

# APPLICATION FOR EXEMPTION FROM AUDIT

## SHORT FORM

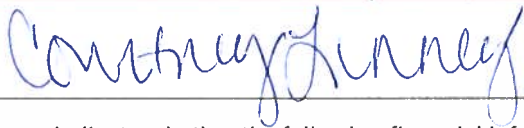
|                    |  |   |
|--------------------|--|---|
| NAME OF GOVERNMENT | NORTH SUBURBAN METROPOLITAN DISTRICT NO. 3                                 | For the Year Ended<br>12/31/17<br>or fiscal year ended: |
| ADDRESS            | C/O SPENCER FANE LLP<br>1700 LINCOLN STREET, STE. 2000<br>DENVER, CO 80203 |   |
| CONTACT PERSON     | GEORGE M. ROWLEY, ESQ  |   |
| PHONE              | 303-839-3800   |   |
| EMAIL              | GROWLEY@SPENCERFANE.COM  |   |
| FAX                | 303-839-3838   |   |

### PART 1 - CERTIFICATION OF PREPARER

I certify that I am skilled in governmental accounting and that the information in the application is complete and accurate, to the best of my knowledge.

|   |  |
|---|--|
| NAME:   | COURTNEY LINNEY                                  |
| TITLE   | PARALEGAL  |
| FIRM NAME (if applicable)                                   | SPENCER FANE LLP                                 |
| ADDRESS   | 1700 LINCOLN STREET, STE. 2000, DENVER, CO 80203 |
| PHONE   | 303-839-3800                                     |
| DATE PREPARED<br>(Must be prepared prior to Board approval) | 15-Mar-18  |

### PREPARER (SIGNATURE REQUIRED)

|  |   |  |
|--|---|--|
|                                    | <b>GOVERNMENTAL</b><br><small>(MODIFIED ACCRUAL BASIS)</small><br><input checked="" type="checkbox"/> | <b>PROPRIETARY</b><br><small>(CASH OR BUDGETARY BASIS)</small><br><input type="checkbox"/> |
| Please indicate whether the following financial information is recorded using Governmental or Proprietary fund types |   |  |

E

RECEIVED

Office of the State Auditor

March 29, 2018

## PART 2 - REVENUE

REVENUE: All revenues for all funds must be reflected in this section, including proceeds from the sale of the government's land, building, and equipment, and proceeds from debt or lease transactions. Financial information will not include fund equity information.

| Line# | Description  | Round to nearest Dollar | Please use this space to provide any necessary explanations |
|-------|--|-------------------------|---|
| 2-1   | Taxes: Property  | \$ -                    |   |
| 2-2   | Specific ownership                                       | \$ -                    |   |
| 2-3   | Sales and use  | \$ -                    |   |
| 2-4   | Other (specify):   | \$ -                    |   |
| 2-5   | Licenses and permits                                     | \$ -                    |   |
| 2-6   | Intergovernmental: Grants                                | \$ -                    |   |
| 2-7   | Conservation Trust Funds (Lottery)                       | \$ -                    |   |
| 2-8   | Highway Users Tax Funds (HUTF)                           | \$ -                    |   |
| 2-9   | Other (specify):   | \$ -                    |   |
| 2-10  | Charges for services                                     | \$ -                    |   |
| 2-11  | Fines and forfeits                                       | \$ -                    |   |
| 2-12  | Special assessments                                      | \$ -                    |   |
| 2-13  | Investment income  | \$ -                    |   |
| 2-14  | Charges for utility services                             | \$ -                    |   |
| 2-15  | Debt proceeds (should agree with line 4-4, column 2)     | \$ -                    |   |
| 2-16  | Lease proceeds   | \$ -                    |   |
| 2-17  | Developer Advances received (should agree with line 4-4) | \$ -                    |   |
| 2-18  | Proceeds from sale of capital assets                     | \$ -                    |   |
| 2-19  | Fire and police pension                                  | \$ -                    |   |
| 2-20  | Donations  | \$ -                    |   |
| 2-21  | Other (specify):   | \$ -                    |   |
| 2-22  |  | \$ -                    |   |
| 2-23  |  | \$ -                    |   |
| 2-24  | (add lines 2-1 through 2-23) TOTAL REVENUE               | \$ -                    |   |

