

**ADMINISTRATIVE PLAN  
PRAIRIE CENTER METROPOLITAN DISTRICTS NO. 7  
(EFFECTIVE MAY 1, 2020)**

Prairie Center Metropolitan District No. 7 (the “**District**”), a quasi-municipal corporations and political subdivision of the State of Colorado, hereby sets forth what shall constitute the District’s Administrative Plan, as required under Section V.D of the District’s First Amended and Restated Service Plan, approved by the City of Brighton, Colorado (the “**City**”) November 4, 2008, as modified on April 14, 2013.

1. Administrative contact personnel:

General Inquiries:

Ann Finn  
District Manager  
141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228  
Phone: (303) 987-0835  
Facsimile: (303) 987-2032  
E-mail address: [afinn@sdmsi.com](mailto:afinn@sdmsi.com)

Community Management & Covenant Control:

Erica Johnson  
Assistant Community Manager  
Special District Management Services, Inc.  
141 Union Boulevard, Suite 150  
Lakewood, Colorado 80228  
Phone: (303) 987-0835  
Facsimile: (303) 987-2032  
E-mail address: [ejohnson@sdmsi.com](mailto:ejohnson@sdmsi.com)

2. The District Manager has authority and responsibility for responding to and coordinating the resolution of issues arising from residents, taxpayers, service users and related to the District’s structure and services. The Assistant Community Manager is responsible for community management issues, including covenant control, design review requests and implementation of rules and regulations.

3. The District Manager is the initial contact for complaints from residents, taxpayers and service users of the District. The District Manager shall record the nature of the complaint and the name and contact information of the complainant. If it is an issue for which the District Manager cannot provide information or resolution, the District Manager will present the issue at the next scheduled meeting of the District’s Board of Directors (the “**Board**”) for resolution and/or approved action. The Board shall consider the issue and recommend and authorize specific action toward resolution. The District Manager will then contact the complainant and inform him/her of the action the Board has authorized her to take toward

resolving the problem. If this is not satisfactory to the complainant, the process may either be repeated through the District Manager or the complainant may be invited to speak to the Board of Directors directly, either at the next scheduled Board of Directors' meeting or via a letter to the Board. If there are several complainants who need a specific, coordinated resolution of an issue, the Board of Directors will hear the complaint at a scheduled Board meeting and provide its proposed resolution in writing after consideration of the issue by the Board.

4. Unless otherwise specified in the notice pursuant to which a meeting of the Board has been scheduled, the Board shall meet at 16888 E. 144<sup>th</sup> Avenue, Brighton, Colorado.

5. The District hereby sets forth its requirement that, at each of its construction sites, a notice must be posted which identifies the District as the project sponsor and sets forth contact information for the District Manager, who shall therein be designated as the District's contact person.

6. The procedures established by the District for providing notice to property owners of the information required in Section V.D.6 of the Service Plan are as follows:

The District has recorded in the real property records of Adams County, Colorado, the Special District Disclosure Document required by Section 32-1-104.8, C.R.S., which provides notice to property owners within the District of the existence of the District and a general description of the District's powers. The District has and will continue to provide to homebuilders a Disclosure to Purchasers for distribution to potential homeowners. The Disclosure to Purchasers describes more specifically the types and amounts of taxes levied and fees imposed by the District and a statement that the District is not related to or affiliated with the City, together with contact information for the District. Additionally, the District maintains a web site, which is updated periodically and provides additional information about the District's activities and operations, including notices, agendas and minutes for Board meetings, community management and covenant control services provided by the District, financial documents and other information. See: <https://www.colorado.gov/pacific/pcmd7>.

This Administrative Plan amends and supersedes all prior Administrative Plans of the District and shall be effective as of May 1, 2020.

By: /s/ Michael Tamblyn, President