

**RECORD OF PROCEEDINGS
MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF
CHAPEL HEIGHTS METROPOLITAN DISTRICT**

HELD: The 30th day of November, 2020 at 10:00 a.m. (or as soon thereafter as the Boards determined), via video conference.

ATTENDANCE:

“Due to the COVID 19 situation and State of Colorado recommendations and orders regarding public meetings, the board met via teleconference. Anyone wishing to listen to the meeting may dial in to the conference call-in number provided. Participants will be limited to commenting only during the public comment portion of the agenda or specific public hearings as required.”

A regular meeting of the Board of Directors of Chapel Heights Metropolitan District, City of Colorado Springs, County of El Paso, Colorado, was called and held as shown above and in accordance with the applicable statutes of the State of Colorado, with the following directors present and acting:

Lee Eisenheim, President
Rich Vorwaller, Secretary
James Byers, Assistant Secretary

There is one vacancy on the Board.

Also present were Carrie Bartow of CliftonLarsonAllen and Russell W. Dykstra of Spencer Fane LLP.

All Board members and consultants appeared via video conference.

CALL TO ORDER:

The meeting was called to order at 10:04 a.m. It was confirmed that a quorum was present for the purpose of conducting a regular meeting of the Board of Directors of the Chapel Heights Metropolitan District. Director Jarrett was absent, absence excused.

AGENDA:

The Board reviewed the Agenda for the meeting and upon motion duly made seconded and upon vote unanimously carried, the Board approved the Agenda as presented.

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST:

The Board noted that transactional disclosure statements had been filed on behalf of the members of the Board of Directors with the office of the Colorado Secretary of State and with the Secretary of the Districts. Upon motion duly made, seconded and upon vote unanimously carried, the Board directed that said disclosures be incorporated.

PUBLIC COMMENTS:

None.

EXECUTIVE SESSION:

None.

APPROVAL OF MINUTES:

The Board reviewed the Minutes of the regular meeting of the Board held on October 26, 2020. Following discussion and upon motion duly made, seconded and upon vote unanimously carried, the Board approved the Minutes as presented.

FINANCIAL MATTERS:

Ms. Bartow presented the claims and financial reports to the Board. Following discussion and upon motion duly made, seconded and upon vote unanimously carried, the Board accepted and approved claims and financials as presented. Ms. Bartow presented a resolution regarding the operation fees, trash, snow, community center and CCR's for a total of \$720 per year and working capital fees for a total cost of \$600 plus pro-rata (first month of operations fees to be collected at closing). Following discussion and upon motion duly made, seconded and upon vote unanimously carried, the Board approved the resolution as presented and the engagement of CliftonLarsonAllen as Manager of the District.

2020 BUDGET AMENDMENTS:

It was noted that no amendment to the 2020 budget was needed.

2021 BUDGETS:

Mr. Dykstra reported that proper publication had been made in order for the Districts to conduct a joint public hearing on 2021 budgets. The public hearing was opened. There being no public present to comment, the public hearing was closed.

Ms. Bartow presented the 2021 budget to the Boards. Discussion ensued regarding mill levy imposition and funds. Following discussion of the proposed budgets Mr. Dykstra presented for the Board's consideration a form of resolution indicating the adoption of the budget as shown and appropriation of the funds as shown. Upon motion duly made, seconded and upon vote unanimously carried, the Boards (1) approved and adopted the 2021 budget as amended, (2) approved and adopted the mill levy as indicated in the resolution within said Resolution, (3) authorized the President and the Secretary to sign the necessary documentation, and (4) directed that the Certification of the Tax Levies be submitted to the City of Colorado Springs, County of El Paso by the accountant no later than December 15, 2020, and for general counsel to file the adopted budget with the Division of Local Government prior to January 31, 2021. The Board further directed that the Resolution adopting the 2021 budget be attached to these minutes and incorporated herein by this reference.

ATTORNEY ITEMS:

- a. Consider Ratification of CCR's and Fees. Following discussion and upon motion duly made, seconded and upon vote unanimously carried, the Board ratified and approved the CCR's and Fees and presented.
- b. Consider Approval of Resolution Providing for Exclusion from Workers Compensation Coverage. Following discussion and upon motion duly made, seconded and upon vote unanimously carried, the Board approved Resolution as presented.
- c. Consider Approval of Annual Administrative Matters Resolution. Following discussion and upon motion duly made, seconded and upon vote unanimously carried, the Board approved the Resolution as amended.

DIRECTOR ITEMS:

The Board discussed appointing Ms. Renner to the Board. Following discussion and upon motion duly made, seconded and upon vote unanimously carried, the Board approved the appointment of Ms. Renner to the Board. The Oath of Office was administered to Ms. Renner.

OTHER BUSINESS:

None.

ADJOURNMENT:

Following discussion and upon motion duly made, seconded and unanimously carried, the Board moved to adjourn the meeting at 10:40 a.m. The foregoing Minutes constitute a true and correct copy of the Minutes of the above-referenced meeting and were approved by the Board of Directors of the Chapel Heights Metropolitan District.

DocuSigned by:
Rich Vorwaller,
10E76AAF01FB4DE...
Secretary of the District

Certificate Of Completion

Envelope Id: 309960B9ED804CE38F398C4097D84E06	Status: Completed
Subject: 11-30-2020 Minutes (CHMD)	
Client Name: CHMD	
Client Number: 46267	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Kimbrie Garcia
Time Zone: (UTC-06:00) Central Time (US & Canada)	220 South 6th Street
	Suite 300
	Minneapolis, MN 55402
	Kimbrie.Garcia@claconnect.com
	IP Address: 174.51.146.125

Record Tracking

Status: Original	Holder: Kimbrie Garcia	Location: DocuSign
1/26/2021 10:40:07 AM	Kimbrie.Garcia@claconnect.com	

Signer Events

Rich Vorwaller,
 Rich@ChallengerHomes.com
 Secretary
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 10E76AAF01FB4DE...
 Signature Adoption: Pre-selected Style
 Using IP Address: 65.152.162.100

Timestamp

Sent: 1/26/2021 10:45:24 AM
 Viewed: 1/26/2021 12:42:27 PM
 Signed: 1/26/2021 12:43:14 PM

Electronic Record and Signature Disclosure:
 Accepted: 1/26/2021 12:42:27 PM
 ID: 97a5c8bb-2e35-4beb-be0c-4457df39e76b

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/26/2021 10:45:24 AM
Certified Delivered	Security Checked	1/26/2021 12:42:27 PM
Signing Complete	Security Checked	1/26/2021 12:43:14 PM
Completed	Security Checked	1/26/2021 12:43:14 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, CliftonLarsonAllen LLP (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact CliftonLarsonAllen LLP:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: BusinessTechnology@CLAconnect.com

To advise CliftonLarsonAllen LLP of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at BusinessTechnology@CLAconnect.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from CliftonLarsonAllen LLP

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with CliftonLarsonAllen LLP

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to BusinessTechnology@CLAconnect.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify CliftonLarsonAllen LLP as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CliftonLarsonAllen LLP during the course of your relationship with CliftonLarsonAllen LLP.