



City of Woodland Park Downtown Development Authority

Tuesday, September 01, 2026, at 7:30 AM

City Hall, Council Chambers

220 W. South Ave., Woodland Park, CO 80863

REGULAR MEETING AGENDA

1. CALL TO ORDER AND ROLL CALL

2. PLEDGE OF ALLEGIANCE

3. ADDITIONS, DELETIONS, OR CORRECTIONS TO AGENDA

4. PRIOR MEETING MINUTES

- a. Approval of August 04, 2026, Regular Meeting Minutes.

5. PUBLIC COMMENT

(Public comment **only on matters that are on the Agenda.**)

6. GENERAL BUSINESS

- a. 2026 Micro-Grant Program Update (City staff)
- b. 2026 Micro-Grant Program Final Reports (City staff)
 - i. Hi Folks, LLC
 - ii. Mountain View Studio LLC
 - iii. Woodland Capital, LLC
 - iv. Aspen Leaf Enterprises LLC
 - v. Kingdom Service, INC. d/b/a Dana's Dance
- c. 2027 Budget Discussion

7. PUBLIC COMMENT

(Public comment on **matters not on the Agenda.**)

8. REPORTS

- a. Board Chair
 - i. Michow Guckenberger McAskin LLP – July 2026 Invoice dated August 10, 2026
- b. Board Members
- c. City Manager

9. ADJOURNMENT



City of Woodland Park Downtown Development Authority

August 4, 2026 at 7:30 AM

City Hall, Council Chambers

220 W. South Ave., Woodland Park, CO 80863

MEETING MINUTES

NOTE: A video-audio recording of this meeting is available on the City's website by selecting Government/Boards, Commissions and Committees/ Downtown Development Authority. Select the "View Most Recent Agendas and Minutes & Video Links" under the headings Agendas & Minutes, and then navigate to the applicable meeting date.

1. **CALL TO ORDER ROLL CALL** {7:31 a.m.}

Chair Gemelke called the meeting to order at 7:31 a.m.

Board Members Present: Jon Gemelke (Chair), George Jones (Mayor), Jerry Good, Al Born, David Mijares, Kellie Case

Board Members Absent: John Hugh, Linda Cecere

Staff Present: Aaron Vassalotti, City Manager, Kimberly Burleson, Assistant City Manager

2. **PLEDGE OF ALLEGIANCE** {7:31 a.m.}

Completed.

3. **ADDITIONS, DELETIONS OR CORRECTIONS TO AGENDA** {7:31 a.m.}

Agenda was approved as presented.

4. **CONSENT AGENDA** {7:32 a.m.}

Al Born moved to approve the July 7 minutes as written. George Jones seconds. Motion passed 6 yes, 0 No.

5. **PUBLIC COMMENT (Items on the Agenda)** {7:32 a.m.}

None.

6. **GENERAL BUSINESS** {7.33 a.m.}

a. 2026 Micro-Grant Program

Final Report – RD Toth Construction, LLC and Rhapsody Market Bistro, LLC Kellie Case makes a motion to approve both final reports. David Mijares seconds. Vote 5 yes, 0 no and Al Born abstains.

City of Woodland Park

Downtown Development Authority

Kimberly Burleson has a Micro Grant program update:

The two final reports approved today: RD Toth Construction came in at \$3,860.81 which is less than the approved \$4,111.96 and Rhapsody Market was at the approved \$5,000.

Four grant agreements to be signed by the DDA today: Mountain Vapor Lounge, 8465 Inc (Joanie's), 750 Highway 24 (Andersen Building), 121 E Midland (Bierwerks)

Final reports in the work:

Hi Folks LLC – need a zero invoice or a copy of the check

Mountain View Studio – need a zero invoice

Eagle Fire Lodge – complete but just received

Reminder – all invoices must show a zero balance – we need a copy of the check or a copy of the receipt.

To date there have been three prior grant agreements which have been approved and paid: Fiesta, Grit to Greatness and Model Citizen with the two approved today there are 5 paid. We still have 5 grant agreements waiting on the applicants' signatures on the grant agreement.

- b. Tif Reimbursement Payment – Purple Mountain Hospitality II, LLC (the Microtel)

Jon asked about an overpayment. Aaron stated the reimbursement today is for \$46,680.76. Josh and Marcus reviewed and found we overpaid by \$3,002.25. Al Born moved to pay the TIF Reimbursement. George Jones seconds. Vote 6 Yes, 0 No.

- 7. Discussion Items {7:37 a.m.}** Chair Jon Gemelke asked about the grant agreements they are signing today. He asked about a deadline. The grant applications were all on time. The applicant was awarded the grant but the grant agreement must be signed by all parties for payment. The applicant has just signed their grant agreement.

City of Woodland Park

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8. Public Comment {7:39 a.m.} Public Comment on matters not on the Agenda.

None.

9. Reports {7:39 a.m.}

a. Board Chair Report : Jon does not have anything to report.

Michow Guckenberger McAskin LLP invoice bill June 2026 in the amount of \$4,778.00. Kellie Case moves to approve and Mijares seconds. Vote 6 yes, 0 no.

Aaron Vassalotti has a parking lot update. A1 Chip Seal doing repair and striping in the parking lots downtown. In the orange, we have crack seal, seal coat on August 11 with striping happening on August 12. The blue area will have crack seal, seal coat on August 17 with striping on August 18. The green area will have crack seal, seal coat on August 18 and striping on August 19. We are trying to get this completed during the week so not impact businesses on the weekend. Jon Gemelke asked why we would do the parking lot which may be part of a park. Kellie Case thought they already did that parking area in front of Tava. Aaron did not have the answer but would certainly have Kip check on that parking lot. This was put together last summer so there may be some adjustments. Pot hole repair would be part of this and remove asphalt and patch if needed. Jon Gemelke stated these are all public parking areas and free parking. Jon asked if business owners would be informed. George Jones said the notice may go to employees of the businesses. Information will be posted and sent out to try and inform the community. Aaron said the parking areas will be blocked off after 5 pm so work can happen the next day. Aaron stated we are hoping to minimize the impact. Kellie Case said she saw it on social media. Discussion on the parking area near Tava to make sure redundant work is not done.

b. DDA Attorney – no report.

c. Board Member Reports – none.

City of Woodland Park Downtown Development Authority

10. Adjournment {7:48 a.m.}

Recorded by Anita Riggle, Economic Development and Budget Analyst, and approved by the DDA.

This _____ day of _____ 2026.

Al Born, Secretary

Jon Gemelke, Chair



City of Woodland Park Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: September 01, 2026

Agenda Item: 6.a.i. – Final Report of Hi Folks, LLC

Presented By: City Staff

REQUEST PRESENTED

Grant recipient Hi Folks, LLC (“Applicant”) has submitted a request to the DDA Board to approve its Final Report and the distribution of grant funds for recoverable costs.

SUMMARY

The 2026 Woodland Park DDA Micro-Grant Program (“Program”) was approved by the DDA Board at its regular meeting on March 03, 2026, by WPDDA Resolution No. 2026-02. The Program establishes the processes and procedures for running the grant program that are applicable to all grant applicants to create a fair and universal grant program.

To ensure that all grant projects are completed before disbursing grant funds for recoverable costs, the Program sets forth conditions that must be met by the Applicant, including the submittal of a Final Report, as found in Program Section 5.C. Pre-Conditions for Distribution of Grant Funds (Payments):

The following conditions must be met before Grant funds will be dispersed:

- i. *The Project must be completed and a Final Report, in the form approved by the DDA, must be submitted to the City by 5:00 p.m. on October 30, 2026. Final Reports must be submitted online through the DDA Micro-Grant Information Center found on the City’s website [];*
- ii. *All work must comply with Program requirements and applicable laws, ordinances, building codes and zoning ordinances, including, but not limited to, all regulations of the City; and*
- iii. *A fully executed Grant Agreement with the DDA in a form approved by the DDA ... must be entered by all necessary parties.*

The Grant Program controls what costs/expenses are recoverable as grant disbursements in Program Section 5.B. Recoverable Costs / Expenses:

Only the following costs and expenses are recoverable, after proof of payment is provided in the Final Report, and only up-to the amount of the Grant:

- i. *Professional service fees (e.g., designer, architect, contractor);*

- ii. *Labor and materials necessary to complete the Project;*
- iii. *Eligible system components (must have a reasonable connection to a public benefit within the District); and*
- iv. *Other costs and expenses that are paid in connection with completing the approved Project (does not include any fees paid to the City or other local government in connection with required Project approvals, such as permit fees, review fees, etc.).*

The costs and expenses must arise out of the costs and expenses for the approved Project. Any costs or expenses not listed above shall not be recoverable. For example, and without limitation, Grant funds shall not be used for working capital; acquisition of real property or inventory; interior improvements that are not Customer Facing; or for refinancing of existing debt or private funding.

The Board may approve the Final Report if it finds the following:

- 1. The Applicant and the DDA entered a Grant Agreement;**
- 2. The approved project was completed and the Final Report was submitted before the deadline of 5:00 p.m. on October 30, 2026; and**
- 3. A Final Report was submitted that meets the required elements stated in the Program and Grant Agreement.**

A review of the Final Report documents was completed by City staff, and Staff's Final Review Form is provided with this AIS.

FINANCIAL CONSIDERATIONS

The Board can only approve disbursement of the grant funds for recoverable costs / expenses, as provided above. Further, the Board can only approve the disbursement in an amount up-to the grant amount awarded by the Board. The max grant amount allowed for this application is \$4,731.00

The Applicant provided copies of paid invoices and/or receipts for recoverable costs/expenses in a total amount of \$4,731.00. The DDA Board may approve the distribution of the grant amount of \$4,731.00.

OPTIONAL BOARD ACTIONS

The Board may take one of the following actions by motion:

1. Approve the Final Report and payment of the full grant amount.
2. Deny approval of the Final Report and request that Applicant provide additional information.

MOTION OPTIONS

A motion made must be seconded and voted on by the Board.

1. Motion to Approve Final Report and payment of the full grant award.

“I move to approve the Final Report of Hi Folks, LLC and for the City to issue payment in the amount of \$4,731.00 disbursement of the awarded grant for recoverable costs.”

2. Motion to Deny Approval of Final Report

“I move to deny approval of the Final Report of Hi Folks, LLC because the following required information is missing: **STATE THE INFORMATION THAT IS NEEDED**.”

ATTACHMENTS

1. Grant Agreement – fully executed
2. Notice of Award
3. Staff’s Final Report Review Form
4. Final Report of Hi Folks, LLC

GRANT AGREEMENT
[WPDDA 2026 Micro-Grant Program]

Project Property Address: 120 E Midland Ave, Woodland Park
Teller County Assessor Acct. No.:R0000663

(the “**Property**”)

This Grant Agreement (“**Agreement**”) is entered between the CITY OF WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY, a body corporate of the State of Colorado (the “**DDA**”), and Hi Folks, LLC, a Colorado limited liability company, with a principal address at 1005 Sun Valley Drive, Woodland Park, CO (the “**Grantee**”) (together, hereinafter, the DDA and Grantee are referred to as the “**Parties**” and each a “**Party**”). This Agreement is effective on the later of the dates on which both of the Parties have signed this Agreement (the “**Effective Date**”).

RECITALS

- A. The DDA is a downtown development authority created pursuant to the provisions of Part 8, Article 25, Title 31 of the Colorado Revised Statutes, duly formed and in perpetual existence since 2001.
- B. The DDA is governed by its Board of Directors (“**Board**”).
- C. Under the authority granted to the DDA by the City of Woodland Park Downtown Development Authority Foundation Plan, which is the DDA’s “plan of development” as defined in C.R.S. § 31-25-802(6.6), as approved by the City Council for the City of Woodland Park, Colorado (“**City**”) via Resolution No. 571, Series 2002, the Board has developed and implemented the DDA’s 2026 Micro-Grant Program (“**Program**”) through which certain members of the public owning or having an interest in property located within the DDA boundaries may apply for and obtain DDA grant funds available through the Program (“**Grant**”) to financially assist in the completion of projects that meet the eligibility criteria in the Program.
- D. Grantee filed an application for a Grant (the “**Project Application**”) for a project (the “**Project**”) that was considered and approved by the Grant Committee, which is the committee that was duly created by the Board via DDA Resolution No. 2026-02 and authorized to review and approve Project Applications subject to the objective criteria set forth in the Program.
- E. The approved scope of the Project is defined in the Project Application unless limited by the Grant Committee’s Notice of Award that was provided to the Grantee (the “**Notice of Award**”).
- F. The approval of the Project Application is conditioned on the full execution of this Agreement by the Parties and subject to the terms and conditions set forth herein. The Parties intend this Agreement to be the detailed final grant agreement required by the Program.

AGREEMENT

NOW, THEREFORE, in consideration of the Parties' mutual covenants contained herein, the Parties hereto agree as follows:

1. **Incorporation of Recitals**

The Recitals set forth above are hereby incorporated into the terms of this Agreement.

2. **Incorporation of Program**

The provisions in the Program are hereby incorporated into the terms of this Agreement. In the event of any conflict between this Agreement and the Program, the more restrictive provision shall apply unless expressly stated otherwise.

3. **Representations and Warranties of Grantee**

Grantee represents, warrants, and affirms that Grantee:

- a. is duly formed or organized, qualified to do business in Colorado, and in good standing under the laws of Colorado;
- b. has full and lawful authority to enter into, and comply with the terms of, this Agreement;
- c. is the owner or authorized representative of the owner of the Property (as that term is defined above), and that the Property is located within the boundaries of the DDA;
- d. had and has, as applicable, the legal authority to apply for the Grant, to enter into this Agreement, and to finance and complete the proposed Project;
- e. has undertaken and completed all acts necessary to legally enter into and bind Grantee to the terms of this Agreement, and Grantee's performance of this Agreement will not violate any agreement or obligation between Grantee and any third party;
- f. is in compliance with all applicable laws, regulations, statutes, and other legal requirements of the City and any other governmental or regulatory authority having jurisdiction over the Property, and Grantee has not received any notice or communication from the City or any such other governmental entity or authority regarding any actual, alleged, or potential violation of or failure to comply with any applicable legal requirement(s); and
- g. Grantee shall complete all actions necessary to obtain City approval of and all necessary permits required for the Project prior to commencing work or expending funds on the Project; and
- h. Grantee does not discriminate against any individual or entity on the basis of any protected characteristics.

4. **Grant Award**

Subject to the terms and conditions set forth in this Agreement, the Board hereby awards to Grantee a total sum not to exceed Four Thousand Seven Hundred Thirty-One Dollars (\$4731), to be paid to Grantee as a reimbursement of eligible costs and expenses for the Project, as provided for and in conformance with this Agreement, following the completion of the Project and the Board's approval of the Final Report (described in Section 7 below) (the "**Grant Award**").

5. **Grantee's Efforts**

Grantee shall complete the Project in a timely fashion and in a good and workmanlike manner. The Grantee agrees to carry out, complete, and ensure the use of the Project in a sound, economical, and efficient manner, and in accordance with the provisions of this Agreement. Grantee shall obtain all necessary approvals and permits from each governing entity that has jurisdiction over the Property, which includes, but is not limited to, the City of Woodland Park, related to the commencement and completion of the Project ("**Required Approvals**").

6. **Completion Date (WARNING: HARD DEADLINE – NO EXTENSIONS)**

Grantee shall complete the Project and submit its Final Report (defined below) no later than **5:00 p.m. on October 30, 2026** (the "**Completion Date**"). Extensions shall not be granted.

Final Reports must be submitted electronically through the DDA Micro-Grant Information Center website portal. The portal can be accessed by going to <https://woodlandpark.gov/520/DDA-Micro-Grant-Information-Center>.

Grantee's failure to complete the Project and submit a Final Report by the Completion Date shall be deemed a default of this Grant Agreement by Grantee, and the Grantee shall forfeit the Grant Award. Upon such a default by the Grantee, the Board shall not be obligated to approve the distribution or payment of any amount of the Grant Award.

Grantee's Initials: 

7. **Final Report**

Once the Project is complete, Grantee shall submit a report to the Board detailing the accomplishments of and expenditures related to the Project (the "**Final Report**"). The Project is deemed complete when all of the improvements that are identified in the approved Project Application, as may be modified by Required Approvals, have been built and are ready for their intended use and when all Required Approvals have been obtained.

Grantee shall include the following documents and information in the Final Report:

- a. An executed Final Report – Statement by Grantee (provided by DDA).
- b. Copies of all itemized receipts and invoices showing **paid-in-full** ("**Receipts**") for the amounts that Grantee wants the Board to consider as qualifying for the Grant. All

Receipts must clearly show the name of payment recipient, the name of the Grantee as payor, itemize the costs, and show PAID-IN-FULL or a \$0.00 Balance Due.

- c. Quality photographs (preferably digital) of the before and after completed Project.

The Board or its designee may, in its discretion, request additional documentation from the Grantee or perform a site visit of the Project before providing final approval of the Final Report.

The Final Report must be submitted to the DDA via the website portal, per Section 6 above.

8. **Conditions for Disbursement of Grant Award Funds**

The obligation of the DDA to approve the disbursement of Grant Award funds to Grantee (“Grant Funds”) is subject to the following requirements, conditions, and limitations:

- a. The total amount of Grant Funds that will be paid to Grantee is controlled by the total amount of recoverable costs and expenses associated with the Project as determined by the Board and this Agreement, but in no event shall the amount of the Grant Funds exceed the award amount provided in Section 4 of this Agreement.

- b. Grant Funds shall not be disbursed to the Grantee until after the Final Report is approved by the Board or its designee.

- c. The Grant Funds shall only be used for eligible costs associated with the Project as it was approved by the Board or its designee. The Grant Funds may not be used to pay for maintenance costs, administrative costs, non-fixed assets (such as maintenance equipment or inventory), or any other costs deemed to be ineligible by the Board, at the Board’s sole discretion.

- d. Except as otherwise agreed to in advance by the Board or its designee in accordance with the terms of this Agreement, no material modifications may be made to the scope of the Project. Material modifications to the scope of the Project may result in a reduction in the amount of the Grant Funds, including a complete reduction of the full amount of the Grant Funds to \$0.00, at the discretion of the Board. “Material modifications” may include, but are not necessarily limited to, a reduction in the total cost of the Project, a reduction in the size or number of public components to be constructed, changes to the nature of the components to be constructed, or any other variance from the Project as presented in the Project Application. It is the sole responsibility of Grantee to inform the Board of any such modifications to the Project. The Board strongly encourages Grantee to contact the Board when the Grantee becomes aware of or wishes to make any modifications to the Project, so that the Board may evaluate whether such modification is material and subject to Board approval.

9. **Post-Project Completion: Ownership, Operation and Maintenance**

Grantee shall continue to own the Property for at least six (6) months following Grantee’s receipt of payment of the Grant Funds. Grantee shall use its best efforts to operate, manage, and maintain the Project in a reasonable state of repair for the purposes specified in the Project

Application. Neither the DDA nor the City shall be liable for any costs, including future costs, arising out of or connected to the Project, including costs for maintenance and repair.

10. **Public Access**

Grantee agrees, for itself and its successors in interest, to allow public access to the publicly-accessible portions of the Project. Grantee may temporarily close such public access for construction, maintenance, emergency situations, or other reasonable purposes.

11. **Publicity and Acknowledgement**

By signing this Agreement, Grantee agrees to the following:

a. The DDA may include the name of Grantee in any publications, press releases, or other public communications (collectively, referred to as “**Public Communication**”) to factually describe its support of Grantee or the Project without providing Grantee advance notice and without Grantee’s prior review and written consent of the Public Communication.

b. The DDA will be recognized as a sponsor of the Project in all Public Communications made in connection with the support and funding of the Project unless the Board determines otherwise. To facilitate the foregoing, the Grantee shall provide advance notice to the Board for the Board’s review, revisions, and consent of any intended Public Communication to be made by Grantee related to the support and funding of the Project.

c. Grantee shall give the Board a minimum 30 days’ notice of Project grand openings, dedications, and other events, and when possible, invite the Board to participate in the same.

d. At no time shall Grantee represent in any manner to the public or to any party that it is affiliated with the DDA or the City, or acting on behalf of the DDA or the City.

12. **Indemnification**

Grantee shall be responsible for and shall indemnify, defend and hold harmless the DDA, the Board, its officers, agents, contractors, and affiliates from and against all liabilities, claims, actions, demands, damages, costs, and expenses (including reasonable attorney fees and costs) arising out of or caused by (i) the negligent act, omission, or willful misconduct of Grantee, its affiliates, directors, officers, employees, and agents; or (ii) Grantee’s breach of this Agreement, or any covenants, representations or warranties herein. Grantee hereby waives any and all rights to any type of express or implied indemnity or right of contribution from the City, the DDA, or any of the members, officers, agents, affiliates, or employees of the City or the DDA, for any liability resulting from, growing out of, or in any way connected with or incident to this Agreement. Grantee acknowledges that Grantee is the owner of the Project and the Property upon which it is located, or has control of the Project and the Property, and that the Board neither owns, possesses, nor controls the Project, the Property, nor the operations of the Project.

13. Audits and Accounting

Grantee shall maintain accounts and keep complete and accurate documents and accounting records, including, but not limited to, proposals, estimates, invoices, account statements, and receipts relating to the Project (“**Project Records**”). Grantee shall retain the Project Records for not less than three (3) years following the date of disbursement of Grant Funds under this Agreement. The Board, or its designated agent, shall have the right, upon reasonable notice to Grantee, to examine, audit, and have audited the Project Records. Grantee shall use reasonable and appropriate accounting systems in maintaining the Project Records.

14. Inspection

The Board, or a designated member thereof, shall have the right to inspect the Project to ascertain compliance with this Agreement.

15. Withdrawal of Grant Funding Award; Termination of Agreement

The Board may discontinue, modify, withhold, and withdraw, in whole or in part, the Grant Award, payment of the Grant Funds, or if Grant Funds have been disbursed to Grantee, require a refund of payments made, and terminate this Agreement if the Board determines, in its sole and absolute discretion, that such action is necessary because:

- a. facts have arisen or situations have occurred that fundamentally alter the Board’s ability to award the Grant;
- b. Grantee has not fully complied with the terms and conditions of this Agreement;
- c. material modifications in the scope or nature of the Project have occurred from what was presented in the Project Application as approved by the Board and such material modifications have not received the prior written approval of the Board;
- d. a statement or representation made by Grantee in the Project Application, this Agreement, the Final Report, or otherwise is found to be materially untrue, inaccurate, or incomplete;
- e. by action or omission, Grantee or any of Grantee’s representatives committed fraud with respect to the Grant or the Grant Funds;
- f. the Final Report is not acceptable to the Board;
- g. the Project is not completed by the Completion Date, or any valid extension thereof granted by the Board; or
- h. the title to or encumbrances against the Property are or become such that Grantee is unable to complete the Project, or the Project and/or the Property are or become unavailable for public use.

The list above is not exclusive. The Board does not waive its right to discontinue, modify, withhold, withdraw, or demand a refund of payments made for any legitimate and legal purpose.

16. **Breach**

In the event that Grantee breaches any of the terms, covenants, representations, warranties, or conditions of this Agreement, the DDA may elect to enforce any and all remedies available at law or in equity, including without limitation, any of the following:

- a. withdraw the Grant and terminate this Agreement;
- b. deny Grantee eligibility for participation in future DDA grants, loans or projects;
- c. require recovery of the full amount of the Grant Funds disbursed to Grantee under this Grant Agreement, including judgment for damages; and
- d. recover reasonable attorney fees and costs, including costs of collection.

The foregoing remedies are cumulative and may be exercised independently or in combination and are not exclusive to one another or to any other remedies available at law or in equity. In the event the DDA must pursue any remedy and is the substantially prevailing party, the DDA shall be awarded its costs and reasonable attorney fees, including costs of collection.

17. **Notice**

Written notices, requests, and approvals under this Agreement must be delivered by mail or email to the other Party's contacts for notice specified on the receiving Party's signature page to this Agreement, or as otherwise directed by a Party by providing notice of such change to the other Party.

18. **Assignment**

Grantee's rights and obligations in this Agreement cannot be assigned.

19. **Governing Law and Venue**

This Agreement shall be governed by the laws of the State of Colorado, without regard to conflicts of laws principles. Venue for any dispute hereunder shall lie exclusively in a state, county, or municipal court of competent jurisdiction in the County of Teller, Colorado.

20. **No Joint Venture**

Nothing in this Agreement shall be construed to create a joint venture, partnership, agency, employer/employee, or any other relationship between the Parties except for grantor/grantee. Neither Party has any right or authority to obligate or bind the other Party in any manner whatsoever except as granted by this Agreement.

21. **Severability**

If any provision of this Agreement, or the application thereof, is found to be invalid, the remainder of the provisions of this Agreement, or the application of such provision, other than those as to which it is found to be invalid, shall remain in full force and effect.

22. **Survival**

The terms and provisions of this Agreement and the Parties' covenants hereunder shall survive the payment of the Grant Funds and the termination of this Agreement.

23. Colorado Governmental Immunity Act

Nothing in this Agreement shall be construed or interpreted as a waiver, either express or implied, of any of the immunities, rights, benefits, or protections provided under the Colorado Governmental Immunity Act (CGIA), as amended. The Parties agree that no provision of this Agreement shall be construed in such a manner as to reduce the extent to which the CGIA limits the liability of the DDA, the Board, its members, officers, agents and employees.

24. Counterparts; Electronic Signatures

This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which when taken together shall constitute one Agreement. In addition, the Parties agree to recognize signatures of this Agreement transmitted by digital signature as if they were original signatures.

25. No Third Party Beneficiaries

Nothing contained in this Agreement is intended to or shall create a contractual relationship with, cause of action in favor of, or claim for relief for, any third party, including any agent, contractor or subcontractor of Grantee. The Parties hereby acknowledge and agree that this Agreement is intended only to cover the relative rights and obligations between the DDA and the Grantee, and that no third party beneficiaries are intended except for the City where expressly provided in this Agreement.

26. Waiver

The failure of either Party to enforce any part of this Agreement shall not be deemed a waiver of such part. No waiver shall be enforceable hereunder unless signed by the Party against whom the waiver is sought to be enforced.

27. Authority

Each individual executing this Agreement represents that the individual is expressly authorized to sign and enter into this Agreement and bind the individual's respective Party.

28. Entire Agreement - Amendment

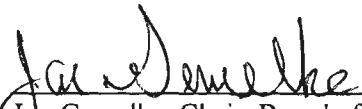
Except as expressly provided herein, this Agreement constitutes the entire agreement of the Parties. No oral understanding or agreement not incorporated in this Agreement shall be binding upon the Parties. No material changes to this Agreement shall be valid unless made as an amendment to this contract, in writing, approved by the Board and signed by the Parties.

IN WITNESS WHEREOF, this Agreement is executed and shall become effective as of the date on which it has been executed by the last of the Parties to sign.

[Signature pages follow.]

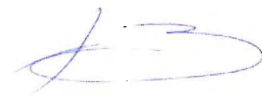
[Signature page to Grant Agreement]

**CITY OF WOODLAND PARK
DOWNTOWN DEVELOPMENT AUTHORITY**


Jon Gemelke, Chair, Board of Directors
Date of execution: 6-2-2026

ATTEST:


Secretary


Woodland Park DDA Attorney

For Mailing Notice to the DDA:

Woodland Park DDA
Attn: Board of Directors
220 W. South Ave.,
Woodland Park, CO 80866

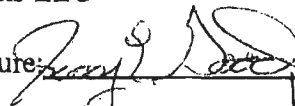
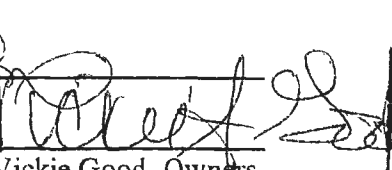
Email Notice to the DDA:

Anita Riggle: ariggle@woodlandpark.gov
Joshua Myers: jmyers@mgmfirm.com

[Signature page to Grant Agreement]

GRANTEE:

Hi Folks LLC

Signature:  

Jerry L Good and Vickie Good, Owners

Date of execution: 5/9/2026

For Mailing Notice to the Grantee:

Hi Folks LLC
Attn: Jerry Good and Vickie Good
1005 Sun Valley Drive Woodland Park, CO 80863

For Email Notice to the Grantee:

Jerry Good jerryvickiegood@msn.com

[Acknowledgement and Consent signature page to Grant Agreement]

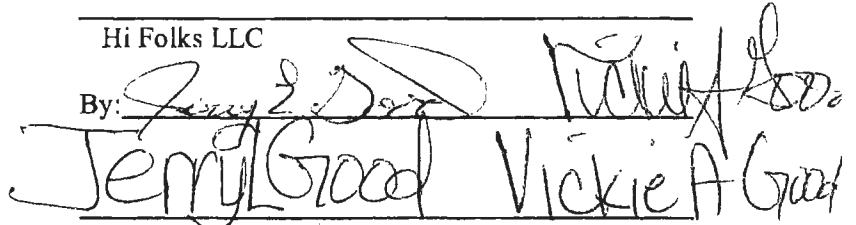
PROPERTY OWNER ACKNOWLEDGEMENT AND CONSENT

(*Required if property owner is different from named Grantee)

The undersigned, as the owner of the Property (as that term is defined in this Grant Agreement) and upon which the Project is to be completed, hereby acknowledges and consents to the terms of this Agreement, warrants the facts stated in the Grant Agreement are true, and further agrees to be bound by the Grant Agreement's terms in the same manner as Grantee.

