Resolution No. 10.12.2026

RESOLUTION
BOARD OF DIRECTORS OF
FOSSIL RIDGE METROPOLITAN DISTRICT NOS. 1, 2, AND 3

A RESOLUTION ESTABLISHING A POLICY REGARDING REQUESTS FOR PUBLIC RECORDS AND ASSESSING CHARGES FOR PRODUCTION OF PUBLIC RECORDS

WHEREAS, Fossil Ridge Metropolitan District No. 1, Fossil Ridge Metropolitan District No. 2, and Fossil Ridge Metropolitan District No. 3 (individually a "***District***" and collectively the "***Districts***") are political subdivisions of the State of Colorado, organized pursuant to C.R.S. § 32-1-101, *et seq*.;

WHEREAS, pursuant to C.R.S. § 32-1-1001(1)(h) and (m), the Board of Directors for each District (individually a "***Board***" and collectively the "***Boards***") is vested with the management, control, and supervision of all the business and affairs of the District it governs, and is authorized to adopt, amend, and enforce rules and regulations for carrying out the Districts' business and affairs;

WHEREAS, the Boards are authorized to charge a fee for copies, printouts, and photographs requested by an individual or entity, and to charge an administrative fee and a research and retrieval fee, as applicable, pursuant to the Colorado Public (Open) Records Act, C.R.S. § 24-72-205 ("***CORA***");

WHEREAS, in 2018 each District Board adopted policies for responding to requests for public records and assessing fees and costs for the production of public records ("***2018 Policies***"). The Boards desire to update and consolidate the 2018 Policies; and,

WHEREAS, each Board has determined that the fees established by this Resolution are reasonable, cost-based fees, and are in compliance with the requirements and restrictions of CORA.

NOW THEREFORE, be it resolved by the Board of each District that:

1. The term "public records" shall have the same meaning as set forth in CORA.

2. An individual or entity requesting public records ("***Requester***") must make the request in writing on a form that is substantially the same as the Public Records Request form attached as ***Attachment 1***.

3. Each District will comply with the requirements of CORA and any other applicable federal or state laws ("***Applicable Law***") in determining whether it must, may, or cannot produce the public records requested and the amount of fees and costs it charges for producing such public records.

4. Where the fee for a certified copy or other copy, printout, or photograph of a public record is specifically prescribed by law, the specific fee shall be charged. If a fee is not specifically prescribed by law, the District of whom the request was made ("***Responding District***") will furnish copies, printouts, or photographs of a public record for a fee of $0.25 per standard page. The Responding District shall charge a fee not to exceed the actual cost of providing a copy, photograph, or printout in a form other than a standard page, or that are incurred in having the copies made off-site by an outside copying facility.

5. If, in response to a specific request, the Responding District's custodian of records, in its sole discretion, chooses to manipulate data so as to generate a record in a form not used by the District, such as a privilege log, an hourly administrative fee equal to the hourly research and retrieval fee discussed below in paragraph 6 shall be charged to the Requester; provided, however, that the fee shall not exceed the actual cost of manipulating the data and generating the record. An individual or entity subsequently requesting the same or similar records shall be charged the same fee.

6. If the Responding District will require more than one hour to research and retrieve the public records responsive to a request, including the time required to identify and segregate records that must or may not be produced, and to generate a privilege log, if applicable, the Requestor shall be charged a research and retrieval fee of $41.37 per hour. The amount of the research and retrieval fee shall be automatically increased to the maximum hourly research and retrieval fee established by the Colorado Legislative Council from time to time, without the Boards having to amend this Resolution. The research and retrieve fee will include discussing the process for accomplishing the collection of public records (including time spent agreeing with the Requestor on search terms and the searchable time frame(s) for email and other large-scale searches), redactions, and attorney time to review documents. The Responding District will not charge for the first hour spent researching and retrieving public records.

7. The Responding District will produce the public records at its office unless the Requestor requests that the public records be provided by United States mail or other delivery service, facsimile, or electronic mail. The Responding District may notify the Requester that a copy of the public records is available (i.e., can be produced), but will only be produced when the District receives payment or makes satisfactory arrangements for payment of all costs associated with transmitting the public record and for all other fees lawfully allowed; provided, however, that no transmission fees will be charged for transmitting a public record via electronic mail. Public records that are produced at the District's office will be destroyed if not picked up within thirty (30) days of the date the Requestor is notified the public records can be picked up, and the Responding District shall retain any fees and costs deposited with the Responding District.

8. This Resolution supersedes and replace the 2018 Policies, which are rescinded, and are null and void for all purposes, as of the date this Resolution is adopted.

ADOPTED this 12th day of October, 2026.

Board of Directors
Fossil Ridge Metropolitan District No. 1

By: Signed by: David E. Wilson 836E7D2CF8DE454...
David Wilson, President

By: DocuSigned by: Tom Waterman 83BD1D986B92438...
Tom Waterman, Secretary

Board of Directors
Fossil Ridge Metropolitan District No. 2

By: Signed by: Gerry Reese 7550CFE9505F474...
Gerry Reese, President

By: DocuSigned by: Michael B. Walker 24A8CF48E63E4DF...
Mike Walker, Secretary

Board of Directors
Fossil Ridge Metropolitan District No. 3

By: Signed by: Michael L. McCleary EFC8B8AB19544C4...
Mike McCleary, President

By: Signed by: Laura Paviglianiti CBC2F20B41964DF...
Laura Paviglianiti, Secretary

Attachment 1

Public Records Request Form
Fossil Ridge Metropolitan District No. __

Please complete this form and return it to the District's management company, Colorado Resource Services, at 7995 E. Prentice Ave, Suite 103E, Greenwood Village, CO 80111-2710, or by email to communitymgr@crsofcolorado.com. The District will respond to your request within three (3) working days, except in the event of extenuating circumstances, in which case the District will respond within seven (7) working days.

The District complies with the requirements of the Colorado Open Records Act and any other applicable federal or state laws with respect to whether it must, may, or cannot produce public records and the fees and costs it charges for producing public records. You are encouraged to read the District's complete public records policy located at: http://solterra-connect.com/TheDistrict/GoverningDocuments/DistrictGoverningDocuments.aspx

Requester Name:	
Requester Address:	
Requester Telephone:	
Detailed Description of Requested Documents:	
Requested Method of Delivery:	☐ Pick-up at the District's offices
	☐ United States mail to the following address:
	☐ Other delivery service (FedEx, UPS, etc.) to the following address:
	☐ Facsimile to the following number:*
	☐ Email to the following email address:*
*Records sent by email or fax transmission will be sent through unencrypted fax/email that is not secure and there is a risk that the records could be seen by a third party during electronic transmission, while in electronic storage, and/or upon completed delivery. The District is not responsible for unauthorized access of the records resulting from the faxed or emailed transmission, or for safeguarding the records upon delivery.	

I understand that fees and costs may be assessed for the production of the records I am requesting, and/or for delivering the records to me. If requested by the District, I agree to deposit with the District the estimated fees and costs to be assessed for my request prior to the District making the records available (i.e., producing them).

_____ _____
Requester's Signature Date
Printed Name: _____