

March 26<sup>th</sup>, 2020

To Whom It May Concern,

The holder of this letter is a member of the Managerial/Maintenance/Administrative Team ("Team Member") at CommonGround Golf Course located at 10300 E. Golfers Way, Aurora, CO 80010 ("CommonGround"). Although the golf course is closed for play during the Stay at Home order issued by the Colorado Department of Public Health & Environment issued on March 25<sup>th</sup>, 2020, CommonGround is permitted to engage in selected activities relating to the maintenance, security and administrative affairs of CommonGround. Under section III E of the Stay at Home Order issued by CDPHE, which in relevant part provides:

III E - **Minimum Basic Operations** - The minimum necessary activities to (1) maintain the value of the business's inventory, ensure security, process payroll and employee benefits, or for related functions; or (2) facilitate employees of the business being able to continue to work remotely from the Residences are allowable pursuant to this Order. Any business supporting Minimum Basic Operations must comply at all times with Social Distancing Requirements.

Accordingly, the Team Member that is in possession of this letter is authorized and needs to travel to and from CommonGround for purposes of participating in the Minimum Basic Operational duties of CommonGround for the duration of the applicable order.

CommonGround is complying with Social Distancing and all applicable health department recommendations and orders currently in effect to the greatest extent possible consistent with the safe performance of the Team Member's duties. All Team Members are provided a daily update on COVID-19, including safety and hygiene precautions to be taken. If any Team Member were to exhibit any symptoms of COVID-19, they would be directed to seek appropriate medical advice and to stay home.

Based on CommonGround's needed Minimum Basic Operations to stay in business, and the precautions being taken by all of our team members, please allow the Team Member to travel to and from CommonGround Golf Course during the duration of the applicable governmental orders.

If you have questions, please feel free to contact me.

Sincerely,

Dave Troyer  
General Manager  
Cell Phone: 303-521-0431