Hi Folks LLC

By:



Printed Name of Signer

Jerry L Good Vickie A Good

Title of Entity Authorized Representative (if applicable):

mgr Member 3 Co member

For Mailing Notice to the Property Owner:

1005 Sun Valley Dr
Woodland Park Co
80863

For Email Notice to the Property Owner:

Jerryvickiegood@msn.com



Woodland Park
City Above the Clouds | 1891

**WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY
2026 MICRO-GRANT PROGRAM**

April 2, 2026

Hi Folks LLC
1005 Sun Valley Drive Woodland Park

Copy sent via email: jerryvickiegood@msn.com

RE: **Notice of Award**
2026 Micro-Grant Program

Dear Hi Folks,

The Grant Committee ("Committee"), as authorized by the Board of Directors ("Board") for the Woodland Park Downtown Development Authority ("DDA"), has considered your application for a grant under the DDA's 2026 Micro-Grant Program ("Program").

The Committee is pleased to inform you that it has approved your application and, subject to the terms and conditions in the Program and the Grant Agreement, enclosed herewith, awards you a grant up-to the amount of \$4731.00 ("Grant"). The Grant is for the Project as described in your application or a portion thereof as limited by the Committee pursuant to the information below.

Action Required:

You must return a fully signed and dated copy of the Grant Agreement to the DDA to confirm your intent to proceed with the Project. Failure to return a fully executed Grant Agreement shall forfeit the Grant.

A copy of the Grant Agreement signed by the Board Chair and Secretary will be provided to you after it is signed.

On behalf of the DDA, thank you for your interest in the Program. Please reach out if you have any questions.

Sincerely,
City of Woodland Park
Downtown Development Authority

Grant Committee on behalf of the DDA Board

Enclosures: Approved Application; Grant Agreement

Woodland Park Downtown Development Authority Micro-Grant Program 2026

Staff Review Form for Final Report

Applicant: Hi Folks LLC
Project Address: 1005 Sun Valley Drive, Woodland Park
Approval Amount (not to exceed): \$4731.00 IN Grant Agreement
Date Final Report Received: July 29, 2026
Date DDA Board Meeting Review: August 4, 2026

Scope of Project Approved by DDA for Reimbursement:
Seal/stripe parking lot, new split rail fence

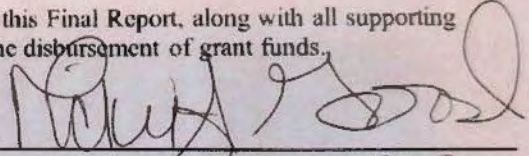
Final Report Requirements	Satisfied?	Notes
Final Report deadline met (October 30, 2026, at 5:00 PM)?	yes	
A signed and dated Final Report form was provided.	yes	
Do the requested reimbursements meet the requirements of the Program? (<i>See Grant Program, Section 5.B. Recoverable Costs/Expenses</i>) Cost/Expenses not reimbursable: - Working capital - Acquisition of property, equipment, or inventory that is not Customer Facing or a fixture (i.e., permanent in nature). - Interior improvements that are not Customer Facing. - Refinancing of existing debt.	yes	
Paid-in-full receipts / invoices are provided? (<i>Must show \$0 balance due.</i>)	yes	Check number 1173 and 1176
Post-project completion photos are provided that show the items were installed per the approved Project?	yes	
Did total reimbursable costs reach max grant amount awarded?	yes	The max grant amount that can be awarded per the Grant Agreement is \$4731.00
Were copies of governmental approvals and permits provided (if applicable)?	n/a	

FINAL REPORT – STATEMENT BY GRANTEE
Woodland Park Downtown Development Authority
2026 Micro-Grant Program

The undersigned hereby submits this Final Report to the Woodland Park Downtown Development Authority ("DDA") and certifies as follows:

1. The Project, as approved by the DDA in the Notice of Award enclosed herewith ("Grant Approval"), is complete.
2. The Project was completed in conformity with the Grant Approval.
3. The Project was completed in compliance with all governmental regulations, including City review and permitting, as applicable. Copies of applicable approvals and permits are included with this Final Report.
4. All costs and expenses sought for reimbursement have been paid in full, as evidenced by the copies of the receipts, paid invoices, and other instruments submitted with this Final Report.
5. The photographs provided with this Final Report are a true and accurate portrayal of the status of the Project.

The undersigned requests that the DDA consider this Final Report, along with all supporting documents submitted herewith, for approval of the disbursement of grant funds.

By: 

Signor's Printed Name: Vickie A Gooch

Date of execution: 6/14/2026

Enclosures:

- Copies of governmental approvals and permits (if applicable)
- Proof of payment for reimbursable costs (paid-in-full receipts and invoices)
- Pictures of the completed Project

BLACK DOG EXCAVATION
WOODLAND PARK, CO 80863
719-687-2697

INVOICE

INVOICE NO. 51400

INVOICE DATE	
CUSTOMER ORDER NUMBER	Verbal-Phone

SOLD TO	SHIP TO
Williams Log Furniture/Mr. Jerry Good	email: jerryvickiegood@msn.com
120 East Midland	719-641-9968
Woodland Park, Colorado 80863	

SALESPERSON	SHIPPED VIA	TERMS	F.O.B
Tim J Muckler		Due on Completion	

QTY ORDERED	QTY SHIPPED	DESCRIPTION	UNIT	AMOUNT
1		Clean existing parking lot of 2430sq.ft., crackfill cracks with hot rubberized sealer, seal coat entire lot, and stripe lot back to original lay out.		
		<i>Yellow - Paint</i>		
		Total Due=		\$1486.00
		Please mail your check at completion to our billing office below. Thank You Tim Muckler		
		Black Dog Excavating/Tim Muckler		
		PO Box# 8100		
		Hot Springs Village, Arkansas 71910		

JERRY L GOOD 10-11
VICKIE A GOOD
HI FOLKS LLC
1005 SUN VALLEY DR.
WOODLAND PARK, CO 80863

23-315
1020

1173

DATE *5-26-20*

PAY TO
THE ORDER OF

Black Dog Excavating \$1486.00
one thousand four hundred eighty six dollars

VECTRA BANK
COLORADO

WOODLAND PARK BRANCH
381 W. HIGHWAY 24
WOODLAND PARK, CO 80863

REDIRECT RESPONSE 1-800-232-8946 (24-HOUR ACCOUNT INFORMATION)

Tim Muckler

MOUNTAIN FENCE COMPANY, LLC.

P.O. BOX 662
CASCADE, CO 80809

Phone (719) 684-2055

INVOICE

TO

Williams Log Cabin
120 E MIDLAND
Woodland Park

DATE	<i>7-28-26</i>
CUSTOMER ORDER NO.	
SALESPERSON	
VIA	

TERMS:

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	<i>To remove 155' of 2-rail split rail and haul away and replace with new fence</i>		
	<i>paid in full 11-76</i>	<i>Total Due</i>	<i>3,245.00</i>
	<i>Thanks Tom + Mike</i>		

ORIGINAL

THANK YOU

1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 26

This Statement
June 1, 2026

JERRY L GOOD 10-31
VICKIE A GOOD
HI FOLKS LLC
1006 SUN VALLEY DR
WOODLAND PARK, CO 80863

DATE 5-26-20
1173

PAY TO THE ORDER OF
Black Dog Excavation \$1486.00
one thousand four hundred eighty six and 00/100

VECTRA BANK
ATTEMPT
PARKING LOT 120 E mainland

Posted 06/01/20 CH# 1173 \$1486.00

Vetra Bank Colorado

ACCOUNT #

Page 5 of 6

This Statement
July 31, 2026

JERRY L. GOOD 10-11 22-111 1175
VICKIE A GOOD 1025
HI FOLKS LLC
1300 SUN VALLEY DR.
WOODLAND PARK, CO 80663
Date 7-24-26
PAY TO Mountain Fence Co \$ 3245.00
three thousand two hundred forty five and 00/100
VECTRABANK
MEMO
Posted 07/29/26 CH# 1175 \$3245.00







City of Woodland Park Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: September 01, 2026

Agenda Item: 6.a.ii. – Final Report of Mountain View Studio LLC

Presented By: City Staff

REQUEST PRESENTED

Grant recipient Mountain View Studio LLC (“Applicant”) has submitted a request to the DDA Board to approve its Final Report and the distribution of grant funds for recoverable costs.

SUMMARY

The 2026 Woodland Park DDA Micro-Grant Program (“Program”) was approved by the DDA Board at its regular meeting on March 03, 2026, by WPDDA Resolution No. 2026-02. The Program establishes the processes and procedures for running the grant program that are applicable to all grant applicants to create a fair and universal grant program.

To ensure that all grant projects are completed before disbursing grant funds for recoverable costs, the Program sets forth conditions that must be met by the Applicant, including the submittal of a Final Report, as found in Program Section 5.C. Pre-Conditions for Distribution of Grant Funds (Payments):

The following conditions must be met before Grant funds will be dispersed:

- i. *The Project must be completed and a Final Report, in the form approved by the DDA, must be submitted to the City by 5:00 p.m. on October 30, 2026. Final Reports must be submitted online through the DDA Micro-Grant Information Center found on the City’s website [];*
- ii. *All work must comply with Program requirements and applicable laws, ordinances, building codes and zoning ordinances, including, but not limited to, all regulations of the City; and*
- iii. *A fully executed Grant Agreement with the DDA in a form approved by the DDA ... must be entered by all necessary parties.*

The Grant Program controls what costs/expenses are recoverable as grant disbursements in Program Section 5.B. Recoverable Costs / Expenses:

Only the following costs and expenses are recoverable, after proof of payment is provided in the Final Report, and only up-to the amount of the Grant:

- i. *Professional service fees (e.g., designer, architect, contractor);*

- ii. *Labor and materials necessary to complete the Project;*
- iii. *Eligible system components (must have a reasonable connection to a public benefit within the District); and*
- iv. *Other costs and expenses that are paid in connection with completing the approved Project (does not include any fees paid to the City or other local government in connection with required Project approvals, such as permit fees, review fees, etc.).*

The costs and expenses must arise out of the costs and expenses for the approved Project. Any costs or expenses not listed above shall not be recoverable. For example, and without limitation, Grant funds shall not be used for working capital; acquisition of real property or inventory; interior improvements that are not Customer Facing; or for refinancing of existing debt or private funding.

The Board may approve the Final Report if it finds the following:

- 1. The Applicant and the DDA entered a Grant Agreement;**
- 2. The approved project was completed and the Final Report was submitted before the deadline of 5:00 p.m. on October 30, 2026; and**
- 3. A Final Report was submitted that meets the required elements stated in the Program and Grant Agreement.**

A review of the Final Report documents was completed by City staff, and Staff's Final Review Form is provided with this AIS.

FINANCIAL CONSIDERATIONS

The Board can only approve disbursement of the grant funds for recoverable costs / expenses, as provided above. Further, the Board can only approve the disbursement in an amount up-to the grant amount awarded by the Board. The max grant amount allowed for this application is \$5,000.00.

The Applicant provided copies of paid invoices and/or receipts for recoverable costs/expenses in a total amount that exceeds the \$5,000.00 grant amount. The DDA Board may approve the distribution of the full grant amount of \$5,000.00.

OPTIONAL BOARD ACTIONS

The Board may take one of the following actions by motion:

1. Approve the Final Report and payment of the full grant amount.
2. Deny approval of the Final Report and request that Applicant provide additional information.

MOTION OPTIONS

A motion made must be seconded and voted on by the Board.

1. Motion to Approve Final Report and payment of the full grant award.

“I move to approve the Final Report of Mountain View Studio LLC and for the City to issue payment in the amount of \$5,000.00 as disbursement of the awarded grant for recoverable costs.”

2. Motion to Deny Approval of Final Report

“I move to deny approval of the Final Report of Mountain View Studio LLC because the following required information is missing: **STATE THE INFORMATION THAT IS NEEDED**.”

ATTACHMENTS

1. Grant Agreement – fully executed
2. Notice of Award
3. Staff’s Final Report Review Form
4. Final Report of Mountain View Studio LLC

✓

GRANT AGREEMENT
[WPDDA 2026 Micro-Grant Program]

Project Property Address: 216 W. Midland Ave.
Teller County Assessor Acct. No.: R0000683

(the “**Property**”)

This Grant Agreement (“**Agreement**”) is entered between the CITY OF WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY, a body corporate of the State of Colorado (the “**DDA**”), and Mountain View Studio LLC, a Colorado, Limited Liability Company with a principal address at 216 W. Midland Avenue, Woodland Park, CO 80863 (the “**Grantee**”) (together, hereinafter, the DDA and Grantee are referred to as the “**Parties**” and each a “**Party**”). This Agreement is effective on the later of the dates on which both of the Parties have signed this Agreement (the “**Effective Date**”).

RECITALS

- A. The DDA is a downtown development authority created pursuant to the provisions of Part 8, Article 25, Title 31 of the Colorado Revised Statutes, duly formed and in perpetual existence since 2001.
- B. The DDA is governed by its Board of Directors (“**Board**”).
- C. Under the authority granted to the DDA by the City of Woodland Park Downtown Development Authority Foundation Plan, which is the DDA’s “plan of development” as defined in C.R.S. § 31-25-802(6.6), as approved by the City Council for the City of Woodland Park, Colorado (“**City**”) via Resolution No. 571, Series 2002, the Board has developed and implemented the DDA’s 2026 Micro-Grant Program (“**Program**”) through which certain members of the public owning or having an interest in property located within the DDA boundaries may apply for and obtain DDA grant funds available through the Program (“**Grant**”) to financially assist in the completion of projects that meet the eligibility criteria in the Program.
- D. Grantee filed an application for a Grant (the “**Project Application**”) for a project (the “**Project**”) that was considered and approved by the Grant Committee, which is the committee that was duly created by the Board via DDA Resolution No. 2026-02 and authorized to review and approve Project Applications subject to the objective criteria set forth in the Program.
- E. The approved scope of the Project is defined in the Project Application unless limited by the Grant Committee’s Notice of Award that was provided to the Grantee (the “**Notice of Award**”).
- F. The approval of the Project Application is conditioned on the full execution of this Agreement by the Parties and subject to the terms and conditions set forth herein. The Parties intend this Agreement to be the detailed final grant agreement required by the Program.

AGREEMENT

NOW, THEREFORE, in consideration of the Parties' mutual covenants contained herein, the Parties hereto agree as follows:

1. Incorporation of Recitals

The Recitals set forth above are hereby incorporated into the terms of this Agreement.

2. Incorporation of Program

The provisions in the Program are hereby incorporated into the terms of this Agreement. In the event of any conflict between this Agreement and the Program, the more restrictive provision shall apply unless expressly stated otherwise.

3. Representations and Warranties of Grantee

Grantee represents, warrants, and affirms that Grantee:

- a. is duly formed or organized, qualified to do business in Colorado, and in good standing under the laws of Colorado;
- b. has full and lawful authority to enter into, and comply with the terms of, this Agreement;
- c. is the owner or authorized representative of the owner of the Property (as that term is defined above), and that the Property is located within the boundaries of the DDA;
- d. had and has, as applicable, the legal authority to apply for the Grant, to enter into this Agreement, and to finance and complete the proposed Project;
- e. has undertaken and completed all acts necessary to legally enter into and bind Grantee to the terms of this Agreement, and Grantee's performance of this Agreement will not violate any agreement or obligation between Grantee and any third party;
- f. is in compliance with all applicable laws, regulations, statutes, and other legal requirements of the City and any other governmental or regulatory authority having jurisdiction over the Property, and Grantee has not received any notice or communication from the City or any such other governmental entity or authority regarding any actual, alleged, or potential violation of or failure to comply with any applicable legal requirement(s); and
- g. Grantee shall complete all actions necessary to obtain City approval of and all necessary permits required for the Project prior to commencing work or expending funds on the Project; and
- h. Grantee does not discriminate against any individual or entity on the basis of any protected characteristics.

4. **Grant Award**

Subject to the terms and conditions set forth in this Agreement, the Board hereby awards to Grantee a total sum not to exceed Five Thousand Dollars (\$5000.00), to be paid to Grantee as a reimbursement of eligible costs and expenses for the Project, as provided for and in conformance with this Agreement, following the completion of the Project and the Board's approval of the Final Report (described in Section 7 below) (the "Grant Award").

5. **Grantee's Efforts**

Grantee shall complete the Project in a timely fashion and in a good and workmanlike manner. The Grantee agrees to carry out, complete, and ensure the use of the Project in a sound, economical, and efficient manner, and in accordance with the provisions of this Agreement. Grantee shall obtain all necessary approvals and permits from each governing entity that has jurisdiction over the Property, which includes, but is not limited to, the City of Woodland Park, related to the commencement and completion of the Project ("**Required Approvals**").

6. **Completion Date (WARNING: HARD DEADLINE – NO EXTENSIONS)**

Grantee shall complete the Project and submit its Final Report (defined below) no later than **5:00 p.m. on October 30, 2026** (the "Completion Date"). Extensions shall not be granted.

Final Reports must be submitted electronically through the DDA Micro-Grant Information Center website portal. The portal can be accessed by going to <https://woodlandpark.gov/520/DDA-Micro-Grant-Information-Center>.

Grantee's failure to complete the Project and submit a Final Report by the Completion Date shall be deemed a default of this Grant Agreement by Grantee, and the Grantee shall forfeit the Grant Award. Upon such a default by the Grantee, the Board shall not be obligated to approve the distribution or payment of any amount of the Grant Award.

Grantee's Initials: C.S.

7. **Final Report**

Once the Project is complete, Grantee shall submit a report to the Board detailing the accomplishments of and expenditures related to the Project (the "**Final Report**"). The Project is deemed complete when all of the improvements that are identified in the approved Project Application, as may be modified by Required Approvals, have been built and are ready for their intended use and when all Required Approvals have been obtained.

Grantee shall include the following documents and information in the Final Report:

- a. An executed Final Report – Statement by Grantee (provided by DDA).
- b. Copies of all itemized receipts and invoices showing **paid-in-full** ("**Receipts**") for the amounts that Grantee wants the Board to consider as qualifying for the Grant. All

Receipts must clearly show the name of payment recipient, the name of the Grantee as payor, itemize the costs, and show PAID-IN-FULL or a \$0.00 Balance Due.

- c. Quality photographs (preferably digital) of the before and after completed Project.

The Board or its designee may, in its discretion, request additional documentation from the Grantee or perform a site visit of the Project before providing final approval of the Final Report.

The Final Report must be submitted to the DDA via the website portal, per Section 6 above.

8. Conditions for Disbursement of Grant Award Funds

The obligation of the DDA to approve the disbursement of Grant Award funds to Grantee (“Grant Funds”) is subject to the following requirements, conditions, and limitations:

- a. The total amount of Grant Funds that will be paid to Grantee is controlled by the total amount of recoverable costs and expenses associated with the Project as determined by the Board and this Agreement, but in no event shall the amount of the Grant Funds exceed the award amount provided in Section 4 of this Agreement.

- b. Grant Funds shall not be disbursed to the Grantee until after the Final Report is approved by the Board or its designee.

- c. The Grant Funds shall only be used for eligible costs associated with the Project as it was approved by the Board or its designee. The Grant Funds may not be used to pay for maintenance costs, administrative costs, non-fixed assets (such as maintenance equipment or inventory), or any other costs deemed to be ineligible by the Board, at the Board's sole discretion.

- d. Except as otherwise agreed to in advance by the Board or its designee in accordance with the terms of this Agreement, no material modifications may be made to the scope of the Project. Material modifications to the scope of the Project may result in a reduction in the amount of the Grant Funds, including a complete reduction of the full amount of the Grant Funds to \$0.00, at the discretion of the Board. “Material modifications” may include, but are not necessarily limited to, a reduction in the total cost of the Project, a reduction in the size or number of public components to be constructed, changes to the nature of the components to be constructed, or any other variance from the Project as presented in the Project Application. It is the sole responsibility of Grantee to inform the Board of any such modifications to the Project. The Board strongly encourages Grantee to contact the Board when the Grantee becomes aware of or wishes to make any modifications to the Project, so that the Board may evaluate whether such modification is material and subject to Board approval.

9. Post-Project Completion: Ownership, Operation and Maintenance

Grantee shall continue to own the Property for at least six (6) months following Grantee's receipt of payment of the Grant Funds. Grantee shall use its best efforts to operate, manage, and maintain the Project in a reasonable state of repair for the purposes specified in the Project

Application. Neither the DDA nor the City shall be liable for any costs, including future costs, arising out of or connected to the Project, including costs for maintenance and repair.

10. **Public Access**

Grantee agrees, for itself and its successors in interest, to allow public access to the publicly-accessible portions of the Project. Grantee may temporarily close such public access for construction, maintenance, emergency situations, or other reasonable purposes.

11. **Publicity and Acknowledgement**

By signing this Agreement, Grantee agrees to the following:

a. The DDA may include the name of Grantee in any publications, press releases, or other public communications (collectively, referred to as “**Public Communication**”) to factually describe its support of Grantee or the Project without providing Grantee advance notice and without Grantee’s prior review and written consent of the Public Communication.

b. The DDA will be recognized as a sponsor of the Project in all Public Communications made in connection with the support and funding of the Project unless the Board determines otherwise. To facilitate the foregoing, the Grantee shall provide advance notice to the Board for the Board’s review, revisions, and consent of any intended Public Communication to be made by Grantee related to the support and funding of the Project.

c. Grantee shall give the Board a minimum 30 days’ notice of Project grand openings, dedications, and other events, and when possible, invite the Board to participate in the same.

d. At no time shall Grantee represent in any manner to the public or to any party that it is affiliated with the DDA or the City, or acting on behalf of the DDA or the City.

12. **Indemnification**

Grantee shall be responsible for and shall indemnify, defend and hold harmless the DDA, the Board, its officers, agents, contractors, and affiliates from and against all liabilities, claims, actions, demands, damages, costs, and expenses (including reasonable attorney fees and costs) arising out of or caused by (i) the negligent act, omission, or willful misconduct of Grantee, its affiliates, directors, officers, employees, and agents; or (ii) Grantee’s breach of this Agreement, or any covenants, representations or warranties herein. Grantee hereby waives any and all rights to any type of express or implied indemnity or right of contribution from the City, the DDA, or any of the members, officers, agents, affiliates, or employees of the City or the DDA, for any liability resulting from, growing out of, or in any way connected with or incident to this Agreement. Grantee acknowledges that Grantee is the owner of the Project and the Property upon which it is located, or has control of the Project and the Property, and that the Board neither owns, possesses, nor controls the Project, the Property, nor the operations of the Project.

13. **Audits and Accounting**

Grantee shall maintain accounts and keep complete and accurate documents and accounting records, including, but not limited to, proposals, estimates, invoices, account statements, and receipts relating to the Project (“**Project Records**”). Grantee shall retain the Project Records for not less than three (3) years following the date of disbursement of Grant Funds under this Agreement. The Board, or its designated agent, shall have the right, upon reasonable notice to Grantee, to examine, audit, and have audited the Project Records. Grantee shall use reasonable and appropriate accounting systems in maintaining the Project Records.

14. **Inspection**

The Board, or a designated member thereof, shall have the right to inspect the Project to ascertain compliance with this Agreement.

15. **Withdrawal of Grant Funding Award; Termination of Agreement**

The Board may discontinue, modify, withhold, and withdraw, in whole or in part, the Grant Award, payment of the Grant Funds, or if Grant Funds have been disbursed to Grantee, require a refund of payments made, and terminate this Agreement if the Board determines, in its sole and absolute discretion, that such action is necessary because:

- a. facts have arisen or situations have occurred that fundamentally alter the Board’s ability to award the Grant;
- b. Grantee has not fully complied with the terms and conditions of this Agreement;
- c. material modifications in the scope or nature of the Project have occurred from what was presented in the Project Application as approved by the Board and such material modifications have not received the prior written approval of the Board;
- d. a statement or representation made by Grantee in the Project Application, this Agreement, the Final Report, or otherwise is found to be materially untrue, inaccurate, or incomplete;
- e. by action or omission, Grantee or any of Grantee’s representatives committed fraud with respect to the Grant or the Grant Funds;
- f. the Final Report is not acceptable to the Board;
- g. the Project is not completed by the Completion Date, or any valid extension thereof granted by the Board; or
- h. the title to or encumbrances against the Property are or become such that Grantee is unable to complete the Project, or the Project and/or the Property are or become unavailable for public use.

The list above is not exclusive. The Board does not waive its right to discontinue, modify, withhold, withdraw, or demand a refund of payments made for any legitimate and legal purpose.

16. Breach

In the event that Grantee breaches any of the terms, covenants, representations, warranties, or conditions of this Agreement, the DDA may elect to enforce any and all remedies available at law or in equity, including without limitation, any of the following:

- a. withdraw the Grant and terminate this Agreement;
- b. deny Grantee eligibility for participation in future DDA grants, loans or projects;
- c. require recovery of the full amount of the Grant Funds disbursed to Grantee under this Grant Agreement, including judgment for damages; and
- d. recover reasonable attorney fees and costs, including costs of collection.

The foregoing remedies are cumulative and may be exercised independently or in combination and are not exclusive to one another or to any other remedies available at law or in equity. In the event the DDA must pursue any remedy and is the substantially prevailing party, the DDA shall be awarded its costs and reasonable attorney fees, including costs of collection.

17. Notice

Written notices, requests, and approvals under this Agreement must be delivered by mail or email to the other Party's contacts for notice specified on the receiving Party's signature page to this Agreement, or as otherwise directed by a Party by providing notice of such change to the other Party.

18. Assignment

Grantee's rights and obligations in this Agreement cannot be assigned.

19. Governing Law and Venue

This Agreement shall be governed by the laws of the State of Colorado, without regard to conflicts of laws principles. Venue for any dispute hereunder shall lie exclusively in a state, county, or municipal court of competent jurisdiction in the County of Teller, Colorado.

20. No Joint Venture

Nothing in this Agreement shall be construed to create a joint venture, partnership, agency, employer/employee, or any other relationship between the Parties except for grantor/grantee. Neither Party has any right or authority to obligate or bind the other Party in any manner whatsoever except as granted by this Agreement.

21. Severability

If any provision of this Agreement, or the application thereof, is found to be invalid, the remainder of the provisions of this Agreement, or the application of such provision, other than those as to which it is found to be invalid, shall remain in full force and effect.

22. Survival

The terms and provisions of this Agreement and the Parties' covenants hereunder shall survive the payment of the Grant Funds and the termination of this Agreement.

23. **Colorado Governmental Immunity Act**

Nothing in this Agreement shall be construed or interpreted as a waiver, either express or implied, of any of the immunities, rights, benefits, or protections provided under the Colorado Governmental Immunity Act (CGIA), as amended. The Parties agree that no provision of this Agreement shall be construed in such a manner as to reduce the extent to which the CGIA limits the liability of the DDA, the Board, its members, officers, agents and employees.

24. **Counterparts; Electronic Signatures**

This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which when taken together shall constitute one Agreement. In addition, the Parties agree to recognize signatures of this Agreement transmitted by digital signature as if they were original signatures.

25. **No Third Party Beneficiaries**

Nothing contained in this Agreement is intended to or shall create a contractual relationship with, cause of action in favor of, or claim for relief for, any third party, including any agent, contractor or subcontractor of Grantee. The Parties hereby acknowledge and agree that this Agreement is intended only to cover the relative rights and obligations between the DDA and the Grantee, and that no third party beneficiaries are intended except for the City where expressly provided in this Agreement.

26. **Waiver**

The failure of either Party to enforce any part of this Agreement shall not be deemed a waiver of such part. No waiver shall be enforceable hereunder unless signed by the Party against whom the waiver is sought to be enforced.

27. **Authority**

Each individual executing this Agreement represents that the individual is expressly authorized to sign and enter into this Agreement and bind the individual's respective Party.

28. **Entire Agreement - Amendment**

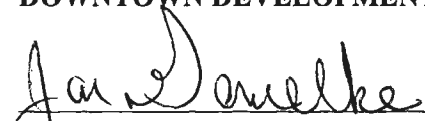
Except as expressly provided herein, this Agreement constitutes the entire agreement of the Parties. No oral understanding or agreement not incorporated in this Agreement shall be binding upon the Parties. No material changes to this Agreement shall be valid unless made as an amendment to this contract, in writing, approved by the Board and signed by the Parties.

IN WITNESS WHEREOF, this Agreement is executed and shall become effective as of the date on which it has been executed by the last of the Parties to sign.

[Signature pages follow.]

[Signature page to Grant Agreement]

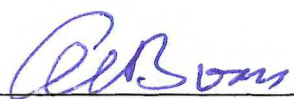
**CITY OF WOODLAND PARK
DOWNTOWN DEVELOPMENT AUTHORITY**


Jon Gemelke, Chair, Board of Directors

Date of execution: 6-2-2026

ATTEST:

APPROVED AS TO FORM:


Secretary


Woodland Park DDA Attorney

For Mailing Notice to the DDA:

Woodland Park DDA
Attn: Board of Directors
220 W. South Ave.,
Woodland Park, CO 80866

Email Notice to the DDA:

Anita Riggle: ariggle@woodlandpark.gov
Joshua Myers: jmyers@mgmfirm.com

[Signature page to Grant Agreement]

GRANTEE:

Mountain View Studio, LLC

Signature: Courtney Spence
Courtney Spence, owner

Date of execution: 5/11/25

For Mailing Notice to the Grantee:

Mountain View Studio, LLC

Attn: Courtney Spence

216 W. Midland Ave, Woodland Park, CO 80863

For Email Notice to the Grantee:

Courtney Spence courtneyspence0@gmail.com

[Acknowledgement and Consent signature page to Grant Agreement]

PROPERTY OWNER ACKNOWLEDGEMENT AND CONSENT

*(*Required if property owner is different from named Grantee)*

The undersigned, as the owner of the Property (as that term is defined in this Grant Agreement) and upon which the Project is to be completed, hereby acknowledges and consents to the terms of this Agreement, warrants the facts stated in the Grant Agreement are true, and further agrees to be bound by the Grant Agreement's terms in the same manner as Grantee.

