

**RESOLUTION
OF THE
BOARD OF DIRECTORS
OF THE
STERLING HILLS WEST METROPOLITAN DISTRICT**

**A Resolution Designating an Official Custodian for Purposes of the Colorado Open
Records Act, Sections 24-72-200.1 *et seq.*, C.R.S.**

At a regular meeting of the Board of Directors of the Sterling Hills West Metropolitan District, City of Aurora, Arapahoe County, Colorado, held at 6:30 P.M., on Thursday, February 8, 2018, at Balterra Clubhouse, 2654 South Danube Place, Aurora, Colorado, at which a quorum was present, the following resolution was adopted:

WHEREAS, Sterling Hills West Metropolitan District (the "District") is a special district organized and existing pursuant to Sections 32-1-101 *et seq.*, C.R.S.; and

WHEREAS, the District is a political subdivision for purposes of the Colorado Open Records Act, Sections 24-72-200.1 *et seq.*, C.R.S., as may be amended from time to time, ("CORA"), as defined in Section 24-72-202(5), C.R.S., and is thus subject to CORA; and

WHEREAS, the Board of Directors of the District (the "Board") wishes to designate an "Official Custodian," as that term is defined in Section 24-72-202(2), C.R.S., who is responsible for the maintenance, care, and keeping of the District's public records, regardless of whether the records are in his or her actual personal custody and control; and

WHEREAS, the Board wishes to designate a "Custodian," as that term is defined in Section 24-72-202(1.1), C.R.S., who shall serve as the repository for the District's public records and shall have personal custody and control of the District's public records and assist the Official Custodian with the maintenance, care, and keeping of the District's public records.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF
STERLING HILLS WEST METROPOLITAN DISTRICT AS FOLLOWS:**

1. The Board, by a vote of S to O, hereby designates CJ Matthews as the Official Custodian of the District's public records for purposes of CORA. This shall continue unless and until the Board amends or repeals this Resolution. Pursuant to Section 24-72-203(1)(a), C.R.S., the Official Custodian may develop rules for the inspection of the District's public records as are reasonably necessary for the protection of such records and for the prevention of unnecessary interference with the regular discharge of the duties of the Custodian or the Custodian's office.
2. The Board, by a vote of S to O, hereby designates Icenogle Seaver Pogue, P.C. as the Custodian of the District's public records for purposes of CORA. The Custodian shall serve as the repository for the District's public records and shall have personal custody

and control of the District's public records and assist the Official Custodian with the maintenance, care, and keeping of the District's public records.

3. The Official Custodian and the Custodian shall adhere to all rules and regulations set forth in CORA in responding to public records inspection requests and shall allow any person the right of inspection of the District's public records except as otherwise provided in CORA or as otherwise provided by law.

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ADOPTED, APPROVED, AND MADE EFFECTIVE the 8th day of February, 2018.

STERLING HILLS WEST METROPOLITAN DISTRICT



By: Juliet Uhlott
Its: President

ATTEST:



By: Alan Duncan
Its: Secretary