## PART 3 - EXPENDITURES

EXPENDITURES: All expenditures for all funds must be reflected in this section, including the purchase of capital assets and principal and interest payments on long-term debt. Financial information will not include fund equity information.

| Line# | Description   | Round to nearest Dollar | Please use this space to provide any necessary explanations |
|-------|---|-------------------------|---|
| 3-1   | Administrative  | \$ -                    |   |
| 3-2   | Salaries  | \$ -                    |   |
| 3-3   | Payroll taxes   | \$ -                    |   |
| 3-4   | Contract services   | \$ -                    |   |
| 3-5   | Employee benefits   | \$ -                    |   |
| 3-6   | Insurance   | \$ -                    |   |
| 3-7   | Accounting and legal fees   | \$ -                    |   |
| 3-8   | Repair and maintenance  | \$ -                    |   |
| 3-9   | Supplies  | \$ -                    |   |
| 3-10  | Utilities and telephone   | \$ -                    |   |
| 3-11  | Fire/Police   | \$ -                    |   |
| 3-12  | Streets and highways  | \$ -                    |   |
| 3-13  | Public health   | \$ -                    |   |
| 3-14  | Culture and recreation  | \$ -                    |   |
| 3-15  | Utility operations  | \$ -                    |   |
| 3-16  | Capital outlay  | \$ -                    |   |
| 3-17  | Debt service principal (should agree with Part 4)                       | \$ -                    |   |
| 3-18  | Debt service interest   | \$ -                    |   |
| 3-19  | Repayment of Developer Advance Principal (should agree with line 4-4)   | \$ -                    |   |
| 3-20  | Repayment of Developer Advance Interest                                 | \$ -                    |   |
| 3-21  | Contribution to pension plan (should agree to line 7-2)                 | \$ -                    |   |
| 3-22  | Contribution to Fire & Police Pension Assoc. (should agree to line 7-2) | \$ -                    |   |
| 3-23  | Other (specify):  | \$ -                    |   |
| 3-24  |   | \$ -                    |   |
| 3-25  |   | \$ -                    |   |
| 3-26  | (add lines 3-1 through 3-24) TOTAL EXPENDITURES                         | \$ -                    |   |

If TOTAL REVENUE (Line 2-24) or TOTAL EXPENDITURES (Line 3-26) are GREATER than \$100,000 - **STOP**. You may not use this form. Please use the "Application for Exemption from Audit - LONG FORM".

## PART 4 - DEBT OUTSTANDING, ISSUED, AND RETIRED

Please answer the following questions by marking the appropriate boxes.

|  | Yes                               | No                                  |
|--|-----------------------------------|-------------------------------------|
| 4-1 Does the entity have outstanding debt?<br>If Yes, please attach a copy of the entity's Debt Repayment Schedule.  | <input type="checkbox"/>          | <input checked="" type="checkbox"/> |
| 4-2 Is the debt repayment schedule attached? If no, MUST explain:<br><div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div>            | <input type="checkbox"/>          | <input type="checkbox"/>            |
| 4-3 Is the entity current in its debt service payments? If no, MUST explain:<br><div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> | <input type="checkbox"/>          | <input type="checkbox"/>            |
| 4-4 Please complete the following debt schedule, if applicable:<br>(please only include principal amounts)(enter all amount as positive numbers)                         |                                   |                                     |
|  | Outstanding at end of prior year* | Issued during year                  |
| General obligation bonds   | \$ -                              | \$ -                                |
| Revenue bonds  | \$ -                              | \$ -                                |
| Notes/Loans  | \$ -                              | \$ -                                |
| Leases   | \$ -                              | \$ -                                |
| Developer Advances   | \$ -                              | \$ -                                |
| Other (specify):   | \$ -                              | \$ -                                |
| TOTAL  | \$ -                              | \$ -                                |

\*must tie to prior year ending balance

Please answer the following questions by marking the appropriate boxes.

