

# LORETTO HEIGHTS METROPOLITAN DISTRICT NO. 4

141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228-1898  
Tel: 303-987-0835 • 800-741-3254  
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<https://lorettoheightsdistricts.colorado.gov>

## NOTICE OF REGULAR MEETING AND AGENDA

<u>Board of Directors:</u>	<u>Office:</u>	<u>Term/Expiration:</u>
Mark J. Witkiewicz	President	2029/May 2029
Paige C. Langley	Treasurer	2027/May 2027
Sean Rissel- Homeowner	Assistant Secretary	2029/May 2029
Megan Waldschmidt	Assistant Secretary	2029/May 2029
Blake Amen	Assistant Secretary	2027/May 2027
Peggy Ripko	Secretary	

DATE: November 24, 2025

TIME: 2:00 p.m.

PLACE: Zoom Meeting: The meeting can be joined through the directions below. \*

*\* Individuals requiring special accommodation to attend and/or participate in the meeting please advise the District Manager (pripko@sdmsi.com or 303-987-0835) of their specific need(s) before the meeting.*

<https://us02web.zoom.us/j/86267550643?pwd=V3RnRGRTWkRyUjZzc1VMWTJFZjFHdz09>

**Meeting ID:** 862 6755 0643

**Passcode:** 987572

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

### I. ADMINISTRATIVE MATTERS

- A. Confirm quorum and present disclosures of potential conflicts of interest.

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- B. Approve agenda; confirm location of meeting, and posting of meeting notices.

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- C. Review and approve minutes of the September 22, 2025 Regular Meeting (enclosure).

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- D. Discuss business to be conducted in 2026 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 (enclosures).

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- E. Discuss requirements of Section 32-1-809, C.R.S, and direct staff regarding compliance for 2026 (Transparency Notice).
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- F. Authorize renewal of the District's insurance and Special District Association ("SDA") membership for 2026.
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## II. PUBLIC COMMENTS

- A. Members of the public may express their views to the Board on matters that affect the Districts. Comments will be limited to three (3) minutes.
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## III. FINANCIAL MATTERS

- A. Review and ratify approval of the payment of claims (to be distributed).
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- B. Review and accept Schedule of Cash Position (enclosure).
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- C. Consider appointment of District Accountant to prepare and file Application for Exemption from Audit for 2025.
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- D. Conduct Public Hearing to consider amendment of the 2025 Budget. If necessary, consider adoption of Resolution to Amend the 2025 Budget.
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- E. Conduct Public Hearing on the proposed 2026 Budget and consider adoption of Resolution to Adopt the 2026 Budget and Appropriate Sums of Money and Resolution to Set Mill Levies (\_\_\_ for General Fund, \_\_\_ for Debt Service Fund, and \_\_\_ for Other Fund(s), for a total mill levy of \_\_\_\_\_) (enclosures – Preliminary Assessed Valuation, draft 2026 Budget and Resolutions).
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- F. Authorize District Accountant to prepare and sign the DLG-70 Certification of Tax Levies form and Mill Levy Public Information form ("Certification"). Direct District Accountant to file the Certification with the City and County of Denver and other interested parties.
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- G. Consider appointment of District Accountant to prepare the 2027 Budget and direct that the form of 2027 Budget shall be the same as the 2026 Budget.
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- H. Review and consider approval of Statement of Work between the District and CliftonLarsonAllen LLP for 2026 Accounting Services. (enclosure).
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- I. Review and acknowledge Cash Access and Internal Controls Memorandum from CliftonLarsonAllen LLP (enclosure).
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#### IV. CAPITAL/CONSTRUCTION/MAINTENANCE MATTERS

- A. Review and consider approval of Engineer's Report and Verification of Costs Associated with Public Improvements Report No. 29, prepared by Schedio Group LLC, ("Report No. 29"), if available.
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- B. Discuss and consider acceptance of verified public improvement costs pursuant to Report No. 29.
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#### V. LEGAL MATTERS

- A. Discuss and consider approval of First Amendment to Operations Intergovernmental Agreement by and among the Loretto Heights Community Authority, Loretto Heights Metropolitan District Nos. 1, 2, 3, 4, 5, and the Loretto Heights Programming Metropolitan District (to be distributed).
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- B. Discuss HB25-1090 compliance related to professional services provider engagements.
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#### VI. OTHER BUSINESS

- A. Discuss whether to hold, cancel or reschedule December 22, 2025 Regular Meeting.
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#### VII. ADJOURNMENT **THE NEXT REGULAR MEETING IS SCHEDULED FOR DECEMBER 22, 2025.**

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Informational Enclosure:

- Memo regarding New Rate Structure from Special District Management Services, Inc.
- Memo from CLA regarding Special Districts Client Accounting & Advisory Services