

**WRITTEN PLAN FOR THE CONDUCT OF A
MAIL BALLOT ELECTION TO BE HELD MAY 6, 2025**

1. Contact information for Special District conducting the election:

Name of the Special District ("District"): Mayberry, Colorado Springs Metropolitan District No. 4
Primary contact person: Teak Simonton
Phone: 970-471-2949
Email: teak.simonton@gmail.com
Principal Office Address: WSDM, 614 N. Tejon St., Colorado Springs, CO 80903
Designated Election Official: Rebecca Harris
Phone: 719-447-1777
Email: Rebecca.h@wsdistricts.co
Mailing address: 614 N. Tejon St., Colorado Springs, CO 80903

2. Date of the Election: May 6, 2025 ("Election")

3. Type of Election: Regular special district election

4. Citation of the statute authorizing election: Title 32, Article 1, C.R.S.; Title 1, Article 13.5, C.R.S. et seq. The District will conduct the Election according to all relevant provisions of the statutes authorizing the Election.

5. Name and contact information for the Designated Election Official ("DEO") who will be responsible for all aspects of the election: [Rebecca](#) Harris, 719-447-1777, 614 N. Tejon St., Colorado Springs, CO 80903

6. Eligible electors and timing for mailing ballots: As of March 11, 2025, there were 0 eligible electors registered within the district boundaries with additional 6 additional eligible property owner or contract holder electors as provided by law.

No later than 40 days prior to the Election (March 27, 2025), the Designated Election Official shall request a list of the registered electors residing within the District from the El Paso County Clerk. The Designated Election Official shall also request a list of the owners of all taxable real and personal property with the District from the El Paso County Assessor. Such initial lists shall be received no later than 30 days prior to the Election (April 6, 2025), and the supplemental lists received no later than 20 days prior to the Election (April 16, 2025). Sections 1-13.5-203(1), 1-13.5-204(1) and (2), and 1-13.5-1105(2)(a) and (b), C.R.S. The DEO may also choose to request one complete list 6 days prior to the election (April 29, 2025)

No later than 45 days prior to the Election (March 21, 2025), the Designated Election Official or election judges will cause to be mailed a ballot to each active eligible elector residing within the District who is a covered voter, as that term is defined in Section 1-8.3-102, C.R.S. (UOCAVA). Section 1-13.5-1103(4), C.R.S.

Between 22 and 15 days before the Election (April 14, 2025 to April 21, 2025), the Designated Election Official or election judges will mail ballots to each active eligible elector of the District. Section 1-13.5-1105(4)(a), C.R.S.

Applications for absentee ballots for non-resident property owners, who are eligible to vote in this election, will be available on the district website at <https://mayberrycospringsmd1-8.colorado.gov/>.

7. **Voter Services Available:**

- Voter registration assistance
- Property owner ballots
- Ballot drop boxes
- Original and Replacement ballots
- Voter registration assistance

Locations and hours:

WSDM ; 614 N. Tejon St., Colorado Springs, CO 80903

- April 14 – May 1; 8-5 M-F
(22 days prior to the election; Section 1-13.5-1105(4)(d), C.R.S.)
- May 6, Election Day; 7 a.m. -7 p.m.

8. Notice of Election: A notice of the District's election shall be published one time at least 20 days before the Election, no later than 4/16/25, in *The Gazette* or other designated legal publication having general circulation in the District. Such notice shall also be posted on the District's website; <https://mayberrycospringsmd1-8.colorado.gov/>, in the District office used by the Designated Election Official and sent to the County Clerk and Recorder. Sections 1-13.5-502(1) and (2) and 1-13.5-1105(2)(d), C.R.S.

9. Ballot delivery and processing: The Designated Election Official will supervise the distribution and handling of the ballots and will take the necessary steps to protect the confidentiality of the ballots cast and the integrity of the election. The Designated Election Official shall appoint a sufficient number of election judges to distribute, handle and count the ballots. The election judges will also take the necessary steps to protect the confidentiality of the ballots cast and the integrity of the election.

All deposited ballots will be counted as provided by the Election Laws. A mail ballot will be valid and counted only if it is returned in the return envelope, the self-affirmation on the return envelope is signed and completed by the eligible elector to whom the ballot was issued and the information on the return envelope is verified.

If the District Board elects by resolution to use certain signature verification procedures of Title I, those procedures will be followed as set forth in the Resolution and in Title I.

If the Designated Election Official or an election judge determines that an eligible elector to whom a replacement ballot has been issued has voted more than once, the first ballot returned by the elector will be considered the elector's official ballot. Any other ballot will be rejected.

Ballot envelopes will be date stamped upon receipt by the DEO, election judges or the district managers receiving ballots by mail or in the drop box. When ballots come in, the DEO, an election judge or the district managers will count the ballots, batch them and record the number of ballots received, including those that were returned as undeliverable. The DEO, election judges or district managers will maintain a daily log containing the total number of ballots returned. The pollbook will be updated to reflect ballots returned for eligible voters as ballots are received.

10. Description of procedures to be used to ensure ballot security at all stages of the process: The Ballots or ballot labels will contain the warning set forth in Section 1-13.5-1105(4)(b). The return envelopes will contain the self-affirmation set forth in Section 1-13.5-605(1). To protect the elector's privacy, the District will include a combined secrecy sleeve/voting instructions sheet in the mail ballot packet.

When not being processed, ballot packets will be placed in a safe, secure area under the supervision of the Designated Election Official, election judge or person designated by the Designated Election Official. Ballots will not be left unattended while being processed. After processing is complete, ballots will be placed in a safe and secure area. Access to the secure area shall be determined by the Designated Election Official.

A replacement ballot may be requested if the ballot was destroyed, spoiled, lost or not received by the elector. An elector may obtain a ballot if a mail ballot packet was not sent to the elector because the eligibility of the elector could not be determined at the time the mail ballot packets were mailed. The elector requesting the new or replacement ballot must complete a sworn statement specifying the reason for requesting the ballot. A mail ballot packet will not be issued or transmitted to the elector unless a sworn statement requesting the ballot is received on or before the Election.

11. Counting of the mail ballots: The election judges shall receive and prepare the mail ballots for counting. The counting may begin no sooner than 15 days before the Election (April 17, 2025). The election judges shall take all precautions necessary to ensure the secrecy of the counting procedures. No information concerning the count shall be released by the election judges or any watchers until after 7:00 p.m. on the day of Election. Section 1-13.5-1107, C.R.S.

Dated this 11th day of March, 2025,

Cathedral Pines Metropolitan District

By: Rebecca Harris

Name: Rebecca Harris, DEO