

# CHAPEL HEIGHTS METROPOLITAN DISTRICT

121 S. Tejon Street Suite 1100  
Colorado Springs, Colorado  
719-635-0330  
[www.chapelheightsmd.com](http://www.chapelheightsmd.com)

## **NOTICE OF REGULAR MEETING AND AGENDA**

**DATE:** November 6, 2023

**TIME:** 10:00 a.m.

**LOCATION:** Via Microsoft Teams

You can attend the meetings in any of the following ways:

1. To attend virtually please see the below link to the video conference:

**ACCESS:**

[https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_ODc0NjYwZDQtNWJiZS00YjM5LTk5MTQtZDFhNjZhZDNkYjNj%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%225b9f6fa2-e9dd-42cc-bfd8-f7dd2ed196a6%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODc0NjYwZDQtNWJiZS00YjM5LTk5MTQtZDFhNjZhZDNkYjNj%40thread.v2/0?context=%7b%22Tid%22%3a%224aaa468e-93ba-4ee3-ab9f-6a247aa3ade0%22%2c%22Oid%22%3a%225b9f6fa2-e9dd-42cc-bfd8-f7dd2ed196a6%22%7d)

2. To attend via telephone, dial 720-547-5281

Phone Conference ID: 741 646 399#

<u>Board of Directors</u>	<u>Office</u>	<u>Term Expires</u>
James Byers	President	May, 2025
Rich Vorwaller	Secretary	May, 2027
Mick Schuhmacher	Treasurer	May, 2025
Vacant	Director	May, 2025
Vacant	Director	May, 2027

### **I. ADMINISTRATIVE MATTERS**

- A. Call to order and approval of agenda.
- B. Present disclosures of potential conflicts of interest.
- C. Confirm quorum, location of meeting and posting of meeting notices.

D. Public Comment.

Members of the public may express their views to the Board on matters that affect the District that are otherwise not on the agenda. Comments will be limited to three (3) minutes per person.

E. Review and consider approval of Minutes from the October 2, 2023 regular Board meeting (enclosure).

F. Consider adoption of the Resolution Regarding 2024 Annual Administrative Matters (enclosure).

**II. FINANCIAL MATTERS**

A. Review and consider approval of current claims and ratification of previous claims (enclosure).

B. Review and consider acceptance of September 30, 2023 Unaudited Financial Statements (enclosure).

C. Conduct Public Hearing to consider amendment of the 2023 Budget. If necessary, consider adoption of Resolution to Amend the 2023 Budget (enclosure).

D. Conduct Public Hearing on the proposed 2024 Budget and consider adoption of Resolution to Adopt the 2024 Budget and Appropriate Sums of Money and to set Mill Levies (enclosure).

E. Authorize District Accountant to prepare the DLG-70 Certification of Tax Levies form for certification to the Board of County Commissioners and other interested parties.

F. Review and consider approval of 2024 Fee Schedule for Billing Services (enclosure).

G. Discuss statutory requirements for an audit. Consider appointment of District Accountant to prepare Application for Exemption from Audit for 2023.

**III. LEGAL MATTERS**

**IV. MANAGER MATTERS**

A. Covenant Enforcement Updates.

B. Community Center Updates (enclosure).

C. Review and consider approval of the Community Center Facility Rental Agreement (enclosure).

- D. Consider approval of electrical repairs at the Chapel Heights Community Center (enclosure).
- E. Consider approval of CliftonLarsonAllen LLP Master Services Agreement and statement(s) of work for 2024 (enclosure).
- F. Discuss and consider approval of 2024 insurance renewal (to be distributed).
- G. Discuss and consider Worker's Compensation.
- H. Consider authorization of renewing membership in the Special District Association for 2024.

**V. OTHER BUSINESS**

- A. Confirm quorum for Regular Meeting on December 4, 2023 at 10:00 a.m.

**VI. ADJOURNMENT**

**The next regularly scheduled Board meeting is  
December 4, 2023 at 10:00 a.m.**