



MEMO

To: Mayor Dennis Stern, Board of Trustees, and Planning Commission Members

Through: Glen Smith, Interim Town Administrator

From: Robert C. Haywood, Chief Operating Officer, CMI

CC: Erica Romero, Town Clerk, Barbara Cole, Executive Director

Date: Wednesday, February 18, 2026

RE: Accusation of Fraud and operating without a contract by Trustee Roger Mosley at the February 12, 2026, Board of Trustees Meeting

At the Town of Palmer Lakes meeting of the Board of Trustees on Thursday, February 12th, several unfounded allegations were made regarding Community Matters Institute's (CMI) services to the Town.

A transcript of the irresponsible comments by Trustee Roger Mosley and by Marty Broznik are included as Exhibit 1. In summary, two accusations were made. First, that CMI billed the town for uncontracted services, and secondly, that CMI was paid \$12,787.50 twice and "hid" such over-payment. We disagree.

CMI is an IRS-approved 501(c)(3) not-for-profit and charitable organization. We place a high value on our high ethical standards and reputation. Neither of the accusations has the slightest merit. Rather, it should be noted that over the last two years, CMI has provided over 45 hours of professional services to the Town, without charge, to educate Town staff to do their jobs more effectively. According to the Department of Local Affairs (DOLA), the contract for the Comprehensive Plan (aka Community Master Plan), and the rewrite of the over 50-year-old Zoning Code, was \$125,000 less than contracts for such services in Towns of similar size as Palmer Lake by for profit consultancies. This is what it means to work with a not-for-profit organization committed to helping build capacity in communities.

I will deal first with the issue of overpayment. Exhibit 2 is an email chain between CMI and the Town from June 20th, 2025, through July 24th, 2025, regarding payment for invoice PL 25-4 for \$12,787.50. In summary, the original check #50799 was never received, payment was cancelled by Kathy Neal, an Accounting Clerk for the Town of Palmer Lake, and a new check #50879 was issued. (A copy of that check is attached as Exhibit 3.) It is the only check for \$12,787.50 that Community Matters Institute (CMI) has received for payment of Invoice PL 25-04, which is the only invoice for that amount that CMI presented.

Not in the email chain is that CMI received the reissued check #50879 and deposited it in our account on July 30th, 62 days past the payment due date. Because of CMI's high ethical standards, we understand mistakes can happen and did not charge the Town any late payment fees. There was nothing "deceitful", nor "fraudulent", nor any "theft of our money" involved.

On the 23rd of March 2023, the Board of Trustees passed Resolution 27-2023, which "The Board authorizes the Mayor to sign the professional service agreement to utilize CMI in an interim manner to

review current development plans pursuant to the enclosed agreement.” (A copy of this agreement is attached.) Most of our work under this agreement is chargeable to developers under cost reimbursement agreements signed by developers with the Town.

Community Matters Institute has operated under 4 contracts. These are all available from the Town as each included the required resolution. We have included as attachments the two contracts under question.

On 8 May 2025, CMI was awarded a contract to complete Title 17 of its Land Use Code, also known as the Zoning Code. This contract was referred to in discussions with staff and on Invoices as the “Zoning Contract.” While the initial executed contract with DOLA was solely for a critical update, direction from the Planning Commission, and approved by the Board of Trustees, Title 17 was rewritten in its entirety, including one of the strictest Dark Sky Ordinances along the Front Range. This contract certainly exists, and a copy of this agreement is attached as a PDF file. CMI never billed the town under a non-existent contract. We noted in February on the invoice to the Town that there was no longer funding in the DOLA contract, EIAF A00252 Palmer Lake Land Use Code Update (no DOLA contract), and did not charge the Town for any work related to said contract in February. In fact, we once again donated time to assist the Town in understanding its obligations to the DOLA. We did not recommence work on the Land Use Code until we received a signed contract in May of 2025.

Palmer Lake was fortunate to have had dedicated and hard-working staff, some of whom have left due to the increasingly toxic environment being created by elected officials. I understand that the Town has terminated its relationship with one of the best municipal attorneys in the state and is now operating without legal advice or representation.

I have advised Barbara Cole, CMI’s Chief Executive Officer, that CMI should cease providing interim planning services until a more stable governance structure exists in the Town. Our Board of Directors agrees. I have recommended that she give Palmer Lake notice of termination on our remaining contract as soon as possible. The final decision will be made by Barbara.

