

## RECORD OF PROCEEDINGS

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MINUTES OF A SPECIAL MEETING OF  
THE BOARD OF DIRECTORS OF THE  
CHAPEL HEIGHTS METROPOLITAN DISTRICT (THE "DISTRICT")  
HELD  
SEPTEMBER 27, 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, September 27, 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  
Nicole Renner, Assistant Secretary

#### Also, In Attendance Were:

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

### ADMINISTRATIVE MATTERS

**Call to Order and Approval of Agenda:** Director Eisenheim called the meeting to order at 10:03 a.m.

Following discussion, upon a motion duly made by Director Vorwaller, seconded by Director Eisenheim and, upon vote, unanimously carried, the Board approved the Agenda, as presented.

**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.

**Community Comment:** There was no public comment.

**Minutes from June 28, 2021:** Following review, upon a motion duly made by Director Eisenheim, seconded by Director Vorwaller and, upon vote, unanimously carried, the Board approved the minutes from June 28, 2021 as

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presented.

### FINANCIAL MATTERS

**Unaudited Financial Statements from May 31, 2021:** This item was tabled.

**Payment of Previous and Current Claims:** Ms. Bartow reviewed the previous and current claims with the Board. Following review, upon a motion duly made by Director Eisenheim, seconded by Director Jarret and, upon vote, unanimously carried, the Board ratified and approved the previous and current claims in the amount of \$21,997.66.

**2022 Budget:** Mr. Miller and Ms. Bartow discussed the 2022 budget with the Board.

### LEGAL MATTERS

**Other:** None.

### MANAGER MATTERS

**Managers' Report:** Ms. Baptist provided a verbal update for the Board.

**Townhomes Design Guidelines:** The Board reviewed the Townhomes Design Guidelines. Following review, upon a motion duly made by Director Jarrett, seconded by Director Byers and, upon vote, unanimously carried, the Board approved the Townhomes Design Guidelines as amended to remove the landscaping checklist.

**Community Design Guidelines:** The Board reviewed the Community Design Guidelines. Following review, upon a motion duly made by Director Jarrett, seconded by Director Byers and, upon vote, unanimously carried, the Board approved the Community Design Guidelines as presented.

### 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 Eisenheim, seconded by Director Vorwaller and, upon vote, unanimously carried, the Board adjourned the meeting at 10:25 a.m.

Respectfully submitted,

DocuSigned by:  
By Rich Vorwaller  
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Secretary for the Meeting