

RECORD OF PROCEEDINGS

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

OF THE

STERLING HILLS WEST METROPOLITAN DISTRICT

Held: Thursday, March 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
Alberteen 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
Mike Genders and Randy Cox, Keesen Landscape Management

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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Director Matthews asked Director Lenz to clarify a discussion in 2012 of the Sterling Hills West HOA merging with a special district. Director Lenz clarified that there has been no recent discussion of creation of any special district that would overlap with the District.

3. Approval of/Additions to/Deletions from Agenda:

After review and discussion, upon the motion of Director Duncan and second of Director Lenz, the Board unanimously approved the agenda as presented.

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 Lenz, the Board unanimously approved the February 8, 2018 regular meeting minutes as presented.

6. Financial Matters:

Ms. Sedgeley reviewed the financial ledgers, including the cash requirement report, schedule of cash position, and claims represented by Check Numbers 1014 through 1021 which total \$15,438.84 and Check Number 1022 in the amount of \$1,404.69.

After review and discussion and upon the motion of Director Matthews and second of Director Lenz, the Board unanimously accepted the schedule of cash position and approved the claims as presented.

7. District Manager Report:

Mr. Laves discussed with the Board items detailed in his District Manager's Report, including, a review and updates to the District insurance policy's property schedule, searching for a new parks maintenance contractor, issues related to the basketball hoop height, landscaping/grounds inspection, detention pond work, prairie dog mitigation that was completed, estimates for additional signage at the Green Park, and some new ideas for Board consideration.

The Board directed that Mr. Laves do further investigation regarding the date the damaged tree was planted and work with the insurance company regarding coverage under the policy. Mr. Laves reported that he is working with the insurance company to update the items covered under the policy.

After review and discussion and upon the motion of Director

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Matthews and second of Director Ransom, the Board directed that Mr. Laves bring a contract for consideration by the Board at its next regular meeting for quarterly inspection of the playground equipment in an amount not to exceed \$3,000.00 per year and on-call services, as needed and approved by the District.

After review and discussion and upon the motion of Director Matthews and second of Director Ransom, the Board unanimously approved contracting with McMillon Construction, LLC to have bars installed on the two (2) basketball hoops to prevent raising and lowering of the hoops in an amount not to exceed \$200.00.

Mr. Laves briefly reviewed the information in his report regarding the proposal from Keesen Landscaping. The Board then moved to Agenda Item 8 – Keesen Landscaping.

8. Keesen Landscaping:

Mr. Cox addressed the Board and reviewed a proposal for tree and shrub maintenance within the District. After review and discussion and upon the motion of Director Matthews and second of Director Lenz, the Board unanimously approved the updated proposal discussed at the meeting in an amount not to exceed of \$5,165.93 for spring deep root fertilization for trees, micronutrient fertilization, one treatment for ash borer, one treatment for IPS beetles. Upon motion of Director Uhlott and second of Director Matthews the Board unanimously approved delegating the authority to Mr. Laves to sign the Work Order as revised.

Mr. Cox distributed a proposal for Spring/Summer 2018 Enhancements which will be reviewed by Mr. Laves and considered by the Board at a future meeting.

Mr. Cox also provided background on Keesen Landscape Management and the work they perform. Mr. Genders and the Landscape Committee will meet in mid-April to review potential work.

Messrs. Cox and Genders departed the meeting at this time.

7. District Manager Report - Continued:

The Board returned to discussion of Agenda Item 7 – District Manager Report.

Director Matthews reported on the City of Aurora Stormwater Maintenance Training that she and Ms. Ivey

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attended on March 7, 2018 and discussions with Ms. Hoffman regarding the detention pond.

After review and discussion and upon the motion of Director Uhlott and second of Director Matthews, the Board unanimously approved contracting with McMillon Construction, LLC for preparation and installation of a new sign at the Green Park and addition of the District phone number to the existing signs in the other parks in an amount not to exceed \$650.00.

The Board directed that Mr. Laves' preferred forester should be invited to the next regular meeting of the Board to present to the Board his proposed services. The other new ideas were discussed and tabled to a future meeting for further discussion.

9. Legal Matters:

Ms. Ivey reported that at the close of business on March 5, 2018 there were not more candidates for director than offices to be filled and therefore the Designated Election Official canceled the election pursuant to Section 1-13.5-513, C.R.S., and the following candidates were declared elected by acclamation:

Michael T. Lenz	Four (4) year
C J Matthews	Four (4) year
Alan Duncan	Two (2) year
Albertain V. Ransom	Two (2) year

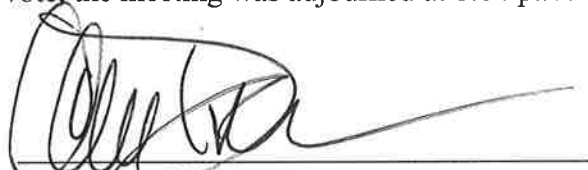
10. Other Business:

Ms. Ivey noted that the Special District Act lacks a formal procedure on how to call a special meeting or cancel a meeting. After review and discussion and upon the motion of Director Uhlott and second of Director Ransom, the Board unanimously approved the Chair cancelling future meetings if there are no topics for discussion under the District Manager Report, Legal Matters, Other Business or other agenda items that require immediate consideration, with an advisement to the Board from Mr. Laves regarding the cancellation.

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11. Adjourn:

There being no further business to come before the Board, upon motion of Director Ransom, second of Director Uhlott and unanimous vote, the meeting was adjourned at 8:04 p.m.



Secretary of the Meeting