|  | Yes                                 | No                                  |
|--|-------------------------------------|-------------------------------------|
| 4-5 Does the entity have any authorized, but unissued, debt?<br>If yes: How much? <span style="float: right; border: 1px solid black; padding: 2px;">\$ 1,029,000,000.00</span>                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| Date the debt was authorized: <span style="float: right; border: 1px solid black; padding: 2px;">11/7/2006</span>  |                                     |                                     |
| 4-6 Does the entity intend to issue debt within the next calendar year?<br>If yes: How much? <span style="float: right; border: 1px solid black; padding: 2px;">\$ -</span>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4-7 Does the entity have debt that has been refinanced that it is still responsible for?<br>If yes: What is the amount outstanding? <span style="float: right; border: 1px solid black; padding: 2px;">\$ -</span> | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| 4-8 Does the entity have any lease agreements?<br>If yes: What is being leased?<br>What is the original date of the lease?<br>Number of years of lease?  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Is the lease subject to annual appropriation?<br>What are the annual lease payments? <span style="float: right; border: 1px solid black; padding: 2px;">\$ -</span>  | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 4-9 Does the entity have a certified Mill Levy?<br>If yes: Please provide the following <u>mills</u> levied for the year reported (do not report \$ amounts):  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Bond Redemption  |                                     | -                                   |
| General/Other  |                                     | -                                   |
| TOTAL  |                                     | -                                   |

Please use this space to provide any explanations or comments:

## PART 5 - CASH AND INVESTMENTS

Please provide the entity's cash deposit and investment balances.

|   | Amount | Total |
|---|--------|-------|
| 5-1 YEAR-END Total of ALL Checking and Savings Accounts                           | \$ -   |       |
| 5-2 Certificates of deposit   | \$ -   |       |
| <b>Total Cash Deposits</b>  |        | \$ -  |
| Investments (if investment is a mutual fund, please list underlying investments): |        |       |
|   | \$ -   |       |
|   | \$ -   |       |
| 5-3   | \$ -   |       |
|   | \$ -   |       |
| <b>Total Investments</b>  |        | \$ -  |
| <b>Total Cash and Investments</b>   |        | \$ -  |

Please answer the following questions by marking in the appropriate boxes

|   | Yes                      | No                       | N/A                                 |
|---|--------------------------|--------------------------|-------------------------------------|
| 5-4 Are the entity's Investments legal in accordance with Section 24-75-601, et. seq., C.R.S.?  | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5-5 Are the entity's deposits in an eligible (Public Deposit Protection Act) public depository (Section 11-10.5-101, et seq. C.R.S.)? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

If no, MUST use this space to provide any explanations:

## PART 6 - CAPITAL ASSETS

Please answer the following questions by marking in the appropriate boxes.

Yes

No

- 6-1 Does the entity have capital assets?  Yes  No
- 6-2 Has the entity performed an annual inventory of capital assets in accordance with Section 29-1-506, C.R.S.? If no, MUST explain:  Yes  No

6-3

Complete the following capital assets table:

|  | Balance - beginning of the year* | Additions (Must be included in Part 3) | Deletions | Year-End Balance |
|--|----------------------------------|--|-----------|------------------|
| Land   | \$ -                             | \$ -                                   | \$ -      | \$ -             |
| Buildings  | \$ -                             | \$ -                                   | \$ -      | \$ -             |
| Machinery and equipment  | \$ -                             | \$ -                                   | \$ -      | \$ -             |
| Furniture and fixtures   | \$ -                             | \$ -                                   | \$ -      | \$ -             |
| Construction In Progress (CIP)   | \$ -                             | \$ -                                   | \$ -      | \$ -             |
| Other (explain):   | \$ -                             | \$ -                                   | \$ -      | \$ -             |
| Accumulated Depreciation (Please enter a negative, or credit, balance) | \$ -                             | \$ -                                   | \$ -      | \$ -             |
| <b>TOTAL</b>   | \$ -                             | \$ -                                   | \$ -      | \$ -             |

\*must tie to prior year ending balance

Please use this space to provide any explanations or comments:

## PART 7 - PENSION INFORMATION

Please answer the following questions by marking in the appropriate boxes.

Yes

No

- 7-1 Does the entity have an "old hire" firemen's pension plan?  Yes  No
- 7-2 Does the entity have a volunteer firemen's pension plan?  Yes  No
- If yes: Who administers the plan?

Indicate the contributions from:

Tax (property, SO, sales, etc.):

\$ -

State contribution amount:

\$ -

Other (gifts, donations, etc.):

\$ -

**TOTAL**

\$ -

What is the monthly benefit paid for 20 years of service per retiree as of Jan 1?

\$ -

Please use this space to provide any explanations or comments:

## PART 8 - BUDGET INFORMATION

Please answer the following questions by marking in the appropriate boxes.