Sincerely,



Robert Haywood, COO



Robert Haywood
Chief Operating Officer and Founder
Littleton, Colorado
303-730-0396 (office landline)
303-709-6688 (cell)

Exhibit 1

Transcription of Relevant Comments made regarding Community Matters Institute During Board of Trustees Meeting 2/12/2016.

Citizen Comment by Marty Broznik, Highway 105, Palmer Lake (Time Stamp 3:00:42)

(Preliminary general comments not directly related to CMI are not transcribed)

(Time Stamp 3:01:10) I am going to limit myself to just the Community Matters contracts and invoices, and these are just the invoices. Over the last three years, there are several charges for which I was told there is no contract. A few of the invoices in here, and I can point them out, actually state on the invoice no contract for the associated charges, and still, the town paid the invoices. **Then there are CMI invoices that state that the charges are associated with the zoning contract, but when I submitted the CORA request for the zoning contract,** I was told it doesn't exist, and again, the town paid the invoices. But the **ultimate case was just last year when one of CMI's invoices for \$12,787.50 was paid twice.** Each time with different checks. I understand mistakes happen, but what I am questioning is the ethics of CMI for not reporting this to the town and accepting the second payment...(Time Stamp 3:02:20)

Comments by Trustee Roger Mosely (Time Stamp 3:28:30)

My second item tonight is if the public comment tonight is accurate that **we are paying CMI invoices without contracts**, I don't understand that. That is just beyond me. That we are handing money out in a town that is \$507,000 in the red this year...That is just beyond me.

And **the second thing is that if we have paid twice an invoice for \$12,700** and it was just a simple mistake, and those things just happen, and I completely understand that. **But if that contractor accepted that money and never mentioned it and kept it hidden, that to me is deceitful and fraudulent and is a theft of our money.** I want a hearing on CMI and our dealings with that contractor. I have been unhappy with this contractor for at least two years, and this is just a stake in their heart. I want an absolute agenda item at the next Board meeting where we talk about that, and CMI is invited here to defend themselves on that very issue. Thank you very much. (Time stamp 3:29:47)

Exhibit 2
E-mail Chain. June 20, 2025 thru July 24th, 2025
Regarding Payment of Invoice PL 25-04

NOTE: The following is an email chain from June 20th, 2025, to July 24th, 2025, regarding payment for invoice PL 25-4 for the amount of \$12,787.50. For the sake of reading clarity, I have removed from each of the emails received by the town the following warning:

“ -----WARNING: This email originated from outside the Town of Palmer Lake. DO NOT CLICK on any attachments or links from unknown senders or unexpected emails. Always check the sender's display name and email address are correct before you communicate.-----”

In summary, as indicated by the chain of emails below, the original check #50799 was never received. The Town cancelled payment on the check and reissued a check #50879. Not in the email chain is that CMI received the reissued check #50879 and deposited it in their account on July 30th.

Bob

From: Bob Haywood <bhaywood@communitymattersinstitute.org>
Date: Friday, June 20, 2025 at 6:43 PM
To: Dawn Collins <dawn@palmer-lake.org>
Cc: Barb Cole at Community Matters Institute <barbcole@communitymattersinstitute.org>
Subject: Invoice PL 25-04

Dawn,

My records are showing that we received the payment of \$15,020 for invoice PL 25-05, but that we have not received payment yet for invoice PL 25-04 for \$12,787.50. The invoice and workbook are attached. Can you please check if the payment has been made?

Thanks,
Bob



Bob Haywood
Chief Operating Officer
Community Matters Institute
Littleton, Colorado
303-730-0396 (office landline)
303-709-6688 (cell)

From: Barb Cole at Community Matters Institute <barbcole@communitymattersinstitute.org>
Sent: Wednesday, July 16, 2025 1:03 PM
To: Dawn Collins <dawn@palmer-lake.org>
Cc: Bob Haywood <bhaywood@communitymattersinstitute.org>
Subject: FW: Invoice PL 25-04
Importance: High



Community
Matters Institute

Barbara A. Cole
Executive Director and Founder
Community Matters Institute
Littleton, Colorado
303-730-0396 (office landline)
303-730-3173 (cell)

From: Dawn Collins <dawn@palmer-lake.org>
Date: Wednesday, July 16, 2025 at 3:01 PM
To: Barb Cole at Community Matters Institute <barbcole@communitymattersinstitute.org>
Cc: Bob Haywood <bhaywood@communitymattersinstitute.org>, Erica Romero <erica@palmer-lake.org>
Subject: RE: Invoice PL 25-04

