

# RECORD OF PROCEEDINGS

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**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
WILLOW BROOK METROPOLITAN DISTRICT  
HELD  
APRIL 21, 2023**

**ATTENDANCE:** The regular meeting of the Board of Directors of the Willow Brook Metropolitan District was called and held on Friday, April 21, 2023, at 2:30 p.m. via teleconference and in person at The Gate House, 524 Ruby Road, Silverthorne, Colorado, 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  
Jim Hahn, Director

Others in attendance:

Sue Blair and Marcos Pacheco; Community Resource Services of Colorado, LLC  
Jim Nielsen, Ranch Manager  
John Drake  
David Anderson  
Carl Oppedahl  
Cathi Wingate  
Becky Rovick  
Eric Olsen  
Jennifer Olsen  
Joey Kraft  
Debbie Metcalf  
Marina Larson  
Don Samuels

**CALL TO ORDER:** Director Olbright noted that a quorum of the Board was present, and the meeting was called to order at 2:30 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, to which there were none.

# RECORD OF PROCEEDINGS

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**COMMUNICATIONS FROM RESIDENTS:** The Board reviewed the communications from Mr. Samuels. Clarification and answers to the questions were provided. Extensive discussion took place surrounding the questions posed. It was noted that anyone wishing to send questions to the Board should do so a week ahead of time.

**PUBLIC COMMENT:** Ms. Larson stated she reviewed the 2021 audit documents, and according to audit financing for the road paving is a variable rate. Ms. Larson believes that we are over collecting with the new assessed valuation. A better choice is to pay down other loans rather than pay higher interest. Ms. Larson also asked if the ballot question allows for this to happen.

Ms. Rovick questioned why the Board packet had more detail than the public packet. Ms. Blair responded there are items that have to be approved by the Board before they become public documents.

Mr. Samuels asked about the well project.

**APPROVAL OF AGENDA:** Director Lewis moved that the Board approve the agenda as presented. Upon a second by Director Sherwood, a vote was taken and the motion carried unanimously.

**MINUTES:** The Board reviewed the minutes of the February 17, 2023, meeting. Director Good motioned to approve the minutes as presented. Upon second by Director Lewis, vote was taken, and the motion carried unanimously.

**RANCH MANAGER UPDATE:** The Board reviewed the Ranch Manager's report. Director Lewis noted that he is appreciative of the write-up of events as it allows for tracking. Director Lewis also noted his appreciation of the good conditions of the roads and thanked Mr. Nielsen for his hard work.

**PROJECT UPDATES:** Mr. Anderson reported that they are working through the design and approval process now for the mailbox and trash enclosure project. They continue to move forward with planning and engineering; however, due to zoning of the area, there is some work that needs to be done. Director Sherwood shared that there is exciting news on the water meter project. Ms. Blair and CRS worked to get potential funding of the project through Senator Hickenlooper's office. More to

# RECORD OF PROCEEDINGS

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come on the funding as we get closer to the Federal Government fiscal year end.

Director Lewis reported that Ms. Blair has been working on revising rules and regulations. The goal is to revise and potentially adopt them this year. The Board is in support of making this happen and modernizing the rules and regulations.

## **WATER SYSTEM UPDATE:**

GWUDI Assessment Director Olbright reported on the status of the assessment and why one is needed. There are several steps that need to be taken to be in compliance to bring a new well online. Director Olbright outlined the next steps as they relate to the completion of the project. The goal is to have the well online by the end of the year. Director Hahn moved to approve the ratification of amendment of the contract with Colorado Water Well. Upon a second by Director Olbright, a vote was taken and the motion carried unanimously. Director Olbright reported on the payment to Stan Miller for electrical related to the new water well. This is an approval of the agreement for \$15,000. Director Lewis moved to approve. Upon a second by Director Hahn, a vote was taken and the motion carried unanimously.

## **FINANCIALS/ ADMINISTRATIVE ITEMS:**

Ms. Blair presented claims to be ratified. The Board accepted the claims as presented, and upon motion duly made to ratify by Director Good and seconded by Director Sherwood, the motion was carried unanimously.

Ms. Blair presented current claims. The Board accepted the claims as presented, and upon motion duly made by Director Good and seconded by Director Lewis, the claims were approved as presented.

Ms. Blair presented the financial statements and cash position. There was a discussion about the variable rate of the loan. Ms. Blair answered questions from the Board.

Front-End Loader: Director Olbright reported that the District is hoping to purchase a front-end loader to aid in several aspects of maintenance around the District. The current price is \$120,000. Director Lewis provided an outline of an option to purchase from the Town of Silverthorne. A special meeting may need to be held to approve the agreement. The Board authorized Director Olbright to negotiate the agreement with the Town. A solar battery system would

# RECORD OF PROCEEDINGS

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provide the electrical that is needed to store and charge the front-end loader.

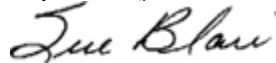
Election Update: Ms. Blair reported on the election and corrected misinformation that was circulating through the community. Director Lewis explained Ms. Blair's role in the election and gave general rules.

**DIRECTORS ITEMS:** Horse Sponsorship Update: Director Lewis reported that he received confirmation from legal counsel that sponsoring a horse is not a commercial process. Ms. Larson and other residents will review the agreement once finalized. Ms. Larson had follow up questions.

**OTHER BUSINESS:** Director Olbright noted there is lack of progress in weed mitigation and residents were asked to be mindful of efforts to mitigate. There was a discussion surrounding weed control and related matters, and parties responsible. Director Olbright reported that Leo Causland is re-upping the haying contract with the same term as last year. Mr. Drake reported rap that was used on the roads is being stored somewhere on the Ranch. Mr. Drake asked if rap will be used this year, and it was confirmed that it will. Ms. Larson then discussed OA covenants related to weed control and needing potential revision.

**ADJOURNMENT:** There being no further business to come before the Board, the meeting was adjourned at 3:40 p.m.

Respectfully submitted,



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Secretary for the Meeting