

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WILLOW BROOK METROPOLITAN DISTRICT HELD OCTOBER 16, 2020

ATTENDANCE:

The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, October 16, 2020 at 3:30 p.m. Due to the COVID-19 Pandemic, this meeting was held via teleconference only, in accordance with Colorado law. The following Directors were present and confirmed their qualification to serve on the Board:

EJ Olbright, President
Mat Sherwood, Vice President
Michael Good, Secretary
Randy Lewis, Director
Des Hague, Director

Others identified in attendance:

Sue Blair and Marcos Pacheco; Community Resource Services of Colorado, LLC
David Robbins, Esq; property owner and President of RROA
John Drake, property owner
Dave and Cathi Wingate, property owners
Mark Nadeau, property owner
David Radlauer, property owner
Jon Rovick, property owner
Don Samuels, property owner
Larry Huff, property owner
Rocky and John, RKR
Matt Willits, WSI

CALL TO ORDER:

Director Olbright noted that a quorum of the Board was present and the meeting was called to order at 3:35 p.m.

DISCLOSURE OF

CONFLICTS OF INTEREST:

Director Olbright inquired whether members of the Board had any conflicts of interest on matters coming before the Board. There were none.

PUBLIC COMMENT:

There was none.

RECORD OF PROCEEDINGS

APPROVAL OF AGENDA: The Board reviewed the agenda. Director Sherwood requested that the Board add items III. C, Water Use Monitoring, and V. F, Meeting Notifiers. Upon a second by Director Olbright, a vote was taken and the motion carried unanimously.

MINUTES: The Board reviewed the minutes from the September 18, 2020 Meeting. Director Olbright asked that the allocated money for signage be revised. Director Sherwood moved to approve the minutes as amended. Upon second by Director Olbright, a vote was taken and the motion carried unanimously.

OPERATOR ITEMS: Water System Reports: Mr. Willits updated the Board with the work that has been completed. He also contacted the State Health Department and asked if there was an extension for compliance with the alternative compliance ratio survey. Due to COVID-19, there is a 1-year extension to complete the survey. Mr. Willits asked the Board for permission to submit next year while working on it in the meantime. He continued and noted that the District is required to submit water diversion reports for wells to the State. This is something that is being worked on. As for the SCADA system, he is trying to get sketches for the ARC to review. The plan is to get the SCADA system up and running this year. He is continuing to work on budget numbers and will submit those to Ms. Blair soon.

High Meter Readings: Mr. Huff told the Board that this has been a six-month mystery to him. He lives on Pearl and his first quarter bill was for \$2,800 dollars. He brought in a plumber to check for leaks and there were none. All water appliances were also checked and there were no leaks. There is an old irrigation line that may have flowed some water but when checked, it was off. Mr. Willits offered to take a look at the house to see if there is a leak. He also offered different ideas of monitoring equipment. There was extensive discussion surrounding the topic.

Water Use Monitoring: Director Sherwood noted that, due to there being occasional high-water usage at certain properties, perhaps the District should evaluate the feasibility of installing new water meters. There was extensive discussion surrounding the topic.

CAPITAL PROJECTS: Signage: The Board authorized \$7,500 to be allocated for signage. When pricing was received from RKR, their estimate was

RECORD OF PROCEEDINGS

\$15,000. Mr. Wingate is working with RKR to possibly lower the estimate. An update will be provided at the next meeting.

Gate Project: Director Sherwood reported that the 4G antenna has been installed. The RFID antenna is also in place. It is anticipated that the gate will be placed in service on Monday. Mr. Samuels asked about a keypad on the resident side of the gate. Director Sherwood noted that this is something that the District Board will consider.

FINANCIALS:

Consider Approval and Ratification of Claims: Ms. Blair reviewed the claims with the Board. Director Lewis moved that the Board ratify the claims dated September 30, 2020 totaling \$31,180.02 along with the automatic payments totaling \$1,363.57. Upon second by Director Sherwood, a vote was taken and the motion carried unanimously.

Director Lewis moved the Board approve the current claims totaling \$79,347.93. Upon second by Director Sherwood, a vote was taken and the motion carried unanimously.

Financial Statements and Cash Position: Ms. Blair reviewed the September 30, 2020 financial statements and cash position with the Board.

Draft 2021 Budget: Ms. Blair provided a draft 2021 budget to the Board for review, pursuant to statute. The Board reviewed the Draft and provided feedback to Ms. Blair.

2021 Meeting Schedule: Director Olbright reported that for the last two years, meetings were held monthly in order to monitor the capital projects that were taking place. Now that those projects are completed, he recommended that the Board meet every other month, starting in February 2021. The Board agreed. Additionally, Director Sherwood requested that a meeting invitation be sent to include the Zoom meeting information. CRS will ensure this happens.

Approve Letter to Summit Fire & EMS: Director Olbright noted that he has reviewed the letter and recommended that the Board authorize Ms. Blair to sign the letter. The Board agreed. Ms. Blair will send the letter.

RECORD OF PROCEEDINGS

OTHER BUSINESS:

Adoption of Rules Prohibiting Parking and Towing of Illegally Parked Vehicles: Director Lewis reported that there are residents who have experienced individuals parking on their property. There were ideas given as to how to monitor and control the parking issue. This is something that will need to be addressed over time. Director Lewis also noted that a letter had been received from a resident in which he believes they made reasonable requests of the District as it relates to the parking issues. Mr. Robbins noted that if signs were to be installed, they would need to be approved by the ARC. There was extensive discussion surrounding the topic. Ms. Blair would like to get a draft plan prepared and then have a work session to discuss.

Website: The Board asked CRS to provide a plan to take over the management and administration of the District website. CRS will provide a report at the next meeting.

ADJOURNMENT:

There being no other business to come before the Board, the meeting was adjourned at 5:02 p.m.

Respectfully submitted,

Secretary for the Meeting