This invoice was issued - check number 50799 for this payment on 6-26-25.
Perhaps allow next week and let Erica know if not received to be voided and reissued. Thanks,

Dawn A. Collins, CMC
Town Administrator/Clerk



Town of Palmer Lake
42 Valley Crescent
PO Box 208
Palmer Lake CO 80133
719.481.2953
dawn@palmer-lake.org
www.townofpalmerlake.com

From: Barb Cole at Community Matters Institute <barbcole@communitymattersinstitute.org>
Sent: Tuesday, July 22, 2025 9:56 AM
To: Erica Romero <erica@palmer-lake.org>
Cc: Bob Haywood <bhaywood@communitymattersinstitute.org>
Subject: FW: Invoice PL 25-04- PLEASE ISSUE A NEW CHECK

Erica- We still have not received payment for our April Invoice. It's been about 1 month since Dawn stated it was issued. Prompt payment would be greatly appreciated. Also, I did not get your cell #. You can message me with that #.



Barbara A. Cole
Executive Director and Founder
Community Matters Institute
Littleton, Colorado
303-730-0396 (office landline)
303-730-3173 (cell)

From: Finance <finance@palmer-lake.org>
Date: Tuesday, July 22, 2025 at 3:33 PM
To: Barb Cole at Community Matters Institute <barbcole@communitymattersinstitute.org>
Cc: Bob Haywood <bhaywood@communitymattersinstitute.org>, Erica Romero <erica@palmer-lake.org>
Subject: RE: FW: Invoice PL 25-04- PLEASE ISSUE A NEW CHECK

Barb- My name is Kathy Neal and I am the Accounting Clerk for the Town of Palmer Lake. I just wanted to let you know that the Town of Palmer Lake issued a stop order on check #50799 through our bank today. We had originally issued that check to pay for the Community Matters Institute Invoice# PL 25-04 for \$12,787.50. We are re-issuing a replacement check tomorrow to be sent to you. I will reply to this message with the new check number as soon as I have it from our accountant. Please let me know if you have any questions. Thank you!

Kathy Neal
Accounting Clerk
(719) 481-2953



Town of Palmer Lake
42 Valley Crescent/PO Box 208
Palmer Lake, CO 80133
www.townofpalmerlake.com

From: Barb Cole at Community Matters Institute <barbcole@communitymattersinstitute.org>
Sent: Tuesday, July 22, 2025 4:10 PM
To: Finance <finance@palmer-lake.org>

Cc: Bob Haywood <bhaywood@communitymattersinstitute.org>; Erica Romero <erica@palmer-lake.org>

Subject: Re: Invoice PL 25-04- PLEASE ISSUE A NEW CHECK



CKT Email Security couldn't recognize this email as this is the first time you received an email from this sender barbcole @ communitymattersinstitute.org

Thanks for taking care of this.



Community
Matters Institute

Barbara A. Cole

Executive Director and Founder
Community Matters Institute
Littleton, Colorado
303-730-0396 (office landline)
303-730-3173 (cell)

From: Finance <finance@palmer-lake.org>

Date: Thursday, July 24, 2025 at 7:48 AM

To: Barb Cole at Community Matters Institute <barbcole@communitymattersinstitute.org>, Finance <finance@palmer-lake.org>

Cc: Bob Haywood <bhaywood@communitymattersinstitute.org>, Erica Romero <erica@palmer-lake.org>

Subject: RE: Invoice PL 25-04- PLEASE ISSUE A NEW CHECK

Good morning, Barb. The new check number is #50879 and will be mailed today or tomorrow (based off of timing of getting the required 2nd signature).

Kathy Neal
Accounting Clerk
(719) 481-2953



Town of Palmer Lake
42 Valley Crescent/PO Box 208
Palmer Lake, CO 80133
www.townofpalmerlake.com

Exhibit 3
Check 50879


Town of Palmer Lake PO Box 208 Palmer Lake, CO 80133 (719)481-2953		Community Banks of Colorado VOID 90 DAYS FROM DATE OF ISSUE 82-2017/1021 12-01/1021	50879
			7/24/2025
PAY TO THE ORDER OF	COMMUNITY MATTERS INSTITUTE	\$	12,787.50
Twelve Thousand Seven Hundred Eighty Seven Dollars and 50 Cents			DOLLARS
COMMUNITY MATTERS INSTITUTE 5021 Juniper Littleton CO 80123		 AUTHORIZED SIGNATURE	
MEMO			
⑈050879⑈ ⑆102102013⑆ 02903119495⑈			

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