

**WRITTEN PLAN FOR THE CONDUCT OF A
MAIL BALLOT ELECTION TO BE HELD MAY 3, 2022**

1. Contact information for Special District conducting the election:

Name of the Special District ("District"): Cathedral Pines Metropolitan District

Primary contact person: Kevin Walker

Phone: 719-447-1777

Email: kevin.w@wsdistricts.co

Principal Office Address: Walker Schooler District Managers, 614 N. Tejon St., Colorado Springs, CO 80903

2. Date of the Election: May 3, 2022 ("Election")

3. Type of Election: Regular special district election

4. Citation of the statute authorizing election: Title 32, Article 1, C.R.S.; Title 1, Article 13.5, C.R.S. et seq. The District will conduct the Election according to all relevant provisions of the statutes authorizing the Election.

5. Name and contact information for the Designated Election Official ("DEO") who will be responsible for all aspects of the election: Wayne W. Williams, 719-439-1870, 3472 Research Parkway, Ste. 104-200, Colorado Springs, CO 80920, waynewilliamslaw@comcast.net.

6. Eligible electors and timing for mailing ballots: As of March 7, 2022, there were 363 eligible electors registered within the district boundaries with additional eligible electors to be determined as provided by law.

No later than 40 days prior to the Election (March 24, 2022), the Designated Election Official shall request a list of the registered electors residing within the District from the El Paso County Clerk. The Designated Election Official shall also request a list of the owners of all taxable real and personal property with the District from the El Paso County Assessor. Such initial lists shall be received no later than 30 days prior to the Election (April 1, 2022), and the supplemental lists received no later than 20 days prior to the Election (April 13, 2022). Sections 1-13.5-203(1), 1-13.5-204(1) and (2), and 1-13.5-1105(2)(a) and (b), C.R.S. The DEO may also choose one complete list 6 days prior to the election (April 27, 2022)

No later than 45 days prior to the Election (March 18, 2022), the Designated Election Official or election judges will cause to be mailed a ballot to each active eligible elector residing within the District who is a covered voter, as that term is defined in Section 1-8.3-102, C.R.S. (UOCAVA). Section 1-13.5-1103(4), C.R.S.

Between 22 and 15 days before the Election (April 11, 2022 to April 18, 2022), the Designated Election Official or election judges will mail ballots to each active eligible elector of the District. Section 1-13.5-1105(4)(a), C.R.S.

7. Total number of drop-off/walk-in locations: There will be two place(s) of deposit for mail in ballots:

a. **Secure 24/7 drop box located at Pikes Peak Community College – Rampart Range Campus**, 2070 Interquest Pkwy., Colorado Springs, CO 80921, which is located west of Interquest Pkwy. between Cross Peak View & New Life Dr. (The El Paso County Clerk & Recorder has authorized use of this box only for this election.)

b. **Walker Schooler District Managers**, 614 N. Tejon St., Colorado Springs, CO 80903, which is open during normal business hours (see below).

c. Ballots can also be mailed to the District's Designated Election Official at Wayne Williams, DEO, Cathedral Pines Metro District, P.O. Box 62159, Colorado Springs, CO 80962.

The walk-in location to obtain new or replacement ballots and to drop off voted ballots shall be located at the District Manager's office, Walker Schooler District Managers, 614 N. Tejon St., Colorado Springs, CO 80903. This location will be open from 8 a.m. to 5:00 p.m., Monday through Friday, beginning 22 days prior to the Election (April 11, 2022), and from 7:00 a.m. to 7:00 p.m. on the day of the Election. Section 1-13.5-1105(4)(d), C.R.S.

For security reasons, there will be no unmonitored freestanding drop-off locations. All drop-off locations will be located outside of the District. The District does not have any secure offices or facilities within its boundaries that are staffed during all business hours, thus, there are no adequate public locations within the boundaries of the District that would be a secure location for a ballot box. Such drop-off locations are within reasonable proximity to the District and the majority of the eligible electors.

8. Notice of Election: A notice of the District's election shall be published one time at least 20 days before the Election, no later than 4/13/22, in *The Gazette* or other designated legal publication having general circulation in the District. Such notice shall also be posted in the District office used by the Designated Election Official and sent to the County Clerk and Recorder. Sections 1-13.5-502(1) and (2) and 1-13.5-1105(2)(d), C.R.S.

9. Ballot delivery and processing: The Designated Election Official will supervise the distribution and handling of the ballots and will take the necessary steps to protect the confidentiality of the ballots cast and the integrity of the election. The Designated Election Official shall appoint a sufficient number of election judges to distribute, handle and count the ballots. The election judges will also take the necessary steps to protect the confidentiality of the ballots cast and the integrity of the election.

All deposited ballots will be counted as provided by the Election Laws. A mail ballot will be valid and counted only if it is returned in the return envelope, the self-affirmation on the return envelope is signed and completed by the eligible elector to whom the ballot was issued and the information on the return envelope is verified.

If the District Board elects by resolution to use certain signature verification procedures of Title I, those procedures will be followed as set forth in the Resolution and in Title I.

If the Designated Election Official or an election judge determines that an eligible elector to whom a replacement ballot has been issued has voted more than once, the first ballot returned by the elector will be considered the elector's official ballot. Any other ballot will be rejected.

Ballot envelopes will be date stamped upon receipt by the DEO. When ballots come in, the DEO or an election judge will count the ballots, batch them and record the number of ballots received, including those that were returned as undeliverable. The DEO will maintain a daily log containing the total number of ballots returned.

10. Description of procedures to be used to ensure ballot security at all stages of the process: The Ballots or ballot labels will contain the warning set forth in Section 1-13.5-1105(4)(b). The return envelopes will contain the self-affirmation set forth in Section 1-13.5-605(1). To protect the elector's privacy, the District will include a secrecy sleeve, and voting instructions, in the mail ballot packet.

When not being processed, ballot packets will be placed in a safe, secure area under the supervision of the Designated Election Official, election judge or person designated by the Designated Election Official. Ballots will not be left unattended while being processed. After processing is complete, ballots will be placed in a safe and secure area. Access to the secure area shall be determined by the Designated Election Official.

A replacement ballot may be requested if the ballot was destroyed, spoiled, lost or not received by the elector. An elector may obtain a ballot if a mail ballot packet was not sent to the elector because the eligibility of the elector could not be determined at the time the mail ballot packets were mailed. The elector requesting the new or replacement ballot must complete a sworn statement specifying the reason for requesting the ballot. A mail ballot packet will not be issued or transmitted to the elector unless a sworn statement requesting the ballot is received on or before the Election.

11. Counting of the mail ballots: The election judges shall receive and prepare the mail ballots for counting. The counting may begin no sooner than 15 days before the Election (April 18, 2022). The election judges shall take all precautions necessary to ensure the secrecy of the counting procedures. No information concerning the count shall be released by the election judges or any watchers until after 7:00 p.m. on the day of Election. Section 1-13.5-1107, C.R.S.

Dated this 9th day of March, 2022,

Cathedral Pines Metropolitan District

By: Wayne W. Williams

Name: Wayne W. Williams, DEO