Mountain View Studio LLC

If landowner is an Entity, add the full legal name of the entity: Name, Jurisdiction, Form. e.g., Joes Shop, LLC, a Colorado limited liability company).

By: Courtney Spence

Courtney Spence

Printed Name of Signer

Owner

Title of Entity Authorized Representative (if applicable):

For Mailing Notice to the Property Owner:

P.O. Box 5796

Woodland Park, CO.

80866

For Email Notice to the Property Owner:

StudioWestAve@gmail.com



Woodland Park
City Above the Clouds | 1891

**WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY
2026 MICRO-GRANT PROGRAM**

May 11, 2026

Mountain View Studio LLC
216 W. Midland Ave, Woodland Park

Copy sent via email: courtneyspenceo@gmail.com

RE: **Notice of Award**
2026 Micro-Grant Program

Dear Mountain View Studio,

The Grant Committee ("Committee"), as authorized by the Board of Directors ("Board") for the Woodland Park Downtown Development Authority ("DDA"), has considered your application for a grant under the DDA's 2026 Micro-Grant Program ("Program").

The Committee is pleased to inform you that it has approved your application and, subject to the terms and conditions in the Program and the Grant Agreement, enclosed herewith, awards you a grant up-to the amount of \$5,000 ("Grant"). The Grant is for the Project as described in your application or a portion thereof as limited by the Committee pursuant to the information below.

Action Required:

You must return a fully signed and dated copy of the Grant Agreement to the DDA to confirm your intent to proceed with the Project. Failure to return a fully executed Grant Agreement shall forfeit the Grant.

A copy of the Grant Agreement signed by the Board Chair and Secretary will be provided to you after it is signed.

On behalf of the DDA, thank you for your interest in the Program. Please reach out if you have any questions.

Sincerely,
City of Woodland Park
Downtown Development Authority

Grant Committee on behalf of the DDA Board

Enclosures: Approved Application; Grant Agreement

Woodland Park Downtown Development Authority Micro-Grant Program 2026

Staff Review Form for Final Report

Applicant: Mountain View Studio LLC
Project Address: 216 West Midland Avenue
Approval Amount (not to exceed): \$5,000.00 Grant Agreement
Date Final Report Received: July 31, 2026
Date DDA Board Meeting Review: September 1, 2026

Scope of Project Approved by DDA for Reimbursement:
Vinyl plank flooring

Final Report Requirements	Satisfied?	Notes
Final Report deadline met (October 30, 2026, at 5:00 PM)?	yes	
A signed and dated Final Report form was provided.	yes	
Do the requested reimbursements meet the requirements of the Program? <i>(See Grant Program, Section 5.B. Recoverable Costs/Expenses)</i> Cost/Expenses not reimbursable: - Working capital - Acquisition of property, equipment, or inventory that is not Customer Facing or a fixture (i.e., permanent in nature). - Interior improvements that are not Customer Facing. - Refinancing of existing debt.	yes	
Paid-in-full receipts / invoices are provided? <i>(Must show \$0 balance due.)</i>	yes	
Post-project completion photos are provided that show the items were installed per the approved Project?	yes	
Did total reimbursable costs reach max grant amount awarded?	yes	The max grant amount that can be awarded per the Grant Agreement is \$5000.00
Were copies of governmental approvals and permits provided (if applicable)?	n/a	

FINAL REPORT – STATEMENT BY GRANTEE
Woodland Park Downtown Development Authority
2026 Micro-Grant Program

The undersigned hereby submits this Final Report to the Woodland Park Downtown Development Authority (“DDA”) and certifies as follows:

1. The Project, as approved by the DDA in the Notice of Award enclosed herewith (“Grant Approval”), is complete.
2. The Project was completed in conformity with the Grant Approval.
3. The Project was completed in compliance with all governmental regulations, including City review and permitting, as applicable. Copies of applicable approvals and permits are included with this Final Report.
4. All costs and expenses sought for reimbursement have been paid in full, as evidenced by the copies of the receipts, paid invoices, and other instruments submitted with this Final Report.
5. The photographs provided with this Final Report are a true and accurate portrayal of the status of the Project.

The undersigned requests that the DDA consider this Final Report, along with all supporting documents submitted herewith, for approval of the disbursement of grant funds.

By: 

Signor's Printed Name: Courtney Spence

Date of execution: 7/31/24

Enclosures:

- Copies of governmental approvals and permits (if applicable)
- Proof of payment for reimbursable costs (paid-in-full receipts and invoices)
- Pictures of the completed Project

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

► Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Mountain View Studio LLC.

2 Business name/disregarded entity name, if different from above
Pine and Petal Salon Co.

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☒ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ► _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
214 West Midland Avenue

6 City, state, and ZIP code
Woodland Park, Colorado 80863

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-			
--	--	--	---	--	--	---	--	--	--

or

Employer identification number

3	6	-	5	1	0	9	5	7	6
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part I, later.

Sign
Here

Signature of
U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What Is backup withholding*, later.



Joel Daily
(Insured)
7724 Pebblebrook Dr
Watauga TX 76148
903-850-8059
Joeldaily73@gmail.com
<http://www.daily-maintenance.com>

RECIEPT

NAME	ADDRESS	JOB HEADING	DATE
PINE AND PETAL SALON	WOODLAND PARK 80863	LAMINATE FLOORING	7/28/26

<u>DESCRIPTION</u>	<u>MATERIAL</u>	<u>LABOR</u>	<u>TOTAL</u>
Demo and install 1,040 sq. ft. of flooring	3181.75	2025.00	5206.75

TOTALS (please pay using: Cashapp, PayPal, Venmo, Zelle or Cash. If paying by check, please make check payable to: Joel Daily)

3181.75
5

2025.00

5206.75

YOUR LOGO
HERE

All projects over \$1,000.00 require
cost of materials and 10% of labor
to start

Balance=

0.00

Del Del







City of Woodland Park Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: September 01, 2026

Agenda Item: 6.a.iii. – Final Report of Woodland Capital, LLC

Presented By: City Staff

REQUEST PRESENTED

Grant recipient Woodland Capital, LLC (“Applicant”) has submitted a request to the DDA Board to approve its Final Report and the distribution of grant funds for recoverable costs.

SUMMARY

The 2026 Woodland Park DDA Micro-Grant Program (“Program”) was approved by the DDA Board at its regular meeting on March 03, 2026, by WPDDA Resolution No. 2026-02. The Program establishes the processes and procedures for running the grant program that are applicable to all grant applicants to create a fair and universal grant program.

To ensure that all grant projects are completed before disbursing grant funds for recoverable costs, the Program sets forth conditions that must be met by the Applicant, including the submittal of a Final Report, as found in Program Section 5.C. Pre-Conditions for Distribution of Grant Funds (Payments):

The following conditions must be met before Grant funds will be dispersed:

- i. *The Project must be completed and a Final Report, in the form approved by the DDA, must be submitted to the City by 5:00 p.m. on October 30, 2026. Final Reports must be submitted online through the DDA Micro-Grant Information Center found on the City’s website [];*
- ii. *All work must comply with Program requirements and applicable laws, ordinances, building codes and zoning ordinances, including, but not limited to, all regulations of the City; and*
- iii. *A fully executed Grant Agreement with the DDA in a form approved by the DDA ... must be entered by all necessary parties.*

The Grant Program controls what costs/expenses are recoverable as grant disbursements in Program Section 5.B. Recoverable Costs / Expenses:

Only the following costs and expenses are recoverable, after proof of payment is provided in the Final Report, and only up-to the amount of the Grant:

- i. *Professional service fees (e.g., designer, architect, contractor);*

- ii. *Labor and materials necessary to complete the Project;*
- iii. *Eligible system components (must have a reasonable connection to a public benefit within the District); and*
- iv. *Other costs and expenses that are paid in connection with completing the approved Project (does not include any fees paid to the City or other local government in connection with required Project approvals, such as permit fees, review fees, etc.).*

The costs and expenses must arise out of the costs and expenses for the approved Project. Any costs or expenses not listed above shall not be recoverable. For example, and without limitation, Grant funds shall not be used for working capital; acquisition of real property or inventory; interior improvements that are not Customer Facing; or for refinancing of existing debt or private funding.

The Board may approve the Final Report if it finds the following:

- 1. The Applicant and the DDA entered a Grant Agreement;**
- 2. The approved project was completed and the Final Report was submitted before the deadline of 5:00 p.m. on October 30, 2026; and**
- 3. A Final Report was submitted that meets the required elements stated in the Program and Grant Agreement.**

A review of the Final Report documents was completed by City staff, and Staff's Final Review Form is provided with this AIS.

FINANCIAL CONSIDERATIONS

The Board can only approve disbursement of the grant funds for recoverable costs / expenses, as provided above. Further, the Board can only approve the disbursement in an amount up-to the grant amount awarded by the Board. The max grant amount allowed for this application is \$4,785.00.

The Applicant provided copies of paid invoices and/or receipts for recoverable costs/expenses in a total amount that exceeds the \$4,785.00 grant amount. The DDA Board may approve the distribution of the full grant amount of \$4,785.00.

OPTIONAL BOARD ACTIONS

The Board may take one of the following actions by motion:

1. Approve the Final Report and payment of the full grant amount.
2. Deny approval of the Final Report and request that Applicant provide additional information.

MOTION OPTIONS

A motion made must be seconded and voted on by the Board.

1. Motion to Approve Final Report and payment of the full grant award.

“I move to approve the Final Report of Woodland Capital, LLC and for the City to issue payment in the amount of \$4,785.00 as disbursement of the awarded grant for recoverable costs.”

2. Motion to Deny Approval of Final Report

“I move to deny approval of the Final Report of Woodland Capital, LLC because the following required information is missing: **STATE THE INFORMATION THAT IS NEEDED**.”

ATTACHMENTS

1. Grant Agreement – fully executed
2. Notice of Award
3. Staff’s Final Report Review Form
4. Final Report of Woodland Capital, LLC

GRANT AGREEMENT
[WPDDA 2026 Micro-Grant Program]

Project Property Address: 777 E. US 24
Teller County Assessor Acct. No.: R0010967

(the “**Property**”)

This Grant Agreement (“**Agreement**”) is entered between the CITY OF WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY, a body corporate of the State of Colorado (the “**DDA**”), and Woodland Capital, LLC, a Colorado limited liability company d/b/a Eagle Fire Lodge, with a principal address at 720 W. Highway 24, Woodland Park, CO 80863 (the “**Grantee**”) (together, hereinafter, the DDA and Grantee are referred to as the “**Parties**” and each a “**Party**”). This Agreement is effective on the later of the dates on which both of the Parties have signed this Agreement (the “**Effective Date**”).

RECITALS

- A. The DDA is a downtown development authority created pursuant to the provisions of Part 8, Article 25, Title 31 of the Colorado Revised Statutes, duly formed and in perpetual existence since 2001.
- B. The DDA is governed by its Board of Directors (“**Board**”).
- C. Under the authority granted to the DDA by the City of Woodland Park Downtown Development Authority Foundation Plan, which is the DDA’s “plan of development” as defined in C.R.S. § 31-25-802(6.6), as approved by the City Council for the City of Woodland Park, Colorado (“**City**”) via Resolution No. 571, Series 2002, the Board has developed and implemented the DDA’s 2026 Micro-Grant Program (“**Program**”) through which certain members of the public owning or having an interest in property located within the DDA boundaries may apply for and obtain DDA grant funds available through the Program (“**Grant**”) to financially assist in the completion of projects that meet the eligibility criteria in the Program.
- D. Grantee filed an application for a Grant (the “**Project Application**”) for a project (the “**Project**”) that was considered and approved by the Grant Committee, which is the committee that was duly created by the Board via DDA Resolution No. 2026-02 and authorized to review and approve Project Applications subject to the objective criteria set forth in the Program.
- E. The approved scope of the Project is defined in the Project Application unless limited by the Grant Committee’s Notice of Award that was provided to the Grantee (the “**Notice of Award**”).
- F. The approval of the Project Application is conditioned on the full execution of this Agreement by the Parties and subject to the terms and conditions set forth herein. The Parties intend this Agreement to be the detailed final grant agreement required by the Program.

AGREEMENT

NOW, THEREFORE, in consideration of the Parties' mutual covenants contained herein, the Parties hereto agree as follows:

1. Incorporation of Recitals

The Recitals set forth above are hereby incorporated into the terms of this Agreement.

2. Incorporation of Program

The provisions in the Program are hereby incorporated into the terms of this Agreement. In the event of any conflict between this Agreement and the Program, the more restrictive provision shall apply unless expressly stated otherwise.

3. Representations and Warranties of Grantee

Grantee represents, warrants, and affirms that Grantee:

- a. is duly formed or organized, qualified to do business in Colorado, and in good standing under the laws of Colorado;
- b. has full and lawful authority to enter into, and comply with the terms of, this Agreement;
- c. is the owner or authorized representative of the owner of the Property (as that term is defined above), and that the Property is located within the boundaries of the DDA;
- d. had and has, as applicable, the legal authority to apply for the Grant, to enter into this Agreement, and to finance and complete the proposed Project;
- e. has undertaken and completed all acts necessary to legally enter into and bind Grantee to the terms of this Agreement, and Grantee's performance of this Agreement will not violate any agreement or obligation between Grantee and any third party;
- f. is in compliance with all applicable laws, regulations, statutes, and other legal requirements of the City and any other governmental or regulatory authority having jurisdiction over the Property, and Grantee has not received any notice or communication from the City or any such other governmental entity or authority regarding any actual, alleged, or potential violation of or failure to comply with any applicable legal requirement(s); and
- g. Grantee shall complete all actions necessary to obtain City approval of and all necessary permits required for the Project prior to commencing work or expending funds on the Project; and
- h. Grantee does not discriminate against any individual or entity on the basis of any protected characteristics.

4. **Grant Award**

Subject to the terms and conditions set forth in this Agreement, the Board hereby awards to Grantee a total sum not to exceed Four Thousand Seven Hundred and Eighty-Five Dollars (\$4785.00), to be paid to Grantee as a reimbursement of eligible costs and expenses for the Project, as provided for and in conformance with this Agreement, following the completion of the Project and the Board's approval of the Final Report (described in Section 7 below) (the "**Grant Award**").

5. **Grantee's Efforts**

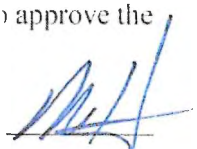
Grantee shall complete the Project in a timely fashion and in a good and workmanlike manner. The Grantee agrees to carry out, complete, and ensure the use of the Project in a sound, economical, and efficient manner, and in accordance with the provisions of this Agreement. Grantee shall obtain all necessary approvals and permits from each governing entity that has jurisdiction over the Property, which includes, but is not limited to, the City of Woodland Park, related to the commencement and completion of the Project ("**Required Approvals**").

6. **Completion Date (WARNING: HARD DEADLINE – NO EXTENSIONS)**

Grantee shall complete the Project and submit its Final Report (defined below) no later than **5:00 p.m. on October 30, 2026** (the "**Completion Date**"). Extensions shall not be granted.

Final Reports must be submitted electronically through the DDA Micro-Grant Information Center website portal. The portal can be accessed by going to <https://woodlandpark.gov/520/DDA-Micro-Grant-Information-Center>.

Grantee's failure to complete the Project and submit a Final Report by the Completion Date shall be deemed a default of this Grant Agreement by Grantee, and the Grantee shall forfeit the Grant Award. Upon such a default by the Grantee, the Board shall not be obligated to approve the distribution or payment of any amount of the Grant Award.

Grantee's Initials: 

7. **Final Report**

Once the Project is complete, Grantee shall submit a report to the Board detailing the accomplishments of and expenditures related to the Project (the "**Final Report**"). The Project is deemed complete when all of the improvements that are identified in the approved Project Application, as may be modified by Required Approvals, have been built and are ready for their intended use and when all Required Approvals have been obtained.

Grantee shall include the following documents and information in the Final Report:

- a. An executed Final Report Statement by Grantee (provided by DDA).
- b. Copies of all itemized receipts and invoices showing **paid-in-full** ("**Receipts**") for the amounts that Grantee wants the Board to consider as qualifying for the Grant. All

Receipts must clearly show the name of payment recipient, the name of the Grantee as payor, itemize the costs, and show PAID-IN-FULL or a \$0.00 Balance Due.

- c. Quality photographs (preferably digital) of the before and after completed Project.

The Board or its designee may, in its discretion, request additional documentation from the Grantee or perform a site visit of the Project before providing final approval of the Final Report.

The Final Report must be submitted to the DDA via the website portal, per Section 6 above.

8. Conditions for Disbursement of Grant Award Funds

The obligation of the DDA to approve the disbursement of Grant Award funds to Grantee (“Grant Funds”) is subject to the following requirements, conditions, and limitations:

- a. The total amount of Grant Funds that will be paid to Grantee is controlled by the total amount of recoverable costs and expenses associated with the Project as determined by the Board and this Agreement, but in no event shall the amount of the Grant Funds exceed the award amount provided in Section 4 of this Agreement.

- b. Grant Funds shall not be disbursed to the Grantee until after the Final Report is approved by the Board or its designee.

- c. The Grant Funds shall only be used for eligible costs associated with the Project as it was approved by the Board or its designee. The Grant Funds may not be used to pay for maintenance costs, administrative costs, non-fixed assets (such as maintenance equipment or inventory), or any other costs deemed to be ineligible by the Board, at the Board’s sole discretion.

- d. Except as otherwise agreed to in advance by the Board or its designee in accordance with the terms of this Agreement, no material modifications may be made to the scope of the Project. Material modifications to the scope of the Project may result in a reduction in the amount of the Grant Funds, including a complete reduction of the full amount of the Grant Funds to \$0.00, at the discretion of the Board. “Material modifications” may include, but are not necessarily limited to, a reduction in the total cost of the Project, a reduction in the size or number of public components to be constructed, changes to the nature of the components to be constructed, or any other variance from the Project as presented in the Project Application. It is the sole responsibility of Grantee to inform the Board of any such modifications to the Project. The Board strongly encourages Grantee to contact the Board when the Grantee becomes aware of or wishes to make any modifications to the Project, so that the Board may evaluate whether such modification is material and subject to Board approval.

9. Post-Project Completion: Ownership, Operation and Maintenance

Grantee shall continue to own the Property for at least six (6) months following Grantee’s receipt of payment of the Grant Funds. Grantee shall use its best efforts to operate, manage, and maintain the Project in a reasonable state of repair for the purposes specified in the Project

Application. Neither the DDA nor the City shall be liable for any costs, including future costs, arising out of or connected to the Project, including costs for maintenance and repair.

10. Public Access

Grantee agrees, for itself and its successors in interest, to allow public access to the publicly-accessible portions of the Project. Grantee may temporarily close such public access for construction, maintenance, emergency situations, or other reasonable purposes.

11. Publicity and Acknowledgement

By signing this Agreement, Grantee agrees to the following:

a. The DDA may include the name of Grantee in any publications, press releases, or other public communications (collectively, referred to as “**Public Communication**”) to factually describe its support of Grantee or the Project without providing Grantee advance notice and without Grantee’s prior review and written consent of the Public Communication.

b. The DDA will be recognized as a sponsor of the Project in all Public Communications made in connection with the support and funding of the Project unless the Board determines otherwise. To facilitate the foregoing, the Grantee shall provide advance notice to the Board for the Board’s review, revisions, and consent of any intended Public Communication to be made by Grantee related to the support and funding of the Project.

c. Grantee shall give the Board a minimum 30 days’ notice of Project grand openings, dedications, and other events, and when possible, invite the Board to participate in the same.

d. At no time shall Grantee represent in any manner to the public or to any party that it is affiliated with the DDA or the City, or acting on behalf of the DDA or the City.

12. Indemnification

Grantee shall be responsible for and shall indemnify, defend and hold harmless the DDA, the Board, its officers, agents, contractors, and affiliates from and against all liabilities, claims, actions, demands, damages, costs, and expenses (including reasonable attorney fees and costs) arising out of or caused by (i) the negligent act, omission, or willful misconduct of Grantee, its affiliates, directors, officers, employees, and agents; or (ii) Grantee’s breach of this Agreement, or any covenants, representations or warranties herein. Grantee hereby waives any and all rights to any type of express or implied indemnity or right of contribution from the City, the DDA, or any of the members, officers, agents, affiliates, or employees of the City or the DDA, for any liability resulting from, growing out of, or in any way connected with or incident to this Agreement. Grantee acknowledges that Grantee is the owner of the Project and the Property upon which it is located, or has control of the Project and the Property, and that the Board neither owns, possesses, nor controls the Project, the Property, nor the operations of the Project.

13. Audits and Accounting

Grantee shall maintain accounts and keep complete and accurate documents and accounting records, including, but not limited to, proposals, estimates, invoices, account statements, and receipts relating to the Project ("Project Records"). Grantee shall retain the Project Records for not less than three (3) years following the date of disbursement of Grant Funds under this Agreement. The Board, or its designated agent, shall have the right, upon reasonable notice to Grantee, to examine, audit, and have audited the Project Records. Grantee shall use reasonable and appropriate accounting systems in maintaining the Project Records.

14. Inspection

The Board, or a designated member thereof, shall have the right to inspect the Project to ascertain compliance with this Agreement.

15. Withdrawal of Grant Funding Award; Termination of Agreement

The Board may discontinue, modify, withhold, and withdraw, in whole or in part, the Grant Award, payment of the Grant Funds, or if Grant Funds have been disbursed to Grantee, require a refund of payments made, and terminate this Agreement if the Board determines, in its sole and absolute discretion, that such action is necessary because:

- a. facts have arisen or situations have occurred that fundamentally alter the Board's ability to award the Grant;
- b. Grantee has not fully complied with the terms and conditions of this Agreement;
- c. material modifications in the scope or nature of the Project have occurred from what was presented in the Project Application as approved by the Board and such material modifications have not received the prior written approval of the Board;
- d. a statement or representation made by Grantee in the Project Application, this Agreement, the Final Report, or otherwise is found to be materially untrue, inaccurate, or incomplete;
- e. by action or omission, Grantee or any of Grantee's representatives committed fraud with respect to the Grant or the Grant Funds;
- f. the Final Report is not acceptable to the Board;
- g. the Project is not completed by the Completion Date, or any valid extension thereof granted by the Board; or
- h. the title to or encumbrances against the Property are or become such that Grantee is unable to complete the Project, or the Project and/or the Property are or become unavailable for public use.

The list above is not exclusive. The Board does not waive its right to discontinue, modify, withhold, withdraw, or demand a refund of payments made for any legitimate and legal purpose.

16. Breach

In the event that Grantee breaches any of the terms, covenants, representations, warranties, or conditions of this Agreement, the DDA may elect to enforce any and all remedies available at law or in equity, including without limitation, any of the following:

- a. withdraw the Grant and terminate this Agreement;
- b. deny Grantee eligibility for participation in future DDA grants, loans or projects;
- c. require recovery of the full amount of the Grant Funds disbursed to Grantee under this Grant Agreement, including judgment for damages; and
- d. recover reasonable attorney fees and costs, including costs of collection.

The foregoing remedies are cumulative and may be exercised independently or in combination and are not exclusive to one another or to any other remedies available at law or in equity. In the event the DDA must pursue any remedy and is the substantially prevailing party, the DDA shall be awarded its costs and reasonable attorney fees, including costs of collection.

17. Notice

Written notices, requests, and approvals under this Agreement must be delivered by mail or email to the other Party's contacts for notice specified on the receiving Party's signature page to this Agreement, or as otherwise directed by a Party by providing notice of such change to the other Party.

18. Assignment

Grantee's rights and obligations in this Agreement cannot be assigned.

19. Governing Law and Venue

This Agreement shall be governed by the laws of the State of Colorado, without regard to conflicts of laws principles. Venue for any dispute hereunder shall lie exclusively in a state, county, or municipal court of competent jurisdiction in the County of Teller, Colorado.

20. No Joint Venture

Nothing in this Agreement shall be construed to create a joint venture, partnership, agency, employer/employee, or any other relationship between the Parties except for grantor/grantee. Neither Party has any right or authority to obligate or bind the other Party in any manner whatsoever except as granted by this Agreement.

21. Severability

If any provision of this Agreement, or the application thereof, is found to be invalid, the remainder of the provisions of this Agreement, or the application of such provision, other than those as to which it is found to be invalid, shall remain in full force and effect.

22. Survival

The terms and provisions of this Agreement and the Parties' covenants hereunder shall survive the payment of the Grant Funds and the termination of this Agreement.

23. Colorado Governmental Immunity Act

Nothing in this Agreement shall be construed or interpreted as a waiver, either express or implied, of any of the immunities, rights, benefits, or protections provided under the Colorado Governmental Immunity Act (CGIA), as amended. The Parties agree that no provision of this Agreement shall be construed in such a manner as to reduce the extent to which the CGIA limits the liability of the DDA, the Board, its members, officers, agents and employees.

24. Counterparts; Electronic Signatures

This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which when taken together shall constitute one Agreement. In addition, the Parties agree to recognize signatures of this Agreement transmitted by digital signature as if they were original signatures.

25. No Third Party Beneficiaries

Nothing contained in this Agreement is intended to or shall create a contractual relationship with, cause of action in favor of, or claim for relief for, any third party, including any agent, contractor or subcontractor of Grantee. The Parties hereby acknowledge and agree that this Agreement is intended only to cover the relative rights and obligations between the DDA and the Grantee, and that no third party beneficiaries are intended except for the City where expressly provided in this Agreement.

26. Waiver

The failure of either Party to enforce any part of this Agreement shall not be deemed a waiver of such part. No waiver shall be enforceable hereunder unless signed by the Party against whom the waiver is sought to be enforced.

27. Authority

Each individual executing this Agreement represents that the individual is expressly authorized to sign and enter into this Agreement and bind the individual's respective Party.

28. Entire Agreement - Amendment

Except as expressly provided herein, this Agreement constitutes the entire agreement of the Parties. No oral understanding or agreement not incorporated in this Agreement shall be binding upon the Parties. No material changes to this Agreement shall be valid unless made as an amendment to this contract, in writing, approved by the Board and signed by the Parties.

IN WITNESS WHEREOF, this Agreement is executed and shall become effective as of the date on which it has been executed by the last of the Parties to sign.

[Signature pages follow.]

[Signature page to Grant Agreement]

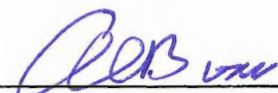
**CITY OF WOODLAND PARK
DOWNTOWN DEVELOPMENT AUTHORITY**


Jon Gemelke, Chair, Board of Directors

Date of execution: 6-2-2025

ATTEST:

APPROVED AS TO FORM:


Secretary


Woodland Park DDA Attorney

For Mailing Notice to the DDA:

Woodland Park DDA
Attn: Board of Directors
220 W. South Ave.,
Woodland Park, CO 80866

Email Notice to the DDA:

Anita Riggle:	ariggle@woodlandpark.gov
Joshua Myers:	jmyers@mgmfirm.com

[Signature page to Grant Agreement]

GRANTEE:

Woodland Capital, LLC

Signature: _____

Michael Harper, LLC Manager

Date of execution: _____

5-29-2026

Mailing Notice to the Grantee:

Woodland Capital, LLC

Attn: Michael Harper

P.O. Box 4365, Woodland Park, CO 80866

For Email Notice to the Grantee:

Michael Harper michael@michael-harper.com

[Acknowledgement and Consent signature page to Grant Agreement]

PROPERTY OWNER ACKNOWLEDGEMENT AND CONSENT

*(*Required if property owner is different from named Grantee)*

The undersigned, as the owner of the Property (as that term is defined in this Grant Agreement) and upon which the Project is to be completed, hereby acknowledges and consents to the terms of this Agreement, warrants the facts stated in the Grant Agreement are true, and further agrees to be bound by the Grant Agreement's terms in the same manner as Grantee.

If landowner is an Entity, add the full legal name of the entity: Name, Jurisdiction, Form, *e.g., Joes Shop, LLC, a Colorado limited liability company*).

By: _____

Printed Name of Signer

Title of Entity Authorized Representative (if applicable):

For Mailing Notice to the Property Owner:

For Email Notice to the Property Owner:



**WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY
2026 MICRO-GRANT PROGRAM**

May 29, 2026

Woodland Capital, LLC d/b/a Eagle Fire Lodge
720 W. Highway 24

Copy sent via email: michael@michael-harper.com

RE: **Notice of Award**
2026 Micro-Grant Program

Dear Eagle Fire Lodge,

The Grant Committee ("Committee"), as authorized by the Board of Directors ("Board") for the Woodland Park Downtown Development Authority ("DDA"), has considered your application for a grant under the DDA's 2026 Micro-Grant Program ("Program").

The Committee is pleased to inform you that it has approved your application and, subject to the terms and conditions in the Program and the Grant Agreement, enclosed herewith, awards you a grant up-to the amount of \$4785.00 ("Grant"). The Grant is for the Project as described in your application or a portion thereof as limited by the Committee pursuant to the information below.

Action Required:

You must return a fully signed and dated copy of the Grant Agreement to the DDA to confirm your intent to proceed with the Project. Failure to return a fully executed Grant Agreement shall forfeit the Grant.

A copy of the Grant Agreement signed by the Board Chair and Secretary will be provided to you after it is signed.

