

RESOLUTION NO. 2017-11-06

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE SKY RANCH
COMMUNITY AUTHORITY BOARD PROVIDING POLICY REGARDING
RECORDING OF PUBLIC AND EXECUTIVE SESSION MEETINGS**

A. The Sky Ranch Community Authority Board (the “**CAB**”) is an authority and separate legal entity created pursuant to Section 29-1-203.5, C.R.S., and that certain Sky Ranch Community Authority Board Establishment Agreement, made and entered into effective November 13, 2017 by and between Sky Ranch Metropolitan District Nos. 1 and 5 (the “**CABEA**”).

B. The CAB is subject to and desires to comply with Section 24-6-401, *et seq.*, C.R.S. (the “**Open Meetings Law**”), as may be amended from time to time, which provides that formation of public policy is public business and may not be conducted in secret.

C. WHEREAS, Section 32-1-1001(1)(m), C.R.S., authorizes the CAB's Board of Directors (the “**CAB Board**”) to adopt, amend and enforce bylaws and rules and regulations for carrying out the business, objects and affairs of the CAB Board and the CAB.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Sky Ranch Community Authority Board that from this day forward the CAB’s Policy Regarding Recording of Public and Executive Session Meetings is as follows:

1. The CAB Board shall use written summary minutes as the manner and media for recording its regular and special public meetings.
2. To the extent required by Section 24-6-402(2)(d.5)(II)(A), C.R.S, the CAB Board shall electronically record executive session meetings by use of a cassette tape recorder.
3. The CAB Board shall retain executive session meeting records for ninety (90) days after the date of such executive session in compliance with Section 24-6-402(2)(d.5)(II)(E), C.R.S.
4. The custodian of the CAB’s records shall destroy such executive session meeting records upon expiration of the ninety (90) day retention period.

[SIGNATURE PAGE FOLLOWS]

**[SIGNATURE PAGE TO RESOLUTION PROVIDING POLICY REGARDING
RECORDING OF PUBLIC AND EXECUTIVE SESSION MEETINGS]**

RESOLUTION APPROVED AND ADOPTED ON NOVEMBER 13, 2017.

**SKY RANCH COMMUNITY AUTHORITY
BOARD**

By: 

President

Attest:



Secretary