

RECORD OF PROCEEDINGS

MINUTES OF A SPECIAL MEETING OF
THE BOARD OF DIRECTORS OF THE
CHAPEL HEIGHTS METROPOLITAN DISTRICT
(THE "DISTRICT")
HELD
FEBRUARY 28, 2024

A special meeting of the Board of Directors of the Chapel Heights Metropolitan District (referred to hereafter as the "Board") was convened on Wednesday, February 28, 2024, at 9:00 a.m. This District Board meeting was held via Microsoft Teams. The meeting was open to the public.

ATTENDANCE

Directors In Attendance Were

James Byers, President
Mick Schuhmacher, Treasurer

Rich Vorwaller, Secretary was absent and excused.

Also, In Attendance Were

Nicole Peykov, Esq.; Spencer Fane, LLP
Krista Baptist, Korben Heim and Seef Le Roux; CliftonLarsonAllen, LLP
("CLA")

ADMINISTRATIVE MATTERS

Call to Order and Agenda: Director Byers called the meeting to order at 9:00 a.m.

Following review, upon a motion duly made by Director Byers, seconded by Director Schuhmacher and, upon vote, unanimously carried, the Board approved the agenda, as presented.

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 Peykov 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.

Quorum, Location of Meeting and Meeting Notices: A quorum was confirmed. This meeting was conducted via Microsoft Teams and public participation is encouraged via Microsoft Teams. The Board further noted that notice providing the time, date and video link information was duly posted and

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that no objections nor any requests that the means of hosting the meeting be changed, were received by taxpaying electors within the District's boundaries. Upon a motion duly made by Director Byers, seconded by Director Schuhmacher and, upon vote, unanimously carried, the Board excused the absence of Director Vorwaller.

Public Comment: None.

Minutes from the November 6, 2023 Regular Board Meeting: Following review, upon a motion duly made by Director Byers, seconded by Director Schuhmacher and, upon vote, unanimously carried, the Board approved the November 6, 2023 regular Board meeting minutes, as presented.

FINANCIAL MATTERS

Current Claims and Previous Claims in the amount of \$151,288.16: Mr. Le Roux reviewed the current claims and previous claims with the Board. Following review and discussion, upon a motion duly made by Director Byers, seconded by Director Schuhmacher and, upon vote, unanimously carried, the Board approved the current claims and ratified approval of the previous claims in the amount of \$151,288.16, as presented.

December 31, 2023 Draft of the Unaudited Financial Statements: Mr. Le Roux reviewed the December 31, 2023 draft of the Unaudited Financial Statements with the Board. Discussion ensued regarding YMCA reconciliation. Following review, upon a motion duly made by Director Byers, seconded by Director Vorwaller and, upon vote, unanimously carried, the Board accepted the draft December 31, 2023 Unaudited Financial Statements, as presented.

Statutory Requirements for an Audit. District Accountant to Prepare Application for Audit for 2023: Mr. Le Roux reviewed the audit process and the District's need for an audit. The Board directed the District's Accountant to proceed with the application for an audit.

First Amendment to Fee Resolution: Ms. Baptist and Mr. Le Roux discussed the need for a fee increase for single-family and townhomes existing fee and creation of new fee for the Cottages at Chapel Heights. Discussion ensued.

Following review and discussion, upon a motion duly made by Director Byers, seconded by Director Schuhmacher and, upon vote, unanimously carried, the Board approved the First Amendment to Fee Resolution, as presented.

LEGAL MATTERS

None.

MANAGER MATTERS

Covenant Enforcement Update: Ms. Baptist provided a Covenant Enforcement update to the Board. The Board discussed the parking enforcement remaining a concern. It was noted the management is looking for additional

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ways to address the address the issue. No action was taken.

Community Center Update: Ms. Baptist reviewed the Community Center year-end report with the Board. No action was taken.

Service Agreement with Haynes Mechanical for Preventative Maintenance: Ms. Baptist reviewed the agreement with the Board. Following review and discussion, upon a motion duly made by Director Byers, seconded by Director Schuhmacher and, upon vote, unanimously carried, the Board approved the Service Agreement with Haynes Mechanical for Preventative Maintenance, as presented.

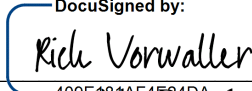
OTHER BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board at this time, Director Byers adjourned the meeting at 9:51 a.m.

Respectfully submitted,

By  Secretary of the Board
DocuSigned by:
Rich Vorwaller
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