

**RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE  
HAWKVIEW METROPOLITAN DISTRICT**

Colorado Open Records Act Rules and Policy

**Recitals**

- A. The Hawkview Metropolitan District (the “**District**”) is a quasi-municipal corporation and political subdivision of the State of Colorado located in Douglas County, Colorado; and
- B. As a governmental entity, the District is subject to and must comply with the Colorado Open Records Act, §§ 24-72-200.1-206, C.R.S. (“**CORA**”); and
- C. CORA permits the adoption of policies specifying the applicable conditions concerning the research and retrieval of public records, including the imposition of a research and retrieval fee; and
- D. To provide guidance to persons who submit requests for public records to the District pursuant to CORA, the District desires to adopt a policy regarding requests for public records and the research and retrieval fees that apply when responding to CORA requests.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE  
HAWKVIEW METROPOLITAN DISTRICT AS FOLLOWS:

1. The District’s Board of Directors adopts the “Policy Regarding Requests for Public Records – Research and Retrieval” attached as **Exhibit A**.
2. The CORA Policy adopted pursuant to this resolution shall supersede any and all prior CORA policies of the District.

**[SIGNATURE PAGE TO FOLLOW]**

APPROVED AND ADOPTED this 12<sup>th</sup> day of December 2024.

HAWKVIEW METROPOLITAN DISTRICT

By: Jeff Powles

Name: Jeff Powles

President, Board of Directors

ATTEST

Thomas Pucciano  
Thomas Pucciano (Feb 3, 2025 14:37 MST)

Name: Thomas Pucciano

Secretary or Assistant Secretary

## EXHIBIT A

### Policy Regarding Requests for Public Records; Research and Retrieval Fees; Costs

#### Requesting Public Records

Requests for public records must be submitted to and received by the District Manager at \_\_\_\_\_ . Records requests must be in writing and clearly state that they are a request for records under the Colorado Open Records Act. General emails to the District or inquiries or requests on the District's website or social media sites will not be treated as records requests under CORA.

All requests must contain the following information:

1. Description of the records being requested. Describe the request as specifically as possible. If you are uncertain about which records contain the information you are seeking, provide a description of the type of information you are searching for, including date ranges.
2. If photocopies or electronic copies are being sought, your contact information and preferred method of delivery of the records.

#### Limitations

The District will only produce those documents as permitted by CORA. Documents that are prohibited from disclosure under CORA will not be released.

#### Fees and Costs

Fees for research and retrieval of public records may be imposed at the discretion of the records custodian as follows:

First Hour	No Charge
Each additional hour	\$41.37 per hour
Copying Fee	<ul style="list-style-type: none"><li>• \$0.25 per standard 8 ½ x 11 inch page</li><li>• Actual costs for non-standard sizes</li><li>• The per-page fee shall not apply to records provided in a digital or electronic format</li></ul>
Other Fees	<ul style="list-style-type: none"><li>• Costs as permitted by statute</li></ul>

Hourly research and retrieval fees may be adjusted for inflation pursuant to § 24-72-205(b), C.R.S. Other fees may be imposed at the discretion of the records custodian consistent with the provisions of CORA.

If any fees and costs are due, documents will not be provided until full payment is made or arrangements for payment are made.