

**RESOLUTION  
OF THE  
BOARD OF DIRECTORS  
OF THE  
POUDRE HEIGHTS METROPOLITAN DISTRICT NO. 4**

**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 an organizational meeting of the Board of Directors of the Poudre Heights Metropolitan District No. 4, Weld County, Colorado, held at 11:00 A.M., on Friday, January 21, 2022, via online at <https://us02web.zoom.us/j/82539843228?pwd=VEJybEZiNVU3b2lOT0FnZGRidVg5QT09> and via telephone at (346) 248-7799, Meeting ID: 825 3984 3228; Passcode: 330575, at which a quorum was present, the following resolution was adopted:

**WHEREAS**, Poudre Heights Metropolitan District No. 4 (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.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF  
POUDRE HEIGHTS METROPOLITAN DISTRICT NO. 4 AS FOLLOWS:**

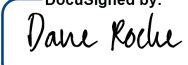
1. The Board, by a vote of 5 to 0, hereby designates the Secretary of the Board, which position is currently held by Dane Roche, but which may be held by other individuals in the future, as the Official Custodian of the District’s public records for purposes of CORA. This designation of the individual holding the position of Secretary of the Board as the Official Custodian of the District 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. All prior acts, orders, or resolutions, or parts thereof, by the District, as well as practices or policies of the District, in conflict with this Resolution, including but not limited to prior or conflicting designations for purposes of CORA, are hereby repealed and superseded by this Resolution.

ADOPTED, APPROVED, AND MADE EFFECTIVE the 21<sup>ST</sup> day of JANUARY, 2022.

**POUDRE HEIGHTS METROPOLITAN DISTRICT  
NO. 4**

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By: Brian Smerud  
Its: President

ATTEST:

DocuSigned by:  
  
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8EE1D930D967431...  
By: Dane Roche  
Its: Treasurer/Secretary