Yes

No

N/A

- 8-1 Did the entity file a budget with the Department of Local Affairs for the current year in accordance with Section 29-1-113 C.R.S.?  Yes  No  N/A
- If no, MUST explain:

- 8-2 Did the entity pass an appropriations resolution, in accordance with Section 29-1-108 C.R.S.? If no, MUST explain:  Yes  No  N/A

If yes: Please indicate the amount appropriated for each fund for the year reported:

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## PART 9 - TAXPAYER'S BILL OF RIGHTS (TABOR)

Please answer the following question by marking in the appropriate box

|     |   | Yes                                 | No                       |
|-----|---|-------------------------------------|--------------------------|
| 9-1 | <b>Is the entity in compliance with all the provisions of TABOR [State Constitution, Article X, Section 20(5)]?</b> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Note: An election to exempt the government from the spending limitations of TABOR does not exempt the government from the 3 percent emergency reserve requirement. All governments should determine if they meet this requirement of TABOR.

**If no, MUST explain:**

## PART 10 - GENERAL INFORMATION

Please answer the following questions by marking in the appropriate boxes.

|         |   | Yes                                 | No                                  |
|---------|---|-------------------------------------|-------------------------------------|
| 10-1    | <b>Is this application for a newly formed governmental entity?</b>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| If yes: | <b>Date of formation:</b> <input style="width: 450px; height: 15px;" type="text"/>  |                                     |                                     |
| 10-2    | <b>Has the entity changed its name in the past or current year?</b>   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| If yes: | <b>Please list the NEW name &amp; PRIOR name:</b><br><input style="width: 500px; height: 15px;" type="text"/>   |                                     |                                     |
| 10-3    | <b>Is the entity a metropolitan district?</b>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
|         | <b>Please indicate what services the entity provides:</b><br><input style="width: 500px; height: 25px;" type="text"/><br>Water, sanitation, streets, traffic and safety controls, transportation, security and covenant enforcement, subject to the limitations contained in the Service Plan for the District. |                                     |                                     |
| 10-4    | <b>Does the entity have an agreement with another government to provide services?</b>   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| If yes: | <b>List the name of the other governmental entity and the services provided:</b><br><input style="width: 500px; height: 15px;" type="text"/><br>City of Evans, North Suburban District Nos. 1-4 municipal services  |                                     |                                     |
| 10-5    | <b>Has the district filed a <i>Title 32, Article 1 Special District Notice of Inactive Status</i> during the year? [Applicable to Title 32 special districts only, pursuant to Sections 32-1-103 (9.3) and 32-1-104 (3), C.R.S.]</b>  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| If yes: | <b>Date Filed:</b> <input style="width: 450px; height: 15px;" type="text"/>   |                                     |                                     |

**Please use this space to provide any explanations or comments:**

## PART 11 - GOVERNING BODY APPROVAL

| Please answer the following question by marking in the appropriate box |  | YES                                 | NO                       |
|--|--|-------------------------------------|--------------------------|
| 12-1   | If you plan to submit this form electronically, have you read the new Electronic Signature Policy? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

### Office of the State Auditor — Local Government Division - Exemption Form Electronic Signatures Policy and Procedure

#### Policy - Requirements

The Office of the State Auditor Local Government Audit Division may accept an electronic submission of an application for exemption from audit that includes governing board signatures obtained through a program such as DocuSign or Echosign. Required elements and safeguards are as follows:

- The preparer of the application is responsible for obtaining board signatures that comply with the requirement in Section 29-1-604 (3), C.R.S., that states the application shall be personally reviewed, approved, and signed by a majority of the members of the governing body.
- The application must be accompanied by the signature history document created by the electronic signature software. The signature history document must show when the document was created and when the document was emailed to the various parties, and include the dates the individual board members signed the document. The signature history must also show the individuals' email addresses and IP address.
- Office of the State Auditor staff will not coordinate obtaining signatures.

**The application for exemption from audit form created by our office includes a section for governing body approval. Local governing boards note their approval and submit the application through one of the following three methods:**

- 1) Submit the application in hard copy via the US Mail including original signatures.
- 2) Submit the application electronically via email and either,
  - a. Include a copy of an adopted resolution that documents formal approval by the Board, **or**
  - b. Include electronic signatures obtained through a software program such as DocuSign or Echosign in accordance with the requirements noted above.

