular Meeting (enclosure).

---

- D. Discuss business to be conducted in 2024 and location (**virtual and/or physical**) meetings. Schedule meeting dates and consider adoption of Resolution Establishing Regular Meeting Dates, Time and Location, and Designating Location for Posting of 24-Hour Notices (enclosure).
- 

E. Insurance Discussion:

- i. Cyber security and increased crime coverage.
  - ii. Establish Insurance Committee to make final determinations regarding insurance, if necessary.
  - iii. Authorize renewal of District's insurance and Special District Association ("SDA") membership for 2024.
- 

- D. Discuss requirements of §32-1-809, C.R.S, and direct staff regarding compliance for 2024 (Transparency Notice).
- 

II. PUBLIC COMMENTS

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

III. FINANCIAL MATTERS

- A. Review and accept the Schedule of Cash Position (to be distributed).
- 

- B. Review and accept the Unaudited Financial Statements for the period ending \_\_\_\_\_, 2023 and the Schedule of Cash Position for the period ending \_\_\_\_\_, 2023, updated as of \_\_\_\_\_, 2023 (to be distributed).
- 

- C. Discuss statutory requirements for an audit. Consider appointment of CliftonLarsonAllen LLP ("CLA") to prepare and file the 2023 Application for Exemption from Audit or consider the engagement of auditor to perform the 2023 Audit, if necessary.
-

- D. Conduct Public Hearing to consider amendment of the 2023 Budget. If necessary, consider adoption of Resolution to Amend the 2023 Budget.

---
- E. Conduct Public Hearing on the proposed 2024 Budget and consider adoption of Resolution to Adopt the 2024 Budget and Appropriate Sums of Money (enclosures - draft 2024 Budget and Resolution).

---
- F. Consider appointment of CLA to prepare the 2025 Budget and direct that the form of 2025 Budget shall be the same as the 2024 Budget.

---
- G. Review and consider approval of Special Districts Master Service Agreement and Special Districts Preparation Statement of Work (“SOW”) between the Authority and CliftonLarsonAllen LLP for 2024 Accounting Services (to be distributed).

---

#### IV. CAPITAL/CONSTRUCTION MATTERS

- A. Review and consider approval of Engineer’s Report and Verification of Costs Associated with Public Improvements Report No. 18, dated October 19, 2023, prepared by Schedio Group LLC, for the amount of \$596,078.15 (“Report No.18”) (enclosure).

---
- B. Review and consider approval of Engineer’s Report and Verification of Costs Associated with Public Improvements Report No. 19, dated November 16, 2023, prepared by Schedio Group LLC, for the amount of \$888,933.13 (“Report No.19”) (enclosure).

---
- C. Consider acceptance of verified public improvement costs pursuant to Report Nos.18 and 19.

---
- D. Consider acknowledgement of reimbursement by Loretto Heights Metropolitan District No. 1 to ACM Loretto VILLC under the Facilities Funding and Acquisition Agreement between Loretto Heights Metropolitan District No. 1 and ACM Loretto VILLC, pursuant to Report Nos 18 and 19.

---

V. LEGAL MATTERS

A. \_\_\_\_\_

VI. OTHER BUSINESS

A. Discuss cancelling the December 25, 2023 Regular Meeting.

---

VII. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR  
DECEMBER 25, 2023.**

Informational Enclosure:

- Memo regarding New Rate Structure from Special District Management Services, Inc.