

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
CHAPEL HEIGHTS METROPOLITAN DISTRICT (THE "DISTRICT")
HELD
NOVEMBER 29, 2021

A special meeting of the Board of Directors of the Chapel Heights Metropolitan District (referred to hereafter as the "Board") was convened on Monday, November 29, 2021, at 10:00 a.m. This District Board meeting was held via Microsoft Teams. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were:

Lee Eisenheim, President
Rich Vorwaller, Secretary
James Byers, Assistant Secretary
Patrick Jarrett, Treasurer

Directors Absence Excused:

Nicole Renner, Assistant Secretary

Also, In Attendance Were:

Russell Dykstra, Esq.; Spencer Fane
Carrie Bartow, Krista Baptist, Josh Miller, John Wojnarowski;
CliftonLarsonAllen LLP

ADMINISTRATIVE MATTERS

Call to Order and Approval of Agenda: Director Eisenheim called the meeting to order at 10:01 a.m.

Following discussion, upon a motion duly made by Director Eisenheim, seconded by Director Vorwaller and, upon vote, unanimously carried, the Board approved the Agenda, with the removal of sections IIA., IIB., and IID.

Quorum/Director Qualifications/Disclosure of Potential Conflicts of Interest: The Board discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board of Directors to the Secretary of State. The members of the Board were requested to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting and incorporated for the record those applicable disclosures made by the Board members prior to this meeting in accordance with statute. It was noted by Attorney Dykstra that disclosures of potential conflicts of interest were filed with the Secretary of State for all directors, and no additional conflicts were disclosed at the meeting.

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Following discussion, upon a motion duly made by Director Vorwaller, seconded by Director Eisenheim and, upon vote, unanimously carried, the Board approved to excuse the absence of Director Renner.

Community Comment: There was no public comment.

Approval of Special Meeting Minutes from September 27, 2021: Following review, upon a motion duly made by Director Eisenheim, seconded by Director Vorwaller and, upon vote, unanimously carried, the Board approved the special meeting minutes from September 27, 2021 as presented.

Annual Administrative Matters Resolution: Following review, upon a motion duly made by Director Eisenheim, seconded by Director Vorwaller, and, upon vote, unanimously carried, the Board approved the Annual Administrative Matters Resolution.

Master Service Agreement with CliftonLarsonAllen, LLP: Following review, upon a motion duly made by Director Vorwaller, seconded by Director Eisenheim, and, upon vote, unanimously carried, the Board approved the Master Service Agreement with CliftonLarsonAllen, LLP.

2022 Insurance Renewal and Colorado Special Districts Property and Liability Pool and TCW Risk Management and Special District Association Membership: Following review, upon a motion duly made by Director Eisenheim, seconded by Director Vorwaller, and, upon vote, unanimously carried, the Board adopted the documents needed to obtain or maintain insurance coverage through the Colorado Special Districts Property and Liability Pool or TCW risk Management and authorize membership in the Special District Association.

FINANCIAL MATTERS

Public Hearing on Proposed 2022 Budget: Director Eisenheim opened the public hearing at 10:08 a.m. to consider the proposed 2022 Budget and to discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2022 budget and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing.

No public comments were received, and the public hearing was closed at 10:09 a.m.

Ms. Bartow reviewed the 2022 Budget with the Board. Upon motion duly made by Director Eisenheim, seconded by Director Vorwaller, and, upon vote, unanimously carried, the Board approved the 2022 Budget, as discussed, and adopted the Resolutions to Adopt the 2022 Budget, Appropriate Sums of Money and Set Mill Levy, subject to final assessed valuation and legal review.

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Appointment of District Accountant to prepare Application for Exemption from Audit for 2021: Following discussion, upon a motion duly made by Director Vorwaller, seconded by Director Eisenheim, and, upon vote, unanimously carried, the Board approved to appoint the District Accountant to prepare the application for exemption from Audit for 2021.

LEGAL MATTERS

Resolution Calling a Regular Election for Directors on May 3, 2022, appointing the DEO and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election: Mr. Dykstra presented to the Board. Following discussion, upon a motion duly made by Director Eisenheim, seconded by Director Vorwaller, and, upon vote, unanimously carried, the Board adopted the Resolution Calling a Regular Election for Directors on May 3, 2022, appointing the DEO and authorizing the DEO to perform all tasks required for the conduct of a mail ballot election.

Resolution Providing for Director's Exclusion from Workers Compensation Coverage: Following discussion, upon a motion duly made by Director Byers, seconded by Director Eisenheim, and, upon vote, unanimously carried, the Board adopted the Resolution Providing for Director's Exclusion from Workers Compensation Coverage.

MANAGER MATTERS

Other: Following discussion, upon a motion duly made by Director Eisenheim, seconded by Director Byers, and, upon vote, unanimously carried, the Board approved the 2021-2022 contract renewal with Brightview Landscaping, subject to final legal review.

OTHER BUSINESS

Confirm Quorum for Next Regular Meeting: Mr. Miller stated that management will reach out to confirm a quorum for the next regular meeting.

ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director Byers, seconded by Director Jarrett and, upon vote, unanimously carried, the Board adjourned the meeting at 10:33 a.m.

Respectfully submitted,

DocuSigned by:
By Rich Vorwaller
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Secretary of the Board