

**CASTLE OAKS METROPOLITAN DISTRICT NO. 3**  
**REGULAR MEETING**

Via Teleconference  
Wednesday, October 23<sup>rd</sup>, 2024 at 9:00 a.m.  
<https://castleoaksmd3.com/>

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Craig Campbell, President	Term to May 2025
Tom Morton, Secretary	Term to May 2027
Ryan Purcell, Treasurer	Term to May 2025
Jack Hoagland, Assistant Secretary	Term to May 2025
Emily Martin, Assistant Secretary	Term to May 2027

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*This meeting can be joined through the directions below:*

**Zoom Meeting**

<https://us06web.zoom.us/j/83341287997?pwd=uDfEjYFzzN2tjksmq98btaqTuoJqe9.1>

Meeting ID: 833 4128 7997

Passcode: 715667

Call-in Number: +1-720-707-2699

**NOTICE OF REGULAR MEETING AND AGENDA**

1. Call to Order/Declaration of Quorum
2. Director Conflict of Interest Disclosures
3. Approval of Agenda
4. Public Comment – Members of the public may express their views to the Board on matters that affect the District that are not otherwise on the agenda. Comments will be limited to three (3) minutes per person. Comments will be taken in the order reflected on the sign in sheet.
5. Consent Agenda
  - a. Approval of Minutes from July 24, 2024 Regular Meeting (**enclosure**)
  - b. Approval of Minutes from July 24, 2024 Annual Meeting (**enclosure**)
  - c. Ratification of 2023 Annual Report (**enclosure**)
  - d. Ratification of 2023 Audit (**enclosure**)
  - a. Approval of Renewal of Property and Liability Schedule and Limits, Workers Compensation Coverage, and SDA Membership for 2025 (**enclosure**)
  - a. Ratification of Master Service Agreement and Special Districts Preparation Scope of Work and Payroll Services Scope of Work with CliftonLarsonAllen LLP for District Accounting Services (**enclosure**)
6. Legal Matters
  - a. Consider Adoption of 2025 Annual Administrative Resolution (**enclosure**)

- b. Consider Approval of Amended and Restated Public Records Request Policy (**enclosure**)
- c. Discussion Regarding Document Inventory and Make a Final Determination for Remediation of District Documents
  - i. Consider Approval of Proposal from Heatherly Creative for Website Maintenance and Accessibility Services (**enclosure**)
- d. Consider Adoption of Resolution Calling May 6, 2025 Election (**enclosure**)
- e. Discuss and Consider Approval of Renewal of Maintenance Agreement with HOA (**enclosure**)

7. Financial Matters

- a. Consider Approval of Payables/Financials (**enclosure**)
- b. Conduct Public Hearing on 2024 Budget Amendment and Consider Adoption of Resolution Amending 2024 Budget (if necessary)
- c. Conduct Public Hearing on 2025 Budget and Consider Adoption of Resolution Adopting 2025 Budget and Appropriating Funds (**enclosure**)
- d. Consider Approval of Master Service Agreement and Special Districts Preparation Scope of Work and Payroll Services Scope of Work with CliftonLarsonAllen LLP for District Accounting Services (**enclosure?**)
- e. Consider Auditor Proposals for 2024 Audit
- f. Discussion Regarding Board Compensation for Director Martin

8. Other Business

9. Adjourn