On behalf of the DDA, thank you for your interest in the Program. Please reach out if you have any questions.

Sincerely,
City of Woodland Park
Downtown Development Authority

Grant Committee on behalf of the DDA Board

Enclosures: Approved Application; Grant Agreement

Woodland Park Downtown Development Authority Micro-Grant Program 2026

Staff Review Form for Final Report

Applicant: Woodland Capital LLC
Project Address: 720 W US 24, Woodland Park
Approval Amount (not to exceed): \$4785.00 in the Grant Agreement
Date Final Report Received: 07/31/2026
Date DDA Board Meeting Review: 09/01/2026

Scope of Project Approved by DDA for Reimbursement:
Asphalt, chairs, restore entrance

Final Report Requirements	Satisfied?	Notes
Final Report deadline met (October 30, 2026, at 5:00 PM)?	Yes	
A signed and dated Final Report form was provided.	Yes	
Do the requested reimbursements meet the requirements of the Program? (<i>See Grant Program, Section 5.B. Recoverable Costs/Expenses</i>) Cost/Expenses not reimbursable: - Working capital - Acquisition of property, equipment, or inventory that is not Customer Facing or a fixture (i.e., permanent in nature). - Interior improvements that are not Customer Facing. - Refinancing of existing debt.	Yes	
Paid-in-full receipts / invoices are provided? (<i>Must show \$0 balance due.</i>)	Yes	Amazon receipts show a visa and items received are in final report
Post-project completion photos are provided that show the items were installed per the approved Project?	Yes	
Did total reimbursable costs reach max grant amount awarded?	Yes	The reimbursable costs exceeded the award amount of \$4785.00. The full \$4785.00 can be approved by the Board.
Were copies of governmental approvals and permits provided (if applicable)?	Yes	

FINAL REPORT – STATEMENT BY GRANTEE
Woodland Park Downtown Development Authority
2026 Micro-Grant Program

The undersigned hereby submits this Final Report to the Woodland Park Downtown Development Authority (“DDA”) and certifies as follows:

1. The Project, as approved by the DDA in the Notice of Award enclosed herewith (“Grant Approval”), is complete.
2. The Project was completed in conformity with the Grant Approval.
3. The Project was completed in compliance with all governmental regulations, including City review and permitting, as applicable. Copies of applicable approvals and permits are included with this Final Report.
4. All costs and expenses sought for reimbursement have been paid in full, as evidenced by the copies of the receipts, paid invoices, and other instruments submitted with this Final Report.
5. The photographs provided with this Final Report are a true and accurate portrayal of the status of the Project.

The undersigned requests that the DDA consider this Final Report, along with all supporting documents submitted herewith, for approval of the disbursement of grant funds.

By: _____

Signor's Printed Name: _____

Date of execution: _____

Enclosures:

- Copies of governmental approvals and permits (if applicable)
- Proof of payment for reimbursable costs (paid-in-full receipts and invoices)
- Pictures of the completed Project

16554

EAGLE FIRE LODGE & CABINS

719-687-5700
PO BOX 4365
WOODLAND PARK, CO 80866

PARK STATE BANK & TRUST

P.O. BOX 9
WOODLAND PARK, COLORADO 80866
(719) 687-9234

82-125/1021

07/28/2026

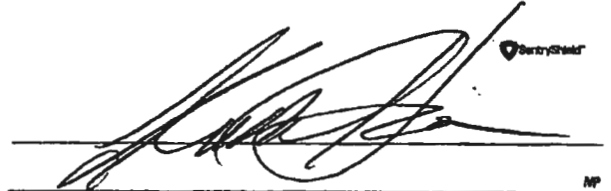
PAY TO THE ORDER OF Black Dog Excavation

\$ **3,723.00

Three thousand seven hundred twenty-three and 00/100*****

DOLLARS

Tim Muckler
Black Dog Excavation
P O BOX 8100
Hot Springs Village, AR 71910



MEMO

⑈016554⑈ ⑆102101250⑆ 04 480 6⑈

07/28/2026 EAGLE FIRE LODGE & CABINS
Black Dog Excavation

16554

front of building asphalt

3,723.00

~~EAGLE FIRE OPERATING - PSB~~

~~3,723.00~~

~~the room and/or charge my card for an additional night if I do not depart by 10am on the agreed departure date.~~

~~Date _____ Guest Signature _____~~

~~Vehicle make/model _____ Color _____ License Plate _____~~

July 20th
INVOICE

INVOICE NO. 72361

SOLD TO	SHIP TO
Eagle Lodge/Michael Harper	michael@michael-harper.com
777 Hwy.24	719-963-6971
Woodland Park, Colorado 80863	

QTY ORDERED	QTY SHIPPED	DESCRIPTION	UNIT	AMOUNT
1	1	Remove 500sq.ft. of asphalt in front of building, compact all sub soils, and install 4" of hot mix asphalt to stop water from entering the front of building, and install a slight invert to move water into existing drain area.		
		Total Amount Due =		\$3723.00
		Please mail your check at completion to our billing office below.		
		Black Dog Excavating/Tim Muckler PO Box # 8100 Hot Springs Village, Arkansas 71910		
		Michael, once again the crew and myself thank you. Tim Muckler		

\$3723.00

~~RAID~~

SPAIN

In full
T.M.
BALANCE

Order Summary

Order placed June 12, 2026 Order # 112-1350439-1238603

Ship to	Payment method	Order Summary	
Michael Harper c/o Eagle Fire Lodge 777 E US HIGHWAY 24 WOODLAND PARK, CO 80863-7709 United States	Visa ending in 8353 View related transactions	Item(s) Subtotal:	\$1,039.92
		Shipping & Handling:	\$0.00
		Total before tax:	\$1,039.92
		Estimated tax to be collected:	\$56.16
		CO Retail Delivery Fees	\$0.28
		Grand Total:	\$1,096.36

Delivered June 17

It was handed directly to a receptionist or someone at a front desk.



SUUNYN Folding Adirondack Chair, HDPE Adirondack Chairs with 2 Cup Holder, Plastic All-Weather Fire Pit Chairs, Outdoor Lawn Chair for Patio Garden (Red)

Sold by: [Eesdom](#)

Return window closed on July 17, 2026

\$129.99

Delivered June 16

It was handed directly to a receptionist or someone at a front desk.



SUUNYN Folding Adirondack Chair, HDPE Adirondack Chairs with 2 Cup Holder, Plastic All-Weather Fire Pit Chairs, Outdoor Lawn Chair for Patio Garden (Red)

Sold by: [Eesdom](#)

Return window closed on July 16, 2026

\$129.99

Delivered June 17

It was handed directly to a receptionist or someone at a front desk.



SUUNYN Folding Adirondack Chair, HDPE Adirondack Chairs with 2 Cup Holder, Plastic All-Weather Fire Pit Chairs, Outdoor Lawn Chair for Patio Garden (Red)

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Sold by: [Eesdom](#)

Return window closed on July 16, 2026

\$129.99



MULTI USE APPLICATION
2026 Zoning Development Permit (ZDP)
(Revised 1/1/2026)

Project # A26-0156
Commercial \$184.00 ☒
Residential (\$68.00 or \$184.00 as listed)
+ PPRBD Plan Check (as applicable)
+ PPRBD Building Permit (as applicable)
+ Woodland Park Use Tax

COMMERCIAL

- ☐ Change In Use
☐ Commercial Development
☐ Accessory Structure
☒ Parking Lot
☐ Public Infrastructure
☐ Alteration/Tenant/Interior Finish

RESIDENTIAL

- ☐ Addition (Fee \$184.00)
☐ Alteration/remodel (Fee \$68.00)
☐ Garage-Attached (Fee \$184.00)
☐ Garage-Detached (Fee \$184.00)
☐ Deck (Fee \$68)
☐ Shed (Fee \$68)

OTHER

- ☐ Commercial
☐ Residential
☐ Residential Use In
a Commercial Zone
☐ Zoning Verification
Letter (Fee \$184)

1. Applicant Information

- a. Applicant Name Woodland Capital LLC, dba Eagle Fire Lodge and Cabins
b. Contractor ☐ Property Owner ☒

2. Property Owner Information

- a. Name Woodland Capital LLC, Michael Harper Project Contact Yes ☒ No ☐
b. Mailing Address P O Box 4365, 80866
c. E-mail Address michael@michael-harper.com
d. Phone Numbers Home _____ Work _____ Mobile 719-963-6971

3. Contractor Information

- a. Name Tom Poenitsch, Crossroads LLC Project Contact Yes ☐ No ☒
b. Company Name Black Dog Excavating
c. Mailing Address P O box 8100, Hot Springs, AR 71910
d. Field Phone # 719-687-2697 E-Mail Address _____
e. Contractor License # 29716 EX. WP Business License # 332646

4. Site Information

- a. Site Address 777 E U S 24, Woodland Park
b. Lot 3R Block 1A Subdivision CD Weaver
c. Property Zoning Commercial Lot Size 1.6 Acres ☒ Square Feet ☐

5. Is the property subject to covenants? Yes ☐ No ☒ If yes, then submit copy of covenants and current contact for HOA. It is the responsibility of the landowner to submit HOA approval with this application.

6. Project Information

- a. Description of Project Replace 550 SF asphalt
b. Dimensions for Proposed Structure(s) 15 x 36
c. Project Valuation (cost of materials) Total \$3723 material and labor
d. If you will be receiving materials at the site, please describe a loading area that avoids interference with public streets or alley all materials delivered to install site on private property

7. Site Plan Requirements

Please attach site plan of the proposed project. The plan must include all of the following information for the permit to be processed.

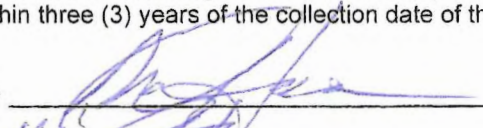
- a. The location, dimensions and height of all existing and proposed structures and/or uses with property line setbacks clearly shown (i.e., distance from structure to all property lines).
- b. Property lines, dimensions, and known monuments.
- c. Location, dimensions and names of on-site or adjacent streets, trails and sidewalks.
- d. Location, dimensions and type of easements (i.e., utility, access, etc.).
- e. Location and dimensions of all parking and driveway areas and parking formula used, if applicable.
- f. Locations of existing and proposed utilities, including water, sewer, fire hydrant, electric, gas, phone and cable TV infrastructure.
- g. General direction of off-site and on-site topography and proposed storm water management measures.
- h. Location and extent of floodplain or other hazards, if applicable.
- i. Proposed method of erosion control and soil stabilization.
- j. For interior remodels/tenant finishes, show the details of changes (i.e., existing and proposed).
- k. Architectural elevations may be required by City Planning.

Note: If you have an "Improvement Location Certificate" (ILC) that shows the above information than you may draw your proposed improvements on your ILC. An example of a complete Site Plan is provided on page 4.

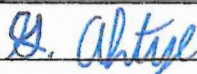
8. Certification

This permit is valid for one year from the date of approval. If use or construction is not commenced during that period, the permit must be renewed. The undersigned applicant certifies that they understand that a Certificate of Occupancy (CO) may be required prior to occupancy of any structure or dwelling and is required to follow all procedures necessary to obtain a CO, if required. The undersigned applicant certifies under oath and under penalties of perjury that the information found in this application and sketch plan is true and accurate to the best of their knowledge and understands that the proposed development shall be in accordance with this application, all provisions of the City of Woodland Park's Zoning Regulations, other applicable City regulations, and conditions imposed upon the issuance of this permit.

The undersigned applicant also certifies acknowledgment that refund requests for any Use Tax collected that is eligible for refund must be requested within three (3) years of the collection date of that Use Tax.

Builder/Applicant Signature  Date 6-22-2026

Property Owners Signature  Date 6-22-2026

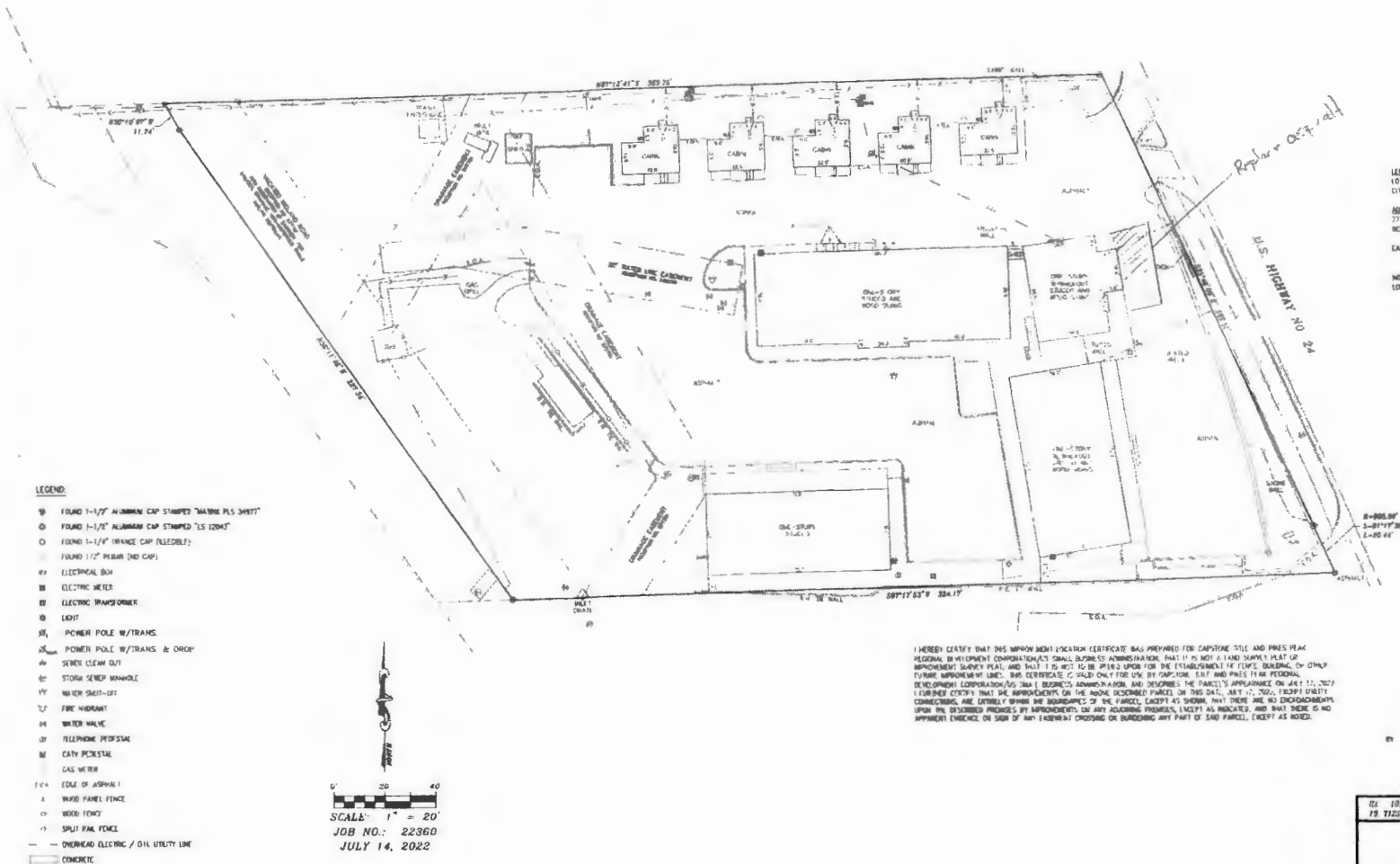
ZDP Approved by  Date 7-15-2026

Conditions of Approval _____

IMPROVEMENT LOCATION CERTIFICATE

LOT 3R, C.D. WEAVER #1A SUBDIVISION

LOCATED IN THE SE1/4 OF SECTION 24, T12S, R69W AND THE SW1/4 OF SECTION 19
T12S, R68W OF THE 6th P.M., WOODLAND PARK, TELLER COUNTY, COLORADO



LEGAL DESCRIPTION:
LOT 3R, C.D. WEAVER #1A
CITY OF WOODLAND PARK, TELLER COUNTY, COLORADO

ADDRESS:
777 EAST U.S. HIGHWAY 24
WOODLAND PARK, COLORADO 80855

EASEMENTS: AS SHOWN HEREON

NOTE: ALL LINEAL UNITS SHOWN ON THIS IMPROVEMENT LOCATION CERTIFICATE ARE U.S. SURVEY FEET



LOT 3R, C.D. WEAVER #1A SUBDIVISION, SEC. 24, T12S, R69W AND SW1/4 SEC. 19, T12S, R68W OF THE 6th P.M., WOODLAND PARK, TELLER COUNTY, COLORADO

RAMEART SURVEYS, LLC

P.O. Box 5107 Woodland Park, CO 80906 719.687-9500
DRAWING 22360LIC.DWG PAGE 1 OF 1







City of Woodland Park Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: September 01, 2026

Agenda Item: 6.a.iv. –Final Report of Aspen Leaf Enterprises LLC

Presented By: City Staff

REQUEST PRESENTED

Grant recipient Aspen Leaf Enterprises LLC (“Applicant”) has submitted a request to the DDA Board to approve its Final Report and the distribution of grant funds for recoverable costs.

SUMMARY

The 2026 Woodland Park DDA Micro-Grant Program (“Program”) was approved by the DDA Board at its regular meeting on March 03, 2026, by WPDDA Resolution No. 2026-02. The Program establishes the processes and procedures for running the grant program that are applicable to all grant applicants to create a fair and universal grant program.

To ensure that all grant projects are completed before disbursing grant funds for recoverable costs, the Program sets forth conditions that must be met by the Applicant, including the submittal of a Final Report, as found in Program Section 5.C. Pre-Conditions for Distribution of Grant Funds (Payments):

The following conditions must be met before Grant funds will be dispersed:

- i. *The Project must be completed and a Final Report, in the form approved by the DDA, must be submitted to the City by 5:00 p.m. on October 30, 2026. Final Reports must be submitted online through the DDA Micro-Grant Information Center found on the City’s website [];*
- ii. *All work must comply with Program requirements and applicable laws, ordinances, building codes and zoning ordinances, including, but not limited to, all regulations of the City; and*
- iii. *A fully executed Grant Agreement with the DDA in a form approved by the DDA ... must be entered by all necessary parties.*

The Grant Program controls what costs/expenses are recoverable as grant disbursements in Program Section 5.B. Recoverable Costs / Expenses:

Only the following costs and expenses are recoverable, after proof of payment is provided in the Final Report, and only up-to the amount of the Grant:

- i. *Professional service fees (e.g., designer, architect, contractor);*

- ii. *Labor and materials necessary to complete the Project;*
- iii. *Eligible system components (must have a reasonable connection to a public benefit within the District); and*
- iv. *Other costs and expenses that are paid in connection with completing the approved Project (does not include any fees paid to the City or other local government in connection with required Project approvals, such as permit fees, review fees, etc.).*

The costs and expenses must arise out of the costs and expenses for the approved Project. Any costs or expenses not listed above shall not be recoverable. For example, and without limitation, Grant funds shall not be used for working capital; acquisition of real property or inventory; interior improvements that are not Customer Facing; or for refinancing of existing debt or private funding.

The Board may approve the Final Report if it finds the following:

- 1. The Applicant and the DDA entered a Grant Agreement;**
- 2. The approved project was completed and the Final Report was submitted before the deadline of 5:00 p.m. on October 30, 2026; and**
- 3. A Final Report was submitted that meets the required elements stated in the Program and Grant Agreement.**

A review of the Final Report documents was completed by City staff, and Staff's Final Review Form is provided with this AIS.

FINANCIAL CONSIDERATIONS

The Board can only approve disbursement of the grant funds for recoverable costs / expenses, as provided above. Further, the Board can only approve the disbursement in an amount up-to the grant amount awarded by the Board. The max grant amount allowed for this application is \$5,000.00.

The Applicant provided copies of paid invoices and/or receipts for recoverable costs/expenses in a total amount that exceeds the \$5,000.00 grant amount. The DDA Board may approve the distribution of the full grant amount of \$5,000.00.

OPTIONAL BOARD ACTIONS

The Board may take one of the following actions by motion:

1. Approve the Final Report and payment of the full grant amount.
2. Deny approval of the Final Report and request that Applicant provide additional information.

MOTION OPTIONS

A motion made must be seconded and voted on by the Board.

1. Motion to Approve Final Report and payment of the full grant award.

“I move to approve the Final Report of Aspen Leaf Enterprises LLC and for the City to issue payment in the amount of \$5,000.00 as disbursement of the awarded grant for recoverable costs.”

2. Motion to Deny Approval of Final Report

“I move to deny approval of the Final Report of Aspen Leaf Enterprises LLC because the following required information is missing: **STATE THE INFORMATION THAT IS NEEDED**.”

ATTACHMENTS

1. Grant Agreement – fully executed
2. Notice of Award
3. Staff’s Final Report Review Form
4. Final Report of Aspen Leaf Enterprises LLC

GRANT AGREEMENT
[WPDDA 2026 Micro-Grant Program]

Project Property Address: 222 W Midland Ave, Woodland Park
Teller County Assessor Acct. No.: R0000685

(the “**Property**”)

This Grant Agreement (“**Agreement**”) is entered between the CITY OF WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY, a body corporate of the State of Colorado (the “**DDA**”), and **Aspen Leaf Enterprises LLC**, a Colorado, Limited Liability Company, with a principal address at 4565 W Highway 24, Florissant, CO 80816 (the “**Grantee**”) (together, hereinafter, the DDA and Grantee are referred to as the “**Parties**” and each a “**Party**”). This Agreement is effective on the later of the dates on which both of the Parties have signed this Agreement (the “**Effective Date**”).

RECITALS

- A. The DDA is a downtown development authority created pursuant to the provisions of Part 8, Article 25, Title 31 of the Colorado Revised Statutes, duly formed and in perpetual existence since 2001.
- B. The DDA is governed by its Board of Directors (“**Board**”).
- C. Under the authority granted to the DDA by the City of Woodland Park Downtown Development Authority Foundation Plan, which is the DDA’s “plan of development” as defined in C.R.S. § 31-25-802(6.6), as approved by the City Council for the City of Woodland Park, Colorado (“**City**”) via Resolution No. 571, Series 2002, the Board has developed and implemented the DDA’s 2026 Micro-Grant Program (“**Program**”) through which certain members of the public owning or having an interest in property located within the DDA boundaries may apply for and obtain DDA grant funds available through the Program (“**Grant**”) to financially assist in the completion of projects that meet the eligibility criteria in the Program.
- D. Grantee filed an application for a Grant (the “**Project Application**”) for a project (the “**Project**”) that was considered and approved by the Grant Committee, which is the committee that was duly created by the Board via DDA Resolution No. 2026-02 and authorized to review and approve Project Applications subject to the objective criteria set forth in the Program.
- E. The approved scope of the Project is defined in the Project Application unless limited by the Grant Committee’s Notice of Award that was provided to the Grantee (the “**Notice of Award**”).
- F. The approval of the Project Application is conditioned on the full execution of this Agreement by the Parties and subject to the terms and conditions set forth herein. The Parties intend this Agreement to be the detailed final grant agreement required by the Program.

AGREEMENT

NOW, THEREFORE, in consideration of the Parties' mutual covenants contained herein, the Parties hereto agree as follows:

1. **Incorporation of Recitals**

The Recitals set forth above are hereby incorporated into the terms of this Agreement.

2. **Incorporation of Program**

The provisions in the Program are hereby incorporated into the terms of this Agreement. In the event of any conflict between this Agreement and the Program, the more restrictive provision shall apply unless expressly stated otherwise.

3. **Representations and Warranties of Grantee**

Grantee represents, warrants, and affirms that Grantee:

- a. is duly formed or organized, qualified to do business in Colorado, and in good standing under the laws of Colorado;
- b. has full and lawful authority to enter into, and comply with the terms of, this Agreement;
- c. is the owner or authorized representative of the owner of the Property (as that term is defined above), and that the Property is located within the boundaries of the DDA;
- d. had and has, as applicable, the legal authority to apply for the Grant, to enter into this Agreement, and to finance and complete the proposed Project;
- e. has undertaken and completed all acts necessary to legally enter into and bind Grantee to the terms of this Agreement, and Grantee's performance of this Agreement will not violate any agreement or obligation between Grantee and any third party;
- f. is in compliance with all applicable laws, regulations, statutes, and other legal requirements of the City and any other governmental or regulatory authority having jurisdiction over the Property, and Grantee has not received any notice or communication from the City or any such other governmental entity or authority regarding any actual, alleged, or potential violation of or failure to comply with any applicable legal requirement(s); and
- g. shall complete all actions necessary to obtain City approval of and all necessary permits required for the Project prior to commencing work or expending funds on the Project; and
- h. does not discriminate against any individual or entity on the basis of any protected characteristics.

4. **Grant Award**

Subject to the terms and conditions set forth in this Agreement, the Board hereby awards to Grantee a total sum not to exceed Five Thousand Dollars (\$5000), to be paid to Grantee as a reimbursement of eligible costs and expenses for the Project, as provided for and in conformance with this Agreement, following the completion of the Project and the Board's approval of the Final Report (described in Section 7 below) (the "**Grant Award**").

5. **Grantee's Efforts**

Grantee shall complete the Project in a timely fashion and in a good and workmanlike manner. The Grantee agrees to carry out, complete, and ensure the use of the Project in a sound, economical, and efficient manner, and in accordance with the provisions of this Agreement. Grantee shall obtain all necessary approvals and permits from each governing entity that has jurisdiction over the Property, which includes, but is not limited to, the City of Woodland Park, related to the commencement and completion of the Project ("**Required Approvals**").

6. **Completion Date (WARNING: HARD DEADLINE – NO EXTENSIONS)**

Grantee shall complete the Project and submit its Final Report (defined below) no later than **5:00 p.m. on October 30, 2026** (the "**Completion Date**"). Extensions shall not be granted.

Final Reports must be submitted electronically through the DDA Micro-Grant Information Center website portal. The portal can be accessed by going to <https://woodlandpark.gov/520/DDA-Micro-Grant-Information-Center>.

Grantee's failure to complete the Project and submit a Final Report by the Completion Date shall be deemed a default of this Grant Agreement by Grantee, and the Grantee shall forfeit the Grant Award. Upon such a default by the Grantee, the Board shall not be obligated to approve the distribution or payment of any amount of the Grant Award.

Grantee's Initials: AS

7. **Final Report**

Once the Project is complete, Grantee shall submit a report to the Board detailing the accomplishments of and expenditures related to the Project (the "**Final Report**"). The Project is deemed complete when all of the improvements that are identified in the approved Project Application, as may be modified by Required Approvals, have been built and are ready for their intended use and when all Required Approvals have been obtained.

Grantee shall include the following documents and information in the Final Report:

- a. An executed Final Report – Statement by Grantee (provided by DDA).
- b. Copies of all itemized receipts and invoices showing **paid-in-full** ("**Receipts**") for the amounts that Grantee wants the Board to consider as qualifying for the Grant. All Receipts must clearly show the name of payment recipient, the name of the Grantee as payor, itemize the costs, and show PAID-IN-FULL or a \$0.00 Balance Due.

Receipts must clearly show the name of payment recipient, the name of the Grantee as payor, itemize the costs, and show PAID-IN-FULL or a \$0.00 Balance Due.

- c. Quality photographs (preferably digital) of the before and after completed Project.

The Board or its designee may, in its discretion, request additional documentation from the Grantee or perform a site visit of the Project before providing final approval of the Final Report.

The Final Report must be submitted to the DDA via the website portal, per Section 6 above.

8. Conditions for Disbursement of Grant Award Funds

The obligation of the DDA to approve the disbursement of Grant Award funds to Grantee (“**Grant Funds**”) is subject to the following requirements, conditions, and limitations:

- a. The total amount of Grant Funds that will be paid to Grantee is controlled by the total amount of recoverable costs and expenses associated with the Project as determined by the Board and this Agreement, but in no event shall the amount of the Grant Funds exceed the award amount provided in Section 4 of this Agreement.

- b. Grant Funds shall not be disbursed to the Grantee until after the Final Report is approved by the Board or its designee.

- c. The Grant Funds shall only be used for eligible costs associated with the Project as it was approved by the Board or its designee. The Grant Funds may not be used to pay for maintenance costs, administrative costs, non-fixed assets (such as maintenance equipment or inventory), or any other costs deemed to be ineligible by the Board, at the Board’s sole discretion.

- d. Except as otherwise agreed to in advance by the Board or its designee in accordance with the terms of this Agreement, no material modifications may be made to the scope of the Project. Material modifications to the scope of the Project may result in a reduction in the amount of the Grant Funds, including a complete reduction of the full amount of the Grant Funds to \$0.00, at the discretion of the Board. “**Material modifications**” may include, but are not necessarily limited to, a reduction in the total cost of the Project, a reduction in the size or number of public components to be constructed, changes to the nature of the components to be constructed, or any other variance from the Project as presented in the Project Application. It is the sole responsibility of Grantee to inform the Board of any such modifications to the Project. The Board strongly encourages Grantee to contact the Board when the Grantee becomes aware of or wishes to make any modifications to the Project, so that the Board may evaluate whether such modification is material and subject to Board approval.

9. Post-Project Completion: Ownership, Operation and Maintenance

Grantee shall continue to own the Property for at least six (6) months following Grantee’s receipt of payment of the Grant Funds. Grantee shall use its best efforts to operate, manage, and maintain the Project in a reasonable state of repair for the purposes specified in the Project

Application. Neither the DDA nor the City shall be liable for any costs, including future costs, arising out of or connected to the Project, including costs for maintenance and repair.

