

**WOODMEN HILLS METROPOLITAN DISTRICT PUBLIC RECORDS REQUEST FORM**

Requester Name: David T. Hightower  
 Address: 11823 Shadow Creek Court  
Peyton CO 80831  
 Home Phone Number: (719) 573-8236  
 Secondary Phone Number: (719) 623-5166  
 Fax Number: \_\_\_\_\_

District Use ONLY: *CTM*  
 Date Received: 3/3/10 @ 2:35pm  
 Date Completed: 03-03-10 3:10 PM  
*ZOB*

**Detailed Description of Request:**

Copies of all legal bills presented to and paid by the Woodmen Hills Metropolitan District, for whatever purpose, for the period June 2009 to present.  
 No copy service is requested; please advise when I may view the documents during normal business hours at the district office.  
 Please note I will be scanning to electronic form all documents, at no cost to the district.

**Listing of Applicable Charges:**

Certified Letter Fee	\$2.80 per copy
Faxed copies of request results	\$1.00 per page (local destinations) \$1.50 per page (long distance destinations)
Copies of Standard size documents (8.5 x 11 or 8.5 x 13)	\$0.25 cents per page
Research and Compilation Fee (First 1/2 hour is free)...this fee shall apply to any and all requests regardless of type or format	\$15.00 per hour (billed in 1/2 hour increments)
Non-Standard/Special Requests (when applicable this will be charged in addition to the Research and Compilation Fee)	Billed at cost of request incurred by the District

**NOTE:**

- a. Prior to making copies or providing access to other information requested, the District must receive: (1) a copy of this form signed by the requester or its authorized agent; and (2) Payment of all charges incurred as part of the request.
- b. Inspection of District records and documents is permitted. Such inspection must take place during regular business hours at the office of the Official Custodian for the District. All hourly Research and Compilation Fees and other costs incurred as a result of said inspection shall be charged to the requester.
- c. Public records requests shall not preempt or take priority over previously scheduled official District related business activities. As required by § 24-72-101, *et seq.*, C.R.S., requests shall be handled with Seventy-Two (72) hours unless extenuating circumstances exist. The District reserves the right to seek a declaratory judgment, pursuant to § 13-51-101, *et seq.*, C.R.S. to determine if a large or otherwise difficult public records request may be exempted from the statutorily required response time.

*I hereby acknowledge that I have seen or received the information or documents I requested in the form requested and within the required statutory time limits.*

Requester's Signature: \_\_\_\_\_ Date: \_\_\_\_\_