Print the names of ALL current governing board members below.  
Print Board Member's Name

A MAJORITY of the governing board members must complete and sign in the column below.

|                   |                  |   |
|-------------------|------------------|---|
| Board Member<br>1 | Rodney Guerrieri | I RODNEY GUERRIERI , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____<br>Date: _____<br>My term Expires: May 2018 |
| Board Member<br>2 | Robert Bruce     | I ROBERT BRUCE , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____<br>Date: 3/23/18<br>My term Expires: May 2018   |
| Board Member<br>3 | Cody Steuben     | I CODY STUEBEN , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____<br>Date: _____<br>My term Expires: May 2018     |
| Board Member<br>4 | Joshua Suter     | I JOSHUA SUTER , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____<br>Date: 3/23/18<br>My term Expires: May 2018   |
| Board Member<br>5 |                  | I _____ , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____<br>Date: _____<br>My term Expires: _____               |
| Board Member<br>6 |                  | I _____ , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____<br>Date: _____<br>My term Expires: _____               |
| Board Member<br>7 |                  | I _____ , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____<br>Date: _____<br>My term Expires: _____               |

| Print the names of ALL current governing board members below. |   | A MAJORITY of the governing board members must complete and sign in the column below.   |
|---|---|---|
| Board Member 1  | Print Board Member's Name<br>Rodney Guerrieri | I RODNEY GUERRIERI , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____<br>Date: _____<br>My term Expires: May 2018                       |
| Board Member 2  | Print Board Member's Name<br>Robert Bruce     | I ROBERT BRUCE , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____<br>Date: _____<br>My term Expires: May 2018                           |
| Board Member 3  | Print Board Member's Name<br>Cody Steuben     | I CODY STUEBEN , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed <i>Cody J. Steuben</i><br>Date: <i>3/19/18</i><br>My term Expires: May 2018 |
| Board Member 4  | Print Board Member's Name<br>Joshua Suter     | I JOSHUA SUTER , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____<br>Date: _____<br>My term Expires: May 2018                           |
| Board Member 5  | Print Board Member's Name                     | I _____ , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____<br>Date: _____<br>My term Expires: _____                                     |
| Board Member 6  | Print Board Member's Name                     | I _____ , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____<br>Date: _____<br>My term Expires: _____                                     |
| Board Member 7  | Print Board Member's Name                     | I _____ , attest I am a duly elected or appointed board member, and that I have personally reviewed and approve this application for exemption from audit.<br>Signed _____<br>Date: _____<br>My term Expires: _____                                     |

RESOLUTION APPROVING THE EXEMPTION FROM AUDIT  
FOR FISCAL YEAR 2017 FOR THE  
NORTH SUBURBAN METROPOLITAN DISTRICT NOS. 1-4  
(revenues or expenditures of \$100,000 or less) (Pursuant to Section 29-1-604, C.R.S.)

WHEREAS, the Boards of Directors of the North Suburban Metropolitan District Nos. 1-4 (the "Districts") wish to claim exemption from the audit requirements of Section 29-1-603, C.R.S.; and

WHEREAS, neither revenues nor expenditures for the Districts exceeded \$100,000 for fiscal year 2017; and

WHEREAS, an application for exemption from audit for each District has been prepared by a person skilled in governmental accounting; and

WHEREAS, said applications for exemption from audit have been completed in accordance with regulations issued by the state auditor.

NOW THEREFORE, be it resolved by the Boards of Directors of the North Suburban Metropolitan District Nos. 1-4 that the applications for exemption from audit for the Districts for the fiscal year ended December 31, 2017, have been personally reviewed and are hereby approved by a majority of the Boards of Directors of the Districts: that those members of the Boards have signified their approval by signing below: and that this resolution shall be attached to, and shall become a part of the applications for exemption from audit of the Districts for fiscal year ended December 31, 2017.

ADOPTED this 18th day of March, 2018.

NORTH SUBURBAN METROPOLITAN  
DISTRICT NOS. 1-4

\_\_\_\_\_  
President

Board Member Name

Term Expires

Signature

Rodney Guerrieri

May 2018

Robert Bruce

May 2018

Cody Steuben

May 2018

Joshua Suter

May 2018

Vacancy

May 2018