10. **Public Access**

Grantee agrees, for itself and its successors in interest, to allow public access to the publicly-accessible portions of the Project. Grantee may temporarily close such public access for construction, maintenance, emergency situations, or other reasonable purposes.

11. **Publicity and Acknowledgement**

By signing this Agreement, Grantee agrees to the following:

- a. The DDA may include the name of Grantee in any publications, press releases, or other public communications (collectively, referred to as “**Public Communication**”) to factually describe its support of Grantee or the Project without providing Grantee advance notice and without Grantee’s prior review and written consent of the Public Communication.
- b. The DDA will be recognized as a sponsor of the Project in all Public Communications made in connection with the support and funding of the Project unless the Board determines otherwise. To facilitate the foregoing, the Grantee shall provide advance notice to the Board for the Board’s review, revisions, and consent of any intended Public Communication to be made by Grantee related to the support and funding of the Project.
- c. Grantee shall give the Board a minimum 30 days’ notice of Project grand openings, dedications, and other events, and when possible, invite the Board to participate in the same.
- d. At no time shall Grantee represent in any manner to the public or to any party that it is affiliated with the DDA or the City, or acting on behalf of the DDA or the City.

12. **Indemnification**

Grantee shall be responsible for and shall indemnify, defend and hold harmless the DDA, the Board, its officers, agents, contractors, and affiliates from and against all liabilities, claims, actions, demands, damages, costs, and expenses (including reasonable attorney fees and costs) arising out of or caused by (i) the negligent act, omission, or willful misconduct of Grantee, its affiliates, directors, officers, employees, and agents; or (ii) Grantee’s breach of this Agreement, or any covenants, representations or warranties herein. Grantee hereby waives any and all rights to any type of express or implied indemnity or right of contribution from the City, the DDA, or any of the members, officers, agents, affiliates, or employees of the City or the DDA, for any liability resulting from, growing out of, or in any way connected with or incident to this Agreement. Grantee acknowledges that Grantee is the owner of the Project and the Property upon which it is located, or has control of the Project and the Property, and that the Board neither owns, possesses, nor controls the Project, the Property, nor the operations of the Project.

13. Audits and Accounting

Grantee shall maintain accounts and keep complete and accurate documents and accounting records, including, but not limited to, proposals, estimates, invoices, account statements, and receipts relating to the Project (“**Project Records**”). Grantee shall retain the Project Records for not less than three (3) years following the date of disbursement of Grant Funds under this Agreement. The Board, or its designated agent, shall have the right, upon reasonable notice to Grantee, to examine, audit, and have audited the Project Records. Grantee shall use reasonable and appropriate accounting systems in maintaining the Project Records.

14. Inspection

The Board, or a designated member thereof, shall have the right to inspect the Project to ascertain compliance with this Agreement.

15. Withdrawal of Grant Funding Award; Termination of Agreement

The Board may discontinue, modify, withhold, and withdraw, in whole or in part, the Grant Award, payment of the Grant Funds, or if Grant Funds have been disbursed to Grantee, require a refund of payments made, and terminate this Agreement if the Board determines, in its sole and absolute discretion, that such action is necessary because:

- a. facts have arisen or situations have occurred that fundamentally alter the Board’s ability to award the Grant;
- b. Grantee has not fully complied with the terms and conditions of this Agreement;
- c. material modifications in the scope or nature of the Project have occurred from what was presented in the Project Application as approved by the Board and such material modifications have not received the prior written approval of the Board;
- d. a statement or representation made by Grantee in the Project Application, this Agreement, the Final Report, or otherwise is found to be materially untrue, inaccurate, or incomplete;
- e. by action or omission, Grantee or any of Grantee’s representatives committed fraud with respect to the Grant or the Grant Funds;
- f. the Final Report is not acceptable to the Board;
- g. the Project is not completed by the Completion Date, or any valid extension thereof granted by the Board; or
- h. the title to or encumbrances against the Property are or become such that Grantee is unable to complete the Project, or the Project and/or the Property are or become unavailable for public use.

The list above is not exclusive. The Board does not waive its right to discontinue, modify, withhold, withdraw, or demand a refund of payments made for any legitimate and legal purpose.

16. Breach

In the event that Grantee breaches any of the terms, covenants, representations, warranties, or conditions of this Agreement, the DDA may elect to enforce any and all remedies available at law or in equity, including without limitation, any of the following:

- a. withdraw the Grant and terminate this Agreement;
- b. deny Grantee eligibility for participation in future DDA grants, loans or projects;
- c. require recovery of the full amount of the Grant Funds disbursed to Grantee under this Grant Agreement, including judgment for damages; and
- d. recover reasonable attorney fees and costs, including costs of collection.

The foregoing remedies are cumulative and may be exercised independently or in combination and are not exclusive to one another or to any other remedies available at law or in equity. In the event the DDA must pursue any remedy and is the substantially prevailing party, the DDA shall be awarded its costs and reasonable attorney fees, including costs of collection.

17. Notice

Written notices, requests, and approvals under this Agreement must be delivered by mail or email to the other Party's contacts for notice specified on the receiving Party's signature page to this Agreement, or as otherwise directed by a Party by providing notice of such change to the other Party.

18. Assignment

Grantee's rights and obligations in this Agreement cannot be assigned.

19. Governing Law and Venue

This Agreement shall be governed by the laws of the State of Colorado, without regard to conflicts of laws principles. Venue for any dispute hereunder shall lie exclusively in a state, county, or municipal court of competent jurisdiction in the County of Teller, Colorado.

20. No Joint Venture

Nothing in this Agreement shall be construed to create a joint venture, partnership, agency, employer/employee, or any other relationship between the Parties except for grantor/grantee. Neither Party has any right or authority to obligate or bind the other Party in any manner whatsoever except as granted by this Agreement.

21. Severability

If any provision of this Agreement, or the application thereof, is found to be invalid, the remainder of the provisions of this Agreement, or the application of such provision, other than those as to which it is found to be invalid, shall remain in full force and effect.

22. Survival

The terms and provisions of this Agreement and the Parties' covenants hereunder shall survive the payment of the Grant Funds and the termination of this Agreement.

23. Colorado Governmental Immunity Act

Nothing in this Agreement shall be construed or interpreted as a waiver, either express or implied, of any of the immunities, rights, benefits, or protections provided under the Colorado Governmental Immunity Act (CGIA), as amended. The Parties agree that no provision of this Agreement shall be construed in such a manner as to reduce the extent to which the CGIA limits the liability of the DDA, the Board, its members, officers, agents and employees.

24. Counterparts; Electronic Signatures

This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which when taken together shall constitute one Agreement. In addition, the Parties agree to recognize signatures of this Agreement transmitted by digital signature as if they were original signatures.

25. No Third Party Beneficiaries

Nothing contained in this Agreement is intended to or shall create a contractual relationship with, cause of action in favor of, or claim for relief for, any third party, including any agent, contractor or subcontractor of Grantee. The Parties hereby acknowledge and agree that this Agreement is intended only to cover the relative rights and obligations between the DDA and the Grantee, and that no third party beneficiaries are intended except for the City where expressly provided in this Agreement.

26. Waiver

The failure of either Party to enforce any part of this Agreement shall not be deemed a waiver of such part. No waiver shall be enforceable hereunder unless signed by the Party against whom the waiver is sought to be enforced.

27. Authority

Each individual executing this Agreement represents that the individual is expressly authorized to sign and enter into this Agreement and bind the individual's respective Party.

28. Entire Agreement - Amendment

Except as expressly provided herein, this Agreement constitutes the entire agreement of the Parties. No oral understanding or agreement not incorporated in this Agreement shall be binding upon the Parties. No material changes to this Agreement shall be valid unless made as an amendment to this contract, in writing, approved by the Board and signed by the Parties.

IN WITNESS WHEREOF, this Agreement is executed and shall become effective as of the date on which it has been executed by the last of the Parties to sign.

[Signature pages follow.]

[Signature page to Grant Agreement]

**CITY OF WOODLAND PARK
DOWNTOWN DEVELOPMENT AUTHORITY**


Jon Gemelke, Chair, Board of Directors

Date of execution: 5-5-2026

ATTEST:

Approved as to Form:


Secretary


Woodland Park DDA Attorney

For Mailing Notice to the DDA:

Woodland Park DDA
Attn: Board of Directors
220 W. South Ave.,
Woodland Park, CO 80866

Email Notice to the DDA:

Anita Riggle: ariggle@woodlandpark.gov
Joshua Myers: jmyers@mgmfirm.com

[Signature page to Grant Agreement]

GRANTEE:

Aspen Leaf Enterprises LLC

Signature: _____

Kathy R. Swanstrom, Owner

Date of execution: _____

4/3/24

For Mailing Notice to the Grantee:

Aspen Leaf Enterprises LLC
Attn: Kathy R. Swanstrom
4565 W Highway 24 Florissant, CO 80816

For Email Notice to the Grantee:

Kathy R. Swanstrom, k_swanstrom@outlook.com

[Acknowledgement and Consent signature page to Grant Agreement]

PROPERTY OWNER ACKNOWLEDGEMENT AND CONSENT

*(*Required if property owner is different from named Grantee)*

The undersigned, as the owner of the Property (as that term is defined in this Grant Agreement) and upon which the Project is to be completed, hereby acknowledges and consents to the terms of this Agreement, warrants the facts stated in the Grant Agreement are true, and further agrees to be bound by the Grant Agreement's terms in the same manner as Grantee.

Aspen Leaf Enterprises

By: Kathy Swanstrom

Kathy Swanstrom

Printed Name of Signer

Owner

Title of Entity Authorized Representative (if applicable):

For Mailing Notice to the Property Owner:

4565 W. Highway 24
Florissant CO. 80816

For Email Notice to the Property Owner:

K_Swanstrom@outlook.com



**WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY
2026 MICRO-GRANT PROGRAM**

April 1, 2026

Aspen Leaf Enterprises, LLC
4565 W Highway 24, Florissant

Copy sent via email: k_swanstrom@outlook.com

RE: **Notice of Award**
2026 Micro-Grant Program

Dear Aspen Leaf Enterprises,

The Grant Committee ("Committee"), as authorized by the Board of Directors ("Board") for the Woodland Park Downtown Development Authority ("DDA"), has considered your application for a grant under the DDA's 2026 Micro-Grant Program ("Program").

The Committee is pleased to inform you that it has approved your application and, subject to the terms and conditions in the Program and the Grant Agreement, enclosed herewith, awards you a grant up-to the amount of \$5000 ("Grant"). The Grant is for the Project as described in your application or a portion thereof as limited by the Committee pursuant to the information below.

Action Required:

You must return a fully signed and dated copy of the Grant Agreement to the DDA to confirm your intent to proceed with the Project. Failure to return a fully executed Grant Agreement shall forfeit the Grant.

A copy of the Grant Agreement signed by the Board Chair and Secretary will be provided to you after it is signed.

On behalf of the DDA, thank you for your interest in the Program. Please reach out if you have any questions.

Sincerely,
City of Woodland Park
Downtown Development Authority

Grant Committee on behalf of the DDA Board

Enclosures: Approved Application; Grant Agreement

Woodland Park Downtown Development Authority Micro-Grant Program 2026

Staff Review Form for Final Report

Applicant: Aspen Leaf Enterprises
Project Address: 4565 W Highway 24
Approval Amount (not to exceed): \$5,000.00
Date Final Report Received: August 11, 2026
Date DDA Board Meeting Review: September 1, 2026

Scope of Project Approved by DDA for Reimbursement:
Repair damaged ceiling, paint

Final Report Requirements	Satisfied?	Notes
Final Report deadline met (October 30, 2026, at 5:00 PM)?	yes	
A signed and dated Final Report form was provided.	yes	
Do the requested reimbursements meet the requirements of the Program? <i>(See Grant Program, Section 5.B. Recoverable Costs/Expenses)</i> Cost/Expenses not reimbursable: - Working capital - Acquisition of property, equipment, or inventory that is not Customer Facing or a fixture (i.e., permanent in nature). - Interior improvements that are not Customer Facing. - Refinancing of existing debt.	yes	
Paid-in-full receipts / invoices are provided? <i>(Must show \$0 balance due.)</i>	yes	
Post-project completion photos are provided that show the items were installed per the approved Project?	yes	
Did total reimbursable costs reach max grant amount awarded?	yes	The max grant amount that can be awarded per the Grant Agreement is \$5000.00
Were copies of governmental approvals and permits provided (if applicable)?	yes	

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) ASPEN LEAF ENTERPRISES LLC	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <u>one</u> of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 4565 W. HIGHWAY 24 6 City, state, and ZIP code FLORISSANT, CO 80816 7 List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

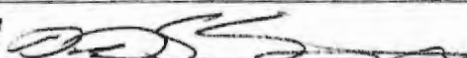
Social security number	
or	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date 8/11/26
------------------	--	---------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

FINAL REPORT – STATEMENT BY GRANTEE
Woodland Park Downtown Development Authority
2026 Micro-Grant Program

The undersigned hereby submits this Final Report to the Woodland Park Downtown Development Authority (“DDA”) and certifies as follows:

1. The Project, as approved by the DDA in the Notice of Award enclosed herewith (“Grant Approval”), is complete.
2. The Project was completed in conformity with the Grant Approval.
3. The Project was completed in compliance with all governmental regulations, including City review and permitting, as applicable. Copies of applicable approvals and permits are included with this Final Report.
4. All costs and expenses sought for reimbursement have been paid in full, as evidenced by the copies of the receipts, paid invoices, and other instruments submitted with this Final Report.
5. The photographs provided with this Final Report are a true and accurate portrayal of the status of the Project.

The undersigned requests that the DDA consider this Final Report, along with all supporting documents submitted herewith, for approval of the disbursement of grant funds.

By: Kathy Swanstrom
Signor's Printed Name: Kathy Swanstrom
Date of execution: 8/11/26

Enclosures:

- Copies of governmental approvals and permits (if applicable)
- Proof of payment for reimbursable costs (paid-in-full receipts and invoices)
- Pictures of the completed Project

Permit #Q35858

Permit Details

Address:	222 W. MIDLAND AVE, WOODLAND PARK, CO, 80863 View Other Permits at this Address
Parcel #:	6329.241410120 Click to view Assessor Information
Lat / Long:	38.99437909, -105.05539203
Roof Truss P/SF:	40 (Elevation: 8,476 Feet)
Code Version:	2023 PPRBC
IECC Version:	2021 IECC
Project Code:	542 (Commercial Change of Occupancy)
Project:	COMMERCIAL CHANGE OF OCCUPANCY
Plan:	View Info for Plan C210025

Commercial Certificate of Occupancy #25168 issued on 7/1/2026. [Check images for certificate](#)
[View the applicable building attachment.](#)

Inspections

There are no additional RBD inspections required for this permit (There may still be inspections required by external agencies).

Additional Required Inspections

Although the permit is finalized, any incomplete inspections should still be completed by the agencies listed.

This is a list of all inspections that need to be performed by an Agency other than PPRBD. Along with their current status.

Reviewer	Code	Status	Blocking	Source
FIREDEPT	F= (Fire Final)	Complete	Blocking - A Blocking inspection must be completed before the permit can be set to Final	WOODLAND PARK Fire Department Signed off plan C210025
WOODLAND PARK	Z= (Zoning/D.R. Final)	Complete	Blocking - A Blocking inspection must be completed before the permit can be set to Final	WOODLAND PARK Zoning Signed off plan C210025

PPRBD Inspection History: 12

06-30-2026 08:06 PM	CRADDOCK DEVELOPMENT COMPANY INC.	Building Final)	B= (Building Final)	Compl.. Inspected	<i>Passed:</i> All other required Final inspections are complete. (This is a computer generated result)
06-1-2026 12:04 PM	CRADDOCK DEVELOPMENT COMPANY INC.	Building Final)	B= (Building Final)	Partial Inspected	<i>In progress.</i> Building final OK pending external agency inspections. Additional Inspections Required (computer generated). External Agency Inspection F by FIREDEPT is not Completed yet
05-18-2026 01:32 PM	CRADDOCK DEVELOPMENT COMPANY INC.	Building Final)	B= (Building Final)	Rejected Inspected	<i>Failed:</i> front door to have indicator dead bolt lock and a sign above reading "THIS DOOR TO REMAIN UNLOCKED WHILE BUILDING IS OCCUPIED" add accessible sign for restroom. Additional Inspections Required (computer generated). External Agency Inspection F= by FIREDEPT is not Completed yet.

05-12-2026 07:41 AM	CRADDOCK DEVELOPMENT COMPANY INC	Building	BEN= (Building Energy Final)	Compl...	Shaun I.	Passed: not required
05-5-2026 07:57 AM	CRADDOCK DEVELOPMENT COMPANY INC	Building	BFR (Building Frame)	Compl...	Shaun I.	Passed
04-27-2026 10:55 AM	CRADDOCK DEVELOPMENT COMPANY INC	Building	BFR (Building Frame)	Rejected	Shaun I.	Failed: unable to perform frame inspection due to plans missing page A3 1/ complete MEP rough inspections
04-23-2026 11:25 AM	CRADDOCK DEVELOPMENT COMPANY INC	Building	BFR (Building Frame)	Rejected	Ryan E.	Failed: Doors locked./ No contractor on site / Still need to attach MEP's to permit and complete rough inspections
04-24-2026 04:49 PM	GOOD GUY ELECTRIC LLC	Electrical	E= (Electrical Final)	Compl...	John N.	Passed
05-7-2026 11:12 AM	BAIRD & SONS PLUMBING INC	Plumbing	P= (Plumbing Final)	Compl...	Carly E.	Passed
04-30-2026 08:15 AM	CRADDOCK DEVELOPMENT COMPANY INC		XBS (Construc... Splice)	Trip or Splice Fee	Douglas C.	Trip or Splice fee needs to be paid prior to requesting another inspection. PAID (REC#2293526): PLAN SPLICE FEE: \$50 by: DOUGC for Construction: Partition wall
04-24-2026 11:29 AM	GOOD GUY ELECTRIC LLC		XES (Electrical Splice)	Locked	Daniel G.	PLAN SPLICE (No Fee) by: DANIELG for Electrical. As built revisions
04-24-2026 11:22 AM	CRADDOCK DEVELOPMENT COMPANY INC		XPS (Plumbing Splice)	Trip or Splice Fee	Shane N.	Trip or Splice fee needs to be paid prior to requesting another inspection. PAID (REC#2291077): PLAN SPLICE FEE: \$50 by: SHANEN for Plumbing. Revised sheet P1.1

External Dept Inspection History: 2

07-1-2026 02:06 AM	CRADDOCK DEVELOPMENT COMPANY INC	F= (Fire Final)	Compl...	CSFIRE	Passed BS
05-14-2026 06:31 PM	CRADDOCK DEVELOPMENT COMPANY INC	Z= (Zoning/ Final)	Compl...	DBUR...	Passed: No City of WP inspections required. Please complete all requisite PPRBD inspections.

Permit Attachments

Click any row to see more details about the attachment in question.

Contractor: BAIRD & SONS PLUMBING INC. **Dept:** Plumbing **Issued on:** 5/5/2026 **Status:** Final

Attachment Details - [BAIRD & SONS PLUMBING INC](#) (Plumbing)

[Close Attachment Details](#)

Permit Address:	222 W. MIDLAND AVE, WOODLAND PARK, CO, 80863
Date Issued:	5/5/2026
Status:	Final
Valuation:	\$200.00
Partial Valuation:	\$0.00
Comments:	Capped off lines

Fixtures

1

Other ^A

Contractor: GOOD GUY ELECTRIC LLC

Dept: Electrical

Issued on: 4/23/2026

Status: Final

Attachment Details - [GOOD GUY ELECTRIC LLC \(Electrical\)](#)[Close Attachment Details](#)

Permit Address:	222 W. MIDLAND AVE, WOODLAND PARK, CO, 80863
Date Issued:	4/23/2026
Status:	Final
Valuation:	\$2,000.00
Partial Valuation:	\$0.00
Comments:	

Fixtures

31	LED Lighting Retrofit	Interior
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Contractor: CRADDOCK DEVELOPMENT
COMPANY, INC.

Dept: Building

Issued on: 4/8/2026

Status: Final

Attachment Details - [CRADDOCK DEVELOPMENT COMPANY, INC \(Building\)](#)[Close Attachment Details](#)

Permit Address:	222 W. MIDLAND AVE, WOODLAND PARK, CO, 80863
Date Issued:	4/8/2026
Status:	Final
Valuation:	\$50,000.00
Computed Valuation:	\$0.00
Comments:	

Occupancies

OC2	1,424	M	Mercantile
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Permit Images

Uploaded On	File Type	Comments	View File
7/1/2026 4:00:39 AM	PDF	Commercial CO	View Permit Image

Additional Images May Be Associated with this plan

[View the plan details.](#)

Inspections

There are no additional RBD inspections required for this permit (There may still be inspections required by external agencies).

Additional Required Inspections

Although the permit is finalized, any incomplete inspections should still be completed by the agencies listed.

This is a list of all inspections that need to be performed by an Agency other than PPRBD, along with their current status.

Reviewer	Code	Status	Blocking	Source
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Reviewer	Code	Status	Blocking	Source
FIREDEPT	F= (Fire Final)	Complete	Blocking - A Blocking inspection must be completed before the permit can be set to Final	WOODLAND PARK Fire Department Signed off plan C210025
WOODLAND PARK	Z= (Zoning/D.R. Final)	Complete	Blocking - A Blocking inspection must be completed before the permit can be set to Final	WOODLAND PARK Zoning Signed off plan C210025

PPRBD Inspection History: 12

06-30-2026 08:06 PM	<u>CRADDOCK DEVELOPMENT COMPANY INC.</u>	Building	B= (Building Final)	Compl.. <u>Jaspreet I.</u>	<i>Passed.</i> All other required Final inspections are complete. (This is a computer generated result)
06-1-2026 12:04 PM	<u>CRADDOCK DEVELOPMENT COMPANY INC.</u>	Building	B= (Building Final)	Partial <u>Jaspreet I.</u>	<i>In progress:</i> Building final OK pending external agency inspections. Additional Inspections Required (computer generated). External Agency Inspection F by FIREDEPT is not Completed yet.
05-18-2026 01:32 PM	<u>CRADDOCK DEVELOPMENT COMPANY INC.</u>	Building	B= (Building Final)	Rejected <u>Shaun I.</u>	<i>Failed:</i> front door to have indicator dead bolt lock and a sign above reading "THIS DOOR TO REMAIN UNLOCKED WHILE BUILDING IS OCCUPIED" add accessible sign for restroom. Additional Inspections Required (computer generated). External Agency Inspection F= by FIREDEPT is not Completed yet.
05-12-2026 07:41 AM	<u>CRADDOCK DEVELOPMENT COMPANY INC.</u>	Building	BEN= (Building Energy Final)	Compl. <u>Shaun I.</u>	<i>Passed.</i> not required
05-5-2026 07:57 AM	<u>CRADDOCK DEVELOPMENT COMPANY INC.</u>	Building	BFR (Building Frame)	Compl. <u>Shaun I.</u>	<i>Passed.</i>
04-27-2026 10:55 AM	<u>CRADDOCK DEVELOPMENT COMPANY INC.</u>	Building	BFR (Building Frame)	Rejected <u>Shaun I.</u>	<i>Failed:</i> unable to perform frame inspection due to plans missing page A3 1/ complete MEP rough inspections
04-23-2026 11:25 AM	<u>CRADDOCK DEVELOPMENT COMPANY INC.</u>	Building	BFR (Building Frame)	Rejected <u>Ryan E.</u>	<i>Failed:</i> Doors locked / No contractor on site / Still need to attach MEP's to permit and complete rough inspections
04-24-2026 04:49 PM	<u>GOOD GUY ELECTRIC LLC</u>	Electrical	E= (Electrical Final)	Compl.. <u>John N.</u>	<i>Passed.</i>
05-7-2026 11:12 AM	<u>BAIRD & SONS PLUMBING INC.</u>	Plumbing	P= (Plumbing Final)	Compl. <u>Cody P.</u>	<i>Passed.</i>
04-30-2026 08:15 AM	<u>CRADDOCK DEVELOPMENT COMPANY INC.</u>		XBS (Construc. Splice)	Trip or Splice Fee <u>Douglas C.</u>	<i>Trip or Splice fee needs to be paid prior to requesting another inspection. PAID (REC#2293526). PLAN SPLICE FEE: \$50 by: DOUGC for Construction. Partition wall</i>
04-24-2026 11:29 AM	<u>GOOD GUY ELECTRIC LLC</u>		XES (Electrical Splice)	Locked <u>Daniel G.</u>	PLAN SPLICE. (No Fee) by: DANIELG for Electrical. As built revisions
04-24-2026 11:22 AM	<u>CRADDOCK DEVELOPMENT COMPANY INC.</u>		XPS (Plumbing Splice)	Trip or Splice Fee <u>Shane N.</u>	<i>Trip or Splice fee needs to be paid prior to requesting another inspection. PAID (REC#2291077). PLAN SPLICE FEE: \$50 by: SHANEN for Plumbing. Revised sheet P1.1</i>

External Dept Inspection History: 2

07-1-2026 02:06 AM	<u>CRADDOCK</u> <u>DEVELOPMENT COMPANY</u> <u>INC</u>	F= (Fire Final)	Compl...	CSFIRE	Passed: 85
05-14-2026 06:31 PM	<u>CRADDOCK</u> <u>DEVELOPMENT COMPANY</u> <u>INC</u>	Z= (Zoning/ Final)	Compl...	DBUR...	Passed: No City of WP inspections required. Please complete all requisite PPRBD inspections.

Permit Attachments

Click any row to see more details about the attachment in question.

Contractor: BAIRD & SONS PLUMBING INC. **Dept:** Plumbing **Issued on:** 5/5/2026 **Status:** Final

Attachment Details - BAIRD & SONS PLUMBING INC (Plumbing)

[Close Attachment Details](#)

Permit Address:	<u>222 W. MIDLAND AVE, WOODLAND PARK, CO, 80863</u>
Date Issued:	5/5/2026
Status:	Final
Valuation:	\$200.00
Partial Valuation:	\$0.00
Comments:	Capped off lines

Fixtures

1	Other *

Contractor: GOOD GUY ELECTRIC LLC **Dept:** Electrical **Issued on:** 4/23/2026 **Status:** Final

Attachment Details - GOOD GUY ELECTRIC LLC (Electrical)

[Close Attachment Details](#)

Permit Address:	<u>222 W. MIDLAND AVE, WOODLAND PARK, CO, 80863</u>
Date Issued:	4/23/2026
Status:	Final
Valuation:	\$2,000.00
Partial Valuation:	\$0.00
Comments:	

Fixtures

31	LED Lighting Retrofit	Interior

Contractor: CRADDOCK DEVELOPMENT COMPANY, INC. **Dept:** Building **Issued on:** 4/8/2026 **Status:** Final

Attachment Details - CRADDOCK DEVELOPMENT COMPANY, INC (Building)

[Close Attachment Details](#)

Permit Address:	<u>222 W. MIDLAND AVE, WOODLAND PARK, CO, 80863</u>
Date Issued:	4/8/2026
Status:	Final
Valuation:	\$50,000.00
Computed Valuation:	\$0.00
Comments:	

Occupancies

Aspen Leaf Receipts for DDA Grant
Notice of Award April 1, 2026

Rustic Lumber Company	5/5/2026	\$ 477.36
Rustic Lumber Company	5/29/2026	\$ 1,149.90
Sherwin Williams	5/7/2026	\$ 200.32
Sherwin Williams	4/1/2026	\$ 352.25
Glaser Steel	5/15/2026	\$ 612.27
Taylor Built Painting	5/29/2026	\$ 3,800.00
Woodland Hardware	4/4/2026	\$ 24.62
Home Depot	4/30/2026	\$ 37.69
Home Depot	4/3/2026	\$ 68.58
Woodland Hardware	5/15/2026	\$ 67.68
Woodland Hardware	6/15/2026	\$ 115.91
Woodland Hardware	5/17/2026	\$ 36.49
Woodland Hardware	5/7/2026	\$ 66.63
Woodland Hardware	5/9/2026	\$ 44.90
Woodland Hardware	5/7/2026	\$ 53.89
Woodland Hardware	4/27/2026	\$ 71.42
P Pro Windows	6/1/2026	\$ 258.88
P Pro Windows	5/23/2026	\$ 506.96
Colorado Building Supply	4/3/2026	\$ 21.97
Colorado Building Supply	4/3/2026	\$ 127.85
Colorado Building Supply	4/8/2026	\$ 31.18
Colorado Building Supply	4/23/2026	\$ 52.18
Colorado Building Supply	5/7/2026	\$ 90.54
Colorado Building Supply	6/24/2026	\$ 124.06
Colorado Building Supply	6/22/2026	\$ 14.81
Colorado Building Supply	5/19/2026	\$ 54.89

\$ 8,463.23 **Total eligible for DDA Grant \$5000**

Not eligible for grant due to date prior to notice of award

Rustic Lumber Company	3/24/2026	\$ 3,375.88
Sherwin Williams	3/22/2026	\$ 364.55
Home Depot	3/25/2026	\$ 165.75
Unknown vendor	prior to Feb 19	\$ 287.01

\$ 4,193.19

\$ 12,656.42 Total investment

RUSTIC LUMBER COMPANY

PO Box 634, Sedalia, CO 80135

7207224700

Receipt

INVOICE #5698

VISA 2556

2026-05-05

Entry method : Contactless

01:25 PM

\$477.36

Invoice #5698

Amount	\$477.36
Paid	\$477.36

Total

\$477.36

RUSTIC LUMBER COMPANY

PO Box 634, Sedalia, CO 80135

7207224700

Receipt

INVOICE #5770

VISA 2556

2026-05-29

Entry method : Contactless

03:39 PM

\$1,149.90

Invoice #5770

Amount \$1,149.90

Paid \$1,149.90

Total \$1,149.90



SHERWIN-WILLIAMS

WOODLAND PARK Store 707371

717 GOLD HILL PLACE
WOODLAND PARK CO 80863 1103
(719)687-6800
Fax (719) 687-4509
www.sherwin-williams.com

SALE 9:18am
Tran # 1658-3 05/07/26
E91/13404 10
MATTHEW PM# TIMBER AND RUST CASH

Order # 0E0162378A707371
TAYLOR BUILT LLC
Account XXXX-4468-2
Job 1 TAYLOR BUILT LLC

6514-25589 K37W01051 GALLON K37W1051
EMERALD IN SA EW
3.00 @ 60.45 181.35
Color: SW7042 SHDJI WHITE
CCE+Color Cost 02 32 64 128
B1 Black - 2 - 1
R2 Maroon - 1 - 1
Y3 Deep Gold 6 - -
Sher-Color Formula

TO GOVT IMPOSED PAINT FEE
3.00 @ 1.15 3.45

SUBTOTAL BEFORE TAX 184.80

8.400% SALES TAX:1-058006300 15.52
TOTAL \$200.32

VISA (US DEBIT) -200.32

C/C# XXXXXXXXXXXXX2556
Auth # 091847
Contactless
No Signature Required
AID:00000000900040

***** DEBIT CARD PIN ENTERED *****

STORE HOURS
SUNDAY 10:00 AM - 2:00 PM
MONDAY - FRIDAY 7:00 AM - 5:00 PM
SATURDAY 8:00 AM - 4:00 PM

Purchases are subject to Sherwin-Williams
Terms and Conditions of Sale located at
sherwin-williams.com/terms-and-conditions.

