

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

OF THE

STERLING HILLS WEST METROPOLITAN DISTRICT

Held: Thursday, February 8, 2018, at 6:30 p.m. at the Balterra Clubhouse, 2654 South Danube Place, Aurora, Colorado 80013.

Attendance:

A regular meeting of the Board of Directors of the Sterling Hills West Metropolitan District was scheduled in compliance with the laws of the State of Colorado, with the following directors in attendance:

Juliet Uhlott, President
Alan Duncan, Secretary
Michael Lenz, Treasurer
CJ Matthews, Assistant Secretary (*via telephone*)
Alberteem Ransom, Assistant Secretary

Also present were:

Jennifer L. Ivey, Icenogle Seaver Pogue, P.C.
Debra Sedgeley, CliftonLarsonAllen, LLP
Ted Laves, Colorado Special District Management
and Operations

1. Call to Order/ Declaration of
Quorum:

Director Uhlott, noting the presence of a quorum, called to order the regular meeting of the Board of Directors (the "Board") of the Sterling Hills West Metropolitan District (the "District") at approximately 6:30 p.m.

2. Directors Matters/Disclosure
Matters:

Ms. Ivey advised the Board that pursuant to Colorado law, certain disclosures by the Board members may be required prior to taking official action at the meeting. The Board then reviewed the agenda for the meeting, following which each Board member confirmed the contents of any written disclosure previously made, stating the fact and summary nature of any matters, as required under Colorado law, to permit official action to be taken at the meeting.

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3. Approval of/Additions to/Deletions from Agenda: After review and discussion, upon the motion of Director Duncan and second of Director Ransom, the Board unanimously approved the agenda with the removal of agenda items 8(c) and 8(d).
4. Public Comment for Matters Not on Agenda: None.
5. Approval of Meeting Minutes: After review and discussion and upon the motion of Director Matthews and second of Director Uhlott, the Board unanimously approved the January 11, 2018 regular meeting minutes as presented.
6. District Manager Report: Mr. Laves discussed with the Board items detailed in his management report, including, the District's telephone system, storage locker, prairie dog removal, and the landscape walk-through that was completed. There was discussion regarding the procurement of signage for the parks. Mr. Laves will follow-up regarding preventative measures to ensure that the basketball hoops are not lowered without authorization.
7. Financial Matters: Ms. Sedgeley reviewed the financial ledgers, including the quarterly financial statements, cash requirement report, schedule of cash position, and claims represented by Check Numbers 1007 through 1013 which total \$15,606.52.
- Ms. Sedgeley informed the Board that the debit cards for Director Lenz and Mr. Laves were received. Ms. Sedgeley also informed the Board that all checks have cleared from the Wells Fargo account and provided Director Uhlott a letter to sign directing Wells Fargo to close the account.
- After review and discussion and upon the motion of Director Ransom and second of Director Lenz, the Board unanimously accepted the quarterly financial statements and schedule of cash position and approved the claims as presented.
8. Legal Matters: Ms. Ivey reviewed with the Board the 2017 Annual Report that is required to be filed with the City of Aurora on or before March 1, 2018. After review and discussion, the Board directed Ms. Ivey filing the 2017 Annual Report.
- Ms. Ivey reviewed with the Board a Resolution confirming Director Matthews as the Official Custodian for purposes of

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the Colorado Open Records Act. After review and discussion and upon the motion of Director Uhlott and second of Director Ransom, the Board unanimously approved the Colorado Open Records Act. Ms. Ivey then reviewed with the Board Rules of the Official Custodian related to requested made under the Colorado Open Records Act. After review and discussion Director Matthews, as the Official Custodian, adopted the Rules.

Ms. Ivey briefly reported on her review of the files related to the Detention Pond.

9. Property Matters:

Park Updates:

Green Park – None.

Red Park – Director Lenz directed Mr. Laves to investigate methods to prevent lowering of the basketball nets without authorization.

Blue Park – None.

Detention Pond Project Update: Ms. Ivey reported on this item under Item 8.

Landscape Committee: Mr. Laves will follow-up on the proposal received from Mr. Fredericks for winter landscape maintenance and watering.

10. Other Business:

At its January 11, 2018 regular meeting the Board unanimously approved the designation of the following committees and members:

Landscape Committee: CJ Matthews and Michael Lenz

Parks Committee: CJ Matthews and Juliet Uhlott

Pond Committee: CJ Matthews and Michael Lenz

Director Ransom stated that she is willing and able to help as needed but does not wish to change the designations.

Director Matthews stated that there was nothing to discuss regarding the Colorado Division of Local Affairs Fee Changes.

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11. Adjourn:

There being no further business to come before the Board, upon motion of Director Uhlott, second of Director Ransom and unanimous vote, the meeting was adjourned at 7:23 p.m.



Secretary of the Meeting