RESOLUTION OF THE ADVISORY BOARD
OF THE
GATEWAY VILLAGE GENERAL IMPROVEMENT DISTRICT

Colorado Open Records Act Rules and Policy

WHEREAS, the Gateway Village General Improvement District (the “District”) was created by Ordinance No. 551, Series 1994; and

WHEREAS, the District is a quasi-municipal entity and political subdivision of the State of Colorado; and

WHEREAS, the Council of the City and County of Denver serves ex officio as the Board of Directors of the District (the “Board of Directors”); and

WHEREAS, Ordinance No. 551 also established a District Advisory Board (the “Advisory Board”) to conduct and manage all affairs of the District as the authorized agent of the Board of Directors; and

WHEREAS, as a governmental entity, the District is subject to and required to comply with the Colorado Open Records Act, §§ 24-72-200.1 to – 206, C.R.S. (“CORA”); and

WHEREAS, CORA permits the adoption of policies specifying the applicable conditions concerning the research and retrieval of public records, including the imposition of a research and retrieval fee; and

WHEREAS; to provide guidance to persons who submit requests for public records to the District pursuant to CORA, the District desires to adopt an updated policy regarding requests for public records and the research and retrieval fees that apply when responding to CORA requests; and

NOW THEREFORE, be it resolved by the Advisory Board of the Gateway Village General Improvement District as follows:

1. The Board approves and adopts the “Policy Regarding Requests for Public Records – Research and Retrieval” attached as Exhibit A to this resolution (“CORA Policy”).

2. The CORA Policy adopted pursuant to this resolution shall supersede in their entirety any and all prior Colorado Open Records Act policies of the District.

APPROVED AND ADOPTED this 19th day of September, 2014.

[signature page to follow]
GATEWAY VILLAGE GENERAL IMPROVEMENT DISTRICT

Harvey E. Deutsch, President of the Advisory Board

Attest:

[Signature]

Acting Secretary
Exhibit A

POLICY REGARDING REQUESTS
FOR PUBLIC RECORDS – Research and Retrieval

Requesting Public Records
To request public records, contact Seter & Vander Wall, P.C. at 303-770-2700 who will identify
the designated custodian for the requested records. Records requests must be in writing and
directed to the designated custodian of records. General emails to the District (or inquiries on
the District’s website or social media sites) will not be treated as records requests under CORA.
Requests must be submitted to and received by the designated records custodian.

All requests must contain the following information:

- Description of the records being requested. Describe the request as specifically as
  possible. If you are uncertain about which records contain the information you are
  seeking, provide a description of the type of information you are searching for, including
  date ranges.
- If photocopies or electronic copies are being sought, your contact information and
  preferred method of delivery of the records.

Limitations
The District will only produce those documents as permitted by CORA. Documents that are
prohibited from disclosure under CORA will not be released.

Fees and Costs
Fees for research and retrieval of public records may be imposed at the discretion of the records
custodian as follows:

<table>
<thead>
<tr>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Hour</td>
<td>No Charge</td>
</tr>
<tr>
<td>More than 1 Hour</td>
<td>$30/hour</td>
</tr>
</tbody>
</table>

Hourly research and retrieval fees may be adjusted for inflation pursuant to C.R.S. § 24-72-205(b).
Other fees may be imposed at the discretion of the records custodian consistent with the
provisions of CORA.