----- Thank You -----
receipt required for refund

13404/16503-05-07-2026



SHERWIN-WILLIAMS.

WOODLAND PARK Store 707371

717 GOLD HILL PLACE
WOODLAND PARK CO 80863 1103
(719)687-6800
Fax (719) 687-4509
www.sherwin-williams.com

SALE 12:55pm
Tran # 2524-0 04/01/26
E91/16212 10
MATTHEW

Order # 0E0161464A707371

BOX*BRITTANY

Account XXXX-7764-1

Job 1 BOX*BRITTANY

6514-25597 K37W01051 5 GAL K37W1051

EMERALD IN SA EW

*Sale Price 5.00 @ 99.49 497.45

Discount (\$) -174.10

Color: SW7042 SHDJI WHITE

CCE*Color Cost 02 32 64 128

B1 Black - 11 - 1

R2 Maroon - 2 1 -

Y3 Deep Gold - 30 - -

Sher-Color Formula

10 GOVT IMPOSED PAINT FEE

1.00 @ 1.60 1.60

SUBTOTAL BEFORE TAX 324.95

8.400% SALES TAX:1-068086300 27.30

TOTAL \$352.25

VISA (US DEBIT) -352.25

C/C# XXXXXXXXXXXXX2556

Auth # 025735

Contactless

No Signature Required

AID:0000000980840

Sales Event Savings \$174.10

***** DEBIT CARD PIN ENTERED *****

STORE HOURS

SUNDAY 10:00 AM - 2:00 PM

MONDAY - FRIDAY 7:00 AM - 5:00 PM

SATURDAY 8:00 AM - 4:00 PM

Purchases are subject to Sherwin-Williams
Terms and Conditions of Sale located at
sherwin-williams.com/terms-and-conditions.

T 10771 jacque@glasersteel.com

Sales Order Confirmation Mail, Order No.: , Order No.: SO-106711

May 15, 2026 at 10:29:04 AM

timber.rust@gmail.com

Dear Timber & Rust LLC,

As per your request your order has been placed. The order details are as follows:

Order Summary

Order Date: 05/15/2026

Shipment Type

Pickup

Order Total: \$612.27

Order Number: SO-106711

Expected Delivery Date: 5/16/2026

PO Number:

Bill to

Timber & Rust LLC, 8380 Chipita Park RD
Cascade, CO 80809
United States

Ship To

619 South 31st Street
United States

Customer Instruction

Order Items

S.No.	SKU#	Item Name	USP	Ordered Quantity	Ship Quantity	Discount	Total
1	885	14ga Sheet Steel HR	\$3.64	160.00	160.00	\$0.00	\$582.40
Sub Total:							\$582.40
Sales Tax							\$16.89
Service Tax							\$8.50
Shipping							\$0.00
Order Total:							\$612.27

Jacqueline Jensen

Email: jacque@glasersteel.com

Phone: +1 719 321 9959

Colorado Springs, Main Warehouse, Glaser Steel

Powered by Goods Order Inventory (GOIS Pro)

10/26/2014 12:59 PM 10/26/2014 12:59 PM

Taylor Built

698 Don Juan St, Colorado Springs, CO, United States, 80909-5240

Contact info
(720) 767-5163

Receipt

INVOICE #TB-2026-0529

VISA 2556

2026-05-29

Entry method Contactless

05:25 PM

\$3800.00

Invoice #TB-2026-0529

Amount	\$3800.00
--------	-----------

Paid	\$3800.00
------	-----------

Due 2026-05-29

Total	\$3800.00
-------	-----------



PAID

INVOICE / RECEIPT

Invoice #
TB-2026-0529

Date
May 29, 2026

Status
PAID IN FULL

FROM

Taylor Built Painting & Remodeling
Storefront Painting & Remodeling

BILL TO

Timber & Rust
Storefront Project

DESCRIPTION

AMOUNT

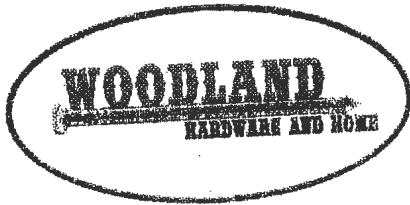
Painting and remodeling work completed for the Timber & Rust storefront. \$3,800.00

TOTAL \$3,800.00

✓ PAID IN FULL

Payment received in full for the storefront painting and remodeling work described above. Thank you for your business.

Taylor Built Painting & Remodeling



Woodland Hardware & Home
100 Saddle Club Avenue
Woodland Park, CO 80863

Phone: (719) 687-3031

Fax:

Website: shopwoodlandhdwr.co

Payment Terms Email: store@shopwoodlandh.com
Sold To:

INVOICE

Ship Invoice No. Date Cashier
2995819 04/04/26 12:20:10 NATALIE S
WH-SRV1 #pos4

CASH

Customer # HAP001

TIMBER & RUST
8380 CHIPITA PARK ROAD
CASCADE CO 80809
(405) 808-0221

TIMBER & RUST
8380 CHIPITA PARK ROAD
CASCADE CO 80809

Ln # Qty	Item #	Description	Unit	Price	Extend
001	18G1	12PK MICROFIBER TOWELS	21.49	21.49	
579430					
002	2EA1	HILLMAN FASTNERS	0.27	0.54	
125					
003	2EA1	HILLMAN FASTNERS	0.16	0.32	
125					
004	2EA1	HILLMAN FASTNERS	0.18	0.36	
125					

DEBI

24.62

Card XXXX XXXX XXXX 2556
Name: CARDHOLDER/VISA
Auth: 740390

Non Taxable SubTot 0.00
Taxable SubTotal 22.71
State Tax 1.91
Local Tax 0.00
Total 24.62
Total Due 0.00

1.40

NO RETURNS AFTER 30 DAYS!!



2995819

Reward ID: LC0054295360



How doers
get more done.

2250 SOUTHGATE RD, COLORADO SPRINGS, CO
ROBERT PACKER STORE MANAGER 719-471-0054

1518 00032 81006 04/30/25 09:00 AM
SALE CASHIER CATHY

840254201217 6.5QT TOTE <A>
HDX 6.5QT TOUGH TOTE
202.98 5.96
811108037015 WALL PLATE <A> 4.97
PERRY 1G DPLX METAL WF, W-1 PAINTABLE
785991120882 4INSGCOVER <A>
SC 450 COVER 1/2" RAISED 1 GFCI
504.78 23.90

SUBTOTAL 34.83
SALES TAX 2.86
TOTAL \$37.69

XXXXXXXXXXXX2556 DEBIT

USD\$ 37.69

AUTH CODE 030243
AUTH MODE - ISSUER
Contactless
AID A000000398084C

Verified By PIN
US DEBIT

1518 04/30/26 09:00 AM



1518 02 81006 04/30/2025 5297

RETURN POLICY DEFINITIONS
POLICY ID DAYS POLICY EXPIRES ON
A 1 90 07/29/2026



How does
get more done.

102 N. ACADEMY BLVD CO SPGS, CO 80909
STORE MANAGER PRESTON ROBERDS

1504 00002 21697 04/03/26 09:02 PM
SALE CASHIER DAVID

7896796539700 WHITE PEGBD <A> 23.98
3/16 4 X 8 WHT PEGBOARD
018997362117 3/8IN CONN <A>
F070 SNAPTITE SADDLE CONN DUAL MC EA
6@2.98 17.88
018997016058 CONNECTOR <A>
F065 SNAPTITE SADDLE CONN MC/AC PK2
2@3.88 7.76
811108038990 3/4" KNOCKOUT <A> 2.28
A090 3/4" KNOCKOUT SEAL PK4
051411213053 EMT 1/2" 1H0 <A>
E700 EMT 1/2" 1-HL SPD THRD STRAP 4PK
4@2.87 11.48

SUBTOTAL 63.38
SALES TAX 5.20
TOTAL \$68.58

XXXXXXXXXXXX2556 DEBIT USD\$ 68.58

AUTH CODE 002828
AUTH MODE - ISSUER
Contactless
AID A0000000980840

Verified By PIN
US DEBIT

1504 04/03/26 09:02 PM



1504 02 21697 04/03/2026 0027

RETURN POLICY DEFINITIONS
POLICY ID 1 DAYS 90 POLICY EXPIRES ON 07/02/2026



Woodland Hardware & Home
100 Saddle Club Avenue
Woodland Park, CO 80863

Phone: (719) 687-3031

Fax:

Website: shopwoodlandhdwi.co

Payment Terms Email: store@shopwoodlandhd

Sold To:

INVOICE

Ship Invoice No. 3004460 Date 05/15/26 09:59:15 TAYLOR G
Cashier

WH-SRV1 #POS1

CASH

Customer # HAP001

TIMBER & RUST
8380 CHIPITA PARK ROAD
CASCADE, CO 80809
(405) 808-0221

TIMBER & RUST
8380 CHIPITA PARK ROAD
CASCADE, CO 80809

Ln # Qty	Description	Unit	Price	Extend
001 1EA1	16.99		16.99	16.99
676/313	3" FLAT ULTRA FIRM BRUSH			
002 1EA1	6.49		6.49	6.49
424048	KORKY-PLUS TANK FLAPPER			
003 2EA1	10.49		10.49	20.98
770025	ULT WHT DYNAPLEX 10.1 OZ			
004 2BG1	7.99		7.99	15.98
1101-60	QUIKRETE 1101 60LB CONCRETE			
	MIX BLACK/YELLOW BAG			

CUSTOMER INSTRUCTIONS:
NO RETURNS

DEBI 67.68
Card: XXXX XXXX XXXX 2556
Name: CARDHOLDER/ISA
Auth: 154307

Non Taxable SubTot	0.00
Taxable SubTotal	62.44
State Tax	5.24
Local Tax	0.00
Total	67.68
125.32	Total Due 0.00

NO RETURNS AFTER 30 DAYS!!



3004460

Reward ID: LC0054295360



Woodland Hardware & Home
100 Saddle Club Avenue
Woodland Park, CO 80863

Phone: (719) 687-3031

Fax:

Website: shopwoodlandhdwr.co

Payment Terms Email: store@shopwoodlandh

Sold To:

INVOICE

Ship Invoice No. Date Cashier
3004706 05/15/26 17:35:07 EMILY C

WH-SRV1 #POS1

CASH

Customer # HAP001

TIMBER & RUST

3380 CHIPITA PARK ROAD

CASCADE, CO 80809

(405) 808-0221

TIMBER & RUST

3380 CHIPITA PARK ROAD

CASCADE, CO 80809

Ln #	Qty	Description	Price	Extend
001	2EA1	11.99	11.99	23.98
6183198		BLK TEXTURED SPRAY PAINT		
002	2BX1	3.49	3.49	6.98
524960		WHT 15A DPLX OUTLET		
003	2EA1	24.99	24.99	49.98
501469		15A WHT SLFTS GFCI OUTLET		
004	1EA1	25.99	25.99	25.99
501505		WHT TAMPER GFCI OUTLET		

DEBI 115.91

Card: XXXX XXXX XXXX 2566

Name: CARDHOLDER/VISA

Auth: 023032

Non Taxable SubTot 0.00

Taxable SubTotal 105.93

State Tax 8.98

Local Tax 0.00

Total 115.91

3.52 Total Due 0.00

NO RETURNS AFTER 30 DAYS!!



3004706

Reward ID: LC0054295360



Woodland Hardware & Home
100 Saddle Club Avenue
Woodland Park, CO 80863

Phone: (719) 687-3031

Fax:

Website: shopwoodlandhdwr.co

Payment Terms Email: store@shopwoodlandh

Sold To:

INVOICE

Ship Invoice No. Date Cashier
3005194 05/17/26 16:05:20 EMILY C

WH-SRV1 #POS1

CASH

Customer # HAP001

TIMBER & RUST

3380 CHIPITA PARK ROAD

CASCADE, CO 80809

(405) 808-0221

TIMBER & RUST

3380 CHIPITA PARK ROAD

CASCADE, CO 80809

Ln #	Qty	Description	Price	Extend
001	1EA1	7.99	7.99	7.99
7050761		SAT CARAMEL SPRAY PAINT		
002	1EA1	3.49	3.49	3.49
359043		5/32" BLACK OXIDE BIT		
003	1EA1	13.49	13.49	13.49
358883		1/2" BLACK OXIDE BIT		
004	1EA1	5.49	5.49	5.49
397997		5/16" 1/4 DR DEEP SOCKET		
005	6EA1	0.15	0.15	0.90
125		HILLMAN FASTNERS		
006	10EA1	0.23	0.23	2.30
125		HILLMAN FASTNERS		

DEBI 36.49

Card: XXXX XXXX XXXX 2566

Name: CARDHOLDER/VISA

Auth: 665139

Non Taxable SubTot 0.00

Taxable SubTotal 33.68

State Tax 2.83

Local Tax 0.00

Total 36.49

1.34 Total Due 0.00

NO RETURNS AFTER 30 DAYS!!



3005194

Reward ID: LC0054295360



Woodland Hardware & Home
100 Saddle Club Avenue
Woodland Park, CO 80863

Phone: (719) 687-3031

Fax:

Website: shopwoodlandhdwr.co

Payment Terms Email: store@shopwoodlandh

Sold To:

INVOICE

Ship Invoice No. 3002677
Date 05/07/26 17:08:52
Cashier EMILY C
WH-SRV1 #POS1

CASH

Customer # HAP001

TIMBER & RUST
8380 CHIPITA PARK ROAD
CASCADE, CO 80809
(405) 808-0221

TIMBER & RUST
8380 CHIPITA PARK ROAD
CASCADE, CO 80809

Item #	Qty	Description	Unit	Price	Extend
01	1EA1	10.49		10.49	
770025		ULT WHIT DYNAPLEX 10.1 OZ			
02	1EA1	32.99		32.99	
359622		3/8" QUICK CHANGE ARBOR			
03	1EA1	17.99		17.99	
359807		2" DOZER HOLE SAW			

DEBI 66.63
Card: XXXX XXXX XXXX 2556
Name: CARDHOLDER/VISA
Auth: 142736

Non Taxable SubTot 0.00
Taxable SubTotal 61.47
State Tax 5.16
Local Tax 0.00
Total 66.63
0.65 Total Due 0.00

NO RETURNS AFTER 30 DAYS!!



3002677

Reward ID: LC0054295360



Woodland Hardware & Home
100 Saddle Club Avenue
Woodland Park, CO 80863

Phone: (719) 687-3031

Fax:

Website: shopwoodlandhdwr.co

Payment Terms Email: store@shopwoodlandh

Sold To:

INVOICE

Ship Invoice No. 3002974
Date 05/09/26 09:44:57
Cashier NATALIE S
WH-SRV1 #pos3

CASH

Customer # HAP001

TIMBER & RUST
8380 CHIPITA PARK ROAD
CASCADE, CO 80809
(405) 808-0221

TIMBER & RUST
8380 CHIPITA PARK ROAD
CASCADE, CO 80809

Item #	Qty	Description	Unit	Price	Extend
001	6EA1	2.99		2.99	14.95
788649		3QT DAV PAINT TRAY LINER			
002	1EA1	5.49		5.49	5.49
7613748		9x3/8 SUP/FAB KND COVER			
003	2EA1	10.49		10.49	20.98
770025		ULT WHIT DYNAPLEX 10.1 OZ			

DEBI 44.90
Card: XXXX XXXX XXXX 2556
Name: CARDHOLDER/VISA
Auth: 928387

Non Taxable SubTot 0.00
Taxable SubTotal 41.42
State Tax 3.48
Local Tax 0.00
Total 44.90
1.00 Total Due 0.00

NO RETURNS AFTER 30 DAYS!!



3002974

Reward ID: LC0054295360



Woodland Hardware & Home
100 Saddle Club Avenue
Woodland Park, CO 80863

Phone: (719) 687-3031

Fax:

Website: shopwoodlandhdwr.co

Payment Terms Email: store@shopwoodlandhdwr.co

Sold To:

INVOICE

Ship Invoice No. 3002505 Date 05/07/26 09:06:40 TAYLOR G

WH-SRV1 #POS1

CASH

Customer # HAP001

TIMBER & RUST
8380 CHIPITA PARK ROAD
CASCADE, CO 80809
(405) 808-0221

TIMBER & RUST
8380 CHIPITA PARK ROAD
CASCADE, CO 80809



Woodland Hardware & Home
100 Saddle Club Avenue
Woodland Park, CO 80863

Phone: (719) 687-3031

Fax:

Website: shopwoodlandhdwr.co

Payment Terms Email: store@shopwoodlandhdwr.co

Sold To:

INVOICE

Ship Invoice No. 3000688 Date 04/27/26 12:20:57 NATALIE S

WH-SRV1 #pos4

CASH

Customer # HAP001

TIMBER & RUST
8380 CHIPITA PARK ROAD
CASCADE, CO 80809
(405) 808-0221

TIMBER & RUST
8380 CHIPITA PARK ROAD
CASCADE, CO 80809

Qty	Item #	Description	Price	Extend
001	2EA1	4.49	4.49	8.98
400467		3/4CF BRASS PEX ELBOW		
002	3EA1	3.99	3.99	11.97
400491		1/2X3/4CF BRS PEX ELBOW		
003	1EA1	8.99	8.99	8.99
445664		3/4"x10" RED PEX STICK		
004	1EA1	8.99	8.99	8.99
445646		3/4"x10" BLUE PEX STICK		
005	2EA1	3.99	3.99	7.98
466662		3/4"x1/2"CF BRS COUPLING		
006	1BG1	8.49	8.49	8.49
451636		10PK 1/2" CINCH CLAMPS		
007	1BG1	10.49	10.49	10.49
451674		10PK 3/4" CINCH CLAMPS		

DEBI

71.42

Card XXXX XXXX XXXX 2556

Name CARDHOLDER/VISA

Auth:471791

Non Taxable SubTot 0.00

Taxable SubTotal 49.71

State Tax 4.18

Local Tax 0.00

Total 53.89

1.53 Total Due 0.00

Non Taxable SubTot 0.00

Taxable SubTotal 53.89

State Tax 5.53

Local Tax 0.00

Total 71.42

1.39 Total Due 0.00

NO RETURNS AFTER 30 DAYS!!



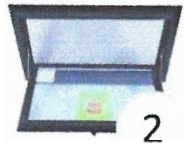
3000688

Reward ID: LC0054295360



3002505

Reward ID: LC0054295360



32" x 18" Hopper Basement W...

Sold by: [P Pro Windows](#)

Return window closed on July 9, 2026

\$102.99

[View your item](#)

[Get product support](#)

[Problem with order](#)

[Buy it again](#)

[Leave seller feedback](#)

[Write a product review](#)

Order summary

Order placed June 1, 2026

Order # 114-3381311-4960244

Item(s) Subtotal: \$205.98

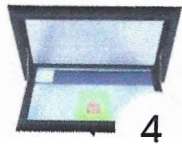
Shipping & Handling: \$40.00

Total before tax: \$245.98

Estimated tax to be collected: \$12.62

[CO Retail Delivery Fees](#) ✓ \$0.28

Grand Total: \$258.88



32" x 18" Hopper Basement W...

Sold by: [P Pro Windows](#)

Return window closed on June 29, 2026

\$102.99

[View your item](#)

[Get product support](#)

[Problem with order](#)

[Buy it again](#)

[Leave seller feedback](#)

[Write a product review](#)

Order summary

Order placed May 23, 2026

Order # 114-7509691-4709066

Item(s) Subtotal:	\$411.96
Shipping & Handling:	\$70.00
Total before tax:	\$481.96
Estimated tax to be collected:	\$24.72
CO Retail Delivery Fees ✓	\$0.28
Grand Total:	\$506.96

\$21.97



Remit to:
P.O. BOX 203095
DALLAS, TX 75320-3095
Phone: (719) 687-9205

Cash Sales Invoice

Invoice No **3820777**
Invoice Date 04/03/2026
Terms 10th Prox
Customer 120809
Contact Name David Hapgood
Contact Number 405-808-0221
Job
Your Ref
Our Ref **19132665**
Yard Book Ref None
Taken By Vines, Kylie S
Sales Rep House Account

Invoice Address
Timber & Rust
8380 Chipita Park Road
Cascade, Colorado, 80809



Delivery Address: Timber & Rust, 8380 Chipita Park Road, Cascade, Colorado, 80809

Special Instructions	Notes

Line	Description	Qty/Footage	Price	UOM	Total
1	451204 - TAPCON CONCRETE ANCHOR STAR CLIMASEAL 3/16X2-3/4 75PK	1 ea	20.69	ea	20.69
2	450328 - CONCRETE ANCH HX WSHR 1/4X1-3/4	1 ea	26.99	ea	26.99
3	451193 - TAPCON HAMMER DRILL BIT-SDS 5/32X7	1 ea	11.69	ea	11.69
4	6706 - WALLBD GYPSUM FC 4X8X5/8	2 ea	13.92	ea	27.84
5	10408WF2 - WHITE WOOD 1" X 4" X 8' #2 4/8	4 ea	1,882.91	mbf	20.08
6	124867 - USG COMPOUND JT +3 AP LW CTN 3.5G	1 ea	10.65	ea	10.65

Handwritten in red: JMW 4/3/26

Goods received in good condition	Payment Method	Amount Received	Total Amount	\$117.94
Print name	Visa	\$127.85	Sales Tax 8.40%	\$9.91
Signature	Merchant #	978716	Invoice Total	\$127.85
	Account #	*****2556		
	Authorization #	061621		

\$31.18



Remit to:
P.O. BOX 203095
DALLAS, TX 75320-3095
Phone: (719) 687-9205

Cash Sales Invoice

Invoice No **3842698**
Invoice Date 04/23/2026
Terms 10th Prox
Customer 120809
Contact Name David Hapgood
Contact Number 405-808-0221
Job
Your Ref
Our Ref **19242430**
Yard Book Ref None
Taken By Aird, Alisa
Sales Rep House Account

Invoice Address

Timber & Rust
8380 Chipita Park Road
Cascade, Colorado, 80809



Page 1 of 1

Delivery Address: Timber & Rust, 8380 Chipita Park Road, Cascade, Colorado, 80809

Special Instructions	Notes

Line	Description	Qty/Footage	Price	UOM	Total
1	10608WF2 - WHITE WOOD 1" X 6" X 8' #2 3/8	3 ea	7.68	ea	23.04
2	10408WF2 - WHITE WOOD 1" X 4" X 8' #2 5/8	5 ea	5.02	ea	25.10
<i>Handwritten: \$4173.12</i>					

Goods received in good condition		Payment Method	Amount Received	Total Amount	\$48.14
Print name	<i>[Signature]</i>	Visa	\$52.18	Sales Tax 8.40%	\$4.04
Signature	<i>[Signature]</i>	Merchant #	978716	Invoice Total	\$52.18
		Account #	*****2556		
		Authorization #	081957		



Remit to:
P.O. BOX 203095
DALLAS, TX 75320-3095
Phone: (719) 687-9205

Cash Sales Invoice

Invoice No **3858274**
Invoice Date 05/07/2026
Terms 10th Prox
Customer 120809
Contact Name David Hapgood
Contact Number 405-808-0221
Job
Your Ref
Our Ref 19320370
Yard Book Ref None
Taken By Aird, Alisa
Sales Rep House Account

Invoice Address

Timber & Rust
8380 Chipita Park Road
Cascade, Colorado, 80809



Page 1 of 1

Delivery Address: Timber & Rust, 8380 Chipita Park Road, Cascade, Colorado, 80809

Special Instructions	Notes

Line	Description	Qty/Footage	Price	UOM	Total
1	6706 - WALLBD GYPSUM FC 4X8X5/8	6 ea	13.92	ea	83.52
S/H					

Goods received in good condition

Print name

Signature

Payment Method	Amount Received
Visa	\$90.54
Merchant #	978716
Account #	*****2556
Authorization #	082937

Total Amount	\$83.52
Sales Tax 8.40%	\$7.02
Invoice Total	\$90.54



Remit to:
P.O. BOX 203095
DALLAS, TX 75320-3095
Phone: (719) 687-9205

Cash Sales Invoice

Invoice No	3914686
Invoice Date	06/24/2026
Terms	10th Prox
Customer	120809
Contact Name	David Hapgood
Contact Number	405-808-0221
Job	
Your Ref	
Our Ref	19601880
Yard Book Ref	None
Taken By	Aird, Alisa
Sales Rep	House Account

Invoice Address

Timber & Rust
8380 Chipita Park Road
Cascade, Colorado, 80809



Page 1 of 1

Delivery Address: Timber & Rust, 8380 Chipita Park Road, Cascade, Colorado, 80809

Special Instructions	Notes

Line	Description	Qty/Footage	Price	UOM	Total
1	439226 - 1123032/100054 WHITE PAINT PAIL 5 GALLON PLASTIC W/ HANDLE	1 ea	7.19	ea	7.19
2	435838 - PLASTIC TRAY LINER 9"	3 ea	1.25	ea	3.75
3	447995 - BOLT STND BARREL ZN PLT 4IN	1 ea	6.29	ea	6.29
4	433233 - LOCTITE LANDSCAPE BLOCK ADHESIVE PASTE ACETC BEIGE TAN 10 OZ TUBE	4 ea	7.19	ea	28.76
5	119802 - COVE WP 93A 3/4X3/4 X 8	12 ea	3.72	ea	44.64
6	36120 - SEALER 230 DYNAFLEX WHITE 10.1OZ	3 ea	6.83	ea	20.49
7	427350 - ADHESIVE INDUSTRIAL MP 3.7OZ	1 ea	3.33	ea	3.33

Goods received in good condition

Print name

Signature

Payment Method	Amount Received
Visa	\$124.06
Merchant #	978716
Account #	*****2556
Authorization #	042710

Total Amount	\$114.45
Sales Tax 8.40%	\$9.61
Invoice Total	\$124.06



Remit to:
P.O. BOX 203095
DALLAS, TX 75320-3095
Phone: (719) 687-9205

Cash Sales Invoice

Invoice No **3911408**
Invoice Date 06/22/2026
Terms 10th Prox
Customer 120809
Contact Name David Hapgood
Contact Number 405-808-0221
Job
Your Ref
Our Ref **19585875**
Yard Book Ref None
Taken By Vines, Kylie S
Sales Rep House Account

Invoice Address

Timber & Rust
8380 Chipita Park Road
Cascade, Colorado, 80809



Page 1 of 1

Delivery Address: Timber & Rust, 8380 Chipita Park Road, Cascade, Colorado, 80809

Special Instructions	Notes

Line	Description	Qty/Footage	Price	UOM	Total
1	36120 - SEALER 230 DYNAFLEX WHITE 10.1OZ	2 ea	6.83	ea	13.66

Goods received in good condition Print name Signature	Payment Method	Amount Received	Total Amount	\$13.66
	Visa Merchant # Account # Authorization #	\$14.81 978716 *****4319 032553	Sales Tax 8.40% Invoice Total	\$1.15 \$14.81



Remit to:
P.O. BOX 203095
DALLAS, TX 75320-3095
Phone: (719) 687-9205

Cash Sales Invoice

Invoice No	3871825
Invoice Date	05/19/2026
Terms	10th Prox
Customer	120809
Contact Name	David Hapgood
Contact Number	405-808-0221
Job	
Your Ref	
Our Ref	19389075
Yard Book Ref	None
Taken By	Aird, Alisa
Sales Rep	House Account

Invoice Address

Timber & Rust
8380 Chipita Park Road
Cascade, Colorado, 80809



Page 1 of 1

Delivery Address: Timber & Rust, 8380 Chipita Park Road, Cascade, Colorado, 80809

Special Instructions	Notes

Line	Description	Qty/Footage	Price	UOM	Total
1	420484 - PAINT SPRAY 2X CLEAR COAT SATIN	1 ea	6.29	ea	6.29
2	436805 - ROLLER CVR FBRC 2PK 4.5X3/8IN	1 ea	5.84	ea	5.84
3	436805 - ROLLER CVR FBRC 2PK 4.5X3/8IN	1 ea	5.84	ea	5.84
4	436793 - ROLLER COVER/FRAME 4.5X3/8IN	1 ea	7.19	ea	7.19
5	295826 - CRNR WP O/S 205 1-1/16 X 8	2 ea	10.04	ea	20.08
6	767175 - NUTDRIVER IMP MAG7/16X2-9/16IN	1 ea	5.39	ea	5.39

Goods received in good condition Print name Signature	Payment Method	Amount Received	Total Amount	\$50.63
	Visa Merchant # Account # Authorization #	\$54.89 978716 *****2556 095839	Sales Tax 8.40% Invoice Total	\$4.26 \$54.89















City of Woodland Park Downtown Development Authority

AGENDA ITEM SUMMARY

Meeting Date: September 01, 2026

Agenda Item: 6.a.v. –Final Report of Kingdom Service, INC. dba Dana’s Dance

Presented By: City Staff

REQUEST PRESENTED

Grant recipient Kingdom Service, INC. dba Dana’s Dance (“Applicant”) has submitted a request to the DDA Board to approve its Final Report and the distribution of grant funds for recoverable costs.

SUMMARY

The 2026 Woodland Park DDA Micro-Grant Program (“Program”) was approved by the DDA Board at its regular meeting on March 03, 2026, by WPDDA Resolution No. 2026-02. The Program establishes the processes and procedures for running the grant program that are applicable to all grant applicants to create a fair and universal grant program.

To ensure that all grant projects are completed before disbursing grant funds for recoverable costs, the Program sets forth conditions that must be met by the Applicant, including the submittal of a Final Report, as found in Program Section 5.C. Pre-Conditions for Distribution of Grant Funds (Payments):

The following conditions must be met before Grant funds will be dispersed:

- i. The Project must be completed and a Final Report, in the form approved by the DDA, must be submitted to the City by 5:00 p.m. on October 30, 2026. Final Reports must be submitted online through the DDA Micro-Grant Information Center found on the City’s website;*
- ii. All work must comply with Program requirements and applicable laws, ordinances, building codes and zoning ordinances, including, but not limited to, all regulations of the City; and*
- iii. A fully executed Grant Agreement with the DDA in a form approved by the DDA ... must be entered by all necessary parties.*

The Grant Program controls what costs/expenses are recoverable as grant disbursements in Program Section 5.B. Recoverable Costs / Expenses:

Only the following costs and expenses are recoverable, after proof of payment is provided in the Final Report, and only up-to the amount of the Grant:

- i. *Professional service fees (e.g., designer, architect, contractor);*
- ii. *Labor and materials necessary to complete the Project;*
- iii. *Eligible system components (must have a reasonable connection to a public benefit within the District); and*
- iv. *Other costs and expenses that are paid in connection with completing the approved Project (does not include any fees paid to the City or other local government in connection with required Project approvals, such as permit fees, review fees, etc.).*

The costs and expenses must arise out of the costs and expenses for the approved Project. Any costs or expenses not listed above shall not be recoverable. For example, and without limitation, Grant funds shall not be used for working capital; acquisition of real property or inventory; interior improvements that are not Customer Facing; or for refinancing of existing debt or private funding.

The Board may approve the Final Report if it finds the following:

- 1. The Applicant and the DDA entered a Grant Agreement;**
- 2. The approved project was completed and the Final Report was submitted before the deadline of 5:00 p.m. on October 30, 2026; and**
- 3. A Final Report was submitted that meets the required elements stated in the Program and Grant Agreement.**

A review of the Final Report documents was completed by City staff, and Staff's Final Review Form is provided with this AIS.

FINANCIAL CONSIDERATIONS

The Board can only approve disbursement of the grant funds for recoverable costs / expenses, as provided above. Further, the Board can only approve the disbursement in an amount up-to the grant amount awarded by the Board. The max grant amount allowed for this application is \$5,000.00.

The Applicant provided copies of paid invoices and/or receipts for recoverable costs/expenses in a total amount that exceeds the \$5,000.00 grant amount. The DDA Board may approve the distribution of the full grant amount of \$5,000.00.

OPTIONAL BOARD ACTIONS

The Board may take one of the following actions by motion:

1. Approve the Final Report and payment of the full grant amount.
2. Deny approval of the Final Report and request that Applicant provide additional information.

MOTION OPTIONS

A motion made must be seconded and voted on by the Board.

1. Motion to Approve Final Report and payment of the full grant award.

“I move to approve the Final Report of Kingdom Service, INC. dba Dana’s Dance and for the City to issue payment in the amount of \$5,000.00 as disbursement of the awarded grant for recoverable costs.”

2. Motion to Deny Approval of Final Report

“I move to deny approval of the Final Report of Kingdom Service, INC. dba Dana’s Dance because the following required information is missing: **STATE THE INFORMATION THAT IS NEEDED**.”

ATTACHMENTS

1. Grant Agreement – fully executed
2. Notice of Award
3. Staff’s Final Report Review Form
4. Final Report of Kingdom Service, INC. dba Dana’s Dance

GRANT AGREEMENT
[WPDDA 2026 Micro-Grant Program]

Project Property Address: 210 W Midland Ave
Teller County Assessor Acct. No.: R0028507

(the “**Property**”)

This Grant Agreement (“**Agreement**”) is entered between the CITY OF WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY, a body corporate of the State of Colorado (the “**DDA**”), and Kingdom Service, INC. dba Dana’s Dance, a Colorado Corporation, with a principal address at 210 W Midland Ave, Woodland Park, Colorado (the “**Grantee**”) (together, hereinafter, the DDA and Grantee are referred to as the “**Parties**” and each a “**Party**”). This Agreement is effective on the later of the dates on which both of the Parties have signed this Agreement (the “**Effective Date**”).

RECITALS

- A. The DDA is a downtown development authority created pursuant to the provisions of Part 8, Article 25, Title 31 of the Colorado Revised Statutes, duly formed and in perpetual existence since 2001.
- B. The DDA is governed by its Board of Directors (“**Board**”).
- C. Under the authority granted to the DDA by the City of Woodland Park Downtown Development Authority Foundation Plan, which is the DDA’s “plan of development” as defined in C.R.S. § 31-25-802(6.6), as approved by the City Council for the City of Woodland Park, Colorado (“**City**”) via Resolution No. 571, Series 2002, the Board has developed and implemented the DDA’s 2026 Micro-Grant Program (“**Program**”) through which certain members of the public owning or having an interest in property located within the DDA boundaries may apply for and obtain DDA grant funds available through the Program (“**Grant**”) to financially assist in the completion of projects that meet the eligibility criteria in the Program.
- D. Grantee filed an application for a Grant (the “**Project Application**”) for a project (the “**Project**”) that was considered and approved by the Grant Committee, which is the committee that was duly created by the Board via DDA Resolution No. 2026-02 and authorized to review and approve Project Applications subject to the objective criteria set forth in the Program.
- E. The approved scope of the Project is defined in the Project Application unless limited by the Grant Committee’s Notice of Award that was provided to the Grantee (the “**Notice of Award**”).
- F. The approval of the Project Application is conditioned on the full execution of this Agreement by the Parties and subject to the terms and conditions set forth herein. The Parties intend this Agreement to be the detailed final grant agreement required by the Program.

AGREEMENT

NOW, THEREFORE, in consideration of the Parties' mutual covenants contained herein, the Parties hereto agree as follows:

1. Incorporation of Recitals

The Recitals set forth above are hereby incorporated into the terms of this Agreement.

2. Incorporation of Program

The provisions in the Program are hereby incorporated into the terms of this Agreement. In the event of any conflict between this Agreement and the Program, the more restrictive provision shall apply unless expressly stated otherwise.

3. Representations and Warranties of Grantee

Grantee represents, warrants, and affirms that Grantee:

- a. is duly formed or organized, qualified to do business in Colorado, and in good standing under the laws of Colorado;
- b. has full and lawful authority to enter into, and comply with the terms of, this Agreement;
- c. is the owner or authorized representative of the owner of the Property (as that term is defined above), and that the Property is located within the boundaries of the DDA;
- d. had and has, as applicable, the legal authority to apply for the Grant, to enter into this Agreement, and to finance and complete the proposed Project;
- e. has undertaken and completed all acts necessary to legally enter into and bind Grantee to the terms of this Agreement, and Grantee's performance of this Agreement will not violate any agreement or obligation between Grantee and any third party;
- f. is in compliance with all applicable laws, regulations, statutes, and other legal requirements of the City and any other governmental or regulatory authority having jurisdiction over the Property, and Grantee has not received any notice or communication from the City or any such other governmental entity or authority regarding any actual, alleged, or potential violation of or failure to comply with any applicable legal requirement(s); and
- g. Grantee shall complete all actions necessary to obtain City approval of and all necessary permits required for the Project prior to commencing work or expending funds on the Project; and
- h. Grantee does not discriminate against any individual or entity on the basis of any protected characteristics.

4. **Grant Award**

Subject to the terms and conditions set forth in this Agreement, the Board hereby awards to Grantee a total sum not to exceed Five Thousand Dollars (\$5000.00), to be paid to Grantee as a reimbursement of eligible costs and expenses for the Project, as provided for and in conformance with this Agreement, following the completion of the Project and the Board's approval of the Final Report (described in Section 7 below) (the "**Grant Award**").

5. **Grantee's Efforts**

Grantee shall complete the Project in a timely fashion and in a good and workmanlike manner. The Grantee agrees to carry out, complete, and ensure the use of the Project in a sound, economical, and efficient manner, and in accordance with the provisions of this Agreement. Grantee shall obtain all necessary approvals and permits from each governing entity that has jurisdiction over the Property, which includes, but is not limited to, the City of Woodland Park, related to the commencement and completion of the Project ("**Required Approvals**").

6. **Completion Date (WARNING: HARD DEADLINE – NO EXTENSIONS)**

Grantee shall complete the Project and submit its Final Report (defined below) no later than **5:00 p.m. on October 30, 2026** (the "**Completion Date**"). Extensions shall not be granted.

Final Reports must be submitted electronically through the DDA Micro-Grant Information Center website portal. The portal can be accessed by going to <https://woodlandpark.gov/520/DDA-Micro-Grant-Information-Center>.

Grantee's failure to complete the Project and submit a Final Report by the Completion Date shall be deemed a default of this Grant Agreement by Grantee, and the Grantee shall forfeit the Grant Award. Upon such a default by the Grantee, the Board shall not be obligated to approve the distribution or payment of any amount of the Grant Award.

Grantee's Initials: 

7. **Final Report**

Once the Project is complete, Grantee shall submit a report to the Board detailing the accomplishments of and expenditures related to the Project (the "**Final Report**"). The Project is deemed complete when all of the improvements that are identified in the approved Project Application, as may be modified by Required Approvals, have been built and are ready for their intended use and when all Required Approvals have been obtained.

Grantee shall include the following documents and information in the Final Report:

- a. An executed Final Report – Statement by Grantee (provided by DDA).
- b. Copies of all itemized receipts and invoices showing **paid-in-full** ("**Receipts**") for the amounts that Grantee wants the Board to consider as qualifying for the Grant. All

Receipts must clearly show the name of payment recipient, the name of the Grantee as payor, itemize the costs, and show PAID-IN-FULL or a \$0.00 Balance Due.

- c. Quality photographs (preferably digital) of the before and after completed Project.

The Board or its designee may, in its discretion, request additional documentation from the Grantee or perform a site visit of the Project before providing final approval of the Final Report.

The Final Report must be submitted to the DDA via the website portal, per Section 6 above.

8. **Conditions for Disbursement of Grant Award Funds**

The obligation of the DDA to approve the disbursement of Grant Award funds to Grantee ("Grant Funds") is subject to the following requirements, conditions, and limitations:

- a. The total amount of Grant Funds that will be paid to Grantee is controlled by the total amount of recoverable costs and expenses associated with the Project as determined by the Board and this Agreement, but in no event shall the amount of the Grant Funds exceed the award amount provided in Section 4 of this Agreement.
- b. Grant Funds shall not be disbursed to the Grantee until after the Final Report is approved by the Board or its designee.
- c. The Grant Funds shall only be used for eligible costs associated with the Project as it was approved by the Board or its designee. The Grant Funds may not be used to pay for maintenance costs, administrative costs, non-fixed assets (such as maintenance equipment or inventory), or any other costs deemed to be ineligible by the Board, at the Board's sole discretion.
- d. Except as otherwise agreed to in advance by the Board or its designee in accordance with the terms of this Agreement, no material modifications may be made to the scope of the Project. Material modifications to the scope of the Project may result in a reduction in the amount of the Grant Funds, including a complete reduction of the full amount of the Grant Funds to \$0.00, at the discretion of the Board. "Material modifications" may include, but are not necessarily limited to, a reduction in the total cost of the Project, a reduction in the size or number of public components to be constructed, changes to the nature of the components to be constructed, or any other variance from the Project as presented in the Project Application. It is the sole responsibility of Grantee to inform the Board of any such modifications to the Project. The Board strongly encourages Grantee to contact the Board when the Grantee becomes aware of or wishes to make any modifications to the Project, so that the Board may evaluate whether such modification is material and subject to Board approval.

9. **Post-Project Completion: Ownership, Operation and Maintenance**

Grantee shall continue to own the Property for at least six (6) months following Grantee's receipt of payment of the Grant Funds. Grantee shall use its best efforts to operate, manage, and maintain the Project in a reasonable state of repair for the purposes specified in the Project

Application. Neither the DDA nor the City shall be liable for any costs, including future costs, arising out of or connected to the Project, including costs for maintenance and repair.

10. Public Access

Grantee agrees, for itself and its successors in interest, to allow public access to the publicly-accessible portions of the Project. Grantee may temporarily close such public access for construction, maintenance, emergency situations, or other reasonable purposes.

11. Publicity and Acknowledgement

By signing this Agreement, Grantee agrees to the following:

a. The DDA may include the name of Grantee in any publications, press releases, or other public communications (collectively, referred to as "**Public Communication**") to factually describe its support of Grantee or the Project without providing Grantee advance notice and without Grantee's prior review and written consent of the Public Communication.

b. The DDA will be recognized as a sponsor of the Project in all Public Communications made in connection with the support and funding of the Project unless the Board determines otherwise. To facilitate the foregoing, the Grantee shall provide advance notice to the Board for the Board's review, revisions, and consent of any intended Public Communication to be made by Grantee related to the support and funding of the Project.

c. Grantee shall give the Board a minimum 30 days' notice of Project grand openings, dedications, and other events, and when possible, invite the Board to participate in the same.

d. At no time shall Grantee represent in any manner to the public or to any party that it is affiliated with the DDA or the City, or acting on behalf of the DDA or the City.

12. Indemnification

Grantee shall be responsible for and shall indemnify, defend and hold harmless the DDA, the Board, its officers, agents, contractors, and affiliates from and against all liabilities, claims, actions, demands, damages, costs, and expenses (including reasonable attorney fees and costs) arising out of or caused by (i) the negligent act, omission, or willful misconduct of Grantee, its affiliates, directors, officers, employees, and agents; or (ii) Grantee's breach of this Agreement, or any covenants, representations or warranties herein. Grantee hereby waives any and all rights to any type of express or implied indemnity or right of contribution from the City, the DDA, or any of the members, officers, agents, affiliates, or employees of the City or the DDA, for any liability resulting from, growing out of, or in any way connected with or incident to this Agreement. Grantee acknowledges that Grantee is the owner of the Project and the Property upon which it is located, or has control of the Project and the Property, and that the Board neither owns, possesses, nor controls the Project, the Property, nor the operations of the Project.

13. Audits and Accounting

Grantee shall maintain accounts and keep complete and accurate documents and accounting records, including, but not limited to, proposals, estimates, invoices, account statements, and receipts relating to the Project ("**Project Records**"). Grantee shall retain the Project Records for not less than three (3) years following the date of disbursement of Grant Funds under this Agreement. The Board, or its designated agent, shall have the right, upon reasonable notice to Grantee, to examine, audit, and have audited the Project Records. Grantee shall use reasonable and appropriate accounting systems in maintaining the Project Records.

14. Inspection

The Board, or a designated member thereof, shall have the right to inspect the Project to ascertain compliance with this Agreement.

15. Withdrawal of Grant Funding Award; Termination of Agreement

The Board may discontinue, modify, withhold, and withdraw, in whole or in part, the Grant Award, payment of the Grant Funds, or if Grant Funds have been disbursed to Grantee, require a refund of payments made, and terminate this Agreement if the Board determines, in its sole and absolute discretion, that such action is necessary because:

- a. facts have arisen or situations have occurred that fundamentally alter the Board's ability to award the Grant;
- b. Grantee has not fully complied with the terms and conditions of this Agreement;
- c. material modifications in the scope or nature of the Project have occurred from what was presented in the Project Application as approved by the Board and such material modifications have not received the prior written approval of the Board;
- d. a statement or representation made by Grantee in the Project Application, this Agreement, the Final Report, or otherwise is found to be materially untrue, inaccurate, or incomplete;
- e. by action or omission, Grantee or any of Grantee's representatives committed fraud with respect to the Grant or the Grant Funds;
- f. the Final Report is not acceptable to the Board;
- g. the Project is not completed by the Completion Date, or any valid extension thereof granted by the Board; or
- h. the title to or encumbrances against the Property are or become such that Grantee is unable to complete the Project, or the Project and/or the Property are or become unavailable for public use.

The list above is not exclusive. The Board does not waive its right to discontinue, modify, withhold, withdraw, or demand a refund of payments made for any legitimate and legal purpose.

16. Breach

In the event that Grantee breaches any of the terms, covenants, representations, warranties, or conditions of this Agreement, the DDA may elect to enforce any and all remedies available at law or in equity, including without limitation, any of the following:

- a. withdraw the Grant and terminate this Agreement;
- b. deny Grantee eligibility for participation in future DDA grants, loans or projects;
- c. require recovery of the full amount of the Grant Funds disbursed to Grantee under this Grant Agreement, including judgment for damages; and
- d. recover reasonable attorney fees and costs, including costs of collection.

The foregoing remedies are cumulative and may be exercised independently or in combination and are not exclusive to one another or to any other remedies available at law or in equity. In the event the DDA must pursue any remedy and is the substantially prevailing party, the DDA shall be awarded its costs and reasonable attorney fees, including costs of collection.

17. Notice

Written notices, requests, and approvals under this Agreement must be delivered by mail or email to the other Party's contacts for notice specified on the receiving Party's signature page to this Agreement, or as otherwise directed by a Party by providing notice of such change to the other Party.

18. Assignment

Grantee's rights and obligations in this Agreement cannot be assigned.

19. Governing Law and Venue

This Agreement shall be governed by the laws of the State of Colorado, without regard to conflicts of laws principles. Venue for any dispute hereunder shall lie exclusively in a state, county, or municipal court of competent jurisdiction in the County of Teller, Colorado.

20. No Joint Venture

Nothing in this Agreement shall be construed to create a joint venture, partnership, agency, employer/employee, or any other relationship between the Parties except for grantor/grantee. Neither Party has any right or authority to obligate or bind the other Party in any manner whatsoever except as granted by this Agreement.

21. Severability

If any provision of this Agreement, or the application thereof, is found to be invalid, the remainder of the provisions of this Agreement, or the application of such provision, other than those as to which it is found to be invalid, shall remain in full force and effect.

22. Survival

The terms and provisions of this Agreement and the Parties' covenants hereunder shall survive the payment of the Grant Funds and the termination of this Agreement.

23. Colorado Governmental Immunity Act

Nothing in this Agreement shall be construed or interpreted as a waiver, either express or implied, of any of the immunities, rights, benefits, or protections provided under the Colorado Governmental Immunity Act (CGIA), as amended. The Parties agree that no provision of this Agreement shall be construed in such a manner as to reduce the extent to which the CGIA limits the liability of the DDA, the Board, its members, officers, agents and employees.

24. Counterparts; Electronic Signatures

This Agreement may be executed in one or more counterparts, each of which shall be an original, but all of which when taken together shall constitute one Agreement. In addition, the Parties agree to recognize signatures of this Agreement transmitted by digital signature as if they were original signatures.

25. No Third Party Beneficiaries

Nothing contained in this Agreement is intended to or shall create a contractual relationship with, cause of action in favor of, or claim for relief for, any third party, including any agent, contractor or subcontractor of Grantee. The Parties hereby acknowledge and agree that this Agreement is intended only to cover the relative rights and obligations between the DDA and the Grantee, and that no third party beneficiaries are intended except for the City where expressly provided in this Agreement.

26. Waiver

The failure of either Party to enforce any part of this Agreement shall not be deemed a waiver of such part. No waiver shall be enforceable hereunder unless signed by the Party against whom the waiver is sought to be enforced.

27. Authority

Each individual executing this Agreement represents that the individual is expressly authorized to sign and enter into this Agreement and bind the individual's respective Party.

28. Entire Agreement - Amendment

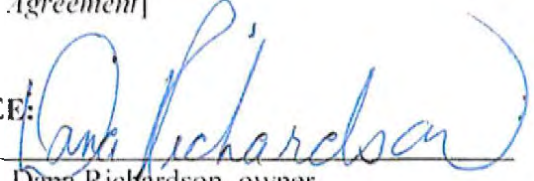
Except as expressly provided herein, this Agreement constitutes the entire agreement of the Parties. No oral understanding or agreement not incorporated in this Agreement shall be binding upon the Parties. No material changes to this Agreement shall be valid unless made as an amendment to this contract, in writing, approved by the Board and signed by the Parties.

IN WITNESS WHEREOF, this Agreement is executed and shall become effective as of the date on which it has been executed by the last of the Parties to sign.

[Signature pages follow.]

[Signature page to Grant Agreement]

GRANTEE:

Signature: 

Dana Richardson, owner

Date of execution: 5/12/2026

For Mailing Notice to the Grantee:

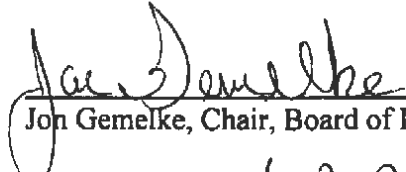
Kingdom Service, INC
Attn: Dana Richardson
10987 4th Street, Woodland Park, CO 80863

For Email Notice to the Grantee:

Dana Richardson danasdance@gmail.com

[Signature page to Grant Agreement]

**CITY OF WOODLAND PARK
DOWNTOWN DEVELOPMENT AUTHORITY**



Jon Gemelke, Chair, Board of Directors
Date of execution: 6-2-2026

ATTEST:

APPROVED AS TO FORM:



Secretary



Woodland Park DDA Attorney

For Mailing Notice to the DDA:

Woodland Park DDA
Attn: Board of Directors
220 W. South Ave.,
Woodland Park, CO 80866

Email Notice to the DDA:

Anita Riggle: ariggle@woodlandpark.gov
Joshua Myers: jmyers@mgmfirm.com

[Acknowledgement and Consent signature page to Grant Agreement]

PROPERTY OWNER ACKNOWLEDGEMENT AND CONSENT

(*Required if property owner is different from named Grantee)

The undersigned, as the owner of the Property (as that term is defined in this Grant Agreement) and upon which the Project is to be completed, hereby acknowledges and consents to the terms of this Agreement, warrants the facts stated in the Grant Agreement are true, and further agrees to be bound by the Grant Agreement's terms in the same manner as Grantee.

If landowner is an Entity, add the full legal name of the entity: Name, Jurisdiction, Form, e.g., *Joes Shop, LLC, a Colorado limited liability company*).

By:_____

Printed Name of Signer

Title of Entity Authorized Representative (if applicable):

For Mailing Notice to the Property Owner:

For Email Notice to the Property Owner:



Woodland Park
City Above the Clouds | 1891

**WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY
2026 MICRO-GRANT PROGRAM**

May 11, 2026

Kingdom Service, Inc
210 W Midland Ave

Copy sent via email: danasdance@gmail.com

RE: **Notice of Award**
2026 Micro-Grant Program

Dear Kingdom Service,

The Grant Committee ("Committee"), as authorized by the Board of Directors ("Board") for the Woodland Park Downtown Development Authority ("DDA"), has considered your application for a grant under the DDA's 2026 Micro-Grant Program ("Program").

The Committee is pleased to inform you that it has approved your application and, subject to the terms and conditions in the Program and the Grant Agreement, enclosed herewith, awards you a grant up-to the amount of \$5,000 ("Grant"). The Grant is for the Project as described in your application or a portion thereof as limited by the Committee pursuant to the information below.

Action Required:

You must return a fully signed and dated copy of the Grant Agreement to the DDA to confirm your intent to proceed with the Project. Failure to return a fully executed Grant Agreement shall forfeit the Grant.

A copy of the Grant Agreement signed by the Board Chair and Secretary will be provided to you after it is signed.

On behalf of the DDA, thank you for your interest in the Program. Please reach out if you have any questions.

Sincerely,
City of Woodland Park
Downtown Development Authority

Grant Committee on behalf of the DDA Board

Enclosures: Approved Application; Grant Agreement

Woodland Park Downtown Development Authority Micro-Grant Program 2026

Staff Review Form for Final Report

Applicant: Kingdom Service, INC dba Dana's Dance
Project Address: 210 W Midland Ave, Woodland Park
Approval Amount (not to exceed): \$5,000.00
Date Final Report Received: August 5, 2026
Date DDA Board Meeting Review: September 1, 2026

Scope of Project Approved by DDA for Reimbursement:
Repair damaged ceiling, paint

Final Report Requirements	Satisfied?	Notes
Final Report deadline met (October 30, 2026, at 5:00 PM)?	yes	
A signed and dated Final Report form was provided.	yes	
Do the requested reimbursements meet the requirements of the Program? <i>(See Grant Program, Section 5.B. Recoverable Costs/Expenses)</i> Cost/Expenses not reimbursable: - Working capital - Acquisition of property, equipment, or inventory that is not Customer Facing or a fixture (i.e., permanent in nature). - Interior improvements that are not Customer Facing. - Refinancing of existing debt.	yes	
Paid-in-full receipts / invoices are provided? <i>(Must show \$0 balance due.)</i>	yes	
Post-project completion photos are provided that show the items were installed per the approved Project?	yes	
Did total reimbursable costs reach max grant amount awarded?	yes	The max grant amount that can be awarded per the Grant Agreement is \$5000.00
Were copies of governmental approvals and permits provided (if applicable)?	n/a	Core Electric was contacted and they do a remote read but they were informed on how to get in the enclosure

FINAL REPORT – STATEMENT BY GRANTEE
Woodland Park Downtown Development Authority
2026 Micro-Grant Program

The undersigned hereby submits this Final Report to the Woodland Park Downtown Development Authority (“DDA”) and certifies as follows:

1. The Project, as approved by the DDA in the Notice of Award enclosed herewith (“Grant Approval”), is complete.
2. The Project was completed in conformity with the Grant Approval.
3. The Project was completed in compliance with all governmental regulations, including City review and permitting, as applicable. Copies of applicable approvals and permits are included with this Final Report.
4. All costs and expenses sought for reimbursement have been paid in full, as evidenced by the copies of the receipts, paid invoices, and other instruments submitted with this Final Report.
5. The photographs provided with this Final Report are a true and accurate portrayal of the status of the Project.

The undersigned requests that the DDA consider this Final Report, along with all supporting documents submitted herewith, for approval of the disbursement of grant funds.

By: _____

Signor's Printed Name: _____

Date of execution: _____

Enclosures:

- Copies of governmental approvals and permits (if applicable)
- Proof of payment for reimbursable costs (paid-in-full receipts and invoices)
- Pictures of the completed Project

Dana's Dance Paint, Door & Utility Cover:

- Replacement of rear door and frame will not require a permit, unless they change the rough opening dimensions. If they change the rough opening, then a Building Permit will be required through PPRBD.
- New paint will not require permitting.
- "Create a small utility area cover": This is a vague a description, but the applicant states they will verify acceptable designs with the utility providers. Any covering of the utility boxes must comply with the National Electric Code (NEC) and must be approved by the utility providers. It is advisable that documentation of approval from the utilities should be required by the DDA. No ZDP is required by the Planning Department.





Dana's Dance Grant project

Lowes	7/8/2026	\$	53.95	
Sherman Williams	7/16/2026	\$	80.75	
Sherman Williams	7/21/2026	\$	63.08	
Lowes	7/2/2026	\$	688.00	
Sherman Williams	7/1/2026	\$	176.25	
Woodland Hardware	7/1/2026	\$	128.77	
Sherman Williams	8/3/2026	\$	128.55	
Sherman Williams	7/3/2026	\$	122.13	
Colorado Building Supply	7/13/2026	\$	43.61	
Colorado Building Supply	7/21/2026	\$	25.49	
Home Depot	6/18/2026	\$	118.30	
Lowes	6/29/2026	\$	1,132.92	
Sherman Williams	6/30/2026	\$	363.09	
Labor check #2427	7/3/2026	\$	2,000.00	
		\$	5,124.89	Total amount for DDA Grant \$5000.00

				Not able to count towards the grant as purchase
Sherman Williams	7/14/2025	\$	79.22	was prior to the May 11, 2026 Notice of Award date
Sherman Williams	7/21/2025	\$	27.31	
Colorado Building Supply	7/21/2025	\$	32.55	
Colorado Building Supply	7/21/2025	\$	8.23	
Cedar wood purchase	3/4/2023	\$	1,900.00	
		\$	2,047.31	



LEARN MORE AT LOWES.COM/MYLOWESREWARDS

LOWE'S HOME CENTERS, LLC
4880 N NEVADA AVENUE
DOLAN SPRINGS, CO 80918 (719) 799-4470

- SALE -

SALES#: 52423HF1 2447071 TRANS#: 51116951 07-08-26

6834326 RB 4 - IN RB SO SILENT BIN	19.92
4 3 4.98	

1217249 SINKHUBBON ELEVATED MOUNT	9.98
-----------------------------------	------

1217248 SINKHUBBON ELEVATED MOUNT	9.98
-----------------------------------	------

1258783 SIN DIST BLACK RB	9.98
---------------------------	------

SUBTOTAL:	49.86
-----------	-------

TOTAL TAX:	4.09
------------	------

INVOICE 71422 TOTAL:	53.95
----------------------	-------

VISA:	53.95
-------	-------

VISA: XXXXXXXXXXXX1729 AMOUNT: 53.95 AUTH ID: 063976

TAP REF ID: 242335422110 07/08/26 16:52:12

CUSTOMER CODE: studio

APL : 43484753452056495341 IUR : 0000000000

ATD : 80000000031010

STORE: 2423 TERMINAL: 35 07/08/26 16:52:37

OF ITEMS PURCHASED: 7

EXCLUDES FEES, SERVICES AND SPECIAL ORDER ITEMS



THANK YOU FOR SHOPPING LOWE'S.

FOR FULL DETAILS ON OUR RETURN POLICY, VISIT

LOWES.COM/RETURNS

A WRITTEN COPY OF THE RETURN POLICY IS AVAILABLE

AT OUR CUSTOMER SERVICE DESK

MY LOWE'S REWARDS CREDIT CARDHOLDERS GET MORE

FOR DETAILS VISIT LOWES.COM/MYLOWESREWARDS

SHARE YOUR FEEDBACK!

ENTER FOR A CHANCE TO BE

ONE OF FIVE \$500 WINNERS DRAWN MONTHLY!

ENTRE EN EL SORTEO MENSUAL

PARA UNA DE LAS CINCO GANADORAS DE \$500!

ENTER BY COMPLETING A SHORT SURVEY

WITHIN ONE WEEK AT: www.lowes.com/survey

Y O R I D #14221 242341 895610

NO PURCHASE NECESSARY TO ENTER OR WIN



SHERWIN-WILLIAMS.

WOODLAND PARK Store 707371

717 GOLD HILL PLACE
WOODLAND PARK CO 80863 1103
(719)687-6800
Fax (719) 687-4509
www.sherwin-williams.com

SALE
Tran # 4409-8
E08/13404
Denall

Grant

2:22pm
07/16/26
10

RICHARDSON*DANA
Account XXXX-3835-4
Job 1 RICHARDSON*DANA

6511-52639	SD2C00014	GALLON	SD2C00014
		SPRINK TRANS MATL	
	1.00 @	81.49	81.49
		Discount (% 10.00)	-8.15
10 GOVT IMPOSED PAINT FEE			
	1.00 @	1.15	1.15
SUBTOTAL BEFORE TAX			74.49
8.400% SALES TAX:1-068086300			6.26
TOTAL			\$80.75

VISA (CHASE VISA) -80.75
C/C# XXXXXXXXXXXX1729
Auth # 07474G
Contactless
AID:A0000000031010

	STORE HOURS
SUNDAY	10:00 AM - 2:00 PM
MONDAY - FRIDAY	7:00 AM - 5:00 PM
SATURDAY	8:00 AM - 1:00 PM

Purchases are subject to Sherwin-Williams
Terms and Conditions of Sale located at
sherwin-williams.com/terms-and-conditions.

Finish your project faster
with free scheduled home delivery
when you place a qualifying purchase.
Color at your door. On your schedule.

----- Thank You -----
receipt required for refund



13404/44098-07-16-2026

Customer Copy



SHERWIN-WILLIAMS

WOODLAND PARK Store 707371

717 GOLD HILL PLACE
WOODLAND PARK CO 80863 1103
(719)687-6800
Fax (719) 687-4509
www.sherwin-williams.com

SALE 12:28pm
Tran # 4611-9 07/21/26
E08/13404 10
Denali

Order # DE0164895A707371
RICHARDSON*DANA
Account XXXX-3835-4
Job 1 RICHARDSON*DANA

6511-52639 SD2C00014 GALLON SD2C00014
SPRDK TRANS MATL
1.00 @ 81.49 81.49
Discount (% 30.00) -24.45
10 GOVT IMPOSED PAINT FEE
1.00 @ 1.15 1.15
SUBTOTAL BEFORE TAX 58.19
8.400% SALES TAX: 1-068006300 4.89
TOTAL \$63.08

VISA (CHASE VISA) -63.08
C/C# XXXXXXXXXXXXX1729
Auth # 056736
Contactless
AID:80000000031010

STORE HOURS
SUNDAY 10:00 AM - 2:00 PM
MONDAY - FRIDAY 7:00 AM - 5:00 PM
SATURDAY 8:00 AM - 4:00 PM

Purchases are subject to Sherwin-Williams
Terms and Conditions of Sale located at
sherwin-williams.com/terms-and-conditions.

Finish your project faster
with free scheduled home delivery
when you place a qualifying purchase.
Color at your door. On your schedule.

Thank You
receipt required for refund



13404746119-07-21-2026

Customer Copy



SCAN QR TO TRACK ORDERS AND MANAGE ACCOUNT

LOWE'S HOME CENTERS, LLC
4800 N NEVADA AVENUE
COLORADO SPRINGS, CO 80918 (719) 799-4470

- SALE -

SALES#: S2473POP 5110622 TRANS#: 340695030 07-02-25

1255090 4-4-0 TREATED #2 SQUARE	41.04
3 @ 13.68	
125073 2-6-0 TREATED #2 PRIME	9.38
12290 1/4 CAT AC FIR EXTERIOR	115.68
3 @ 38.56	
245207 180044 EZ RETRO FIT POST	128.52
3 @ 42.84	
125086 2-4-0 TREATED #2 PRIME	32.40
5 @ 6.48	
125084 3/8x12 #9X1.5 HEX SCREW 1	16.30
111745 BSH MULTI CUST 1/2-IN X 6	15.98
5099402 EZ CAT STCD 270 EDD HB SH	108.80
126 00 DISCOUNT EACH	-19.20
1750654 KU SAN CLEMENTE GRIP HDLS	132.00
1944214 1/2 X 3 INCH YIPEN HD FLA	35.76
12 @ 2.98	

SUBTOTAL:	635.06
TOTAL TAX:	52.14
INVOICE 79539 TOTAL:	688.00
VISA:	668.00

TOTAL SAVINGS THIS TRIP: \$19.20



SHERWIN-WILLIAMS.

WOODLAND PARK Store 707371

717 GOLD HILL PLACE
WOODLAND PARK CO 80863 1103
(719)687-6800

Fax (719) 687-4509
www.sherwin-williams.com

SALE
Tran # 3862-9

Denial

Order # 0E0164212A707371
RICHARDSON*DANA
Account XXXX-3835-4
Job 1 RICHARDSON*DANA

4:29pm
07/01/20
10

6504-06333 K33T00254 GALLON K33T254
DURATION EX SA UD
2.00 @ 114.49 228.98
Discount (% 30.00) -68.69

Color: SW9600 NIGHT WATCH

CCE*Color	Cost	02	32	64	128
W1 White	-	12	1	1	
B1 Black	6	44	1	1	
G2 New Green	-	30	-	1	
Y3 Deep Gold	-	32	-	1	

Sher-Color Formula

10 GOVT IMPOSED PAINT FEE
2.00 @ 1.15 2.30

SUBTOTAL BEFORE TAX 162.59

8.400% SALES TAX:1-068006300 13.66
TOTAL \$176.25

VISA (CHASE VISA) -176.25
C/C# XXXXXXXXXXXX1729
Auth # 001726
Contactless
AID:A0000000031010

STORE HOURS
SUNDAY 10:00 AM - 2:00 PM
MONDAY - FRIDAY 7:00 AM - 5:00 PM
SATURDAY 8:00 AM - 4:00 PM

Purchases are subject to Sherwin-Williams
Terms and Conditions of Sale located at
sherwin-williams.com/terms-and-conditions.

Finish your project faster
with free scheduled home delivery
when you place a qualifying purchase.
Color at your door. On your schedule.

----- Thank You -----
receipt required for refund



Woodland Hardware & Home
100 Saddle Club Avenue
Woodland Park, CO 80863

Phone (719) 687-3031

Fax:

Website: shopwoodlandhwr.co

Payment Terms Email: store@shopwoodlandhwr.co
Send To

INVOICE

Invoice # 2011896 Date 07/01/08 13:54:53 Cashier EMILY C

WH-SRV1 # POS1

Cashier

Customer # BRE023

Customer RICHARDSON

8936 S 4TH ST

WOODLAND PARK CO 80863

719-687-3031

Customer RICHARDSON

8936 S 4TH ST

WOODLAND PARK CO 80863

Qty	Unit	Description	Price	Extend
001	EA	21" BIG BEN PAINT TRAY	17.49	17.49
002	EA	3' EXTENSION POLE	27.99	27.99
003	EA	12" 18" ADJ ROLLER FRAME	34.99	34.99
004	EA	8.99	8.99	8.99
005	EA	100% FIBERGLASS GLUE	9.99	9.99
006	EA	18X1/2 CONTROLLER KNT COVER	6.99	6.99
007	EA	18X1/2 CONTROLLER KNT COVER	6.99	6.99
008	EA	18X1/2 CONTROLLER KNT COVER	6.99	6.99
009	EA	18X1/2 CONTROLLER KNT COVER	6.99	6.99
010	EA	18X1/2 CONTROLLER KNT COVER	6.99	6.99

Subtotal 118.77

Tax 0.00

Grand Total 118.77

Customer RICHARDSON

agrees to pay above total amount
according to terms of agreement

Cashier CREDIT/Chip Read SIGNATURE

POS 000000000000

07/01/08

[Signature]



Sub Total 118.77
Tax 0.00
State Tax 9.99
Local Tax 0.00
Total 128.76



SHERWIN-WILLIAMS.

WOODLAND PARK Store 707371

717 GOLD HILL PLACE
WOODLAND PARK CO 80863 1103
(719)687-6800
Fax (719) 687-4509
www.sherwin-williams.com

SALE 3:21pm
Tran # 4716-0 08/03/26
E08/18212 10
Denali

Order # OE0165340A707371
RICHARDSON*DANA
Account XXXX-3835-4
Job 1 RICHARDSON*DANA

6513-52924 K37T03754 GALLON K37T3754
EMERALD UTE SA UD
1.00 @ 130.49 130.49
Discount (% 10.00) -13.05

Color: SW6202 CAST IRON

CCE*Color	Cant	02	32	64	128
W1 White		2	26	1	1
B1 Black		4	22	1	-
R2 Maroon		-	1	-	1
Y3 Deep Gold		2	13	1	-

Sher-Color Formula

10 GOVT IMPOSED PAINT FEE
1.00 @ 1.15 1.15

SUBTOTAL BEFORE TAX 118.59

8.400% SALES TAX:1-068086300 9.98
TOTAL \$128.55

DISCOVER (Discover) -128.55

C/C# XXXXXXXXXXXX9112

Auth # 00374R

Contactless

No PIN

AID:A0000001523010

STORE HOURS

SUNDAY 10:00 AM - 2:00 PM
MONDAY - FRIDAY 7:00 AM - 5:00 PM
SATURDAY 8:00 AM - 4:00 PM

Purchases are subject to Sherwin-Williams
Terms and Conditions of Sale located at
sherwin-williams.com/terms-and-conditions.



SHERWIN-WILLIAMS.

WOODLAND PARK Store 707371

717 GOLD HILL PLACE
WOODLAND PARK CO 80863 1103
(719)687-6800
Fax (719) 687-4509
www.sherwin-williams.com

SALE 12:52pm
Tran # 3943-7 07/02/26
E90/13404 10
SHAUN

RICHARDSON*DANA
Account XXXX-3835-4
Job 1 RICHARDSON*DANA

6512-21533 A82T00354 GALLON A82T354
A100 EX SA UD
1.00 @ 70.49 70.49
Discount (% 30.00) -21.15
Color: Custom WP164288 SW9600 NIGHT WATCH

CCF+Color Cost	02	32	64	128
V1 White	-	16	-	1
B1 Black	6	17	1	1
G2 New Green	-	18	1	-
V3 Deep Gold	-	27	1	1

Custom Sher-Color Formula Match

10 GOVT IMPOSED PAINT FEE
1.00 @ 1.15 1.15
6511-52639 SD2C00014 GALLON SD2C00014
SPRDK TRANS NATL
1.00 @ 81.49 81.49
Discount (% 30.00) -24.45
10 GOVT IMPOSED PAINT FEE
1.00 @ 1.15 1.15
151-7150 WL08609 4 OZ
WOOD FILLER
1.00 @ 4.69 4.69
Discount (% 15.00) -0.70

Order # DE0164288A707371
SUBTOTAL BEFORE TAX 112.67
8.400% SALES TAX:1-068086300 9.46
TOTAL \$122.13

VISA (CHASE VISA) -122.13
C/C# XXXXXXXXXXXX1729
Auth # 09420G
Contactless
AID:A00000000031010

STORE HOURS
SUNDAY 10:00 AM - 2:00 PM
MONDAY - FRIDAY 7:00 AM - 5:00 PM
SATURDAY 8:00 AM - 4:00 PM

Purchases are subject to Sherwin-Williams
Terms and Conditions of Sale located at
sherwin-williams.com/terms-and-conditions.



Remit to:
P.O. BOX 203095
DALLAS, TX 75320-3095
Phone: (719) 687-9205

Cash Sales Invoice

Invoice No **3935315**
Invoice Date 07/13/2026
Terms 10th Prox
Customer 80000002-8000
Contact Name
Contact Number
Job
Your Ref
Our Ref 19705045
Yard Book Ref
Taken By Cedric Walton
Sales Rep House Account

Invoice Address
Cash Sale Woodland Park #90
300 S. Chestnut St.
Woodland Park, Colorado, 80863



Page 1 of 1

Delivery Address: Cash Sale Woodland Park #90, 300 S. Chestnut St., Woodland Park,
Colorado, 80863

Special Instructions	Notes
	02

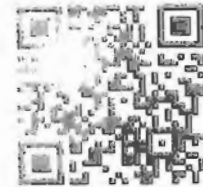
Line	Description	Qty/Footage	Price	UOM	Total
1	1932CDX - FIR PLYWOOD CDX 19/32" X 4' X 8'	1 ea	40.23	ea	40.23

Goods received in good condition
Print name
Signature

Payment Method	Amount Received
Visa	\$43.61
Merchant #	978716
Account #	*****1729
Authorization #	05796G

Total Amount	\$40.23
Sales Tax 8.40%	\$3.38
Invoice Total	\$43.61

Total Amount	\$23.51
Sales Tax 8.40%	\$1.98
Invoice Total	\$25.49



STOP IN TO EARN REWARDS AND MANAGE ACCOUNT

LOUIE'S HOME CENTERS, LLC
4880 N NEVADA AVENUE
COLORADO SPRINGS, CO 80918 (719) 799-4470

Invoice: 87420801 0400001 TRANS#: 874208012 06-29-26

24137 4 INXING 11 SOLID CORRUGA	138.00
24138 4 IN SNAP COUPLING (CLOUB	9.56
2 8 4.70	
12.000 1/2 X 4-IN REDUCING COUP	11.90
2 8 5.95	
24139 10 3 FT OZ CONCRETE R	6.48
24140 4 1/2 IN TREATED #2 GRADE	157.12
4 8 39.28	
24141 10 6 IN TALL TIE LIN	724.00
SUBTOTAL:	1047.06
TAX:	85.86
Tax \$11.44 TOTAL:	1132.92
VISA:	1132.92

MY LOUIE'S REWARDS *****

POINTS EARNED: 1306*

* Points awarded on eligible purchases
that have been settled and fulfilled



SHERWIN-WILLIAMS.

WOODLAND PARK Store 707371

717 GOLD HILL PLACE
WOODLAND PARK CO 80863 1103
(719)687-6800
Fax (719) 687-4509
www.sherwin-williams.com

SALE

Tran # 3980-3

E91/16212

MATTHEW

10:59am

06/30/26

10

Order # OE0164143A707371

RICHARDSON*DANA

Account XXXX-3835-4

Job 1 RICHARDSON*DANA

6504-06333 K33T00254 GALLON K33T254

DURATION EX SA UD

4.00 @ 114.49 457.96

Discount (% 30.00) -137.39

Color: SW9660 NIGHT WATCH

CCE*Color Cost 02 32 64 128

W1 White - 12 1 1

B1 Black 6 44 1 1

G2 New Green - 38 - 1

Y3 Deep Gold - 32 1

Sher-Color Formula

10 GOVT IMPOSED PAINT FEE

4.00 @ 1.15 4.60

985-8337 2090-38NF EACH

2090-38MM BLUE TAPE

1.00 @ 5.79 5.79

821-8026 2090-24NF EACH

2090-24MM BLUE TAPE

1.00 @ 3.99 3.99

SUBTOTAL BEFORE TAX 334.95

8.400% SALES TAX:1-068086300 28.14

TOTAL \$363.09

VISA (CHASE VISA) -363.09

C/C# XXXXXXXXXXXX1729

Auth # 08443G

Contactless

aid:0000000031010



How does
get more done.

15388 JACKSON CREEK PKWY
MONUMENT, CO 80132 (719)484-0900

1541 00061 64834 06/18/26 02:13 PM
SALE SELF CHECKOUT

887480133108 1LMEDTRKHDBK <A>
1 LIGHT MED UNVRSL LINEAR TRK HO BL
2019 97 39.94
736916727570 ARCHER INTEG <A> 69.97
ARCHER LED 24" WALL LIGHT - LK

SUBTOTAL 109.91
SALES TAX 8.39
TOTAL \$118.30

XXXXXXXXXXXX1729 VISA

USD\$ 118.30

AUTH CODE 029686/7613975

TA

AUTH MODE - ISSUER

Contactless

AID A0000000031010

CHASE VISA

P.O.#/JOB NAME: GRANT 2026

1541 06/18/26 02:13 PM

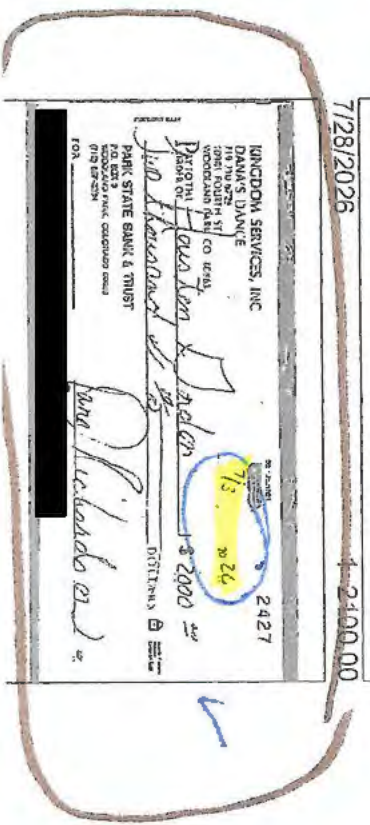


1541 61 64834 06/18/2026 8054

RETURN POLICY DEFINITIONS

POLICY ID	DAYS	POLICY EV
A 1	90	109'

W



labor
check



VIEW OR TO EARN REWARDS AND MANAGE ACCOUNT

LOWE'S HOME CENTERS, LLC
4860 N NEVADA AVENUE
COLORADO SPRINGS, CO 80910 (719) 799-4470

SALES: 324036UP 5110622 TRANS: 340635836 07-02-26

21137 1/2 IN X 10 FT SOLID CORRUGA	130.00
21137 1/2 IN X 10 FT SOLID CORRUGA	4.96
21137 1/2 IN X 10 FT SOLID CORRUGA	4.78
21137 1/2 IN X 10 FT SOLID CORRUGA	11.96
21137 1/2 IN X 10 FT SOLID CORRUGA	5.95
21137 1/2 IN X 10 FT SOLID CORRUGA	6.48
21137 1/2 IN X 10 FT SOLID CORRUGA	157.12
21137 1/2 IN X 10 FT SOLID CORRUGA	39.28
21137 1/2 IN X 10 FT SOLID CORRUGA	724.00
GRAND TOTAL:	1047.06
TAX:	85.86
GRAND TOTAL:	1132.92
VISA:	1132.92

MY LOWE'S REWARDS *****

POINTS EARNED: 1308*
Points awarded on eligible purchases
Points have been settled and fulfilled



have Actual R

VIEW OR TO EARN REWARDS AND MANAGE ACCOUNT

LOWE'S HOME CENTERS, LLC
4860 N NEVADA AVENUE
COLORADO SPRINGS, CO 80910 (719) 799-4470

SALE

SALES: 324036UP 5110622 TRANS: 340635836 07-02-26

121400 4-4-4 TREATED #2 SQUARE	41.04
3 @ 13.68	
121400 2-6-8 TREATED #2 PRIME	9.36
121400 1/4 CAT AC FIR EXTERIOR	115.68
3 @ 38.56	
211287 100044 1/2 BLTR FIT POST	120.52
3 @ 42.84	
121400 2-6-8 TREATED #2 PRIME	32.40
5 @ 6.48	
121400 50-12 09X1.5 HEX SCREW 1	16.30
211400 50-12 09X1.5 HEX SCREW 1	15.98
211400 50-12 09X1.5 HEX SCREW 1	108.80
121400 DISCOUNT EACH	-19.20
121400 50-12 09X1.5 HEX SCREW 1	132.00
121400 50-12 09X1.5 HEX SCREW 1	35.76
12 @ 2.96	

SUBTOTAL:	635.66
TOTAL TAX:	52.14
TRADUCE 79539 TOTAL:	688.00
VISA:	688.00

TOTAL SAVINGS THIS TRIP: \$19.20



SHERWIN-WILLIAMS.

WOODLAND PARK Store 707371

717 GOLD HILL PLACE
WOODLAND PARK CO 80863.1103
(719)687-6800
Fax (719) 687-4509
www.sherwin-williams.com

SALE 12:52pm
Tran # 3943-7 07/03/26
E90/13404 10
SHAUN

RICHARDSON*DANA
Account XXXX-3835-4
Job 1 RICHARDSON*DANA

6512-21533 A82T00354 GALLON A82T354
A100 EX SA UD
1.00 @ 70.49 70.49
Discount (% 30.00) -21.15
Color: Custom SP164200 SU9600 NIGHT WHITE

CCF+Color	Just	02	32	64	120
01 White	-	16	-	1	
01 Black	5	17	1	1	
02 New Green	-	18	1	-	
Y3 Deep Gold	-	27	1	1	

Custom Sher-Lumar Formula Match

10 GOVT IMPOSED PAINT FEL
1.00 @ 1.15 1.15

6511-52639 SD2C00014 GALLON SD2C00014
SPRINK TRANS NATL
1.00 @ 81.49 81.49
Discount (% 30.00) -24.45

10 GOVT IMPOSED PAINT FEL
1.00 @ 1.15 1.15

151-7150 WLOB609 4 OZ
WOOD FILLER
1.00 @ 4.69 4.69
Discount (% 15.00) -0.70

Order # DE0164288A707371
SUBTOTAL BEFORE TAX 112.67
8.400% SALES TAX:1-068086300 9.46
TOTAL \$122.13

VISA (CHASE VISA) -122.13

C/C# XXXXXXXXXXXX1729

Auth # 094206

Contactless

ATD:A0000000031010

STORE HOURS

SUNDAY 10:00 AM - 2:00 PM
MONDAY - FRIDAY 7:00 AM - 5:00 PM
SATURDAY 8:00 AM - 4:00 PM

Purchases are subject to Sherwin-Williams
Terms and Conditions of Sale located at
sherwin-williams.com/terms-and-conditions.



INVOICE

Invoice # 10143
Date: 08/10/2026
Due On: 09/09/2026

Michow Guckenberger McAskin LLP

5299 DTC Blvd, Suite 300
Greenwood Village, CO 80111
United States
Phone: 303.459.2725

Woodland Park Downtown Development Authority
Chair/Treasurer
220 W. South Avenue
Woodland Park, CO 80866
US

WOODLAND PARK DOWNTOWN DEVELOPMENT AUTHORITY-(GC)

Services

Date	Attorney	Notes	Quantity	Rate	Total
07/01/2026	Joshua Myers	Finalize agenda for the July Board meeting; email to A. Hudson re: same.	1.00	\$275.00	\$275.00
07/01/2026	Ashley Hudson (Paralegal)	Finalized agenda and board packet for council meeting.	0.40	\$125.00	\$50.00
07/06/2026	Joshua Myers	Tc w/ Chair Gemelke to discuss agenda items for July DDA Board meeting.	0.30	\$275.00	\$82.50
07/06/2026	Joshua Myers	Review TIF reimbursement request for Purple Mountain Hospitality (Microtel) for 2025 taxes paid in 2026; review TIF Agreement and Amendment; review calculations of payment amount provided by A. Vassalotti; reply email to A. Vassalotti with clarification question.	1.00	\$275.00	\$275.00
07/07/2026	Joshua Myers	DDA Board Meeting: Prepare for, travel, and attend.	4.00	\$275.00	\$1,100.00
07/13/2026	Joshua Myers	Review email from N. Williams; confer w/ M. McAskin; reply email to N. Williams re: response received from P. Kloster.	0.50	\$275.00	\$137.50
07/13/2026	Marcus McAskin	Discuss Tava House issues with J. Myers.	0.20	\$295.00	\$59.00
07/14/2026	Ashley Hudson (Paralegal)	Reviewed and saved grant agreements	0.40	\$125.00	\$50.00

		at request of Attorney.			
07/15/2026	Joshua Myers	Woodland Station Development: Review Development Agreement, purchase and sale agreement, and subdivision improvement agreement; email to City Staff; email to M. McAskin re: internal memo and findings.	2.80	\$275.00	\$770.00
07/15/2026	Joshua Myers	Reviewing final report for RD Toth Construction, LLC, and preparing same for agenda packet; email to A. Riggle re: same.	0.90	\$275.00	\$247.50
07/16/2026	Joshua Myers	Prepare for and attend online meeting w/ N. Williams re: Woodland Station Development Agreement; email to M. McAskin re: same.	0.70	\$275.00	\$192.50
07/16/2026	Joshua Myers	Review email from K. Schminke re: status of sites in Woodland Station; email to N. Williams re: same.	0.20	\$275.00	\$55.00
07/21/2026	Joshua Myers	Review email from A. Vassalotti re: NETCO grant; confer w/ M. McAskin re: same; email correspondence w/ Chair Gemelke.	0.40	\$275.00	\$110.00
07/21/2026	Ashley Hudson (Paralegal)	2026 Grant Program - Put together AIS and final report for RD Toth Construction. Requested additional receipt information.	0.20	\$125.00	\$25.00
07/21/2026	Joshua Myers	Review Grant Agreement; email correspondence w/ A. Riggle re: same.	0.20	\$275.00	\$55.00
07/21/2026	Marcus McAskin	Discuss potential school district grant with J. Myers.	0.30	\$295.00	\$88.50
07/23/2026	Ashley Hudson (Paralegal)	Finalized RD Toth Final Report and AIS for August meeting.	0.40	\$125.00	\$50.00
07/27/2026	Joshua Myers	Review and reply to email from Chair Gemelke re: school district grant request; email to G. Slocum re: same.	0.20	\$275.00	\$55.00
07/27/2026	Ashley Hudson (Paralegal)	Compiled final report and AIS for Rhapsody Market Bistro, LLC	0.30	\$125.00	\$37.50
07/27/2026	Joshua Myers	Review and reply to email from A. Vassalotti re: Purple Mountain Hospitality 2 LLC's TIF reimbursement payments. Reviewing the draft agenda for August Board meeting; email to A. Hudson re: same.	0.70	\$275.00	\$192.50
07/28/2026	Joshua Myers	Email to Chair Gemelke re: school board grant request.	0.10	\$275.00	\$27.50

07/30/2026	Ashley Hudson (Paralegal)	Review final report for Hi Folks, LLC. Discuss receipts with Attorney J. Myers. Email to A. Riggle regarding issue with receipts provided.	0.20	\$125.00	\$25.00
07/30/2026	Ashley Hudson (Paralegal)	Finalize agenda packet for posting. Send to Board.	0.70	\$125.00	\$87.50
07/30/2026	Joshua Myers	Confer w/ A. Hudson re: Purple Mtn. Hospitality reimbursement documents for agenda packet.	0.20	\$275.00	\$55.00
07/30/2026	Joshua Myers	Review draft agenda and provide comments to A. Hudson for finalization.	0.30	\$275.00	\$82.50
Services Subtotal				\$4,185.00 USD	

Expenses

Date	Attorney	Notes	Quantity	Rate	Total
07/07/2026	Joshua Myers	Mileage Reimbursement - WPDDA 2026: Travel to attend Board meeting.	1.00	\$105.85	\$105.85
Expenses Subtotal				\$105.85 USD	
Subtotal				\$4,290.85 USD	
Total				\$4,290.85 USD	

Detailed Statement of Account

Other Invoices

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
10098	08/08/2026	\$4,778.00 USD	\$0.00 USD	\$4,778.00 USD
Outstanding Balance			\$4,778.00 USD	

Current Invoice

Invoice Number	Due On	Amount Due	Payments Received	Balance Due
10143	09/09/2026	\$4,290.85 USD	\$0.00 USD	\$4,290.85 USD
Outstanding Balance			\$4,290.85 USD	
Total Amount Outstanding			\$9,068.85 USD	

Please make all amounts payable to: Michow Guckenberger McAskin LLP